

HENRIETTA  
JUNIOR HIGH  
2009-2010  
STUDENT HANDBOOK

REVIEWED BY THE HISD BOARD OF TRUSTEES

JULY, 2009

# PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Henrietta I.S.D. students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Henrietta public schools a positive educational experience.

The Student Handbook has been developed by school district administrators with assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

**The Student Handbook is not a contract between the school and parents or students.** It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

# ACKNOWLEDGEMENT

Dear Student and Parent:

The Henrietta Independent School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student’s teacher, the school counselor, or campus administrator.

**The student and parent should each sign this page on the space provided below, then return the page to the student’s school. Thank you.**



**We acknowledge that we have received (or been made aware of its presence at [www.henrietta-isd.net](http://www.henrietta-isd.net)) the Henrietta ISD Student Handbook and Code of Conduct for the 2009-2010 school year, and that we are responsible for reading and understanding the information contained here.**

Student's Name: \_\_\_\_\_  
(Please print)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_  
(Please print)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

### **Publications, Video, Interactive TV, and Internet Consent**

Students in Henrietta ISD sometimes are asked to be part of school or District publicity, publications, or public relations activities. For example, pictures and articles about school activities may appear in school publications or be given to local newspapers. Students may also participate in distance learning, virtual field trips, and video conferencing through interactive television, which involves transmitting the student's voice and image to the distance sites. Participating in an interactive TV transmission is not a violation of any person's privacy rights.

If you **do not** want your child's name, art work, written work, voice, or picture (video or still) to appear in any school publicity or publication, school buildings, school videos, or website, please indicate below and return with this acknowledgement page to the school office.

I **do not** want my child's name, art work, written work, voice, or picture (video or still) to appear in any school publicity or publication, school buildings, school videos, or website.

## **REQUIRED LEGAL NOTICES**

**Nondiscrimination:** Henrietta ISD does not discriminate in its educational programs and services on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Jeff McClure, whose office is located at 1801 E. Crafton.

The Section 504 Coordinator for the school district is Jeff McClure whose office is located at 1801 E. Crafton.

**Family Educational Rights and Privacy Act:** The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person who is acting as a parent in the absence of the child’s parent or legal guardian.

Parents control the access to their children’s education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and to copy their children’s education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or copy his or her child’s education records, she or he should contact the principal of the child’s school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00a.m. to 3:35p.m. and someone will be available to answer questions about the records.

Originals cannot be removed from the principal’s or superintendent’s office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies. Parents will be charged the district’s usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child’s records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information.

**Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children’s education records, the district ordinarily will not permit access to or copies of education records without at least one parent’s written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information.
- The district will release educational records to a juvenile justice agency in accordance with an agreement with between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.

“Directory information” means information that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student’s name, home address, telephone number, photograph, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended.

If you do not want the school to release directory information about your child, you must notify the principal in writing of the category or categories of information that you do not want released. **You have 10 school days after you receive this Handbook to tell the principal in writing what information you do not want released.**

If you want to review the school’s entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

**Protection of Pupil Rights Amendment:** We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;

4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law to determine program eligibility.

**Students in Need of Special Education Assistance:** If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Nicki Holbert

538-7520

**Invasive Examinations or Screenings:** We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, acanthosis nigricans, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

**Teacher Qualifications:** You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

## **GENERAL INFORMATION**

### **2009-2010 JH School Calendar**

- August 24 – First Day of School**
- September 7 – Labor Day Holiday (NO SCHOOL)**
- September 17 – Early Release (1:00p.m.)**
- September 18 – Pioneer Reunion Holiday (NO SCHOOL)**
- October 2 – End of First Six Weeks**
- October 9 – Early Release (1:00p.m.) parent conferences**
- November 6 – end 2<sup>nd</sup> Six Weeks**
- November 25-27 - Thanksgiving Holiday (NO SCHOOL)**
- December 18 - Early Release (1:00p.m.)**
- December 18 – End 3<sup>rd</sup> Six Weeks**
- Dec. 21-31 – Christmas Holiday (NO SCHOOL)**
- January 5 – Start 2<sup>nd</sup> Semester**
- January 14 – Early Release (1:00p.m.)**
- January 15 – Early Release (1:00p.m.)**
- February 19 – End of 4<sup>th</sup> Six Weeks**
- March 15-19 – Spring Break (NO SCHOOL)**
- April 2 – Bad Weather Day (POSSIBLE Holiday)**
- April 9 – End of 5<sup>th</sup> Six Weeks**
- May 7 – Bad Weather Day (POSSIBLE Holiday)**
- May 28 – Early Release (1:00 p.m.)**

## **Student's Legal Name**

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

## **Admission To Henrietta I.S.D.**

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student's parents must live in the district, even if the student does not live with that parent.
  - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
  - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
4. The adult enrolling the student must present current immunization records or make arrangements to begin immunizations as soon as possible.
5. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.
6. We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed

kindergarten, or been enrolled in first grade, in the public schools of another state.

