

# **Joshua Independent School District**

## **SECONDARY SCHOOL STUDENT HANDBOOK**

**Joshua High School**

**Joshua High School Ninth Grade Campus**

**New Horizon High School**

**Loflin Middle School**

**2011-2012**



### **DISCIPLINE MANAGEMENT PROGRAM<sup>TM</sup> STUDENT CODE OF CONDUCT TRANSPORTATION RULES**

#### **JISD VISION STATEMENT**

**Joshua ISD will be a highly acclaimed model of educational excellence**

**Bell Schedules and Start Times for Campuses**  
**Campus Office Hours 7:30 – 4:30**  
**JISD Phone Numbers: 817.202.2500 or 817.426.7500**

**Joshua High School**  
**909 S. Broadway (Ext. 1100)**  
 7:00-Open to Students  
 8:15-First Bell  
 8:25-Tardy Bell  
 4:05-Dismissal

**New Horizon High School**  
**603 Plum Street (Ext. 1300)**  
 Office Hours 7:00-4:00  
 6:45 open to Students  
 7:00-2:00 students in Class

**Joshua High School Ninth Grade Campus**  
**1035 S. Broadway (Ext. 1300)**  
 7:00-Open to Students  
 8:15-First Bell  
 8:25-Tardy Bell  
 4:00-Dismissal

**Loflin Middle School**  
**6801 FM 1902 (Ext. 1400)**  
 7:30-Open to Students  
 8:15-First Bell  
 8:20-Tardy Bell  
 4:00-Dismissal

**North Joshua Elementary**  
**100 S. Ranchway, Burleson (Ext. 1700)**  
 7:20-Open to Students  
 7:50-First Bell  
 8:00-Tardy Bell  
 3:15-Dismissal

**Elder Elementary**  
**513 Henderson (Ext. 1600)**  
 7:20-Open to Students  
 7:50-First Bell  
 8:00-Tardy Bell  
 3:15-Dismissal

**Staples Elementary**  
**505 S. Main St. (Ext. 1900)**  
 7:20-Open to Students  
 7:50-First Bell  
 8:00-Tardy Bell  
 3:15-Dismissal

**Caddo Grove Elementary**  
**7301 FM 1902 (Ext. 1500)**  
 7:20-Open to Students  
 7:50-First Bell  
 8:00-Tardy Bell  
 3:15-Dismissal

**Plum Creek Elementary**  
**500 Plum Creek (Ext. 1800)**  
 7:00-Open to Students  
 7:50-First Bell  
 8:00-Tardy Bell  
 3:15-Dismissal

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**CAMPUS SECURITY**

**Campuses throughout the district are under 24 hour video surveillance. Cameras have been installed throughout the campuses for the protection of JISD students, faculty and facilities. Any act of violence or vandalism will be dealt with by the administration and law enforcement personnel. The district is also installing access control systems, thus all visitors and tardy students will be required to go to the office area in order to register their arrival on the campus.**

**EMERGENCY PHONE ALERT SYSTEM**

**Please maintain current emergency phone information at your child’s campus in order that you can receive emergency notices and/or important school announcements**

**DIRECTORY INFORMATION**

**Directory information for students is classified into two separate categories:**

- 1. Items for use only for school-sponsored purpose**
- 2. Items for all other purposes.**

**School sponsored purposes: directory information shall include student name, address, telephone listing, photograph, as well as degrees, honors, awards received, participation in officially recognized activities, and weight and height of members of athletic teams.**

**All other purposes: directory information shall include student name, address, as well as telephone listing.**

# Section I

## Preface

The Joshua Independent School District Student Handbook contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as “the student,” “students,” “the child,” or “children.” The term “the student’s parent” refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student. Students and parents also need to be familiar with the Student Code of Conduct, which is found in Section III of this Handbook. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

This handbook is divided into several sections. Section I contains the non-discrimination statement. Section II contains information pertaining to the entire district, regardless of campus or grade level. Section III contains the Student Code of Conduct for the Joshua ISD. The remaining sections contain policies, procedures and information that are SPECIFIC to the particular campuses. This campus specific information follows JISD guidelines and provides more specific regulations to meet special needs that are unique to a particular campus. The Board of Trustees approves all sections of the JISD Student Handbook.

## Non – Discrimination Statement

Joshua Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, disability, or lack of English language skills, in providing education services, activities, and programs, including vocational and career and technology education programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

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

## NCLB/Safe School Announcement

In accordance with the requirements of the *No Child Left Behind Act of 2001, 20 U.S.C. 7912*, the Joshua ISD provides the following information:

Each district receiving assistance under Title I, Part A of the Elementary and Secondary Education Act (20 U.S.C. 6301 et seq.) must allow a student to attend a safe public elementary or secondary school within the District, including a public charter school, if the student:

1. Attends a persistently dangerous public elementary or secondary school, as defined by the state’s education agency; or
2. Becomes the victim of a violent criminal offense while in or on the grounds of the school the student attends.

**The Texas Education Agency has determined that all schools in the Joshua ISD are safe public schools.**

**The following have been designated to coordinate compliance with these legal requirements:**

Title IX.....	Ray Dane
Section 504/Title II.....	Susan Haertner
Title I.....	Joan Boyd
Title IV.....	Melta Sprinkles
Homeless Liaison.....	Kevin Sellers
Parent Involvement.....	Fran Marek
Emergency Operations.....	John Grigsby

Joshua Independent School district does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Susan Haertner.

## **ADA Meeting Notice**

Any person with a disability or special accommodation need should call the appropriate building/campus prior to visiting the building/campus.

**The main office of the following JISD sites can be contacted by calling:**

817-426-7500 (metro)

817-202-2500 (local)

Joshua ISD Administration Building.....	Ext. 1000
Joshua High School.....	Ext. 1100
Joshua High School Ninth Grade Campus.....	Ext. 1300
New Horizon High School.....	Ext. 1300
R.C. Loflin Middle School.....	Ext. 1400
Caddo Grove Elementary.....	Ext. 1500
Elder Elementary.....	Ext. 1600
North Joshua Elementary.....	Ext. 1700
Plum Creek Elementary.....	Ext. 1800
Staples Elementary.....	Ext. 1900
Joshua Service Center.....	Ext. 1350
Durham Transportation.....	817-558-3339

# Section II

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**JOSHUA ISD BOARD OF TRUSTEES**

Ronnie Galbreath.....	President
Robert Davis .....	Vice President
Myra Pruitt .....	Secretary
Brant Rose.....	Member
Taffy Ward .....	Member
Chris Ohlsen.....	Member
David Taylor.....	Member

**CENTRAL ADMINISTRATION**

Ray Dane .....	Superintendent
Fran Marek.....	Deputy Superintendent
Kevin Sellers .....	Assist. Supt. Administrative Services
John Grigsby .....	Executive Director of Operations and Athletics
Brenda Pearson .....	Human Resources Manager
Susan Haertner.....	Director of Special Services
Dr. Melta Sprinkles.....	Director of Secondary Curriculum & Instruction
Joan Boyd .....	Director of Elementary Curriculum & Instruction
Margaret Johnson .....	Director of Technology
Scott Wrehe .....	Chief Financial Officer
Jerry Bird.....	Boys' Athletic Coordinator
Traci Brooks.....	Girls' Athletic Coordinator
Clint Colvin.....	Director of Maintenance/Construction
Becky Edwards .....	Director of Custodial Services
Zoe Borrero.....	Director of Child Nutrition Services
Trish Smothers.....	Durham Transportation

**Academic Honesty**

Students shall assume the responsibility of not giving the impression of cheating. Students deemed to be cheating will be given a grade of zero on the paper, test, or other requirement in question. The teacher shall be the sole judge in determining whether a student is cheating.

**Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

**In addition, absences related to a student visiting with his or her parent or immediate family member related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose.**

### Admission

A student (or the student's parent) seeking enrollment in the District for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the principal of the appropriate school.

### Proof of Residency

**All campuses will require proof of residency, consisting of current gas, electric, or water bill reflecting the property address, name and phone number. These documents must be the originals, not photocopies. DRIVERS LICENSE, CHECKS, CABLE TV BILLS, PHONE BILLS, OR OTHER PIECES OF MAIL WILL NOT BE ACCEPTED.**

### Non-Accredited School Admission

#### First –Eighth Grade Students

- Student information such as age and maturity level will be considered.
- Educational records and curriculum from the previous school will be reviewed.
- Parent permission must be granted in writing to test students for their appropriate academic level.
- First and Second Grade:
  - End of School Year Math Benchmark Test
  - Texas Primary Reading Inventory
  - Third and Fourth Grade:
    - TAKS Released Tests (Reading, Math, Writing for grade 4)
- Fifth and Sixth Grade:
  - TAKS Released Tests (Reading, Math, Science for grade 5)
- Seventh and Eighth Grade:
  - TAKS Released Tests- Reading, Math, Writing - grade 7; Social Studies for grade 8.
- All testing information will be reviewed by the campus administrators, the campus counselor, the classroom teacher, and the parents for final placement. The principal has the final decision on the grade level and classroom placement.
- All testing will take place on the campus that serves the most recent grade level the student has completed within the student's attendance zone.

#### Ninth - Twelfth Grade Students

- An official transcript from the non-accredited school must be provided. If an official transcript is not provided, students may not receive credit for the courses.
- In order for students to gain credit, parent permission must be granted in writing to test students.
- Students will be given locally developed or campus approved exams to demonstrate mastery and gain credit for those courses listed on their transcript.
- A score of 70 or above must be earned on each exam taken.
- Part B of the exam will be used for validation of two semester courses.
- Students may take a credit by exam for the highest-level course completed in each subject area and earn credit for lower level courses if a score of 70 or above is earned on the exam. E.g. Credit earned through CBE for English 3 will also award credits for English 1 and English 2. The score earned on the exam will be recorded for each semester of credit recorded.
- Credit and scores earned on exams will be recorded.
- Exams must be taken within one year of enrollment in the District. If exams are not completed within one year, students will be required to enroll in the equivalent high school course.
- All testing information will be reviewed by the campus administrators, the campus counselor, the classroom teacher, and the parents for final placement.
- The campus principal has the final approval/decision on the student placement and exam approval.
- Graduation credit must be earned through an accredited institution, by taking the course, or by credit by exam.

### Alternative Education Program (AEP)

Students may be assigned to AEP if an administrator determines that AEP is appropriate, based on serious or repeated violations of the Student Code of Conduct, or if a teacher removes a student from class because that student is disruptive to the extent that it reduces the teacher's ability to instruct.

Students assigned to AEP must be in attendance during the time prescribed, which may be different than the regular school day. Long-term assignment to AEP may result in a class schedule change for the student and course work being assigned by the AEP teacher. Short-term assignment to AEP will normally require course work to be completed for the student's regular teachers.

The district also provides a JJAEP (Juvenile Justice Alternative Education Program) for students who are involved in activities that require mandatory expulsion from school, and for students who are expelled on a discretionary basis for serious and persistent misconduct.

### Asbestos

Joshua ISD complies with federal and state regulations concerning asbestos. Persons wishing to view the asbestos management plan for your child's school should contact the Campus Principal. Additional copies are also available at the JISD Central Administration Office during regular business hours. If you have any questions about this federally mandated program, please contact Mr. Clint Colvin, Director of Maintenance/ Construction.

### Assemblies

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who engages in inappropriate conduct during an assembly will be subject to disciplinary action.

## Attendance

Regular and prompt attendance is necessary if the student is to gain the most from his/her work. It is a well-known fact that the greatest cause of failure is irregular attendance. Parents are urged to cooperate with the school to encourage good school attendance.

Students enrolled in school but who have not turned 18 years of age shall attend school unless exempted by law. A student absent from school shall provide a note that describes the reason for absence. The note shall be signed by the student's parent or guardian. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian. School employees investigate the reported violations of the state compulsory attendance law. Parents whose children are unreasonably absent from school are subject to court action and possible fine.

A person who voluntarily enrolls in or attends school after the person's 18<sup>th</sup> birthday is required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered. If the eighteen year old has more than five unexcused absences in a semester, the school district may revoke the person's enrollment for the remainder of the semester.

When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

State law places a limit on the number of absences a student may have in a course in order to receive credit. A student shall not be given credit for a class if he or she has been in attendance less than 90 percent of the days the class is offered, unless an attendance committee appointed by the Board gives credit because there were extenuating circumstances for the absences. The Board shall establish guidelines for determining what constitutes extenuating circumstances and shall establish alternative ways for students to make up work or regain credit lost because of absences for extenuating circumstances.

All absences, excused or unexcused, are combined to determine the 90% attendance requirement. At the high school level, absences are totaled each semester to determine if the 90% requirement has been met. Below high school level, absences are cumulative throughout the school year. At the high school, for example, in a semester of 90 days, a student must have attended 90% of 90 days, or 81 days to receive credit. If a student has 7 days of excused absences and 5 days of unexcused absences, the student must make up at least 3 days or be denied credit.

**For the purpose of reviewing student absences, extenuating circumstances may include, but are not limited to, the following:**

1. Board-approved extracurricular activity or public performance subject to limitations in FDD (LEGAL).
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.
8. Approved college visitation

Students shall make up assignments and tests after both excused and unexcused absences. Students shall receive a zero for any assignment or test not made up within the allotted time. Students shall receive no grade above 70 percent for make-up work after a suspension. Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered as days of attendance for computing the required percentage of attendance.

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave. Students shall not be excused during school hours for private lessons of any nature. [See FEF (LOCAL)]

If a student is denied credit for a class by an attendance committee, the attendance committee's decision may be appealed to the Board by submitting a written request to the Superintendent. Appeals shall be handled as provided by the student complaint policies. [See FNG (LOCAL)]

**Transfers:** Students who enter class late because of a transfer from some other school district or whatever other reason will be allowed absences prorated on the basis of days remaining in the semester. Students already enrolled will have the absences accumulated in the class they transferred from and carried forward in the class they enter. Students transferring out of the district who have exceeded the number of absences allowable for credit will not receive credit. They may petition for credit by mail or in person with the same opportunities to present their case, as do all other students. Records sent to other school districts will reflect no credit because of excessive absences.

**Truancy:** Students are considered truant when absent from school without the knowledge or consent of the parent or school officials, or when he/she leaves school during the school day without permission of the school officials.

**Withdrawal for Nonattendance:** The district may initiate withdrawal of a student for non-attendance under the following conditions:

- The student has been absent 10 consecutive school days.
- Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.
- A student eighteen years or older has more than five unexcused absences.

### Bullying

#### **The District prohibits bullying as defined by District Local policy FFI.**

Retaliation against anyone involved in the complaint process is a violation of District policy. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying occurs when student conduct has the effect of harming another student, his/her property, or creating reasonable fear of harm to a person or property. Persistent or pervasive action which intimidates, threatens or abuses another is considered bullying/ harassment.

Reports of bullying should be made promptly after the incident, as delays will impair the staff's ability to investigate and address the conduct. Any student who has been a victim or a witness of bullying should immediately report the alleged acts to a teacher, counselor, principal or other campus employee.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, *destruction* of property, theft of valued possessions, name calling, rumor spreading, and ostracism. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing. Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee. If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy.

Bullying is outlined by the following:

**Imbalance of Power:** people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves

**Intent to Cause Harm:** actions done by accident are not bullying; the person bullying has a goal to cause harm

**Repetition:** incidents of bullying happen to the same the person over and over by the same person or group

Dr. David Welsh, Consulting Psychologist for JISD

### Cafeteria Services

The District participates in the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced-price meals are available based on a student's financial need. Information on this program can be obtained from the campus office. **Meal debit cards are issued to students at no charge. For current year meal prices and charge/alternate meal procedures please go to the following link on the Joshua ISD Homepage: [http://www.joshuaisd.org/joshua/site/Directory\\_List.asp?byType=38](http://www.joshuaisd.org/joshua/site/Directory_List.asp?byType=38) and select Child Nutrition in the department directory.**

### Cell phones

The District prohibits students from the possession or use of telecommunication devices, including but not limited to cellular phones, pagers/beepers or any other telecommunication items that would be considered a distraction to the educational enterprise while on school property during the school day. In the event a student's cellular phone or communication device is "seen, heard, or appears in use" while on the campus property during school hours (whether they are attending classes or not), teachers or staff members are instructed to collect the communication device and turn the device in to an administrator.

If a student is suspected of using a cellular phone or communication device while on campus during school hours, the telecommunication device will be collected and turned over to the administrator.

**As directed by Texas Education Code 37.082, the parent of the student can retrieve possession of the cellular phone or communication device for an administrative fee of \$15.00. Refusal to give up possession of any communication device by a student will result in disciplinary action in accordance with the Student Code of Conduct.**

*Students traveling off campus to school sponsored activities may use their cell phones for emergencies (as defined below) or to contact their parents/guardians if they have received permission from a sponsor or coach.*

A situation that reasonably could be considered dangerous, which arises suddenly and calls for prompt attention, is considered an emergency. An administrator or staff member should give permission for a student to use a cell phone in an emergency.

**Joshua ISD is not responsible for lost/stolen private or personal articles brought onto school property.**

**All cell phones or electronic devices that are not picked up within 5 working days of the last day of instruction will be properly recycled or donated**

### Clubs and Organizations

Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish codes of conduct and consequences for misbehavior that are more strict than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

## Complaints by Students/Parents

### INFORMAL LEVEL

If the complaint involves a problem with a teacher, the student or parent shall in most circumstances be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One. For those complaints and concerns that cannot be handled so easily, the JISD has adopted a standard complaint policy at FNG (LOCAL) in the district policy manual. A copy of this policy may be obtained in the principal's office or on the JISD website at [www.joshuaisd.org](http://www.joshuaisd.org).

### LEVEL ONE

A student or parent who has a complaint shall request a conference with the principal within ten calendar days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student or parent within five days of the request.

### LEVEL TWO

If the outcome of the conference with the principal is not to the student's satisfaction, the student or parent may request, within ten calendar days, a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the solution sought, the student's or parent's signature, and the date of the conference with the principal.

### LEVEL THREE

If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction, the student or parent may submit to the Superintendent a written request to place the matter on the agenda of the next regular board meeting. This request must be received by the Superintendent on or before the Wednesday prior to the scheduled board meeting. The Superintendent shall inform the student or parent of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall hear the complaint and take whatever action it deems appropriate. The lack of official action by the Board shall uphold the administrative decision at Level Two. Announcement of a decision in the student or parent's presence shall constitute communication of the decision.

### CLOSED MEETING

If the complaint involves concerns or charges regarding an employee it shall be heard by the Board in Closed Meeting unless the employee to whom the complaint pertains requests that it be public.

Complaints alleging sex discrimination or racial discrimination should be presented to the Superintendent, who also serves as the District Coordinator for resolution of these types of complaints. The procedure to be followed is complex and will be explained if a complaint is initiated. A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student should be brought to Pamela Ingram, the District Section 504 Coordinator.

## Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. (See the acceptable use policy in the back of the handbook)

## Concurrent College Enrollment

Seniors and selected junior students may request permission from the counselor to enroll in college courses at a post secondary institution. College courses may be taken during the summer or concurrently during the senior year subject to the following conditions:

1. Application for college enrollment must be approved by the counselor in advance. The class load of a high school student shall not exceed two college credit courses per semester.
2. Students must be enrolled in and attending classes at their home campus during the same semester as enrolled in college courses for concurrent credit (or the previous spring semester if enrollment is during the summer).
3. All high school students must have taken the TAKS Test or qualify for exemption prior to enrollment in college level courses at Texas public colleges or universities.
4. All students must maintain at least a 2.0 grade point average to remain in good standing.

## Conferences

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, or principal. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.

## Construction Areas

For safety reasons, all construction areas on school property are considered off - limit areas.

## Counseling

School counselors are available on every campus to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. Counselors may also make available information about community resources to address personal concerns. The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

## Credit by Examination/Examinations for Acceleration

### No Prior Instruction

1. A student in any grade (1 -12) may use examinations in lieu of course work for acceleration to advance one grade level or to earn credit in an academic subject. Questions regarding these examinations and procedures for kindergarten acceleration may be discussed with Joan Boyd at Central Administration.
2. A student in any of grades 1-5 must be accelerated a grade if he or she meets the following requirements:
  - a. The student scores 90% on a criterion-referenced test for the grade level he or she wants to skip in each of the following areas: language arts, mathematics, science, and social studies.
  - b. A school district representative recommends that the student be accelerated
  - c. The student's parent or guardian gives written approval for the acceleration.
3. A student in any of grades 6-12 must be given credit for an academic subject in which he or she has had no prior instruction if the student scores 90% on a criterion-referenced test for the applicable course. If a student is given credit in a subject on the basis of an examination, the school district must enter the examination score on the student's transcript.

**The 2012 exams will be given on June 5, 6, 7 and August 13, 14, 15. For the June exams, requests must be made 30 days prior to June 1, 2012. For the August exams, requests must be made 30 days prior to August 1, 2012.**

### Prior Formal Instruction

A student who has received prior instruction in a course or subject but failed the course or subject with a grade of no less than 60 or a student who enrolls from a non-accredited school with a transcript may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. Each exam will cover all the Texas Essential Knowledge and Skills for the area tested. To receive credit, a student must score 70 or above on the exam. On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. Granting of credit is also subject to District and parental approval. Credit obtained by this method will be recorded on the permanent record for grades 7-8, and on the academic achievement record for grades 9-12. Credit by exam shall not be used to gain eligibility for participation in extracurricular activities. (Policy EEJA)

***In all instances, the district will determine whether any opportunity for credit by exam will be offered.***

### Crises Management Plans

All campuses have a crises management plan in place. Emergency drills are conducted on a regular basis. Each campus has signals, codes and directions posted in classrooms and designated areas. In the event of an emergency, crises management procedures state that students shall remain under campus supervision and are not to be released or dismissed, even to parent or guardian, until authorized by the superintendent or designee that conditions are safe.

### Delivery of Flowers, Gifts, etc.

Flowers, gifts, etc. are not allowed to be delivered to students on Homecoming and Valentine's Day. Check with your campus principal for deliveries on dates other than these.

### Discipline Management Program/ Student Code of Conduct (See Section III of this Handbook.)

### Disruption by Students or Others

Disruption of classes or any school activities by students or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution. Criminal charges may be pursued against any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc. Tickets may be issued on sight by the local law enforcement.

### Distribution of Material

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on the campus without the approval of the principal. Items in these categories will be submitted to the principal for approval. Disapprovals may be appealed to the Superintendent for consideration and, subsequently, to the Board of Trustees.

### Dress and Grooming

Please be sure to check the individual campus portion of this handbook for more specific campus guidelines. The District's dress code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Generally, a strong relationship exists between a student's appearance and conduct. Grooming and dress also reflect on students' families, their school and their community. Therefore, good grooming and appropriate dress are expected for all students.

### Emergency Medical Treatment

Parents must complete an emergency care form each year that gives consent for school officials to obtain medical treatment for the student in the event of a medical emergency. Parents shall also supply other health information that could be required in the case of an emergency. This information should be updated as often as necessary. Please contact the specific campus for more details.

### Emergency Operations Procedures/Emergency School Closing/Emergency Notification & Alert System

The Joshua ISD all hazards emergency operations plan will be activated in the event of an emergency, incident or weather related occurrence. These plans are designed for the protection of the students and employees of the Joshua ISD. If an incident or inclement weather occurs at your child's campus, **please do not come to the school until instructed to do so.** Students are not released until the conditions have improved It is essential that the emergency first responders have clear access to the site. If parents or non essential personnel arrive before instructed to do so, this may actually impede the responder's progress, putting more lives at risk. For more information on the emergency operation procedures, please go to the following link on the Joshua ISD Homepage:

[www.joshuaisd.org](http://www.joshuaisd.org)

Occasionally bad weather, power failure, or other emergencies may necessitate the closing of the school. If possible, decisions to close will be made prior to 7:00 a.m. on the day affected. Announcements of closing will be made on radio stations WFAA-TV, Channel 8; KXAS-TV, Channel 5; KDFW, FOX 4 and CBS 11 KTVT. **Whenever current phone information is provided to the district, parents will be notified of emergency information via the JISD Emergency Phone Alert System. Please maintain current phone information to ensure that you can receive important notices and announcements.**

#### **False Information**

A person who knowingly falsifies information on a form required for a student's enrollment in the District or at a specific campus shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of the false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge (see FD) or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater. *Texas Education Code 25.002(e)* **The student may be required to immediately return to the home campus.**

#### **Fees**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits including:

- Security deposits.
- The materials for a class project that a student will keep.
- Voluntary purchases of pictures, publications, class rings, etc.
- Student accident insurance and insurance on school-owned instruments.
- Parking fees.
- Fees for lost or damaged textbooks, or any other school-owned books, equipment or property.
- Rental fees for use of District equipment (e.g., band instruments).
- Personal P.E. and athletic equipment and apparel.
- Uniform maintenance, when uniforms are provided by the JISD.
- Personal apparel used in extracurricular activities that become the property of the student.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credits that require the use of facilities not available on JISD premises.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Summer school courses that are offered tuition-free during the regular school year.

In accordance with policy FP (LEGAL), deposits or fees for which a student or parent or guardian is unable to pay, may be waived. Procedures for waiver of fees or deposits shall be posted in a central location in each school.

#### **Fund Raising**

No school sanctioned fund raising activities will be allowed without prior written approval by the Principal.

#### **Grading Procedures**

A minimum of two (2) grades shall be posted in the electronic grade book per subject, each week. Science and Social Studies at the elementary level: Students in grades 3-6 must have 8 to 10 grades per 6 weeks with at least 1 recorded grade per week. Students in grades 1-2 will record at least 1 grade each week during the grading period.

#### **Failing Grades:**

- Students will be given a reasonable opportunity to redo any assignments or examinations in which a grade below 70 was earned.
- Students or parents must request the opportunity to redo any assignment or examination within two workdays of receipt of the failing grade.
- The assignment or examination must be redone within three workdays of receipt of the failing grade.
- The two grades will be averaged to reflect the student's relative mastery of the assignment or examination.

#### **Late Work:**

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.  
(Policy EIAB local)

- Late work will be accepted; however, assignments will be subject to points being deducted.
- All homework including corrections must be completed within the six weeks grading period.

#### **Kindergarten – Eighth Grade:**

- A penalty of 10 points per day shall be assessed on each late assignment.

#### **Joshua High School:**

- 1 day late = 25 points off
- 2 days late = 50 points off
- Over 2 days late = Zero

**Make Up Work:** *(Due to an absence)*

- When a student is planning to miss a class to attend a school-sponsored activity, the student must arrange with the teacher to obtain assignments and due dates before the absence occurs.
- Students or parents may make a request to pickup assignments at the Front Office for an absence of at least two days in order to complete the work at home. A 24-hour notice to the office is required when requesting work.
- Students will be allowed a minimum of two days to complete make up work for each day absent. Projects, research papers or work assigned at least one week in advance will be due when the student returns from the excused absence.
- If a student is absent for an exam, the make-up exam will cover the same material although a different exam may be administered.
- If a student is present when an exam is announced, the student should be prepared to take the test as scheduled. If the teacher determines that there are extenuating circumstances or that material missed during the absence is necessary for the test, more time will be allowed.
- Make-up work should be made up within the current grading period (i.e. progress report or report card). Exceptions will be made for excused absences at the end of a grading period.
- If a student is absent at the end of the grading period and, as a result, is missing assignments, a grade of Incomplete will be assigned. As soon as practicable after making up the work, a grade change will be issued and the new grade will replace incomplete. Incompletes not made-up by the next grading period will revert to the grade the student earned.
- Students who are suspended from school are allowed to make up work following the above guidelines.

**End of Course Assessment Grading Procedures:** *(for students entering grade 9 during the 2011-12 school year and thereafter)*

- End of course assessment scores shall be counted as 15 percent of a student's final course grade
- End of Course assessment scores shall not affect whether a student receives credit for a course.
- End of course assessment scores shall not be included in class rank calculations
- End of course assessment retake scores shall not be included in the final grade calculations.

**Graduation Requirements**

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level examination. See the section on TESTING, and Graduation Requirements in Section IV-Joshua High School Student Handbook and Section VI-New Horizon High School Handbook.

**Health Related Matters**

**Administering Medications**

No employee shall give any student prescription medication, nonprescription medication, anabolic steroids, or dietary supplements of any type, except as provided below.

**Exceptions:**

Employees authorized by the Superintendent or designee may administer medication to students in accordance with the provisions below:

**Prescription**

- The District has received a written request to administer prescription medication provided by the parent, legal guardian, or other person having legal control of the student.
- The prescription medication is administered in accordance with legal requirements. [See FFAC(LEGAL)]
- The parent must provide a note from a physician or other health-care professional that the prescription medication may be administered to the student.

**Non-Prescriptions**

- For students in prekindergarten–grade 6, the parent has provided a note from a physician or other healthcare professional that the nonprescription medication may be administered to the student. The medication appears to be in the original, unopened container and to be properly labeled.
- The nonprescription medication acetaminophen shall be furnished by the District, upon parent request, only for students in grades 9–12.
- Students with a temperature of 100 or higher must be free of fever for 24 hours prior to returning to school.
- Skin eruptions (rash) that cannot be identified are to be confirmed by a physician as non-contagious.
- A child who is sent home due to lice will have 2 days excused from school in order to seek treatment. Upon returning to school the student must provide proof of treatment and have the school nurse check hair to make sure that it is free from lice. A student will be counted unexcused if more than 2 days are missed for this problem.

**Asthma and Allergies**

A Student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school related events only if there is written authorization from the parent/guardian and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to

use the prescribed medication, including any device required to administer the medication. Then if the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parent should discuss this with the school nurse or principal.

### **Bacterial Meningitis**

State law specifically requires the district to provide the following information:

What is meningitis?

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

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease.

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

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

You should seek prompt medical attention.

Where can you get more information?

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

### **Fever and rashes**

Students with a temperature of 100 or higher must be free of fever for 24 hours prior to returning to school. Skin eruptions (rash) that cannot be identified are to be confirmed by a physician as non-contagious before returning to school.

### **Communicable Diseases (Exclusion from School)**

The school administrator shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are met. The criteria for exclusion and re-admission for communicable conditions are listed below and can also be found in 25 Texas Administrative Code §97.7(b):

1. Amebiasis—exclude until treatment is initiated;
2. Campylobacteriosis—exclude until diarrhea and fever subside;
3. Chickenpox—exclude until after seven days from onset of rash, except in the case of immunocompromised individuals who should not return until all blisters have crusted over (may be longer than seven days);
4. Common cold—exclude until fever subsides
5. Conjunctivitis (pink eye), bacterial and/or viral—exclude until written permission and/or permit is issued by a physician or local health authority;
6. Fever—exclude until fever subsides;
7. Fifth disease (erythema infectiosum)—exclude until fever subsides;

8. Gastroenteritis, viral—exclude until diarrhea subsides;
9. Giardiasis—exclude until diarrhea subsides;
10. Head lice (pediculosis)—exclude until one medicated shampoo or lotion treatment has been given;
11. Hepatitis, viral, Type A—exclude until one week after onset of illness;
12. Impetigo—exclude until treatment has begun;
13. Infectious mononucleosis—exclude until physician decides or fever subsides;
14. Influenza—exclude until fever subsides;
15. Measles (rubeola)—exclude until four days after rash onset. In the case of an outbreak, unimmunized children should also be excluded for at least two weeks after last rash onset occurs;
16. Meningitis, bacterial—exclude until written permission and/or permit is issued by a physician or local health authority;
17. Meningitis, viral—exclude until fever subsides;
18. Mumps—exclude until nine days after the onset of swelling;
19. Pertussis (whooping cough)—exclude until completion of five days of antibiotic therapy;
20. Ringworm of the scalp—exclude until treatment has begun;
21. Rubella (German measles)—exclude until seven days after rash onset. In the case of an outbreak, unimmunized children should be excluded for at least three weeks after last rash onset occurs;
22. Salmonellosis—exclude until diarrhea and fever subside;
23. Scabies—exclude until treatment has begun;
24. Shigellosis—exclude until diarrhea and fever subside;
25. Streptococcal (strep) sore throat and scarlet fever—exclude until 24 hours from time antibiotic treatment was begun and fever subsided;
26. Tuberculosis, pulmonary—exclude until antibiotic treatment has begun and a physician's certificate or health permit obtained.

A pupil who has an infectious or contagious disease shall be excluded from school until the danger of transmitting the infection or disease to other students has passed, or by presenting to the school nurse a health certificate issued by the student's physician. Students may re-enter only by presenting to the school nurse a health certificate issued by the student's physician. Students excluded from school for a communicable disease may be readmitted by a written note from a physician if indicated. A school administrator may require a note from a Doctor regardless of the reason for the absence. Any student diagnosed as having an infection (i.e. Conjunctivitis, strep etc.) by a Physician must have been on antibiotics for 24 hours before returning to school.

**Any student will be sent home while having an oral temp of 100 degrees or higher or if vomiting or has diarrhea. To be readmitted, the student must be fever free for 24 hours before returning to school.** Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

***A list of excludable diseases is maintained on the Texas Department of Health website.***

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these conditions. Parents of a student with a communicable or contagious disease are asked to phone the school so that other students and staff who have been exposed to the disease can be alerted. Convalescing students are not allowed to come to school until the disease is no longer contagious. *A list of excludable diseases is maintained on the Texas Department of Health website at [www.tdh.state.tx.us/ideas/report/htm](http://www.tdh.state.tx.us/ideas/report/htm).*

### **Human Sexuality Instruction**

Any instruction relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) shall be selected by the Board with the advice of the local health education advisory council. The instruction must:

- a. Present abstinence as the preferred choice of behavior for unmarried persons of school age;
- b. Devote more attention to abstinence than to any other behavior;
- c. Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, infection with HIV or AIDS, and the emotional trauma associated with adolescent sexual activity;
- d. Direct adolescents to a standard of behavior in which abstinence before marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, infection with HIV or AIDS; and
- e. Teach contraception and condom use in accordance with board policy, if instruction on contraception and condoms is included in the curriculum.

**Parents have a right to remove their student from any part of human sexuality instruction; however parents are not entitled to remove their child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester. Parents cannot exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the District and TEA.**



**2010-2011 Texas Minimum State Vaccine Requirements for Students  
Grades K-12**

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§ 97.61-97.72 of the Texas Administrative Code (TAC). This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

**IMMUNIZATION REQUIREMENTS**

**A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.**

Vaccine Requirements	Minimum Number of Doses Required by Grade Level				
	K- 1 <sup>st</sup>	2 <sup>nd</sup> – 6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup> – 12 <sup>th</sup>
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td)1	5 doses or 4 doses	5 doses or 4 doses	3 doses	3 doses	3 doses
Tetanus/Diphtheria/Pertussis (Tdap)	N/A	N/A	1 Tdap/Td booster within last 5 years	1 Tdap/Td booster within last 10 years	1 Tdap/Td booster within last 10 years
Polio1	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses
Measles, Mumps, and Rubella1,2 (MMR)	2 doses	2 doses	2doses	2doses	2doses
Hepatitis B2	3 doses	3 doses	3 doses	3 doses	3 doses
Varicella1,2,3	2 doses	1 dose	2 doses	2 doses	1 dose
Meningococcal	N/A	N/A	1 dose	1 dose	N/A
Hepatitis A1,2	2 doses	N/A	N/A	N/A	N/A

1 Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

2 Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

3 Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

**Vaccinations required**

**Notes**

Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td)1	5 doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4th birthday.
Tetanus/Diphtheria/Pertussis (Tdap)	<b>For 7th grade:</b> 1 dose of Tdap is required if at least <b>5 years</b> have passed since the last dose of tetanus-diphtheria-containing vaccine. <b>For 8th-12th grade:</b> 1 dose of Tdap is required when <b>10 years</b> have passed since the last dose of tetanus-diphtheria-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists
Polio1	4 doses of polio; one dose must be received on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.
Measles, Mumps, and Rubella1,2 (MMR)	The first dose of MMR must be received on or after the 1st birthday. For K and 1st grade, 2 doses of MMR are required. For 2nd – 12th grade the requirement is 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine
Hepatitis B2	For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax).
Varicella1, 2, 3	The first dose of varicella must be received on or after the first birthday. 2 doses are required for K, 1st, 7th, and 8th grade. 1 dose is required for all other grade levels. For any student who receives the first dose on or after <b>13 years of age, 2 doses are required</b>
Meningococcal	<b>N/A</b>
Hepatitis A1, 2	The first dose of hepatitis A must be received on or after the first birthday.