7. We do not admit overage students to school. However, a student who is 21 or younger and who has completed a GED program, but has not graduated from any high school, will be admitted.

The application for admission and enrollment forms are official government records and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

### **Arrival and Release During the School Day**

Students should not arrive at school before 7:30 a.m. unless they are participating in school-sponsored activities or are being delivered by a school bus. There is no supervision before 7:30 a.m. When school is dismissed, students should leave the grounds no later than 3:45 p.m. unless they are staying for tutorials.

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she or he will be released to you at that time. If a student knows in advance that he/she will be leaving school during the day, a written permit from the parent is to be brought to school. If students leave the campus during the lunch period and for some reasons are not able to return to school, the parent must notify the school. Failure to do so will result in an unexcused absence.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

### **Withdrawing from School**

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

### **Attendance Requirements**

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If your child is absent from school on 10 or more days or partial days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, you will be prosecuted for contributing to truancy and your child will be prosecuted for failure to attend school. You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. We request that you bring notes from the doctor, dentist, orthodontist, etc.

These should be on clinical stationary. All documentation will be necessary to secure credit if a student fails to attend 90 percent of the days a class is offered. **Failure to bring a note on the day of returning to school will result in one day in D-hall.** The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused. A student absent for **any reason** will be allowed one day of make-up time for every day of absence. (Example: If a student is absent for three days, he/she is allowed three days to complete make-up work)

### **Prearranged Absences**

If a student is absent for a school-sponsored activity or a pre-arranged absence, all work should be completed prior to the absence unless the teacher prefers something different. In order for a student to receive a pre-arranged absence, the parent must send a signed note **AT LEAST TWO DAYS** in advance to the school. The student must secure the approval of all teachers and then present it to the office for final approval. In order to be approved, the student must be passing and not beyond the maximum days allowed for absences.

**Doctor and Dental Appointments:** Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

**Religious Holidays:** Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

### **UNEXCUSED ABSENCES**

All absences except those listed under excused absences will be unexcused absences. Texas Education Code-Subchapter B. Chapter 21, Section 21.041 states that: A student may not be given credit for a class if the student has more than five (5) days of unexcused absences during a semester.

Work missed due to unexcused absences will be made up for credit. The teacher will provide explanation and or materials during unexcused absences for the purpose of catching the student up. **THE HIGHEST GRADE A STUDENT MAY RECEIVE ON THIS WORK IS A SEVENTY (70).** Examples of unexcused absences are:

- Students who are not competing but miss school to attend an athletic event.
- Vacations or trips
- Going to the beauty/barber shop
- Working on cars
- Sleeping late
- Shopping
- Studying for exams or working on homework
- Preparing for proms or parties
- Staying home to work an outside job.

**Exceptions or unusual circumstances may be determined by the principal on an individual basis.**

### **TARDIES:**

Tardies result in missed educational opportunities. Because of this they will not be tolerated at Henrietta Junior High. The tardy policy here at HJH is:

- |                         |   |          |   |   |
|-------------------------|---|----------|---|---|
| * 1 <sup>st</sup> Tardy | - | warning  | - | no disciplinary action                          |
| * 2 <sup>nd</sup> Tardy | - | referral | - | 2 days lunch detention                          |
| * 3 <sup>rd</sup> Tardy | - | referral | - | 3 days lunch detention                          |
| * 4 <sup>th</sup> Tardy | - | referral | - | 2 licks or 2 days of 7:15a.m. Community service |
| * 5 <sup>th</sup> Tardy | - | referral | - | 3 licks or 3 days of 7:15a.m. Community service |
| * 6 <sup>th</sup> Tardy | - | referral | - | 3 licks or Saturday School                      |

(The policy listed above is based on tardies per class – not total tardies. It is also based per 6 weeks. It starts over each 6 weeks)

**Truancy may be defined as a student absence without the knowledge of the parent/guardian.**

Penalties for truancy may be:

1. Unexcused absence
2. Punishment prescribed by the administration

3. Possible legal action against the parent under the state's mandatory attendance law.

**Attendance and Credit** Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law requires students to be "in attendance" for at least 90 percent of the days a class is taught during a semester or year.

In the 2009-2010 school years, we require students to be in class for 80 days in the Fall Semester and 97 days in the Spring Semester to meet minimum attendance for credit requirements. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard, the committee can award credit or tell the student what additional work or time needs to be completed in order for the student to get credit for the grade level or course. We offer a Saturday school program as one way students can make up time and ordinarily will charge a fee for participating in that program. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child's situation.

### **CHECK ACCEPTANCE POLICY:**

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. In the event your check is returned for non-payment the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks will no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash or online payment).

### **ORGANIZATIONS AND ACTIVITIES:**

#### **DRUG TESTING POLICY:**

All students in grades 7 & 8 that are involved in extra-curricular or co-curricular activities are subject to the District's random drug testing policy. Students testing positive will be handled in accordance with the policy! All results will be held in strict confidence!!

#### **STUDENT COUNCIL:**

The object of the council shall be to develop good citizenship in the student body, to provide purposeful direction of school activities and to assist in the management of student concerns. The Student Council officers shall consist of a president and vice-president. These officers shall be elected from the 8<sup>th</sup> grade student body.

All nominees for Student Council must have at least a grade average of 80 excluding P.E., Athletics, Office Aide, and Academic Lab\_during the semester preceding the election. They cannot have more than one "N" (and no grade below that) in conduct any six weeks. Any\_student who receives more than one "N" in conduct per six weeks will be on probation for the next six weeks. He or she must still come to meetings. During the next six weeks the conduct must improve to no more than one "N" or better, or the member will be removed from Student Council. The Student Council shall select, by Article III, Section 3, a member to serve his or her unexpired term.

No student may be a candidate for Student Council who has accumulated 3 days ISS or 5 days D-Hall at the time of election. Suspension or DAEP disqualifies a person from running for office. Any council member who receives 3 days D-hall or 2 days ISS while serving shall be placed on probation. If one more day is received, the member is removed from his/her position. All students in grades 7 & 8 are subject to the District Drug testing policy.

A candidate for Student Council will be expected, after meeting the above qualifications, to actively campaign. An assembly of the returning students will be held. At that time, all executive candidates will state their platforms with a speech. Class representative candidates will present their speeches only to their grade level classes. Candidates may put up to 3 posters in the Jr. High where their grade levels have classes. Candidates for President and Vice President may put up 4 posters (2 each) in the areas where both 6th and 7th graders have classes. Fifth graders (incoming 6th graders for the next year) will put up 2 or 3 posters, or a number to be determined by their teachers and principal. There will be no bribery involved when campaigning for an office. No candy or gum or material things will be passed out. Only brochures or campaign flyers or ribbons may be passed out, pending approval by the Student Council advisor.

Balloting for Student Council officers, (President and Vice President) and class boy and girl representatives will be done by secret ballot. Those not present during balloting time will be unable to vote in the election. Only incoming 6th, 7th, and 8th graders will be allowed to vote. Incoming 6th graders (5th graders at elementary) will vote only for their next year's 6th grade class boy and girl representatives. Junior High 6th and 7th graders will vote for their next year's boy and girl class representatives and President and Vice President for the next year's Student Council.

To review more details about the HJH Student Council, contact the Student Council faculty sponsor for a copy of the HJH Student Council Constitution.

### **ATHLETIC PROGRAM:**

The Athletic program is designed to give every boy and girl in grades 7 and 8 the opportunity to participate in at least one of the following sports: football, volleyball, basketball, track, track, and tennis. In addition to these sports, physical education classes for boys and girls are scheduled during the day.

## **CHEERLEADERS and MASCOT:**

The cheerleaders and mascot shall promote and uphold school spirit, pride, and unity. They shall develop a sense of good sportsmanship among students. The membership shall consist of eight cheerleaders and one mascot. Cheerleaders and mascot will only try out for one position not both. Cheerleaders are not eligible to be a mascot if elected to the position of cheerleader. The mascot will not be eligible to be a cheerleader if elected to the mascot position. In the event that the cheerleaders or mascot are unable able to perform his/her duties, a new cheerleader /mascot will not be elected or selected until the following season.

1. The student must have an 80 or higher overall academic average for the semester prior to election.

All second semester six weeks' grades must be passing. The student must be passing ALL subjects

Effective the day before practice is to begin during the six weeks that tryouts are held.

2. The student may not have more than ten days of D-hall in the first semester. Students may not have more than 15 for the year.
3. The student must not have been placed in ISS, been suspended or been placed in DAEP the semester prior to, or the semester of tryouts.
4. The student must have a citizenship grade of no lower than an "S" in any subject for any six weeks during the current year.
5. The student will physically be able to jump, yell, and tumble, or perform the duties of mascot.
6. The student will attend pre-tryout training sessions set up by sponsor.
7. The student will return all forms, signed, to the sponsor by the designated deadline.
8. Students will be subject to the District's Drug testing policy.

## **JUNIOR HIGH BAND:**

The Junior High band program is designed to develop an appreciation of fine music and to develop the musicianship of its members. The band is active in Regional, District, Interscholastic League and community events. A complete schedule and band handbook is available from the director.