**Additional vaccine requirements for students entering kindergarten, 1st grade, 7th grade, and 8th grade:**

- 2 doses of hepatitis A for students entering K – 1st grade
- 2 doses of varicella for students entering K – 1st and 7th – 8th grade

- 1 booster dose of tetanus, diphtheria, and pertussis (Tdap) for students entering 7th grade,
- if at least 5 years have passed since the last dose of tetanus-diphtheria-containing vaccine
- 1 dose of meningococcal for students entering 7th – 8th grade

This document and more information about school vaccine requirements are available on the Immunization Branch website at [www.immunizetexas.com](http://www.immunizetexas.com) (click on the 'School and Childcare' link).

### **Exemptions**

The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

**Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).**

For children needing medical exemptions, a written statement by the physician should be submitted to the school or child-care facility.

### **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

### **Insurance**

At the beginning of the school year, information will be provided to students and parents of the availability of a low cost accident insurance program. Parents may or may not choose to purchase the insurance; however, **the District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.**

(Local Policy FFAC)

### **JISD Head Lice Procedures:**

1. **Screening:** Symptomatic individuals should be referred discretely to the school nurse or other appropriately trained school personnel who is designated by the school nurse. If an infestation is found in a specific elementary classroom notes will be sent home to provide information to parents to prevent further cases.
2. **Parent/Guardian Notification:** The school nurse will attempt to notify parents if a child is found with head lice. The school nurse has information available for treatment of head lice for the student and home environment.

The school nurse will provide a district note to the infested child with instruction to treat effectively.

3. **Exclusion Protocol:**
  - a. Parents are required to pick up the child from school and begin treatment as soon as possible, so that the student may return to school promptly.
  - b. It is the responsibility of the parent to comply with district guidelines and begin treatment immediately.
4. **Re-admission Criteria:**
  - a. The school nurse will check the child before being allowed to return to class.
  - b. The child must be appropriately treated and lice free before returning to school.
  - c. Follow-up treatment by FDA approved products for treatment of head lice seven to ten days after the initial treatment is recommended.
  - d. If treatment fails, it is recommended that you seek assistance with your physician.
5. **District Response to Excessive Absences:**
  - a. A child who is sent home due to lice will have 2 days excused from school in order to seek treatment.
  - b. Upon the student's return to school, proof of treatment must be provided and the school nurse must check the child's hair to make sure that it is free from lice.
  - c. A student will be counted unexcused if more than 2 days are missed for this problem. All attendance policies and procedures apply.

### **Physical Activity Requirements:**

In accordance with the Texas Administration Code 28.002 a student enrolled in Kindergarten through 6<sup>th</sup> grade in an elementary school setting is **REQUIRED** to participate in a minimum per day or a minimum of 135 minutes per week of physical activity under the following conditions:

1. Participation must be in a TEKS based physical education class or a TEKS based structured activity.

- Each School district shall establish procedures for providing physical activity that include the health related education needs of the student and the recommendations of the local advisory council.

#### **School Health Advisory Council:**

Joshua ISD has a Health Advisory Council consisting of employees and parents of students in the district. The role of the council is to review and discuss practices in the district concerning the education and provisions for nutrition, school health services, counseling and guidance, school environment and employee wellness. Two meetings per year are scheduled and the council may meet as needed at any other time. If you are interested in serving on this council, please contact Kevin Sellers.

#### **Special Health Care Needs:**

It is our goal to provide for your child's healthcare needs to the best of our ability. The JISD requires that if your child has special healthcare needs, the parent or guardian must provide that information to the school nurse. Special needs will require a doctor's order and an individual Health management Plan. Such healthcare needs include, but are not limited to diabetes, severe asthma, tube feeding, heart conditions or special dietary needs. If your child must take medications at school, please see the information on medication from the school nurse or in the school handbook.

#### **Texas Public School Nutrition Policy:**

Effective March 4, 2004, all Texas public schools participating in the federal child nutrition programs must comply with the Texas Public Nutrition Policy. Elementary school campuses may not serve or provide access for students to foods of minimal nutritional value (FMNV) and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class. Such foods and beverages may not be sold or given away to students on school premises by school administrators or staff, students or student groups, parents or parent groups, or any other person, company or organization. Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year determined by the campus/district. The Joshua ISD's School Health Advisory Council has adopted the following days for exemptions:

- o Winter Party – (Date school releases for Winter Break)
- o Valentine Party – (February 14<sup>th</sup>)
- o Spring Party - (Date school releases for Easter Holiday)

#### **NOTE: All food items must be store bought, not homemade.**

Elementary classrooms may allow one nutritious snack per day under the teacher's supervision. The snack may be in the morning or afternoon but may not be at the same time as the regular meal periods for that class. The snack may be provided by the school food service, the teacher, parents, or other groups and should be at no cost to students. The snack must comply with the fat and sugar limits of the Public School Nutrition policy and may not contain any FMNV's or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.). Please refer to the following website for suggestions for nutritious snacks.

[www.squaremeals.com](http://www.squaremeals.com)

The Texas Department of Agriculture recognizes that celebrating student birthdays with a classroom party is a time honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents and teachers. Foods otherwise restricted by the policy are permitted in classroom student birthday parties. It is recommended such parties be scheduled after the end of the lunch period for the class so that these celebrations will not replace a nutritious lunch. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

#### **Food Allergies**

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

#### **Vending Machine Guidelines:**

##### **Elementary Campuses (PK-6<sup>th</sup> grade)**

Students may not be allowed access to vending machine items at any time during the school day until the end of the last scheduled class. Vending machine items made available by The Child Nutrition Department may be exempt. Any vending machine items made available by The Child Nutrition Department must adhere to the nutritional content and portion size standards set forth in III, Part A and B of the TDA School Nutrition Policy and may not contain FMNV. For exceptions, see VI, Part B of the TDA School Nutrition Policy.

##### **Loflin Middle School (7<sup>th</sup> grade – 8<sup>th</sup> grade)**

Students may not be allowed access to vending machine items during meal periods. Vending machine items made available by The Child Nutrition Department may be exempt. Students may not purchase vending machine items during instructional time without teacher approval and supervision. All vending machine items must adhere to the nutritional content and portion size standards set forth in IV, Part B of the TDA School Nutrition Policy. No FMNV shall be offered in vending machines that are accessed by students until after the end of the last lunch period. For exceptions, see VI, Part A and B of the TDA School Nutrition Policy.

##### **High School Campuses (9<sup>th</sup> grade – 12<sup>th</sup> grade)**

No vending machine items or FMNV may be provided or sold in areas where reimbursable meals are served and/or consumed. Vending items provided by The Child Nutrition Department may be exempt. Students may not purchase vending items or FMNV during instructional time or eat these items during class time without teacher approval and supervision. All vending items must meet the nutritional content and portion size standards set forth in V, Part A and B of the TDA School Nutrition Policy. New contracts and contract renewals executed after March 3, 2004, must expressly prohibit the sale of sugared carbonated beverages in containers larger than 12 ounces. For exceptions, see VI, Part B of the TDA School Nutrition Policy.

### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U. S. Department of Education that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

### **"Opting Out" of Surveys and Activities**

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

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

### **Parent Notification: Compliance with P.L. 107-110, Section 1111(h) (6) (A)**

Upon request from any parent of any student attending Joshua ISD, the district will provide information regarding the professional qualifications of their child's classroom teacher. This information will include:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

**If you would like to receive any of this information, please contact your child's campus principal.**

### **Parental Rights**

**Parents have a right:**

1. To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
2. To review teaching materials, textbooks, and other teaching aides and instructional materials used in the curriculum and to examine tests which have been administered to your child.
3. To inspect a survey created by a third party before the survey is administered or distributed to your child.
4. To review your child's student records when needed. These records include:
  - A. Attendance records,
  - B. Applications for admission,
  - C. Test scores,
  - D. Health and immunization information,
  - E. Grades,
  - F. Other medical records,
  - G. Disciplinary records
  - H. Teacher and counselor evaluations,
  - I. Counseling records,
  - J. Behavior/ conduct reports,
  - K. Psychological records,
  - L. State assessment instruments
5. To grant or deny any written request from the JISD to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - A. When it is to be used for school safety;
  - B. When it relates to classroom instruction or a co-curricular or extracurricular activity, or
  - C. When it relates to media coverage of the school.
6. To remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an

entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the JISD and the Texas Education Agency.

7. To transfer child to a safe public school at least within 14 calendar days of the start of the school year for students enrolled in a persistently dangerous school or within 14 calendar days of the incident for students who are victims of a violent criminal act.

### **Parental Involvement, Responsibilities and Rights**

- Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, administrators, and the Board of Trustees.
- Every parent is urged to:
- Encourage his or her child to put a high priority on education and commit to making the most of educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgement form. Questions should be addressed to the principal of the appropriate school.
- Become familiar with all of the child's school activities and with the academic programs offered. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation and options available.
- Exercise the right to review teaching materials, textbooks, and other aids and to examine tests that have been administered to his or her child.
- Review the student's records to include attendance, test scores, grades, disciplinary records, counseling records, application for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns and state assessment instruments that have been administered to his or her child.
- If an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. The child must satisfy the grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- Become a school volunteer. (Criminal Background check is required.)
- Participate in campus parent organizations to include booster organizations and district and campus planning committees formulating plans to improve student achievement.
- Attend School Board meetings to learn more about District operations, including the procedure for addressing the School Board when appropriate.
- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording is to be used for school safety; relates to classroom instruction, a co curricular or extracurricular activity; or relates to media coverage of the school as permitted by law.

## **Joshua ISD Parent Involvement Policy**

The Joshua Independent School District's Parental Involvement Policy was developed by parents, teachers, and administration to ensure district collaboration for student success. The following criteria outlines the district responsibilities of the Parent Involvement Policy

- **Annual JISD Parent Meetings**
  - Each Campus will host a curriculum night within the first six weeks of every school year.
  - Each Campus will host at least one TAKS Parent Night each school year.
  - Joshua ISD will host a Public Hearing on District Performance Objectives for Parents and Community Members in January of every school year.
  - At least once a year, a meeting will be held at Loflin Middle School, Joshua High School and New Horizon High School to inform parents of Graduation Requirements
  - Each Campus will host an Open House in March of every school year.
- **Continued Communication with parents in Joshua ISD**
  - Joshua ISD Website
  - JISD District report card located on the Joshua ISD website
  - Joshua ISD Marquee located in front of Joshua High School
  - Parent Involvement link on Joshua ISD website
  - Parent and Teacher Conferences and Problem Solving Team meetings
  - Three-Week Progress Reports
  - Six-Week Report Cards
  - Local Newspapers
  - Learning Support Team Meetings
  - JISD Parent Newsletters online and hard copy
  - Alert Now phone system to inform about parent meetings, forthcoming school events, school closings, etc.
  - Joshua ISD Curriculum Brochure for parents
  - Parent Information Meetings with an effort to provide flexible timing
  - Location on all campuses to post parent information for meetings and school events
  - Class Weekly Newsletters at elementary level available on line and a hard copy sent home weekly
- **District Parent Advisory Groups**
  - Organization Booster Clubs
  - Campus and District Parent Support Groups
- **Parent Education and Training**
  - Adult Literacy and Communication
  - Latino Literacy Nights

- District and Campus Parent Information Seminars
- Dual Language Family Night
- **Parent Involvement Activities**
  - Fall Festivals / Homecoming
  - Fundraisers
  - Parent Volunteers
  - Sixth Grade Track Meet for elementary campuses
  - UIL Activities
  - Graduation
  - Campus Mentor Programs
  - Co-Curricular and Extra-Curricular Activities
- **Parent Evaluations**
  - Survey at the end of the year at Open House
  - All campuses offer a walk-in open door policy to receive concerns
- **Parent Notifications**
  - Student Report cards
  - Annual district and campus report cards
  - Parents Right to Know
  - Individual Student Assessment Report
  - Notice of non-certified staff member teaching a class for more than 30 days
  - Parent Involvement Policy
  - The district provides required notifications in both English and Spanish

#### **Pest Control**

The school applies pesticides inside facilities on a scheduled basis. Information regarding the application of pesticides is available from the Director of Maintenance Service, Joshua Independent School District.

#### **Plagiarism**

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to disciplinary action that may include loss of credit for the work in question.

#### **Posters and Signs**

The principal must first approve posters and signs that students wish to display. Posters displayed without authorization will be removed and the student responsible will be subject to disciplinary action. No posters, signs, fliers or other means of advertising will be displayed or distributed on school property by individuals, vendors or businesses without advance permission of the principal.

#### **Problem Solving Teams**

Student assistance programs are available on each campus. These programs provide additional instruction to assist students in the mastery of curriculum objectives

#### **Promotion and Retention**

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See EHBC]

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final examinations or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In kindergarten, promotion to first grade shall be based on 70 percent mastery on the report card, which is based on course-level and grade-level standards (essential knowledge and skills).

In grades 1–6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas in which numerical grades are given and a grade of 70 or above in mathematics, reading, and language arts.

In grades 7–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies.

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

### Public Display of Affection

Embracing, kissing or other displays of affection are not appropriate during school hours or at school events or activities. Students will normally be warned for the first minor offense. Disciplinary action and/or parent notification will be used for serious and/or subsequent offenses.

### Release of Students from School

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave. Students shall not be excused during school hours for private lessons of any nature. [See FEF (LOCAL)]

No student will be released to an individual other than the parent, legal guardian, or a law officer unless approved in writing, by the parent or guardian.

### Safe and Drug Free Schools and Communities

#### Annual Administration of the Drug-Free Survey

The Joshua Independent School District does administer the Texas School Survey of Drug and Alcohol Use, sponsored by the Texas Commission on Alcohol and Drug Abuse (TCADA) in conjunction with the Public Policy Research Institute at Texas A&M University.

- Date- The survey will be administered during the spring of each school year.
- Voluntary Nature- The survey is voluntary and information is confidential. No student will be required to participate.
- Access to Materials -Copies of the surveys are available at the Central Office and at each campus for anyone wishing to review the contents.
- Notification- Parents who find the contents of the survey to be offensive may contact the campus Drug-Free Coordinator and request that their children not participate in the survey.

Grassley Amendment- PROTECTION OF PUPIL RIGHTS" Sec. 439. (a) All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program funded in whole or part by the U.S. Department of Education shall be available for inspection by the parents or guardians of the children.

### Programs for Assistance Counseling, Rehabilitation, and Re-entry Programs

#### Burleson Family Counseling Center

817-477-0088

#### Johnson Country MHMR Center

817-447-2444

#### Cleburne Counseling Center

817-645-3328

#### Child Safety Center

817-338-2870

#### Texas Health Resources-Harris Methodist (Cleburne)

817641-2551

#### Cooks Children Medical Center

817-885-4000

#### Early Childhood Intervention

800-772-5987

#### John Peter Smith Hospital

817-921-3431

#### Huguley Behavioral Health Center

817-568-5950

#### CPC Millwood Hospital (Arlington)

817-258-2440

#### Baylor Medical Center

817-481-1900 (Grapevine)

### Random Drug Testing--Mandatory and Voluntary Participation in Extra-Curricular Activities (Seventh - Twelfth grade)

#### Mandatory

All Students who participate in an extracurricular activity, a UIL competition, or attend the Joshua Accelerated Learning Center are subject to mandatory drug testing. Parents or legal guardians must give written permission for testing prior to student participation in defined activities. Testing will be accomplished by a contracted drug testing laboratory in accordance with accepted practices and procedures and standards defined by the National Institute for Drug Abuse. Sample collection will be initiated at the beginning of the school year and will continue on a random basis throughout the year. Tests results will be kept confidential and provided only to administrators, those responsible for administering the program and parents.

#### **Consequences for a positive drug test are as follows:**

##### **1. First Violation:**

After confirmation of the first violation, the student shall lose eligibility and be suspended from participation in all extracurricular activities for two (2) consecutive interscholastic events or two weeks of the season, whichever is greater. The student will be expected to continue to participate in all practice sessions during that time. Parents will be notified. The student must also participate in four weeks of professional counseling sessions. Free counseling may take place through the REACH Council, working through Joshua ISD, or the parent and student may choose to use another professional counselor (at own expense) and bring proof that the four weeks of counseling have occurred.

##### **2. Second Violation:**

After confirmation of the second violation, the student shall lose eligibility and be suspended from participation in all extracurricular activities for 30 days. Parents will be notified. The student must participate in six (6) professional counseling sessions. Free counseling may take place through the REACH Council, working through Joshua ISD, or the parent and student may choose to use another professional counselor (at own expense) and bring proof that the six counseling sessions have occurred.