## **NATIONAL JUNIOR HONOR SOCIETY:**

The name of this chapter shall be the Henrietta Junior High Chapter of the National Junior Honor Society. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to encourage the development of character and to encourage citizenship in the students of

Henrietta Junior high School. Students in the 7<sup>th</sup> or 8<sup>th</sup> grades are eligible for membership. Candidates must have:

1. A minimum cumulative academic average of 90.0% including spring semester and the first six weeks of the current year. In order to retain membership, students must maintain this standard.
2. No academic grade lower than 85.0% in regular class: in advance courses (such as 8<sup>th</sup> grade algebra or advanced placement classes), no grade may be lower than 75.0%.
3. Passed all sections of the TAKS test.
4. Not been placed in ISS or DAEP.
5. Must have the qualities of leadership, good character, and service.
6. In citizenship, no grade lower than an “S” in the preceding four six weeks grading periods.
7. All members of this organization are subject to the district’s drug testing policy. Disciplinary actions taken against students will be only in accordance to the adopted policy.

### **HONORS:**

Henrietta Junior High attempts to recognize all students who achieve some outstanding honor during the school year. During the awards assembly at the end of the year, appropriate awards will be given.

### **HENRIETTA JUNIOR HIGH HONOR ROLL:**

All students who have 90 or above combined numerical average for their academic subjects and no citizenship grade lower than “S” will be considered for the Honor Roll at the end of each six weeks when report cards are issued. All classes are considered to be academic EXCEPT physical education (P.E.), office aide and/or athletics and academic lab. No grades above 100 will be averaged. Master Achievement is the distinction of having all A’s / S’s in both academic and conduct grades.

### **Endeavor Award – Excellence in All Endeavors**

Students will receive 1 ticket for every 20 points earned. Students will have the opportunity to enter the school-wide drawing the last week of school to award Endeavor prizes. Each grade level (**6, 7, and 8**) will have a separate drawing.

#### **Academic Average**

1<sup>st</sup> 5 weeks grading period’s average.

95-100 = 30 points                      90-94.99 = 20 points    85-89.99=10 points

TAKS Commended (any subject) 20 points                      Pass all TAKS 10 points

## Conduct

Nominees cannot have less than an “S” (no grade below that) in conduct in any six weeks period to qualify in this category.

No demerits, disciplinary referrals (white or pink slips)	30 points
White slips only (no pink slips)	10 points

## Attendance

Nominees cannot have more than 5 excused absent days for the school year. Nominees cannot have more than 10 tardies for the school year.

Perfect Attendance	30 points
5 or less days all year	10 points
No tardies	20 points
5 or less tardies all year	5 points

## School Sponsored Extra-curricular Activities

Nominees must complete the school year in good standing with the coaches, sponsors, and administration.

Athletics	10 points per sport
UIL academic	10 points per event
Band	10 points for yearly participation
Band	10 points per solo, ensembles....

## **ELITE AWARD: (Endeavor Learning Intelligence Talent Energy)**

100 points required to earn recognition. Points are to be accumulated at the **eighth grade level only** (except Meritorious Conduct) and awarded at Recognition Day as an eighth grader leaves Junior High.

### **ACADEMIC AVERAGE**

95-100 = 30 points	90-94.99 = 20 points	85-89.99 = 10 points
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### **CONDUCT**

Nominees cannot have less than an “S” (no grade below that) in conduct in any six weeks period.

**MERITORIOUS CONDUCT AWARD (This is the only cumulative category for ELITE.)**

- 3 years no demerits, disciplinary referrals (6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup> grades) 15 points
- 2 years no demerits, disciplinary referrals (7<sup>th</sup> 8<sup>th</sup> grades) 10 points
- 1 year no demerits, disciplinary referrals (8<sup>th</sup> grade) 5 points

**ATHLETICS (Zone titles apply when district titles are not available)**

- Football Letterman 10 points
- Basketball Letterman 10 points
- Volleyball Letterman 10 points
- Track Letterman 10 points
- Tennis Letterman 10 points
- Cross Country Letterman 10 points
- Team Zone or District Title 5 points
- Individual District Champ (1<sup>st</sup>) 5 points
- Non-lettering Full-year Athlete 5 points

**CHEERLEADER 10 POINTS**

**BAND**

- Choir Member – full year 5 points
- Drum Major 10 points
- Twirler 10 points
- Flag Rifle Corp 10 points
- Band Member – All Year (no other points) 15 points
- UIL Solo (1<sup>st</sup> Division) 10 points
- TMEA All-District Band 10 points
- TMEA Sweepstakes 5 points
- “1” in Concert Site Reading 5 points

**UIL LITERARY**

- Individual District Contestant, without placing in event 5 points
- District 1<sup>st</sup> place 15 points
- District 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> or 6<sup>th</sup> place 10 points
- Cast member of one-act play if cast is open to all 5 points

1<sup>st</sup> place play in District

15 points

**INTRA-SCHOOL INDIVIDUAL COMPETITION** (As approved by ELITE committee)

NO student-judged contests, and according to outlined criteria for each contest. Soil Conservation. Penmanship, VFW Essay, etc.)