##### **3. Third Violation:**

After confirmation of the third violation, the student shall lose eligibility and be suspended from participation in all extracurricular activities for one calendar year from the date of confirmation. Parents will be notified. The student must participate in at least twelve drug or alcohol counseling sessions at the parents' expense prior to reinstatement in any extracurricular activity

Students who do not indicate at the beginning of the school year their intent to participate in extracurricular activities will be tested at the time of their declaration to participate. Refusal to take a test will be considered a positive test. Students will be required to fulfill the consequences for a positive drug test as listed above.

Students testing positive will be tested again during the next random testing period and will continue to be tested until such time as they have completed the JISD requirements and receive a negative test result from a subsequent JISD drug test

#### Voluntary

Students not involved in extracurricular activities or UIL competitions may voluntarily participate in random drug testing. The tests will be the same as those given in the mandatory program and students will be randomly selected in the same manner. Parents will be notified of the test results. Parents are encouraged to have their child participate in professional counseling sessions at their own expense when a test result is positive.

#### Safety

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented policies and committed resources. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or other students at risk;
- Following the code of conduct and any additional rules for behavior and safety set by the principal or teachers;
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus;
- Knowing emergency evacuation routes and signals;
- Following immediately the instructions of teachers, other District employees, and bus drivers who are seeing to the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

#### Searches/ Drug Test (Reasonable Cause)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, JISD may from time to time conduct searches, including the use of breathalyzer instruments and/or drug testing. Such searches/tests are conducted as permitted by law. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. The District reserves the right to test for the following substances as permitted by law: amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, opiates, phencyclidine, propoxyphene, hallucinogens, steroids, all other illegal drugs and alcohol. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. *U.S. Const., Amend. 4.; New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733 (1985); Jones v. Latexo ISD, 499 F.Supp. 223 (1980)*

A search/test is reasonable if it meets both of the following criteria:

1. The action is justified at the inception; i.e., the school official has reasonable grounds for suspecting that the search/test will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

**Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.** Lockers and vehicles parked on school property may be searched by school officials if there is reasonable cause to believe they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them. The District shall use specially trained non - aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances defined in FNCF (LEGAL), and alcohol. Visits to school shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

Specifically:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time students are not present.

If contraband of any kind is found, the student shall be subject to appropriate disciplinary action.

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

### **Sexual Harassment**

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. Inappropriate jokes or teasing may be unwelcome or offensive and subject to disciplinary action. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee, or Mr. Ray Dane, JISD Title IX Coordinator for Students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedures set out in Board policies FFH (Legal/Local) and FNC (Legal/Local). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

### **Special Programs**

**Dyslexia** services are provided to assist students in acquiring skills needed to read, write and spell. Students with dyslexia may receive accommodations in the general classroom, may be served through any of the special programs the district offers, or may be served through a pull-out intervention program that provides an intensive, multi-sensory method that addresses grapho-phonemic knowledge, linguistic instruction, and comprehension.

**The Gifted and Talented Program (GT)** is provided for students from kindergarten through twelfth grade who excel in a specific academic field (language arts and social studies, math and science, and/or creative and productive thinking). In order to prepare students for real world experiences and to promote achievement and self-esteem, gifted students are placed in heterogeneous classroom settings and provided with opportunities to work in homogeneous arrangements with other gifted students. High school students have an option to take Pre-Advanced Placement courses, Advanced Placement courses, and/or a gifted project based class that count for their Gifted and Talented participation. The program is designed to develop and expand problem-solving and critical thinking skills, provide creative outlets for expression, excite curiosity in the quest for knowledge stimulating a lifelong desire for learning, develop and expand confidence in one's own abilities and the abilities of others to face personal and social problems as a team and individually, and to develop the student's understanding of the significance of a continually expanding knowledge base. A differentiated curriculum inclusive of the Texas Essential Knowledge and Skills allows for a variety of learning opportunities leading toward the development of advanced level products and performances.

Students may be nominated at any time by staff, parents, self, or others. All nominated students will be assessed after receipt of parent permission. Testing may be completed in small group or individual settings at the discretion of the staff. Final selection is determined by a committee of three educators trained in gifted education. Students must re-qualify at the end of the sixth grade. Students are expected to maintain grades of 85 or better in the areas of qualification in order to remain in the program.

Identified gifted Students transferring into the district and who have records of comparable testing may be eligible for provisional placement in the program. A selection committee will review the results and observe the student's performance prior to continued placement or recommended exit from the program.

Parents or students may appeal any final decision of the selection committee regarding selection for or removal from the program. Appeals are first made to the campus selection committee. Subsequent appeals are made to the Directors of Curriculum and Instruction at Central Administration.

**Bilingual Education** Two-way dual language classes are offered for Pre-kindergarten through sixth grade children. Additional grades will be added until the program is offered throughout the elementary grades. Students are expected to grow in their competence in both the Spanish and English languages. Students entering the bilingual program are encouraged to remain in the program through the sixth grade. The program is offered at Caddo Grove Elementary School.

**English As A Second Language (ESL)** is designed to enable limited English proficient students the opportunity to become competent in the English language through the use of second language acquisition techniques. Pre-Kindergarten through twelfth grade students are served through the ESL program. All campuses offer ESL instruction and support.

**Special Education** services are available to students who have been assessed and diagnosed with a disability that hinders educational performance. Services are available to students between the age of three and twenty-one and from birth through age 21 for children with severe vision impairment or a severe hearing loss. For information, contact a campus counselor or Pam Ingram, Director of Special Populations.

**Homeless students** may be eligible for special services. For more information, contact the school counselor or John Grigsby, the Homeless Liaison at Central Administration.

**Problem Solving Teams (PST)** Learning Support Teams (LST) are groups of professionals at each campus that meet periodically to consider instructional interventions or method to improve an individual student's academic performance. LST meetings may be requested by a parent or teacher after other strategies have been tried and found to be insufficient.

<b>Options and Requirements</b>
<b>For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education</b>
<p>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 academic or behavior support services that are available to all students.</p> <p>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 of the district receives the written consent. The district must give a copy of the report to the parent.</p>
<p>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 <i>Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities</i>.</p>
<p>The designated contact person regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Contact Person: <u>Pamela Ingram – Director of Special Populations</u></p>
<p style="text-align: center;"><b>Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial</b></p> <p>Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.</p>
<p>En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.</p>
<p>Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la <i>Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades</i>.</p>
<p>La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:</p> <p>Nombre de la persona: <u>Pamela Ingram –Director of Special Populations</u></p>

### Student Records

The Joshua Independent School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperative of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. This District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student; the parent's or student's right of access to, and copies of, student records does not extend to all records. Materials

that are not considered education records, such as teacher's personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District; do not have to be made available to the parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available in the office during normal school hours. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten (10) school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District's complete policy regarding student records is available from the campus principal or the Superintendent's office. By law, the JISD must comply with a request by a military recruiter or an institution of higher education for student names, addresses, and telephone listings, unless parents have advised the JISD not to release their child's information without prior written consent.

#### **Student Removal by Teacher**

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct.

**Discretionary Removal:** A teacher may remove a student from class:

- Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn
- Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

Subsequent to the removal, the principal or other appropriate administrator will schedule a conference within three class days with the student's parent or guardian, the teacher and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation for the basis of the removal and an opportunity to respond to the reasons for the removal. The student will not be returned to his/her regular classroom before the conference.

After the conference, the principal may place the student into another appropriate classroom, into on-campus suspension, or into an alternative education program. The principal may not return the student to that teacher's class without the teacher's consent unless the three-member campus placement review committee determines that such placement is the best or only alternative available. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

**Mandatory Removal:** A teacher who knows of a violation that requires placement in AEP or expulsion must remove the student from class, send the student to the principal or other appropriate administrator and file a written report with the principal (not to exceed one page). A conference will be scheduled within three class days with the student's parent or guardian, the teacher and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal. The student will not be returned to his/her regular classroom before the conference.

After the conference, the principal must place the student in an AEP or expel. The student shall not participate in extracurricular activities.

#### **Student Rights**

All instructional materials, including teacher manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of students.

No student will be required to participate in a survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education that reveals information concerning the following topics:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his or her family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

7. Income (other than that required to determine a child's eligibility for participation in a program or for receiving financial assistance under such a program); without the prior written consent of the student's parent or, if the student is an emancipated minor or an adult, without the prior written consent of the student.

#### **Student Vehicles**

Students are required to register their vehicles with the school to be allowed to operate vehicles on school property. Only persons with a valid driver's license and proof of liability insurance required by Texas law will be issued a permit. A fee may be charged and a tag issued that must be displayed at all times the vehicle is on school property. Vehicles that are not registered, and cannot be identified, may be towed from school property at the owner's expense.

Vehicles parked on school property are under the jurisdiction of the school. Such vehicles may be searched if reasonable cause exists to do so. Students have full responsibility for security of their vehicles and will make certain they are locked and keys are not provided to others. Student will be responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in their vehicles and will be subject to disciplinary action by the school as well as referral for criminal prosecution.

While on school grounds, vehicles will be driven in a manner that preserves the safety of driver, passengers, pedestrians and property. Students will park only in assigned places. Students will not park in faculty spaces, marked visitor slots, or in the bus loading area. Students will not sit in vehicles in the parking lot. Violation of established rules may result in a citation being issued and/or the loss of driving and parking privileges on school property.

The individual campuses may establish additional guidelines.

#### **Summer School**

Students may enroll in and receive credit for summer school courses begun but not successfully completed during the regular school term. Summer school shall be for remediation purposes only. All courses must meet state requirements. (Policy EHDA-H).

#### **Take Your Child to Work Day**

JISD will observe this day during June each year, or as recommended by the Region XI Education Service Center. Absences for this purpose on any other day will be unexcused.

#### **Telephone Use**

Students should ask to use the telephone only in case of emergency. Permission to use the phone must be granted by the teacher or administrator. Teachers or students will not be called from class for telephone calls; however, a message will be taken by staff and delivered as soon as possible.

#### **Testing**

In order to fulfill the requirements of House Bill 3 passed by the 81st Texas Legislature and incorporated into Texas Education Code (TEC) Chapter 39, the Texas Education Agency (TEA) is developing the new State of Texas Assessments of Academic Readiness (STAAR). STAAR is a more rigorous assessment program that will provide the foundation for a new accountability system for Texas public education. STAAR will replace the Texas Assessment of Knowledge and Skills (TAKS) beginning in spring 2012. The STAAR program at grades 3–8 will assess the same subjects and grades that are currently assessed on TAKS. At high school, however, grade-specific assessments will be replaced with 12 end-of-course (EOC) assessments: Algebra I, geometry, Algebra II, biology, chemistry, physics, English I, English II, English III, world geography, world history, and U.S. history.

#### **Student Success Initiative (SSI)**

Because performance standards for STAAR grades 3–8 will not be set until after the spring 2012 administration, only raw-score information will be reported prior to the end of the school year. Therefore, SSI retest opportunities for STAAR grades 5 and 8 reading and mathematics will not be offered in May and June of 2012. For the 2011–2012 school year, districts will use other relevant academic information to make promotion/retention decisions. More information will be provided in the future.

#### **Textbooks**

Textbooks are provided free of charge for most subjects or classes. State Law requires students to keep the books protected by a cover and secure the book from damage or loss. During the school year students are financially responsible for any damage which may occur to a book issued to the student. Students will have a book made available to them, only in the classroom, for work assigned until payment of damaged book is made.

Students should note the condition of the textbooks when issued and call the teacher's attention to any damage. The teacher can then issue another book or note the damage so that the student will not be liable. When textbooks are returned, the student will be liable to pay for any damage not due to "fair wear" based on guidance issued by the responsible school administrator.

**Students are responsible for the cost of dual credit course textbooks.**

#### **Tobacco Free Campus**

The District prohibits the use of all tobacco products within all District buildings and on all District-owned property, including playground areas, parking facilities, gymnasiums, stadiums used for athletics such as football, soccer, track and field, or any other school-related activity. Citations may be issued to students found to be in possession of tobacco products while on campus.

#### **Training of School Personnel**

##### **A. Description of Training Required**

All professional personnel will receive training in the district's discipline management program. The objective of the training shall be to familiarize each professional employee with the district's rules of student conduct, discipline management techniques and how to use them, and the appropriate procedures for removals, suspensions, and expulsions.

**B. Notice to Staff**

A copy of sections 37, TEC, and of all district policies that pertain to student suspension, removal, and expulsion shall be distributed to all professional personnel. A copy of Section 37 of the TEC may be viewed at the district website.

**C. Training Program for Other Personnel**

Other district employees, such as bus drivers and educational aides, will receive training in discipline management on an annual basis.

**D. Training - Reinforcement of Skills**

At least one discipline management training workshop will be conducted annually. Additional training may be offered at the discretion of the principal as the principal addresses the program and its implementation and/or supervises and evaluates performance.

**Transportation (School)**

Durham Transportation will only transport students from home to school and from school to home. Parents and guardians must handle other arrangements.

**Bus Privilege and Responsibility:**

The school day begins when the student steps onto the bus, and ends when the student steps off the bus in the afternoon. All school guidelines and rules must be followed.

School buses are expensive items of equipment furnished and operated by Durham Transportation for the convenience and comfort of the student. Students being transported in school buses shall comply with the Student Code of Conduct and bus rules. Any student who fails to comply with the code and established rules while on school transportation may be denied transportation services and shall be subject to disciplinary action. All rules and the conduct code apply to school sponsored trips as well as daily transportation to and from school.

Misconduct will be determined by the driver and will normally be acted on by a representative of Durham Transportation Incorporated.

Serious or repeated violations may necessitate involvement of campus administrators. Students who ride a bus to school, but fail to attend school that day, will lose bus privileges for one week following parent contact.

Riding a school bus is a privilege provided by the school and should be treated as such. Transportation to and from school for all students is the responsibility of the parents.

**General Bus Rules:**

1. Obey all instructions from the bus driver.
2. Board and leave the bus at designated campus and house stop only.
3. Only students who are eligible to ride may be transported.
4. Bus routes are designed to provide transportation for students to their own home. Do not ask to ride home on another bus or get off at a different stop. In the event of emergency, contact the Durham representative.
5. The bus routes are designed to provide the maximum efficient loading. Please do not ask for extra students or guests to ride home with you.
6. Only home to school transportation will be provided unless prior approval has been granted by Durham Transportation.

**Procedures for Waiting for the Bus:**

1. Be at the bus stop at least five minutes before scheduled pickup time. The driver will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus at all times.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, go home immediately.
6. Parents should instruct their students on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student misses the bus.

**Loading the Bus**

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.
4. The bus driver is authorized to assign seats.

**Conduct on the Bus**

1. Seats are assigned by the driver. Changing seats without permission is a violation of the bus conduct code.
2. Students must remain seated at all times. For safety reasons, students are not considered seated when they are not facing the front or if they are sitting on anything, including their legs, books, etc.
3. Normal conversation is permitted; any loud noise may distract the driver and create an unsafe condition.
4. Absolute quiet is necessary when approaching a railroad-crossing stop.
5. The use of profane or vulgar language is not permitted.
6. Arms, head and other parts of the body are to be kept inside of the bus.
7. Do not mark, cut, or scratch any part of the bus. The person who is responsible will pay vandalism costs. If no person can be identified, all persons sitting in the seat will share the cost of damages. (Transportation privileges will be denied until payment is received or the level of discipline is satisfied, whichever is longer.)
8. Do not throw objects inside or out of the bus.
9. Keep books, packages, coats and all other objects out of the aisle.

### Getting off the Bus

1. Stay seated until the bus is completely stopped.
2. Use handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Stay clear of the bus when the engine is started, do not chase or hang onto the bus.
5. If any article drops or rolls under the bus, do not go after it. Ask the driver for help.

### Crossing the Street or Highway

1. For safety considerations selected roads have been designated hazardous and students are not allowed to cross. All bus routes involving these roads are designed for students to be picked up and let off on the same side as they live. Do not ask for any student to be allowed to cross one of these hazardous roads.
2. When crossing the street or highway, walk in front of the bus and wait for the driver to signal that it is safe to cross.
3. Check in both directions and walk directly across the road.
4. Never cross the road behind the bus.
5. **CAUTION: be alert for vehicles that do not stop when bus is loading or unloading students.**
6. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

### Prohibited Items

1. Tobacco
2. Glass containers
3. Alcoholic beverages
4. Weapons, explosive devices, harmful drugs or chemicals
5. Cigarette lighters, matches or flammable items
6. Any object (musical instrument, shop project, etc.) too large to be held safely in the lap
7. Food or drinks
8. Radios, tape players, CD players, CD discs, TVs, electronic games, noise makers or any other item which may distract the driver
1. Live animals or insects
2. Skateboards
3. Any other loose items
4. Any aerosol containers

### Accidents or Emergencies

1. Follow the driver's instructions.
2. In case of road emergency, students are to remain in the bus.
3. If you must leave the bus, stay in a group.
4. The following procedures will be used for evacuation in an emergency situation:
  - A. The student nearest the door will open the door and hold it open.
  - B. Leave the bus in single file as quietly as possible.
  - C. Evacuation will start with the seat closest to the door.
  - D. Follow the driver's instructions completely.

### Extracurricular Trips

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the driver and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.

### Bus Discipline Procedures

Good conduct by all students is required in order to achieve safe bus riding conditions. Whenever the driver must direct attention to student's misconduct, less than full attention is being given to the road and driving conditions. Misconduct on the part of one student can place the entire bus in a serious unsafe condition. Therefore, all disciplinary problems will be handled accordingly.

Whenever a student violates any of the bus rules as outlined in the student handbook, the driver will attempt to solve the problem by explaining the rules and warning the student. The driver may also assign any student to a particular seat at any time. The driver may contact the parents directly regarding a student's behavior. When the driver has made an attempt to instruct the student to obey the rules and the student continues the misconduct or if the offense is serious, a bus report will be completed by the driver and given to a Durham Transportation representative. The representative will review the incident and take appropriate action.