1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> place – 5 points

Overall Penmanship – 10 points

**INTER-SCHOOL INDIVIDUAL COMPETITION** (As approved by ELITE committee)

NO student-judged contest and according to outlined criteria for each contest.)

Tri-County, Area, District, etc. levels of contests

1<sup>st</sup> place – 15 points      2<sup>nd</sup> place – 10 points      3<sup>rd</sup> place – 5 points

**HOMEWORK**

Learning is enhanced by studying some each night. Homework is an important way for a child to take control over his/her own learning. Because the Henrietta Junior High Faculty understands and believes this, the following policy has been accepted:

- The teacher will introduce a skill and provide guided practice before making a written homework assignment.
- The classroom teacher making a homework assignment will clarify what the assignment is and when it is due for evaluation.
- The teacher will assure the assignments will not require the use of books or materials, which are not available in the home or easily accessible to the student.
- The students will be expected to complete all homework assignments on schedule.
- Homework will be given only when necessary, will be evaluated, and the results will be shared with the students
- The teacher will notify parents if a student consistently fails to do homework and assignments.

**BUSES**

The District makes school bus transportation available to all students living two or more miles from school.

This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Students are expected to assist District staff insuring that buses

remain in good condition and that transportation is provided safely. While on the bus, students are under the supervision of the driver and responsible to him/her. When riding school buses, students are subject to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- A. After boarding the bus, take a seat and remain seated until the bus stops.
- B. Enter and leave the bus in an orderly manner at the designated bus stops.
- C. Keep feet, books, band instrument cases, and other objects out of the aisle.
- D. Do not deface the bus or its equipment.
- E. Never put head, hands, arms, or legs out of the window, hold any objects out of window, or  
throw objects within or outside the bus.
- F. Never leave the bus through the rear door unless an emergency arises.

## **Conduct and Discipline**

Along with this Student Handbook, you have access to the District Code of Conduct on the School web site at [www.henrietta-isd.net](http://www.henrietta-isd.net). If you do not have access to a computer you may pick up a copy in the school office. The Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

## **Dress and Grooming Code**

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we respect students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. Markings on any body parts from a pen or marker of any kind will not be allowed. The principal makes decisions about dress and grooming violations.

### **I. General Guidelines**

1. All attire must be appropriately sized, not baggy or excessively tight.
2. All attire must be free of lettering or logos that refer to alcohol, tobacco, or any others that are not in accordance with the objectives of the school environment.
3. Undergarments appropriate in style and color must be worn and may not be visible under or outside clothing.

4. Scrubs, smocks, and other specific job-typing apparel are not permitted.
5. Scout uniforms will be permitted.
6. Spirit day dress will be at the discretion of the Campus Administrator or designee.
7. Hats, caps, bandanas, and sunglasses shall not be worn in the building except for designated occasions.
8. Ear adornments are not permitted on boys.
9. Visible tattoos and body piercing are not allowed.(This includes plugs of any kind)
10. See through material and latex type clothing will not be allowed.
11. Sleeveless shirts, blouses, and dresses must cover the point of the shoulder.
12. No house shoes will be allowed.
13. Dress code will be in force for all functions (dances, graduation, etc.).

## II. Pants

1. Pants must fit at the waist and be no larger than the waist measurement, be properly hemmed or cuffed and not be excessively baggy.
2. Jeans cannot be slit, frayed, or have holes in them. Tight-fitting, stretch type pants are not allowed.
3. Bell-bottomed pants and flares must not be excessively wide.
4. Warm-ups, sweats, or tear away pants will not be allowed.
5. Only standard walking shorts or denim shorts can be worn. Length must meet or exceed the longest finger. No athletic shorts will be allowed.
6. No clothing will be allowed that has been written on with pen or marker.

## III. Shirts/Blouses

1. Shirt tails styled to be tucked in must be worn inside. Shirts must be long enough to stay tucked in when arms are raised. Shirts and blouses designed to be worn out must not extend below the longest finger.
2. Shirts must not be worn in any way that reflects gang affiliation or conceals contraband.
3. Tank tops, half shirts, halters, midriffs, bare backs, sheer or mesh tops, tube tops, sun dresses, or dresses with spaghetti-string straps will not be allowed.
4. Any Blouse that displays the bare midriff if the arms are held straight up will not be allowed.

#### IV. Skirts and Dresses

1. Skirts and dresses must be longer than fingertip length when the arms are at the student's side.
2. Slits in skirts or dresses may not go any higher than fingertip length when the arms are at the student's side.
3. Revealing necklines will not be allowed.

#### V. Hair

1. Hair may have no shaved designs.
2. Mohawks and other designs carved into the hair are not permitted.
3. Hair for boys is as follows: Not below the bottom of the ear, off the collar and above the eyebrow.
4. Any distracting hair color will not be allowed.
5. No facial hair will be allowed.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he may be placed in in-school suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately.