**Due to the lower maturity level and memory retention capabilities of younger students the following levels of consequences will apply for grades PK-3 (students will remain at a certain level as long as there are 30 school days between referrals):**

**Level One:** This is the warning level. At level one the student will receive a written warning report sent to the parent. The parent will be required to sign the warning report and return it to the driver before the student can again ride the bus. If a student is not written up again for at least 30 school days, they may receive another warning. At any time the student does not have at least 30 school days between referrals; they will advance to Level Two.

**Level Two:** At this level the student loses all bus riding privileges for a period of 5 school days. A written notice will be sent to the parent, and a Durham representative will also attempt to contact the parent by telephone. The student will be allowed to ride the bus home that afternoon. The student remains at this level of consequence if there are at least 30 school days before the next referral. At the time that the student does not have at least 30 school days between referrals, they will advance to Level Three.

**Level Three:** At this level the student loses all bus riding privileges for a period of 30 school days. A written notice will be sent to the parent, and a Durham representative will also attempt to contact the parent by telephone. The student will be allowed to ride the bus home that afternoon. The student remains at this level of consequence if there are at least 30 school days before the next referral. At the time that the student does not have at least 30 school days between referrals, they will advance to Level Four.



the authority to supersede the levels of discipline and/or suspend a student immediately for a time deemed necessary regardless of the number of referrals.

\_\_\_\_\_  
PLAN ADMINISTRATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

***This report must be signed and returned to the bus driver before your student will be allowed to ride the bus again.*** Thank you for making all students safer.

**Parents/ guardians should be aware that in some cases, repeated disciplinary infractions will be submitted to the campus administrators where the student is enrolled for additional disciplinary action or support.**

#### **Unauthorized Visits to Other Campuses**

Students are not authorized to visit other campuses, either within Joshua Independent School District or in another district, without the advance permission of the principal or his designee. Violation will result in disciplinary action.

#### **Unexcused Absences / Off Campus Suspension Grading**

A student shall receive no grade above 70 for make-up work after an unexcused absence or after off-campus suspension.

#### **Visitors on Campus**

Parents and other visitors are welcome to visit the school. **All visitors must first report to the school office.** The principal must approve visits to classrooms during instruction so that interference with the learning process is kept at a minimum. In grades kindergarten through eighth all visitors will be asked to show a picture I.D. the first time they visit a campus. A photo copy will be made of the I.D. and put on file. Every visitor will be required to sign in and sign out each time they visit a campus. Also, visitors will be required to wear a visitor's badge while visiting. These procedures have been put in place to ensure safety for your child while at school. School administrators and teachers have the right to request unauthorized or improperly attired persons to leave the school if it is in the best interest of the students. Unauthorized visitors and visitors who violate school policies may be subject to arrest for criminal trespass.

#### **Weapon-Free School Zones**

Senate Bill 1 extends the penalties for possession of a weapon on school property to "any grounds or building on which an activity sponsored by a school or education institution is being conducted." Senate Bill 1 also increases punishment for an offense involving a weapon if it is shown that the individual committed the offense in a place that the person knew was within 100 feet of the school premises or a college or university, on a school bus, or on premises where an official school function, a UIL activity, or a school-sponsored extracurricular activity is taking place.

#### **Withdrawal Procedures**

Students may withdraw from school only when the attendance clerk is provided a written statement from the parent (confirmed verbally or otherwise by school officials), the parent personally appears to withdraw the student, or the student is eligible to withdraw without parental consent. The student is required to obtain a signature from each teacher and the principal showing that all books have been returned and that all obligations have been met. Unreturned items must be paid for prior to approval of the withdrawal.

# Section III

## Joshua ISD

### Student Code of Conduct

#### 2011-2012

#### Student Code of Conduct Acknowledgment

*Student Code of Conduct [and Student Handbook]  
Electronic Distribution Acknowledgment*

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you.

Ray Dane, Superintendent

Joshua ISD

We acknowledge that we have been offered the option to receive a paper copy of the Joshua ISD Student Code of Conduct [and Student Handbook] for the 2011–2012 school year or to electronically access it [them] on the district's Web site at [www.joshuaisd.org](http://www.joshuaisd.org). We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

- Receive a paper copy of the Student Code of Conduct [and the Student Handbook].
- Accept responsibility for accessing the Student Code of Conduct [and the Student Handbook] on the district's Web site.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

Please sign this page, remove it, and return it to the student's school. Thank you.

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# STUDENT CODE OF CONDUCT

## Purpose

The Student Code of Conduct is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Joshua ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Additionally, the Code will be posted on the district’s Web site at [www.joshuaisd.org](http://www.joshuaisd.org). Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

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Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

### The district has disciplinary authority over a student:

During the regular school day and while the student is going to and from school on district transportation;

1. During lunch periods in which a student is allowed to leave campus;
2. While the student is in attendance at any school-related activity, regardless of time or location;
3. For any school-related misconduct, regardless of time or location;
4. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
5. When criminal mischief is committed on or off school property or at a school-related event;
6. For certain offenses committed within 300 feet of school property as measured from any point on the school’s real property boundary line;

7. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
8. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
9. When the student is required to register as a sex offender.
10. The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.
11. The district has the right to search a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by the district.

### **School Personnel Who Have Specified Discipline Authority**

#### **Principal:**

Each principal has the authority to implement and administer the discipline management program on his/her campus. The principal may designate one or more professional persons (assistant principals and teachers) to assist in discharging such responsibility or in making decisions and taking action in the absence or other inability of the principal. In accordance with Section 37.003, TEC, a Placement Review Committee will assist in determining decisions on students formally removed from a classroom at the request of a teacher and other decisions on placement as determined by the principal. At the secondary level, the principal may designate selected students to hear and make recommendations on disciplinary actions to take against students who have committed level one offenses (see "Levels of Offenses," this program).

#### **The principal and his/her professional designee(s) shall have the authority to:**

1. Assess and implement the campus discipline management program.
2. Remove a student from class and/or campus pursuant to Section 37.006 and 37.007 of the TEC, and to take appropriate action if a teacher removes a student from class pursuant to Section 37.002, TEC.
3. Act or designate the person(s) to act in proceedings to suspend or remove a student to an alternate education program (AEP) pursuant to Section 37.006, Texas Education Code (TEC), and the policies in this program.
4. Investigate cases of student misconduct of a serious nature that may result in expulsion of the student.
5. Request appointment of a hearing officer by the superintendent to conduct a discipline hearing that may result in AEP assignment for more than 10 days or beyond the next grading period, or expulsion.
6. Serve as a discipline hearing officer for the district as appointed by the superintendent and make recommendations to the campus principal concerned.
7. Make disciplinary decisions, as appropriate, based on the recommendations of appointed hearing officers.

#### **Superintendent:**

#### **The Superintendent shall have the authority to:**

1. Give administrative guidance and assistance to the principal or designee in the performance of their duties.
2. Appoint campus administrators as district hearing officers.
3. Hear appeals resulting from campus discipline hearings and to affirm, modify or overrule them as appropriate.

#### **Board of Trustees:**

The Board of Trustees has the authority and responsibility to hear appeals from actions of the Superintendent and to affirm, modify or overrule them as the Board may deem appropriate and in accordance with the law

### **Responsibilities of School Personnel:**

Student and parent responsibilities are contained in the Student Code of Conduct. Responsibilities of others involved in the discipline management of District students are as follows:

#### **Administrators:**

1. Provide appropriate support for teachers in dealing with student discipline problems sent to the office.
2. Implement a flexible curriculum to meet the needs of all students and provide the necessary supplies and materials to implement such a curriculum.

3. Promote effective training and discipline based on fair and impartial treatment of all students.
4. Encourage parents to keep in regular communication with the school and encourage parental participation in required parent-teacher conferences.
5. Develop a cooperative working relationship among staff and students.
6. Assist students by providing appropriate assistance in learning mature self-discipline.
7. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management program.
8. Ensure students' safety by providing a secure environment free from physical and psychological hazards.
9. Serve as appropriate role models for the students on their campus, in accordance with the standards of the profession.

**Teachers:**

1. Strive to perfect discipline management techniques developed in the district management program.
2. Ensure good student discipline by being in regular attendance and on time, and being prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
3. Respect other individuals and property and conduct themselves in a responsible manner.
4. Comply with district and school policies, rules, regulations and directives.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the District.
7. Establish rapport and an effective working relationship with parents, students, and other staff members.
8. Teach students to strive toward self-discipline.
9. Encourage students to develop study and work habits that will aide in the accomplishments of both short-term and long-term goals.
10. Serve as appropriate role models for their students.

**Placement Review Committee: (Please refer to Section I of this handbook for more detailed information)**

Each school shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the district regarding readmission of expelled students.

- **Members shall be appointed as follows:**  
Campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member; and the principal shall choose one member from the professional staff of a campus. The teacher refusing to readmit the student may not serve on the committee.
- **Members of the placement review committee shall:**  
Meet at the direction of a campus administrator; and review causes for student removal and recommend placement to the principal.

**Required Parent-Teacher Conference**

1. Conferences will be conducted between a teacher and the parents of a student if the student is not maintaining passing grades does not achieve the expected level of performance, presents other problems to the teacher or in any other case the teacher or parent considers necessary.
2. The principal and/or assistant principal, and/or counselor will be available to conference with the parent(s) of each student who has committed one or more disciplinary infractions during the school year according to the Student Code of Conduct.

**Reporting Crimes**

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

**Speaking at Graduation**

The district has the right to limit a student's participation in graduation activities for violating the district's Code.

**Standards for Student Conduct**

**Each student is expected to:**

- Demonstrate courtesy, even when others do not.

- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

### **General Conduct Violations**

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

Students shall not:

#### **Disregard for Authority**

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on school buses.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

#### **Mistreatment of Others**

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault see DAEP Placement and Expulsion.)
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists. (See glossary for all three terms.)
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
- Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

#### **Property Offenses**

- Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)

- Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion.)

#### **Possession of Prohibited Items**

- Possess or use:
  - fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
  - a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
  - a “look-alike” weapon;
  - an air gun or BB gun;
  - ammunition;
  - a stun gun;
  - a pocketknife or any other small knife;
  - mace or pepper spray;
  - pornographic material;
  - tobacco products;
  - matches or a lighter;
  - a laser pointer for other than an approved use; or
  - Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

#### **Possession of Telecommunications or Other Electronic Devices**

- Possess a telecommunications device, including a cellular telephone, or other electronic device at school during the school day.

#### **Illegal, Prescription, and Over-the-Counter Drugs**

- Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion.)
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia.”)
- Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See glossary for “abuse.”)
- Abuse over-the-counter drugs. (See glossary for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

#### **Misuse of Computers and the Internet**

- Violate computer use policies, rules, or agreements signed by the student or the student’s parent.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.

- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

### **Safety Transgressions**

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

### **Discipline Management Techniques**

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

### **Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Techniques**

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or "time-out."
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.

- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

### **Notification**

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in an out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

### **Appeals**

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: [www.joshuaisd.org](http://www.joshuaisd.org)

**Consequences will not be deferred pending the outcome of a grievance.**

### **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

#### **Routine Referral**

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

#### **Formal Removal**

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

### **Returning Student to Classroom**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

### **Out-of-School Suspension**

#### **Misconduct**

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order out-of-school suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

#### **Process**

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

### **Disciplinary Alternative Education Program (DAEP) Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.

Summer programs provided by the district shall serve students assigned to a DAEP separately from those students who are not assigned to the program.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

#### **Misconduct Identified in State Law**

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Any criminal mischief, including a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence.")
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  1. The student receives deferred prosecution (see glossary),

2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

### **Emergencies**

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

### **Process**

Removals to a DAEP will be made by the Principal or designee

### **Conference**

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

### **Placement Order**

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

### **Length of Placement**

The duration of a student's placement in a DAEP will be determined by Principal or designee. The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the Board or designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed to the Board or designee in accordance with policy FOC(LEGAL). All other appeals regarding a placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: [www.joshuaisd.org](http://www.joshuaisd.org). Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

### **Restrictions during Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### **Placement Review**

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the Board or designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

### **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

### **Notice of Criminal Proceedings**

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

### **Withdrawal during Process**

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Newly Enrolled Students**

The district will continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Emergency Placement Procedure**

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

### **Placement and/or Expulsion for Certain Serious Offenses**

This section includes two categories of serious offenses for which the Education Code provides unique procedures and specific consequences.

### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

### **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

### **Newly Enrolled Student**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

## **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

## **Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student **may** be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as a Title 5 felony offense;
- Have been charged with engaging in conduct defined as a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

## **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

## **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

## **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

## **Expulsion**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

## **Discretionary Expulsion: Misconduct That May Result in Expulsion**

### **Any Location**

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
  - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
  - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

### **At School, Within 300 Feet, or at a School Event**

- Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. (See glossary for "under the influence.")
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
  - Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
  - Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
  - Engaging in deadly conduct. (See glossary.)

### **Within 300 Feet of School**

- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
  - Continuous sexual abuse of a young child or children.
  - Felony drug- or alcohol-related offense.
  - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

### **Property of Another District**

- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### **While in DAEP**

- Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district's Code, while placed in a DAEP.

### **Mandatory Expulsion: Misconduct That Requires Expulsion**

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

### **Federal Law**

- Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:
  - Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
  - The frame or receiver of any such weapon.
  - Any firearm muffler or firearm weapon.
  - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

### **Texas Penal Code**

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
  - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
  - A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
  - A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.

- Continuous sexual abuse of a young child or children.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

### **Under Age Ten**

When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be placed in a DAEP unless the student commits a federal firearm offense.

### **Emergency**

In an emergency, the principal or the principal's designee **may** order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

### **Process**

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

### **Hearing**

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Principal or designee authority to conduct hearings and expel students.

### **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

### **Expulsion Order**

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the Principal or designee will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

### **Length of Expulsion**

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

### **Withdrawal during Process**

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

### **Additional Misconduct**

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

### **Restrictions during Expulsion**

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

### **Newly Enrolled Students**

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

## Emergency Expulsion Procedures

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

## DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Armor-piercing ammunition** is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - 1) Knowing that it is within the limits of an incorporated city or town,
    - 2) Knowing that it is insured against damage or destruction,
    - 3) Knowing that it is subject to a mortgage or other security interest,
    - 4) Knowing that it is located on property belonging to another,
    - 5) Knowing that it has located within it property belonging to another, or
    - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another;
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damages or destroys a building belonging to another, or
  - b. Recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

**Bullying** is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

**Chemical dispensing device** is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

**Criminal street gang** is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Dating violence** is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm silencer** means any device designed, made, or adapted to muffle the report of a firearm.

**Graffiti** are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

**Hazing** is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Knuckles** are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Persistent misbehavior** is two or more violations of the Code in general or repeated occurrences of the same violation.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious offenses** include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

**Terroristic threat** is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

**Section IV**  
**JOSHUA HIGH SCHOOL**  
**STUDENT HANDBOOK**

**2011-2012**

**"Building the Best...Exceeding the Rest"**

**Joshua High School Statement of Commitment**

**We, the educators of Joshua High School, accept the challenge to create a positive, consistent and cohesive environment for the students and staff of Joshua High School in a way that improves communications, fosters mutual respect and encourages flexibility and compromise, so that all students of Joshua High School will be instilled with pride and confidence in themselves, their education, their school, and their community.**

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**JOSHUA HIGH SCHOOL  
909 SOUTH BROADWAY  
JOSHUA, TEXAS 76058**

To Students and Parents:

The teaching and administrative staffs of Joshua High School believe that the education of our students is a responsibility that must be shared by the teachers, the parents, and the students themselves. For the school to work effectively in educating its student body, parental support is needed for academic, homework, and disciplinary efforts. In addition, education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much upon the student's attitude toward learning and the student's adherence to high standards of behavior. By establishing clear guidelines for the school's discipline management program, we can maximize our efforts to preserve order and maintain a climate conducive to learning. The information presented in this portion of the JISD Student Handbook will answer most questions you may have regarding JHS policies, procedures, activities, and opportunities. Teachers, counselors, or administrators on campus can answer additional questions. Ultimately, the right of every pupil at Joshua High School to have the opportunity to learn, and the right of every teacher at Joshua High School to have the opportunity to teach, free of disruption and misconduct by others, shall be vigorously protected.

To accomplish these goals, all school employees have set priorities to provide an effective educational program for all of its students based upon the rules and regulations set forth in this document. This district recognizes and requires that the individual school environments must be free of distractions and disruptions to allow maximum teaching and learning opportunities. To this end, the administrative and teaching staffs, with tremendous support from the counseling staff, will endeavor to respond in a spirit of cooperation to make quality education and effective discipline a reality.

I encourage parents and students to contact my office with any questions or concerns.

Sincerely,

Mick Cochran  
Principal  
JOSHUA HIGH SCHOOL

**HIGH SCHOOL PERSONNEL**

Mick Cochran .....	Principal
Damon Patterson .....	Assistant Principal
Helen Hernandez .....	Assistant Principal
Stan McVey .....	Assistant Principal
Amy Bryant .....	Counselor
Lorie Porter .....	Counselor
Dale Sturgeon .....	Counselor
Carla Benefield .....	Diagnostician
Sheila Carter .....	Librarian
Carolyn Daniels .....	Cafeteria Supervisor
Margarita Diaz .....	Head Day Custodian
Irene Robles .....	Head Night Custodian
Amy Rose .....	Principal's Secretary
Sherrie Morton .....	PEIMS/data Processing
Kathy Wylie .....	Attendance Secretary
Jema Hollingsworth .....	Discipline secretary
Tanya Gschnell .....	Student Office Secretary
Ana Hernandez .....	Receptionist
Linda Hood .....	Nurse
April Worley .....	Registrar
Dempsey Eakin .....	Security
David Hoschar .....	Resource Officer
Karla Paul .....	Math
Ed Farrar .....	Science
Sheri Hicks .....	English
Carla Bodiford .....	Foreign Language
Karen Yancy .....	Social Studies

## **HIGH SCHOOL BELL SCHEDULE 2010-2011**

1<sup>st</sup> Period - 8:25 – 9:14  
2<sup>nd</sup> Period - 9:18 – 10:07  
3<sup>rd</sup> Period - 10:11 – 11:01  
4<sup>th</sup> Period - 11:05 – 12:28  
A Lunch - 11:05 – 11:35  
A Class - 11: 39 – 12: 28  
B Lunch - 11:05 – 11:54  
B Class - 11:58 – 12:28  
5<sup>th</sup> Period - 12:32 – 1:21  
6<sup>th</sup> Period - 1:25 – 2:14  
7<sup>th</sup> Period - 2:18 – 3:07  
8<sup>th</sup> Period - 3:11 – 4:00

**The office hours for Joshua High School are 8:00 – 4:30 Monday – Friday.**

## **SECTION I: STUDENT GUIDANCE**

### **ACADEMIC HONESTY**

Students deemed to be cheating shall be given a grade of zero on the paper, test or other requirement in question. Students shall assume the responsibility of not giving the impression of cheating. The teacher shall be the sole judge in determining whether a student was deemed to be cheating.