### **Drug Testing**

All students in grades 7 & 8 that are involved in any extra-curricular or co-curricular activities are subject to the districts random Drug testing policy. All results are confidential!!

### **Sexual Harassment**

We prohibit students from sexually harassing other students and from sexually harassing employees. Engaging in sexual harassment is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object.

If you or your child has a complaint about sexual comments, conduct, contact or any other inappropriate conduct by a school employee, do not hesitate to contact the school principal or the Title IX coordinator whose name appears at the beginning of this Handbook. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of sexual harassment complaints, the same federal law that protects the confidentiality of information about your child protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the actual discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong-doing on the employee's part.

Your child's principal can give you a copy of the entire sexual harassment policy and complaint process and will be glad to answer any questions you may have about this subject.

### **Searches of Students, Lockers, and Vehicles on School Property**

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. **Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly**, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers. We will also periodically have trained drug sniffing dogs on our campus go through and check for illegal contraband. If a dog alerts on your locker or your property we have authority to search you and your lockers.

Locks for student lockers may be provided for students. If students use a lock other than a school issued lock, a copy of the combination or key to the students lock must be provided to the office staff in the event that locker entry is required by school staff.

### **Questioning Students at School**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you promptly if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child

Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

### **Pledges, Minute of Silence, Prayer, and Meditation**

Each day teachers will lead students in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **CURRICULUM AND PROGRAMS**

### **Special Programs**

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

**Special Education:** Henrietta ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Cindy Moses, Special Education Director at 720-7900, or your principal to receive full information about our special education programs.

**Section 504:** Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

**Bilingual Education/English as a Second Language:** English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

**Accelerated or Intensive Instruction/Students At-Risk:** Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

**Students with Learning Difficulties:** If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the district. Additionally, the notice must inform the parent how to

obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The Designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Nicki Holbert at 720-7920 ext. 4001

## **Counseling Programs and Services**

The district has a developmental counseling and guidance program. Each secondary campus has one or more counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and counselors can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact your school principal or counselor.

## **Testing and Assessment Programs**

Each year, we administer the statewide assessment program, Texas Assessment of Knowledge and Skills (TAKS). These tests are coordinated with the Texas Essential Knowledge and Skills that form the basic curriculum in all state-required subjects. The state legislature has mandated significant changes to the testing program to be phased in between 2002-03 and 2006-07. Parents and students will receive complete information about applicable state assessments during the school year, as appropriate for the student's grade.

Results of the TAKS examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide and federal accountability system. Please make every effort to have your children at school on TAKS administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

You can receive a copy of the TAKS test administered to your child, but only after the test has been completed. Contact the Quana West – JH Principal if you want more information.

## **Grading and Report Cards**

The teacher, according to the requirements of the course, will determine the grading system for each course. The teacher will provide a grade syllabus to the office and in the grade book explaining the grading system. Tutoring will be provided by a teacher as

needed in order for students to improve learning. Exams will be required in some courses according to requirements of the course. The exams may include daily exams and/or six weeks' exams. Algebra and 8<sup>th</sup> grade Keyboarding will require semester and final exams. Report cards: (See Calendar).

Henrietta ISD policy states that a classroom teacher (1) assign a grade that reflects the student's relative mastery achievement of an assignment; (2) may not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work; and (3) may allow a student a reasonable opportunity to make up or redo a class assignment or exam for which the student received a failing grade. Students will be allowed to receive up to a 70 on make up or redo class assignments and exams.

Student grades may be accessed by parents from a home computer. To have an explanation of this distance accessibility, please contact the school office.

### **Promotion, Retention, Award of Credit**

To be promoted in Henrietta Junior High, students will attain an average of 70 or above in three of the four core classes that include Language Arts (Language Arts and Reading or Reading Improvement are averaged together), Math, Social Studies, and Science. A student should have an overall average of 70 or above for the year in all courses taken, including Physical Education, Fine Arts, and other electives. Students who are not promoted must repeat that grade, unless they attend a summer school approved by the principal.

If your child entered kindergarten in the 2000-2001 school year or after, he or she will have to pass the TAKS examination in the third, fifth, and eighth grades—or pass an alternate test if he or she does not pass after three tries on the TAKS—in order to be promoted to the fourth, sixth, and ninth grades. If your child does not pass the TAKS after the first administration at a grade level, we will provide intensive instruction in your child's area(s) of academic weakness. Contact your principal for more information.

### **Media Center**

The Junior High Media Center is for the use of students and faculty, and all are encouraged to utilize it as much as possible. Books will be loaned out by the librarian. It is the duty of patrons to return the borrowed books to the library by the time the book is due. A fine will be assessed for overdue books and a replacement charge will be required for lost or damaged books. Hours are from 7:45 a.m. until 3:30 p.m. except on a day that the librarian has morning duty.