### **ACCOMMODATIONS FOR CHILDREN IN MILITARY FAMILIES:**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

**In addition, absences related to a student visiting with his or her parent or immediate family member related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose.**

### **ASAP POLICY**

Joshua ISD employs an ASAP officer to assist district administrators with student attendance. If a student has an unexcused absence for the entire day, the officer will visit the student's home that evening to make sure that the parents/guardians are aware of the absence and to find out why the student was not at school. When a student accumulates three absences in a four week period or ten absences in a six month period, the student can receive a citation. A copy of the citation and a copy of the attendance record will be mailed to the parents/guardian. If a student has an unexcused absence from one class, the officer will visit with the student and may issue a citation. If a student has two unexcused absences from a class and the officer has already visited with the student, the student will receive a citation. This policy does not apply to medical absences as long as a doctor's note is on file.

### **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy, does not attend an assembly, or does not abide by rules of conduct during an assembly shall be subject to disciplinary action. Applause is the proper response to show appreciation for performances in the auditorium.

## ATTENDANCE

**For LEGAL requirements please refer to the Student Code of Conduct - Section III of this Handbook.**

The official time for taking attendance is 10:11-11:01/3<sup>rd</sup> period. Parents will be notified in writing if a student has been absent without an excuse three times during the accountability period. If the student is absent for 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period, the student's parent and the student are subject to prosecution for truancy. According to State law, students who are not bound by the compulsory attendance law (age 18) can be withdrawn for the remainder of the semester after the fifth unexcused absence. Parents will be notified in writing if a student has been absent for any reason from any class nine days during a semester. Students will be referred to an Attendance Committee and credit will be denied after nine absences according to board policy. Students will receive written notice and will be responsible for obtaining a schedule of Saturday and Wednesday schools that are provided for students to regain credit throughout the semester. Every absence after nine must be made up hour for hour. Double time will not be granted. When a student is to be absent for illness or another authorized reason, the parent should call the Student Office on the first morning of the absence and report the reason. A note should be brought to the Student Office within the first three days of the student's return to school, even in cases where the parent called to report the absence or the student signed out of school early. Students are to check within the three days to verify that the absence has been correctly recorded in the attendance section of the computer. Inconsistencies should be brought to the attention of the attendance clerk immediately. Failure to do so will result in an unexcused absence being recorded for the absence and the student will become ineligible for semester exam exemptions. The maximum grade that can be recorded for work missed during an unexcused absence is 70. If a student is absent five consecutive days, or on five separate occasions within a semester for illness, a note from a doctor or health clinic may be required in order to receive attendance credit. A student may not have more than five parent notes per semester to excuse absences. On the sixth absence and thereafter during the semester, the student must bring a doctor's note for the absence to be excused. Please notify the Attendance Office if special circumstances need to be taken into consideration. A student who must leave school during the day must normally have a parent contact the Office or be present when the student is released. Students must be signed out at the Student Office by the parent or, if authorized, they may be allowed to sign out for themselves. Leaving campus without permission will result in disciplinary action, including loss of parking privileges for a minimum of two weeks. Students must also sign in the attendance office when returning on the same day. Students who become ill during the school day will, with the teacher's permission, report to the school nurse. The nurse will decide if the student should be sent home or seek medical assistance and will notify the student's parent. At no time are ill students authorized to miss class or leave campus without seeing the nurse. Students should not use the phone to contact parents when they are ill. Students who are absent from school more than two periods, one being the accounting period, will NOT be allowed to participate in school related activities on that day or evening without approval from the Principal.

Cutting or skipping a class will result in disciplinary action and notification of parents. A student who is caught skipping will not be allowed to participate in extracurricular activities on the day of the offense or for the duration of the punishment.

An attendance committee will meet the 6<sup>th</sup> week of each six weeks to determine if a student should receive credit or not. All appeals, which are requested by students or parents, must be turned in the 5<sup>th</sup> week of the six weeks in order for it to be reviewed. All decisions by the committee will be mailed to the parent/guardian the next school day following the attendance committee meeting. It is the student's responsibility to schedule and attend Wednesday school once notification is received that credit has been lost. Documentation must be provided to each teacher who has referred the student to the Attendance Committee. Parents will be notified of the committee's decision and may appeal to the principal within the time indicated. If the parents desire to continue the appeal process they may request action by the Superintendent and, subsequently, the Board of Trustees.

Students who transfer into Joshua High School during the semester will also transfer accumulated absences. These students may make up unexcused absences through their assistant principals.

After Absences:

When returning to school after an absence, a student must:

1. Bring a note signed by the parent that describes the reason for the absence and the dates of the absence (even if the parent has called the school reporting the reason for absence or if the student signed out early). These notes are to be turned in to the Attendance Office within the first three days of the students return to school. Students are to check with their teacher within the three days to verify that the absence has been correctly recorded in the attendance section of the computer. Any inconsistencies should be brought to the attention of the attendance clerk immediately. Late notes or notes signed by the student, even with the parent's permission, will not be accepted and the student will be charged with an unexcused absence. In addition, the student will become ineligible for semester exam exemptions. Forged notes will result in disciplinary action.
2. Report directly to the first class of the day.
3. Contact the teacher to arrange make-up of assignments and exams. Failure to make up assigned work within the time allotted by the teacher may result in a grade of zero for the assignment(s). Normally, one day is allowed to make up work for each day absence, beginning on the date of return. Assignments given prior to absence are due on the date required, or the date of return, unless the teacher determines additional time should be provided. No grade above 70 may be earned for work assigned or due during an unexcused absence.

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave. Students shall not be excused during school hours for private lessons of any nature. [See FEF (LOCAL)]

Students, who are denied credit for excessive absences will not be eligible for driver education courses offered by Joshua High School, will not be permitted to purchase a parking permit to park on campus, will not be eligible for Hill College programs, and will not be issued the TEA form for license issue or renewal.

#### **Medical Absences:**

According to State law, students who attend school and then see a medical professional on that same day, or students who see a medical professional and then attend school on that same day, are entitled to be counted present for the entire day provided they bring a signed doctor's note indicating the time and date of the appointment. These notes must be given to the attendance clerk within the first three days the student returns to school and must be signed by the parent or guardian. Students are to check with within the three days to verify that the absence has been correctly recorded in the attendance section of the computer. Any inconsistencies should be brought to the attention of the attendance clerk immediately.

#### **AWARDS AND HONORS**

**ACADEMIC EXCELLENCE AWARDS:** These awards will be presented to the top 5% of each grade each year in accordance with class ranking. Academic sweatshirts will be presented to freshmen and sophomores; juniors will receive an academic patch, and seniors will receive an engraved plaque.

**HONOR ROLL:** The highest "A" honor roll consists of students making 90% or above in all courses. The "A-B" honor roll is composed of students who make at least 80% in all courses. All honor roll student must have a minimum of an "S" in conduct in all courses.

**"J" AWARD:** This award is presented at the end of the year for academic excellence. To qualify, a student must have made a grade of 90 or above in all subjects during four out of the five possible grading periods with no grade below 80 and no "N" or "U" in conduct in any grading period.

**SUBJECT AWARDS:** Medal awards shall be given to the best student in each subject taught during the school year. Two additional awards (certificates) per subject section may be given to other deserving students. Teachers will select the students to be awarded within their departments. Ties will be permitted only in extenuating circumstances and only with principal approval.

**ACADEMIC SCHOLARSHIPS:** An academic scholarship may be awarded to the Valedictorian and to other top members of the graduating class. Other academic scholarships may be awarded by civic and other organizations. Information on these other scholarships will be distributed by the counselors' office when available.

**ATHLETIC AWARDS-**Letter jackets will be awarded to deserving athletes as determined by the Athletic Director. Criteria for awards will be determined by the various coaches and may include quarters of playing time, contribution to team success, attitude, sportsmanship, practice attendance and academic performance.

**ACADEMIC AWARDS:** Letter jackets, letters and/or competition patches will be awarded to UIL academic competitors who compete and earn points in UIL competition at district level.

**LETTER JACKETS:** Jackets will be awarded to or authorized for students based on the criteria established by each organization. Such organizations include athletics, band, cheerleaders, drill team, dance, JROTC activities, choir, student council and other organizations identified by the Principal.

**UIL SYMBOLIC AWARDS:** Everyone who participates in a UIL sport or an academic team will receive a UIL symbolic award. Awards for varsity, junior varsity and freshmen athletic teams will be presented at the athletic banquet. Awards for academic teams will be presented at an appropriate ceremony.

#### **Bullying**

##### **The District prohibits bullying as defined by District Local policy FFI.**

Retaliation against anyone involved in the complaint process is a violation of District policy. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;  
or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying occurs when student conduct has the effect of harming another student, his/her property, or creating reasonable fear of harm to a person or property. Persistent or pervasive action which intimidates, threatens or abuses another is considered bullying/ harassment.

Reports of bullying should be made promptly after the incident, as delays will impair the staff's ability to investigate and address the conduct. Any student who has been a victim or a witness of bullying should immediately report the alleged acts to a teacher, counselor, principal or other campus employee.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, *destruction* of property, theft of valued possessions, name calling, rumor spreading, and ostracism. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act.

A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing. Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee. If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy.

Bullying is outlined by the following:

**Imbalance of Power:** people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves

**Intent to Cause Harm:** actions done by accident are not bullying; the person bullying has a goal to cause harm

**Repetition:** incidents of bullying happen to the same the person over and over by the same person or group

Dr. David Welsh, Consulting Psychologist for JISD

#### **CELLULAR PHONE/PAGER/ELECTRONIC DEVICES**

Cell phones/pagers, or other electronic devices are not permitted on campus during the regular school day. If a student uses or possesses a cellular phone or communication device while on campus during school hours, the device will be collected and turned over to an administrator. **As directed by Texas Education Code 37.082, the parent of the student can retrieve possession of the cellular phone or communication device for an administrative fee of \$15.00.** On the second infraction, a parent must pick up the phone and pay \$15.00. On the third infraction, the phone will be kept until the end of the semester. Refusal to give up possession of any electronic device by a student will result in disciplinary action in accordance with the Student Code of Conduct. Students traveling off campus to school sponsored activities may use their cell phones for emergencies or to contact their parents/guardians after they have received permission from a sponsor.

**All cell phones or electronic devices that are not picked up by within 5 working days of the last day of instruction will be properly recycled or donated**

#### **CLASS RANKING**

Class ranking begins during a student's freshman year. The 100-0 scale shall be used to determine grade point average and class ranking. A 4.0 GPA (non-weighted) can be issued for use in college entrance and scholarship requirements. For final determination of class rank, the weighted grade points are totaled after the fifth six-week period during the senior year. The senior student with the greatest number of points is named the VALEDICTORIAN of the graduating class. The student with the second highest total is named the SALUTATORIAN. In order to be recognized in the "Top Ten Averages," seniors must have completed the last three semesters at Joshua High School. Grades earned in the areas of English, mathematics, science, social studies (excluding special topics), foreign language as well as grades earned in middle school for high school credit, correspondence courses, TxVSN, online courses, credit by exam, and credits earned in and all weighted courses will be used to determine rank in class and GPA. Weighted points will be given for advanced placement (College Board), gifted and talented, state approved honors, and concurrent core college classes enrolled in and attended at Joshua Ninth Grade Campus or Joshua High School. For the Senior class, final rank and GPA will be determined after the fifth six-weeks grading period of their senior year.

#### **CLUBS AND ORGANIZATIONS**

There are many clubs and organizations at Joshua High School and each helps to fill the need of meeting student interests. Student organizations provide an added dimension to the high school experience and provide additional opportunities for students to excel. Each student is strongly encouraged to become an active member of one or more of these groups.

Student clubs and performing groups such as the band, choir, NJROTC, cheerleaders, dance team and athletic teams may establish rules of conduct, and consequences for misbehavior, that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

All activities of student clubs and organizations must be approved in advance by the Principal and must be supervised by the faculty or staff sponsor.

#### **COLLEGE DAY**

Students must obtain an administrative approval, 24 hours in advance, before taking a college day.

#### **CONDUCT**

All students at Joshua High School are entitled to enjoy the basic rights of citizenship for persons of their age and maturity as recognized and protected by appropriate laws. Each student is expected to respect the rights of other students, teachers and staff members. Therefore, students will exercise their rights in a responsible manner and in accordance with rules established to facilitate the learning process. Rules of conduct are established to achieve and maintain order. Students violating the rights of others or the rules established shall be subject to disciplinary measures.

### **CORRESPONDENCE COURSES**

All juniors or seniors are eligible to take correspondence courses and earn credit toward graduation. Prior to enrollment, written request must be made to the counselor for approval to enroll in the course. Students will not be awarded credit toward graduation if approval was not granted prior to enrollment. The high school counselor must supervise the correspondence program. Students may be enrolled in only one correspondence course at a time. Credit toward state graduation requirements shall be granted only if the institution and the course meet state requirements and criteria. To be eligible for graduation at the end of the term, each senior who is enrolled in a correspondence course to earn units required for graduation must complete the course and submit the grade for recording at least 30 days prior to the graduation date.

### **COUNSELING**

Students are encouraged to talk with the school counselor, teachers, and administrators in order to learn about the curriculum, course offerings and graduation requirements for academic programs. Counselors are available to talk with students at any time they are experiencing difficulty in school and students are encouraged to sign up in the counseling office so that meetings can be arranged as quickly as possible. Students who are interested in attending a college, university or trade school should work closely with the counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about college such as entrance examinations, housing and financial aid.

### **DETENTION**

Except as provided for in ARD committee decisions, student may be detained outside of school hours for violation of the school's rules of conduct. The detention shall not begin until the student's parents or guardian(s) have had an opportunity to be notified of the reason for the detention and make arrangements for the student's transportation on the day(s) of the detention.

A teacher or an administrator may assign detention. The detention may be assigned before or after school, based on either the student or teacher's schedule of work. While in detention, students will complete work assignments as determined by the teacher/administrator involved.

Failure to attend detention may result in additional days of detention, assignment of a Wednesday or Saturday school, or assignment to OCS.

### **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Generally, a strong relationship exists between a student's appearance and conduct. Grooming and dress also reflect on students' families, their school and their community. Therefore, good grooming and appropriate dress are encouraged and expected for all students.

**The principal or designee will be the authority in all decisions regarding the grooming and dress code.** Any provision not covered in the code or any interpretation of the code will be the administrator's responsibility. If new fashions or fads arise during the school year, the school administrator will determine if they create a distraction to the learning process. Where there is a question as to the appropriateness of attire or appearance of a student, the school administrator's decision will be final.

The grooming and dress code is applicable to all enrolled students while at school or at a school - related activity. Violations of the code may result in notification of parents, a requirement to correct the code violation to remain in school, and/or disciplinary action.

#### **The clothing regulations below are expected to be followed by all students:**

Clothing should not have risqué prints, racial or vulgar/suggestive slogans (implied or stated), emblems, language or design. Print or graphics pertaining to drugs, violence, alcohol, tobacco products or any item(s) that may be disruptive or interfere with the safe operation of the campus are not permitted on any apparel, jewelry, accessories or paraphernalia.

1. Spaghetti straps, off the shoulder shirts, fishnet tops, exposed midriff or cut-off tops, or tops with low cut front or back are not permitted.
2. Boys are not allowed to wear sleeveless shirts.
3. Clothing must be kept properly zipped or buttoned. All long coats or jackets must be unbuttoned.
4. See-through attire will not be permitted unless clothing in dress code is worn underneath.
5. Shorts that are more than 5" above the top of the knee will **not** be permitted.
6. Shirts and/or pants are to be worn only as originally designed by the manufacturer. Sagging is not allowed. Boys must wear pants and shorts at the hip bone. All clothing articles shall be of an appropriate size for the student wearing them. If undergarments are visible, it will result in an immediate OCS placement.
7. Pajamas and/or pajama pants are not allowed.

8. Shoes must be worn. House shoes and shoes with rollers are prohibited.
9. Colored/tinted glasses will not be permitted to be worn inside the building, unless prescribed for indoor wear by a doctor.
10. Appropriate undergarments must be worn at all times, but must not be visible.
11. Head bands, neckbands, armbands, and/or leg bands will not be permitted.
12. No headgear will be brought inside the school buildings during the school day. Girls may wear bows, head-bands or barrettes to hold hair in place.
13. Boys will not wear earpieces or related adornment. Girls may wear earpieces only.
14. Students may not wear tongue pieces or facial adornments.
15. Girls may wear dresses or skirts that are no more than 5" above the top of the knee. Split skirts may be worn in good taste and the split must be no more than 5" above the top of the knee. Leggings may not be worn to make the outer garment conform to dress code.
16. Spandex or tight stretch clothing is not permitted as an outer garment.
17. "Colors" or styles of a secret society (not approved as a campus organization) are not permitted. Prohibited items may include, but are not limited to, bandanas, clothing with particular logos, arm or leg bands, etc. Specific prohibited items will be announced by the principal.
18. Any accessory or article of clothing that creates a disturbance in the learning environment will be prohibited.
19. Extreme clothing styles/fads are unacceptable.

**The grooming regulations below are expected to be followed by all students:**

1. Visible tattoos are discouraged. Students marking or drawing on exposed skin will be subject to disciplinary action.
2. Boys must be clean-shaven every day except that a neatly trimmed mustache will be allowed on the upper lip. No beards are permitted.
3. Boys' hair should not extend beyond the following limits:
  - a. Front – Hair/Bangs, when pulled straight, must not be longer than the top of the eyebrows.
  - b. Side - The entire ear may be covered but should not exceed the corner of the jawbone on the sides. Sideburns should not be more than one-half inch below the bottom of the ear lobe.
  - c. Back - Hair must be cut so that it is no longer than the bottom of the dress shirt collar or top of at-shirt collar.
4. Boys' hair must be worn loose outside the shirt collar and will not be worn in tails, ponytails, or buns.
5. Extreme hair styles (e.g., shaved designs, spikes) or extreme colors are unacceptable.
6. Make-up, including fingernail polish, is to be worn by females only. The application must be in good taste, must be applied in moderation, and must not contain decorative designs.
7. Black lipsticks are not allowed.

**ELECTIONS**

The Student Council and class leaders will be selected through student elections and interviews once each year. Students running for Student Council positions must be an active member of the Student Council during the year they run for office. Only students who will be seniors may run for the office of President of the Student Council. All students running for office must be passing all classes at the time of the election and must have passed all classes during the preceding six weeks period.

**ELECTRONICS**

CD players or radios must not be visible in the academic hallways or classrooms during the school day. Students will be allowed to listen to these devices on the bus, before and after school and at lunch.

**EMERGENCY DRILLS/CRISIS MANAGEMENT**

Emergency drills are conducted periodically to insure knowledge of procedures to be followed in the event of a fire or tornado. Directions for emergency drills are posted in each room with diagrams of exits and directions for actions to be taken. Teachers will brief all students on procedures and will direct actions to be taken in drills and actual evacuations.

- Fire Alarm (buzzing/flashing lights) Fire warning: Move from the building to an outside assembly area.
- One Long Bell: Move back to the classroom.

In the event of an emergency, crisis management procedures state that students shall remain under campus supervision and are not to be released or dismissed, even to parent or guardian, until authorized by the superintendent or designee that conditions are safe.

**EXAMINATIONS**

At least two examinations will be given in each course during each six weeks. A semester examination will be given at the end of each semester. Students absent when regular exams or semester exams are given will normally be given one class day preparation for the exam for each day absent prior to the exam (unless the student was present when the exam date was announced). If the exam is not made up within the prescribed time period the grade for the exam will be a zero.

**EXTRACURRICULAR "ABSENCES"**

It is the student's responsibility to make sure that all work is made up before the student leaves for the activity. An extracurricular absence does not count as an absence; therefore, the student is not entitled to extra time. Students will not be allowed to have an extracurricular if they are failing a class or are being denied credit due to absences.

### **EXTRACURRICULAR ACTIVITIES**

#### **ELIGIBILITY:**

Students will be permitted to participate in extracurricular activities, subject to the following Restrictions:

1. During the initial six-week period of the school year, students must have been promoted into the next grade level or must have accumulated the required number of units toward graduation.
2. During subsequent periods, students who receive a grade below in any course of subject, or students who fail to meet the standards in their Individual Education Plan (IEP), may not participate in extracurricular activities. The suspension from extracurricular activities goes into effect at the end of school on the seventh calendar day after the last day of the grading period during which the grade lower than 70 was earned. If eligibility is regained in a subsequent three weeks by a student passing all courses with a grade of 70 or higher, eligibility goes into effect seven calendar days after the end of that three week period.  
*Example: **Grading period ends on Friday at 4:00 P.M. Students shall not regain or lose their eligibility until the following Friday at 4:00P.M.***
3. The number of extracurricular absences that a student is allowed to have during a school year is up to the discretion of the principal. Coaches and sponsors are to ensure that all students are eligible to participate.
4. Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused unless the Principal has approved prior arrangements.

**PRIORITIES OF PARTICIPATION:** Many students are involved in two or more activities at JHS and, from time to time, requirements of these activities may conflict. When such a conflict occurs, the following guidelines will assist in resolution:

- Actual events or competitions will have priority over a practice or rehearsal.
- UIL events shall have priority over non-UIL events (e.g., student council, JROTC, drill team, cheerleading).
- Higher-level UIL competitions will have priority over lower level events (the order is district, bi-district, area, region, state).
- District competitions or representation will have priority over non-district events.
- School sponsored events will have priority over non-school sponsored events.
- Where activities have equal priorities or agreement cannot be made because they are beyond the guidelines above, the student shall make the decision based on personal preference. No punishment (e.g., extra running) shall be assessed for the student's decision.
- The athletic director will resolve athletic conflicts. The Principal will assist in decisions in other areas.

#### **Projected 2011-2012 Eligibility Calendar**

- School begins 8/22 – all students are eligible provided they meet UIL credit requirements
- First six-weeks ends 9/30 – no grade changes allowed after 4:00 p.m. except for conditions listed in “grade changes” below
  - Students lose eligibility seven calendar days later on 10/7 at 4:00 p.m. if any grade below 70 is recorded (except for classes exempted as listed under “advanced classes”)
  - Ineligible students grades are checked three school weeks later, on 10/21; students passing all courses will regain eligibility seven calendar days later on 10/28
- Second six-weeks ends 11/4 – no grade changes allowed after 4:00 p.m.
  - Students lose eligibility seven calendar days later on 11/11 at 4:00 p.m. if any grade below 70 is recorded (except for classes exempted as listed under “advanced classes”)
  - Students lose/gain eligibility on 11/11 at 4:00 p.m.
  - Ineligible students grades are checked on 11/4; students passing all classes will regain eligibility on 11/11
- Third six-weeks ends 12/21 – no grade changes allowed after 4:00 p.m.
  - Students lose eligibility on 1/12 at 4:00 p.m.
  - Ineligible students grades are checked on 1/27; students passing all classes regain eligibility on 2/3
  - All students eligible during Christmas break, 12/21 through 01/9
- Fourth six-weeks ends 2/17 – no grade changes allowed after 4:00 p.m.
  - Students lose eligibility on 2/24 at 4:00 p.m.
  - All students are eligible during spring break, 03/12 through 03/16
  - Ineligible students grades are checked on 3/9; students passing all classes will regain eligibility on 3/23
- Fifth six-weeks ends 4/13 – no grade changes allowed after 4:00 p.m.
  - Students regain/lose eligibility on 04/20 at 4:00 p.m.

- o Ineligible students grades are checked on 5/4; students passing all classes regain eligibility on 5/11

**Advanced Classes Identified for No Pass, No Play Exemption:**

1. English Language Arts: all College Board advanced placement courses, and high school/college concurrent enrollment classes
2. Fine Arts: all College Board advanced placement courses, and high school/college concurrent enrollment classes, Art IV, Dance IV (not to include drill team), Music IV, Theatre IV
3. Languages Other Than English: all College Board advanced placement courses, and high school/college concurrent enrollment classes, and languages other than English courses IV-VII
4. Mathematics: all College Board advanced placement courses, and high school/college concurrent enrollment classes, Pre-calculus
5. Science: all College Board advanced placement courses, and high school/college concurrent enrollment classes
6. Social Studies: all College Board advanced placement courses, and high school/college concurrent enrollment classes

**Incomplete Grades:**

A student with an “incomplete” grade is ineligible at the end of the seven day grace period unless the “incomplete” was replaced with a passing grade prior to the end of the seven day grace period. Students with an “incomplete” grade either within or beyond the end of the seven day grace period may regain eligibility if the work is made up in accordance with district policy in regard to time allowed for make-up work and the conditions under which make-up work are allowed. See section on MAKE-UP WORK for more information.

**Grade Changes:**

After a failing grade has been recorded for a six-weeks grading period, the only situations in which a student’s grade may be changed to passing and eligibility restores are as follows:

- A. Mechanical error occurred in averaging or recording the original grade;
- B. The teacher’s grading procedure violated either local policy, state law, or SBOE rule and the student would have received a passing grade if the correct procedure had been followed.

**Extra Credit Work, Re-Test, Late Work:**

Extra credit work or work (including re-test) turned in after the grading period has ended may not be considered when determining a student’s eligibility except in the case of an “incomplete” as described above.

**FOOD AND DRINK**

Food or drink will be allowed in the academic hallways or classrooms only with prior principal approval. Food and drink purchased in the cafeteria must not be brought out of the cafeteria.

**GRADE CLASSIFICATION**

Student grade classification is determined as follows:

<u>Through 06-07 Freshman</u>		<u>Beginning with 09-10 Freshman</u>	
Freshmen	0-4.5 units	Freshman	0 –5.5 units
Sophomores	5-9.5 units	Sophomores	6.0 –1.5 units
Juniors	10-16 units	Juniors	12 – 17.5 units
Seniors	16.5 units	Seniors	18.0 units

Classification is determined only at the beginning of the school year. A student will not be reclassified during the school year. As an exception, juniors may be reclassified as seniors at mid-year if they can graduate at the conclusion of the spring semester.

One credit of Algebra I earned in Joshua Middle School may count toward both graduation requirements and grade classification.

**GRADING PROCEDURES**

A minimum of two (2) grades shall be posted in the electronic grade book per subject, each week.

**Failing Grades:**

- Students will be given a reasonable opportunity to redo any assignments or examinations in which a grade below 70 was earned.
- Students or parents must request the opportunity to redo any assignment or examination within two workdays of receipt of the failing grade.
- The assignment or examination must be redone within three workdays of receipt of the failing grade.
- The two grades will be averaged to reflect the student’s relative mastery of the assignment or examination.

### **Late Work:**

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students. (Policy EIAB local)

- Late work will be accepted; however, assignments will be subject to points being deducted.
- All homework including corrections must be completed within the six weeks grading period.

### **Joshua High School:**

- 1 day late = 25 points off
- 2 days late = 50 points off
- Over 2 days late = Zero

### **Make Up Work:** *(Due to an absence)*

- When a student is planning to miss a class to attend a school-sponsored activity, the student must arrange with the teacher to obtain assignments and due dates before the absence occurs.
- Students or parents may make a request to pickup assignments at the Front Office for an absence of at least two days in order to complete the work at home. A 24-hour notice to the office is required when requesting work.
- Students will be allowed a minimum of two days to complete make up work for each day absent. Projects, research papers or work assigned at least one week in advance will be due when the student returns from the excused absence.
- If a student is absent for an exam, the make-up exam will cover the same material although a different exam may be administered.
- If a student is present when an exam is announced, the student should be prepared to take the test as scheduled. If the teacher determines that there are extenuating circumstances or that material missed during the absence is necessary for the test, more time will be allowed.
- Make-up work should be made up within the current grading period (i.e. progress report or report card). Exceptions will be made for excused absences at the end of a grading period.
- If a student is absent at the end of the grading period and, as a result, is missing assignments, a grade of Incomplete will be assigned. As soon as practicable after making up the work, a grade change will be issued and the new grade will replace incomplete. Incompletes not made-up by the next grading period will revert to the grade the student earned.
- Students who are suspended from school are allowed to make up work following the above guidelines.

### **End of Course Assessment Grading Procedures:** *(for students entering grade 9 during the 2011-12 school year and thereafter)*

- End of course assessment scores shall be counted as 15 percent of a student's final course grade
- End of Course assessment scores shall not affect whether a student receives credit for a course.
- End of course assessment scores shall not be included in class rank calculations
- End of course assessment retake scores shall not be included in the final grade calculations.

### **GRADUATION ACTIVITIES**

Graduating seniors will have limited responsibilities the last three days of school. Seniors must attend all of the scheduled senior activities or absences may be counted as unexcused and could result in credit loss. Senior activities will be continued unless abused, at which time they will be discontinued.

### **GRADUATION REQUIREMENTS**

In order to graduate from high school, and participate in the graduation ceremony, students are required to earn 26 credits and pass all state mandated tests. Course credit requirements for each diploma program are shown on pages at the end of the high school section.

#### **The following rules shall apply to all academic programs:**

1. All graduates shall receive the same diploma.
2. Out-of-state transfer students must complete all requirements.
3. Seals will be affixed to transcripts to indicate the academic program completed (e.g., Recommended Program, Distinguished Achievement Program).
  - Special education students may be permitted to graduate under the provisions of their IEP and with the consent of the ARD committee and the student's parents.

### **HALL PASSES**

The teacher may grant permission for a student to leave the classroom only in cases of emergency. Teachers should keep accurate and complete records containing the names of students who leave their room, the time they are out of the classroom, and their specific destination. In addition, should problems arise on campus; students will be required to be escorted by a teacher, staff person, or a student aid.

## HEALTH RELATED MATTERS

### Administering Medications

No employee shall give any student prescription medication, nonprescription medication, anabolic steroids, or dietary supplements of any type, except as provided below.

### Exceptions:

Employees authorized by the Superintendent or designee may administer medication to students in accordance with the provisions below:

### Prescription

1. The District has received a written request to administer prescription medication provided by the parent, legal guardian, or other person having legal control of the student.
2. The prescription medication is administered in accordance with legal requirements. [See FFAC(LEGAL)]

### Non-Prescriptions

3. The District has received a written request to administer nonprescription medication from the parent, legal guardian, or other person having legal control of the student.
4. The medication appears to be in the original, unopened container and to be properly labeled.
5. The nonprescription medication acetaminophen shall be furnished by the District, upon parent request, only for students in grades 9–12.

### Asthma and Allergies

Students with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school related events only if there is written authorization from the parent/guardian and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. Then if the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parent should discuss this with the school nurse or principal.

- Students with a temperature of 100 or higher must be free of fever for 24 hours prior to returning to school.
- Skin eruptions (rash) that cannot be identified are to be confirmed by a physician as non-contagious.
- A child who is sent home due to lice will have 2 days excused from school in order to seek treatment. Upon their return to school the student must provide proof of treatment and have the school nurse check hair to make sure that it is free from lice. A student will be counted unexcused if more than 2 days are missed for this problem.
- Students with asthma or severe allergic reaction (anaphylaxis) should refer to the District section, Health Related Matters, of this handbook for specific information regarding these conditions.

**Note: Please refer to JISD Student Handbook, section II, under Health Related Matters for additional information, including current immunization requirements.**

## HOMEWORK

Homework assignments are intended to assist students in learning required material. To be of value, the student must complete homework assignments within the time specified. Homework completed on the date stated by the teacher will earn credit based on the full value of the assignment. Homework completed the day following the required date will earn a lesser value. Regular use of a commercial student planner, which contains an area to indicate the due date of assignments and whether an assignment has been completed, will help students become more organized.

Homework and other make-up work may be turned in after a student returns from an absence. Normally, one class day of make-up time will be allowed for each day of absence. It is the student's responsibility to obtain make-up work from each teacher. Projects, research papers, and other long-term assignments announced several days or weeks in advance are normally due on the date specified or on the day a student returns to that class from an absence. However, students should consult their teachers should they have questions regarding the procedure for turning in projects, research papers or other long-term assignments if they are absent on the scheduled due date. No grade above 70 may be earned on any work due, completed, or assigned during an unexcused absence.

## IDENTIFICATION CARDS

All students will be issued an identification card. This card will be used for school lunch charges, library use, identification of athletes and cooperative program students. They will also help to prevent unauthorized personnel on campus. Initial cards will be supplied free.

### KNIVES

Students will not be allowed to carry or possess knives of any size, including pocket knives, on school property.

### LATE WORK

1 day late = 25 points off; 2 days late = 50 points off; over 2 days late = zero. This is the campus policy. Remember, if a student is absent, the work is not late.

### LEAVING CAMPUS WITHOUT PERMISSION

Students who leave campus without following proper procedures will forfeit all driving and parking privileges for a minimum of two weeks. On the second offense the driving suspension will be a minimum of four weeks. On the third offense the driving suspension will be a minimum of eight weeks and will continue to escalate with each offense. Students who allow passengers to travel in their vehicle while leaving without following the proper procedures will forfeit all driving and parking privileges for a minimum of two weeks, and the punishments will escalate with each offense. Students who drive on campus or who park on campus after having privileges suspended will have their vehicles towed at their expense. Additional consequences may be assigned by the appropriate administrator in cases where the inappropriate behavior has been repeated.

### LIBRARY

The library is provided for recreational reading and to assist in classroom studies. Hours of operation of the library will be posted. Special hours may be requested by teachers or students and will be supported if resources allow.

- To enter the library from class, a student must be escorted to the library by a teacher, staff member or student aid. While in the library, the librarian is responsible for student behavior in the absence of the teacher. When entire classes reserve a section of the library, the classroom teacher is responsible for the students and should remain in the library with the class.
- Students must enter and leave the library by the main entrance. Student possessions will be checked when students enter and leave and at any other time as determined by the librarian.
- Books may be checked out for two weeks. A fine is charged for overdue books. If a book is damaged or lost, it must be paid for or replaced. Students who have overdue or lost books will not be permitted to check out other items until their record is cleared. Renewals must be accomplished with the item to be renewed physically present.
- Magazines and materials from the vertical file may be checked out for up to one week. A fine is charged for overdue items.
- Students are expected to keep the library neat. Chairs must be in place, papers and trash disposed of, and magazines and books returned to their proper places. No food, drinks or gum are allowed in the library at any time.

### LOCKERS

Lockers remain under the jurisdiction of the school even when they are assigned to individual students. To insure the safety of personal and school-issued items, all students must place their own combination lock on their locker. The combination must be provided to the office. Students have full responsibility for the security of lockers and contents and insuring that the combination is not available to others. No sharing of lockers will be permitted.