### **Educational Technology and Acceptable Use**

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use

school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director. (See EFE)
2. Personal political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
3. Participating in chat rooms other than those sponsored and overseen by the District.
4. Tampering with anyone else's computer, files, or e-mail.
5. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
6. Any use that would be unlawful under state or federal law.
7. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
8. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
9. Use that violates the student code of conduct.
10. Use related to commercial activities or for commercial gain.
11. Advertisement for purchase or sale of a product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

## **OF SPECIAL INTEREST TO STUDENTS**

### **Student Publications/Distribution of Materials**

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where nonschool publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute nonschool publications or materials in the classroom or hallways.

### **Requirements for Eighth Grade Certificate of Completion**

Eighth grade students who will enter the ninth grade unconditionally will be presented a Certificate of Completion during the annual awards ceremonies at the end of the year. Any student who will be required to repeat the eighth grade, who will be required to attend summer school because of failing grades, or who will still have time to make up for excessive absences after the Monday before the ceremony will not be allowed to receive a Certificate of Completion until the requirements are met. Students that have not met TAKS testing requirements by the time of the awards ceremony will be allowed to take part in the ceremony, but will not receive a certificate of completion until requirements are met.

Any student in a DAEP placement the day of the ceremony will not be allowed to take part in the ceremony, but will be awarded a Certificate of Completion by mail if a Certificate has been earned.

## **OF SPECIAL INTEREST TO PARENTS**

### **Visiting School**

You are encouraged to visit your children's schools from time to time; however, we ask that you comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court document that limits a possessory conservator's

(that is the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

### **Complaint Process**

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you should put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written response within seven days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at its next regular meeting.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

### **Student Illness or Injury at School/Medicines**

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have school nurses available on each campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and do purchase accident insurance for students who participate in interscholastic athletic practice and competition.

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

If a child requires medication for relief or cure of an illness that does not prevent the child from attending school, the medication may be dispensed by school personnel according to the Texas state Legislature and the Henrietta ISD Board of Education policy. The following requirements must be met by the parent or legal guardian requesting this service.

1. Prescription or non-prescription drugs that need to be taken at school for 15 days or less:

- a. All prescription drugs must be in their original pharmacy container and labeled by the pharmacist. The label must include:
  1. Student's name
  2. Physicians name
  3. Name of Drug
  4. Amount of drug and frequency of administration
  5. Date prescription filled
- b. All non-prescription drugs must be in their original container.

The written request

for administration of these must contain the following information:

1. Student's name
2. Name of drug
3. Amount of drug to be given
4. When drug is to be given
5. Reason drug is given
6. Date
7. Signature of parent/guardian

c. All prescription and non-prescription drugs that need to be taken at school for 15

days or less must be accompanied by a written request, signed and dated by the parent or legal guardian.

2. Prescription or non-prescription drugs that need to be taken at school for more than 15 days must be accompanied by a written request signed and dated by the prescribing physician and the parent or guardian requesting the service.
3. Medications prescribed or requested to be given three times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician, or the school nurse determines that a special need exists for an individual student.
4. There will be no more than one medication per properly labeled container.
5. All medications will be stored and dispensed in the school office. Exceptions must be approved by proper school authorities in advance.
6. No student may have prescription or non-prescription drugs in his/her possession on school grounds during school hours.

7. No medication will be administered from or kept in the school office for more than 15 days unless otherwise prescribed by a physician or dentist.

### **Lost, Damaged, or Stolen Personal Items**

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity. This includes bicycles.**

### **Telephone Use**

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction.

The Student Code of Conduct allows students to have cellular phones and pagers during the school day, but requires them to be turned off and in locker during instruction. Improper use of a cellular phone or pager during the school day will result in the item's being confiscated. The first time the cell phone is confiscated, it will be turned into the principal's office and the student can pick it up at the end of the day. Repeated offenses will result in the student having to pay a \$15 recovery fee.

### **Authorized Fees**

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Security deposits for materials, supplies, or materials that must be returned to the district.
- Fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.

- Fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- A reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- Fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- A fee for vehicle identification for cars regularly parked on school property.
- A fee for student identification cards.
- A fee for school-provided driver training courses.
- A fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- Fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- Fees, not more than \$50, for attendance in a program offered outside of regular school hours that allow students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

### **FOOD SERVICE/FREE AND REDUCED LUNCH PROGRAM**

We serve a variety of nutritious food for students and faculty members at a nominal cost. All HJH students will be offered free breakfast during the 2008 – 2009 year. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, i.e., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels.

We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact the Director of Food Services.

The cafeteria uses a computerized accounting system. Each student has a personal account code number which is used to purchase meals. Parents should send solar amounts to be credited to a child's account. Checks made payable to "Henrietta ISD" is preferred. If you must send cash please sent it in a sealed envelope with your child's name and dollar amount written on the outside. We realize it is difficult to keep track of your child's purchases. Once your child's account becomes negative, lunch charge notices will be sent home. Your child will be allowed to charge five meals after which he/she will receive a peanut butter sandwich and milk until money is deposited into his/her account.

### **Breakfast, Break and Lunch Procedures**

As soon as a student has finished eating, he/she should leave the cafeteria. When the weather is too bad for students to wait outside, they will need to follow the directions below.)

	<u>Good Weather</u>	<u>Bad Weather</u>
A.M. commons area	6 <sup>th</sup> West Side	6 <sup>th</sup> Cafeteria /
	7 <sup>th</sup> & 8 <sup>th</sup> East Side	7 <sup>th</sup> & 8 <sup>th</sup> Gym
LUNCH commons area	6 <sup>th</sup> West Side	6 <sup>th</sup> Cafeteria /
	7 <sup>th</sup> & 8 <sup>th</sup> East Side	7 <sup>th</sup> & 8 <sup>th</sup> Gym

During the lunch period, students will report to the cafeteria WHEN DISMISSED BY THE TEACHER. Inside the cafeteria, students will line up for serving as indicated by personnel in the cafeteria. No running, pushing, cutting in line, loud talking, saving places, leaning back in chairs, throwing food, fighting, OR GETTING SOMEONE ELSE'S LUNCH will be tolerated. When students have finished, they should clean up their area. ALL FOOD MUST BE CONSUMED IN THE CAFETERIA before going outside.

**Students will be limited to one charge at a time in the cafeteria. No charges are allowed in the snack bar.**

## **NO GAMES ALLOWED OUTSIDE BEFORE SCHOOL, DURING BREAKFAST AND LUNCH, OR AFTER LUNCH**

### **HOME LUNCH PERMITS**

Students who live within six blocks of Junior High and have family supervision at home will be allowed to walk home for lunch. Students may also be picked up by a parent or family member for lunch (only their student). In order to leave campus for lunch; these students will need to have a Home Lunch Permit on file in the office. This permit may be for the whole year, a single day only, or a specified period of time.

## **RESPONSIBILITIES OF STUDENTS AT SCHOOL**

### **ASSEMBLIES**

From time to time teachers and students may be attending assemblies. A student's conduct in assemblies must meet the same standard as in the classroom and that should be exemplary. Each student should do everything possible to uphold high standards and show respect for the citizens and parents of our community.

### **BACKPACKS**

Backpacks and large tote bags must be placed in the student's locker upon arrival at school. These items will not be allowed in the classroom. Students will be allowed to go to their lockers between classes.

### **CARE OF SCHOOL PROPERTY**

School property is owned by all the taxpayers in the school district, which means that it is yours. Citizens should take as much pride in public property as they do in their own. They are proud of the property they own and treat it with respect. Desks are for working on and not for carving. Lawns are for the beautification of your school. Please use the sidewalks. Trash should be put in the appropriate containers.

### **CLOSED CAMPUS**

Henrietta Junior High has a closed campus policy. From the opening bell each morning until the dismissal bell in the afternoon, no student will be allowed off campus without permission. The campus shall be interpreted as being the school building and adjacent school grounds. The principal or office staff may dismiss pupils for school-related causes, doctor, or dental appointments, or other justifiable requests by the parent or guardian.

### **HALLS**

The greatest confusion in any school is usually in the hallways between classes. Even though it is expected that students will visit between classes, there should never be any running, scuffling, or shouting in the halls. The passing period between bells is five (5) minutes. Students are not to loiter during this time. They are to be at their lockers

obtaining materials for their next class or walking to the next class. Students will not be allowed to congregate and visit in the halls. Congestion can be a problem between classes and must be kept at a minimum. On the stairs, students should walk on the right side when going up or down. **NO STUDENT SHOULD BE IN HALLS BEFORE THE FIRST BELL OR DURING LUNCH PERIODS WITHOUT PERMISSION.**

### **TARDINESS**

Promptness is a quality that will be an important asset throughout life. It will take the concentrated effort of parents, staff, and students to reach the goal of achieving fewer tardies this year. Students are expected to be in their desks and ready to begin work when the bell rings. Students arriving after 7:55 a.m. should report directly to the office. It is very important that students are not tardy. Critical instructional time can be lost due to tardiness and appropriate disciplinary action will result.

### **TEXTBOOKS**

Textbooks are issued free to the students in the public schools of Texas. Students must keep books covered at all times and refrain from marking in or abusing books. If a book is lost or damaged, you will be asked to pay an amount to cover the loss or damage. The school may withhold a student's records when a textbook is not returned or paid for. Disciplinary action will be taken when students leave their books in unauthorized areas!!

### **VEHICLES/BICYCLES**

Motorized vehicles (operated by students) of any kind will not be allowed within 300 feet of school grounds. Bicycles will be allowed and liability for the proper care of those are in the hands of the student and NOT the school.