**The school reserves the right to inspect all lockers.** Searches of lockers may be made at any time there is reasonable cause to do so whether or not students are present. If a key lock or an unauthorized private combination lock is found on a locker, it may be removed to gain access.

### LUNCH

All students must remain on campus during the lunch period unless approved to depart, in advance, by the Principal or an assistant principal. A student leaving campus without permission is subject to disciplinary action; even if the student contacted his/her parent. All food and drink must be consumed in designated eating areas only. Food may not be taken into the restrooms, classrooms or hallways. Failure to abide by this policy will result in confiscation of the food until the end of the school day.

The District participates in the National School Lunch Program and offers free or reduced price meals based on a student's financial need. Information and application forms are distributed at student registration.

### MAKE-UP WORK

1. The student is responsible for arranging to make up work missed from an absence and completing assignments by the date and time specified by the teacher. If the student fails to satisfactorily complete the work missed in the time designated by the teacher, a zero will be recorded. Make-up work following an unexcused absence can earn no grade above 70 according to board policy. Make-up work must be completed before school or after school. It is not appropriate for make-up to be completed during the regular class period.
2. Students or parents may request that assignments be collected for pickup at the Student Office.
3. Make-up work is due at the discretion of the teacher. Normally, one class day will be granted for make-up work for each day absent. Projects, research papers, and other long-term assignments announced several days or weeks in advance are normally due on the date specified or on the day a student returns to that class from an absence. However, students should consult their teachers

- should they have questions regarding the procedure for turning in projects, research papers or other long-term assignments if they are absent on the scheduled due date.
4. If a student is absent for an exam, the make-up exam will cover the same material but a different exam must be administered.
  5. If a student is present when an exam is announced, the student will take the exam as scheduled (e.g., on Monday an exam is announced for Friday; the student is absent on Wednesday and Thursday and must take the exam if returning on Friday) unless the teacher determines that more time will be allowed.

### **NATIONAL HONOR SOCIETY SELECTION**

The National Honor Society (NHS) was created to recognize and encourage academic achievement and to develop the characteristics essential to citizens in a democracy. NHS membership is an honor and a commitment. Both in and out of school, NHS members are expected to actively strive to represent the ideals of scholarship, character, service, and leadership for which they were originally selected for membership, and to express these qualities through chapter service activities.

The following procedures will be used to select students for National Honor Society membership:

1. The minimum overall grade point average required each year will be announced by the chapter sponsor.
2. Students meeting GPA requirements will be notified of their eligibility for the selection process.
3. Students must have passed all portions of the appropriate state mandated test.
4. Scholastically qualified students interested in being candidates for selection should complete a Student Activity Form and return it to the chapter sponsor.
5. A roster of candidates will be provided to the faculty and staff so that all may comment on a candidate's qualities of character, service and leadership.
6. A five-member faculty council appointed by the principal will evaluate all comments regarding a candidate's suitability for selection. The council may choose to interview candidates or staff members to clarify information submitted. Only information verified by the panel from identified sources will be considered in determining selection and non-selection.
7. The faculty council will tabulate verified positive and negative comments and the information given on the candidate's Student Activity Form.
8. The faculty council will then discuss tabulations and vote on the candidates for selection or non-selection.
9. Candidates will be notified in writing of the faculty council's decision regarding selection or non-selection for membership.
10. Students must have been in attendance at least 94% of the class days for that year.
11. Participation in JHS UIL Academics is strongly recommended for those students who want to be inducted into NHS.

### **OBLIGATIONS**

Students who have outstanding obligations will not be allowed to buy a parking permit.

### **OFF LIMIT AREAS**

All areas in and around the school are "off limits" unless supervised by school personnel. These areas include, but are not limited to, parking lots, empty classrooms, old and new gym, area around library, area around auditorium, dressing rooms, bleachers, storerooms, maintenance areas, entrance areas, and other areas which may be designated as "authorized personnel only".

Locker areas are off limits except during passing periods, before first period begins, or with the permission of a teacher or an administrator. The parking lots are off limits from 8:25 AM until 4:05 PM except for those students who have been dismissed early by the office or who are authorized to leave based on their class schedule.

**For safety reasons, all construction areas on school property are considered off limits areas.**

### **ON CAMPUS SUSPENSION (OCS)**

The principal or an assistant principal may assign students who have serious or repetitive behavioral difficulty in the classroom to the On Campus Suspension (OCS) class. This class is designed to provide maximum structure to the student so that classroom control is insured and the opportunity for learning can be enhanced.

- Students assigned to OCS must obey the rules and produce acceptable work or they may be assigned additional days or be suspended.
- Students assigned to OCS are required to have, paper, pens and other materials necessary to complete assignments when they report. Failure to meet this requirement may result in additional OCS days, suspension, or assignment to AEP due to failure to follow instructions.
- Assignment to OCS results in the loss of participation in all extracurricular activities and any other school related programs to include cooperative education program work requirements and Hill College classes) for the duration of the assignment.

### **PARTIES AND SOCIAL EVENTS**

The rules of good conduct and appropriate dress will be applied at school social events. Guests, who are not current students at Joshua High School, must be approved by the Principal or his designee in advance and

are expected to observe the same rules as students. The person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of the social event or party will not be readmitted.

#### **PERSONAL ITEMS**

Students who choose to bring personal, non-school related items to school, such as CD players, CDs, skateboards, cash, etc. do so at their own risk and are solely responsible for them at all times. The school will not utilize school personnel, including assistant principals, security guards, or resource officers, or school equipment, including security cameras, to investigate the theft of non-school related items.

#### **PROBATION**

Students who are placed on probation for misbehavior will forfeit the class office or official position held in any organization(s) recognized by the school. Additionally, the student may not represent the school in any contest or public program or be eligible to receive honors or be granted privileges.

#### **RELEASE STUDENTS FROM SCHOOL**

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave. Students shall not be excused during school hours for private lessons of any nature. [See FEF (LOCAL)]

#### **REMEDIAL AND COMPENSATORY COURSES**

Students who have difficulty in passing courses or standardized tests required for graduation may be required to enroll in remedial or compensatory courses. Twelfth graders who did not pass the state mandated tests will be enrolled in subject-specific remediation courses. Continued problems may necessitate a repeat of those courses until satisfactory performance is demonstrated. Students not wanting to be enrolled in a remedial or compensatory course may be released from the requirement if the student's parent signs a letter indicating an understanding of the possibility of not graduating due to not meeting graduation requirements. Such release will result in ineligibility to participate or to continue in cooperative work programs and courses at Hill College.

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

Written reports of student grades and absences will be handed to students every six weeks. At the end of the first three weeks of a grading period students will also be given a progress report showing their academic standing in each class. Parents should also check these reports to see if their student is in danger of losing credit due to excessive absences. To receive credit in any semester, a student must be in attendance at least 90 percent of the days the class is offered. Students with absences exceeding nine will need to meet the requirements established by the appropriate Attendance Committee in order to regain credit lost for absences. In addition, if a student receives a six-week grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. Tutorial classes may be required for a student who receives a grade below 70 in a class or subject.

#### **SATURDAY/WEDNESDAY SCHOOL**

Students can attend Wednesday School to make up excessive absences that may cause loss of course credit. Once the student has been notified that he or she has lost credit due to excessive absences, it is the student's responsibility to schedule, attend, and obtain verification of attendance at Wednesday school. Wednesday school may also be assigned for disciplinary infractions.

#### **SCHEDULES**

All students are required to take eight courses or have a course in each period. No open periods may be scheduled between classes taken by seniors. All students must be enrolled in and attend a PGP period. Only seniors will be allowed to have an open period. Open periods will not be allowed between classes. Students enrolling in Hill College courses or in cooperative work programs must have passed all state mandated test or be simultaneously enrolled in remediation courses. Individuals in the vocational program will be allowed to schedule periods as necessary with approval by the counselor and principal. Courses of these individuals will be determined by job hours and requirements.

#### **SCHEDULE CHANGES**

Students will only be allowed, one week at the beginning of each semester, to change out of classes that they registered for in the preceding spring semester or at the beginning of the current school year with the principal's and parent's permission. Students will not be allowed to change teachers unless they had the teacher during a previous year. Any appeals to this procedure must be made through the principal's office. In addition, students will not be allowed to change from one graduation plan to another without a parent/student conference with the principal.

#### **SEXUAL HARRASSMENT**

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be

offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

#### **SKATEBOARDS**

Skateboards are prohibited from JHS properties, buildings and functions. Any skateboard brought onto the property will be confiscated and a fine of \$15.00 will be assessed. The skateboard will only be returned to the parent or guardian of the student who owns the skateboard.

#### **STUDENT AIDES**

Juniors and seniors are eligible for a student aide position. Positions are filled based upon teacher request. Juniors must be on track to graduate

#### **SUSPENSION/EXPULSION**

Students who are suspended or expelled will not be allowed to participate in any extra-curricular activities, be on campus or attend any school related functions for the duration of the assignment.

#### **TARDY POLICY**

A student will be counted tardy if he/she is not inside the classroom when the tardy bell rings. Teachers are encouraged to stand outside their classroom during class changes and to close their doors when the tardy bell sounds. This eliminates confusion when trying to decide which students, if any, are tardy if a student is tardy, he or she must go the student office to receive a tardy pass. The student will receive a lunch detention. If a student is tardy more than one time in a day, the student will also receive an after school detention. Excessive tardiness may result in OCS. Tardies resulting from car trouble, personnel problems with friends, over-sleeping, or remaining in another teacher's classroom will not be excused.

#### **TOBACCO POSSESSION AND/OR USE**

Students found to be in possession of tobacco products or found to be using tobacco products will be subject to disciplinary action. Charges will also be filed with the Johnson County Sheriff's Office in accordance with State law.

#### **TESTING**

The Armed Services Vocational Aptitude Battery (ASVAB) will be given to selected students during the fall semester each year. Results will be provided to all who take the exam. Benchmark TAKS will be administered to all students during the school year. The PSAT will be given to all Sophomores and Juniors during the fall semester. Results of these tests will be provided to students and will be used to assist in formulation of academic program needs.

#### **TEXAS VIRTUAL SCHOOL**

TxVSN is a state virtual school network that provides supplemental education to students through electronic means. Joshua High School's policy regarding the use of this program is as follows: only students who are transfer students who need to complete a course or finish a sequence of courses that we do not offer, i.e. French, German, may earn credits in this manner. The students must take an assessment test to show that they can be successful. Only two credits may be earned in this manner.

#### **TUTORIALS**

Tutoring is available from 7:30 – 8:15 and 4:05 – 5:00 each day to tutor students in need of additional assistance.

#### **VEHICLES ON CAMPUS**

Students are required to register their vehicles with the school to be allowed to operate vehicles on school property. Only persons with a valid driver's license and proof of liability insurance required by Texas law will be issued a permit. A fee of \$30.00 will be charged for this privilege and a tag will be issued which must be displayed at all times the vehicle is on school property. Beginning the 5<sup>th</sup> 6 weeks the parking fee will be reduced to 15.00 for the remainder of the school year. Refunds are not made to students whose parking privileges are revoked. The tag will authorize the vehicle to be parked in a designated numbered slot on campus. Vehicles that are not registered, and cannot be identified, will be towed from school property at owner's expense. Students who owe fines will not be allowed to purchase a parking permit until all the fines are cleared. Students who are denied credit for excessive absences during the first semester will not be allowed to purchase a parking permit during the second semester.

Vehicles parked on school property are under the jurisdiction of the school. Such vehicles may be searched if reasonable cause exists to do so. Students have full responsibility for security of their vehicles and will make certain they are locked and keys are not provided to others. Students will be responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in their vehicles and will be subject to disciplinary action by the school as well as referral for criminal prosecution.

While on school grounds, vehicles will be driven in a manner that preserves the safety of driver, passengers, pedestrians and property. Students will park only in their assigned slot in the student parking area. Students will not park in faculty spaces, marked visitor slots, or in the bus loading area. Students will not sit in vehicles

in the parking lot, will leave their cars upon arriving at school, and will not return to their vehicles without written permission from an administrator. Violation of established rules will result in the loss of driving and parking privileges on school property for a minimum of two weeks. Students who continue to park after having their privileges revoked will have their vehicles towed at their expense.

**Students driving vehicles to school must observe the following rules:**

1. Park only in the designated lot and space.
2. Do not leave the campus once you have arrived unless written permission is granted to do so. Failure to follow proper procedures will result in the suspension of all driving privileges for a minimum of two weeks
3. Abide by the posted speed limits.
4. Comply with routing (entrance, exit and one-way markings) and parking (within the lines, proper space, in teacher's lot) regulations.
5. Avoid overloading vehicles.
6. Do not allow other students to ride on top/outside of the vehicle.
7. Park and lock vehicles when arriving for the day then leave the vehicle and parking lot and go to authorized areas outside or inside the school.
8. The school accepts no responsibility for damage or theft involving vehicles.
9. When arriving or leaving, obey the state law pertaining to school buses. Do not pass when a bus is parked with red lights blinking.
10. Driving offenses to include unsafe or reckless driving (e.g., spinning tires, exceeding safe speed) may result in suspension or revocation of driving privileges on campus for up to the remainder of the school year depending on the severity of the offense.
11. Do not return to a vehicle after arriving at school without written permission from an administrator, or without being escorted by a security officer.
12. Do not park without displaying proper tag, without parking in assigned space, or after having parking privileges suspended.

**Failure to abide by the above rules could result in a student's vehicle being towed at the student's expense.**

**VISITORS**

Joshua High School has a no-visitors policy to ensure the safety of the students attending this school. Exceptions to this policy must be obtained in writing from the campus principal. Parents are welcomed to the school at any time, but please sign in with the receptionist upon each visit.

**GRADUATION REQUIREMENTS**

Subject Area	Minimum	Recommended	Distinguished Achievement	
English	<b>4 Credits</b> English 1, 2, 3, 4	<b>4 Credits</b> English 1, 2, 3, 4	<b>4 Credits</b> English 1, 2, 3, 4	<p>Students who wish to complete the Distinguished Achievement High School Program must achieve any combination of four of the following advanced measures in addition to the required coursework:</p> <ul style="list-style-type: none"> <li>• An original research project judged by a panel of professionals in the field or conducted under a mentor and reported to an appropriate audience (may not be used for more than two measures)</li> </ul>
Speech	<b>.5 Credit</b> Professional Communications	<b>.5 Credit</b> Professional Communications	<b>.5 Credit</b> Professional Communications	
Math	<b>3 Credits</b> Algebra 1, Geometry, and the 3 <sup>rd</sup> credit may be from Math Models, Algebra 2, Pre-Calculus, or another approved Math course.	<b>4 Credits</b> Algebra 1, Geometry, Algebra 2, and one additional course (the additional credit may be Math Models or another approved course taken before Algebra 2, or may be Pre-Calculus or another approved course taken after Algebra 2).	<b>4 Credits</b> Algebra 1, Geometry, Algebra 2, and one additional course for which Algebra 2 is a prerequisite.	
Science	<b>2 Credits</b> Biology and IPC (if IPC is not taken, Chemistry and Physics must <i>both</i> be taken, making the 3 <sup>rd</sup> Science credit an Academic Elective credit).	<b>4 Credits</b> Biology, Chemistry and Physics and an additional lab based approved science course (the additional credit may be IPC, but it must be completed <i>before</i> Chemistry and Physics).	<b>4 Credits</b> Biology, Chemistry and Physics and an additional lab based approved science course.	
Social Studies	<b>2.5 Credits</b> World Geography <i>or</i> World History, U.S. History and U.S. Government.	<b>3.5 Credits</b> World Geography, World History, U.S. History and U.S. Government.	<b>3.5 Credits</b> World Geography, World History, U.S. History and U.S. Government.	
Economics	<b>.5 Credit</b>	<b>.5 Credit</b>	<b>.5 Credit</b>	
Academic Elective	<b>1 Credit</b> One of the Social Studies courses not taken above or a third Science course.	<b>None</b>	<b>None</b>	
P.E or Athletics	<b>1 Credit</b>	<b>1 Credit</b>	<b>1 Credit</b>	

	Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	<ul style="list-style-type: none"> <li>• A score on the PSAT that qualifies a student as a National Merit Scholar</li> <li>• A score of 3 or above on a College Board Advanced Placement examination</li> <li>• A dual credit course with a grade of 80 or above</li> </ul>
<b>Languages other than English</b>	<b>None</b>	<b>2 Credits</b> Must be the same language.	<b>3 Credits</b> Must be the same language.	
<b>Fine Arts</b>	<b>None</b> for students who entered 9 <sup>th</sup> grade prior to 2010-11. <b>1 Credit</b> for students entering 9 <sup>th</sup> grade in 2010-11 or later.	<b>1 Credit</b>	<b>1 Credit</b>	
<b>Technology</b>	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.	
<b>Electives</b>	<b>8.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2010-11. <b>7.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2010-11. <b>6.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later. (Up to two local credits may count towards graduation.)	<b>4.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2011-12. <b>3.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later.	<b>3.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2011-12. <b>2.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later.	
<b>Total Credits</b>	<b>24</b>	<b>26</b>	<b>26</b>	

- All students should enroll in courses necessary to complete Recommended or DAP High School Programs; Student will only be permitted to take courses under minimum high school program if student's parent or other person's standing in parental relation to the student, and a school counselor and/or school administrator agree that the student should be permitted to take courses under the minimum program.
- One credit of Algebra I earned in Joshua Middle School can count toward graduation requirements. The 4<sup>th</sup> math must be a SBOE-approved mathematics course for which Algebra II is a prerequisite: Precalculus or AP Calculus.

Students who want to complete grades 9-12 in three years must have written approval from a parent. Written approval must be submitted before the end of the first ten days of the intended year of graduation. Students who graduate in three years forfeit all rights as a fourth year senior.

Graduation requirements for students in special education may be different and are determined by the student's admission, review, and dismissal (ARD) committee.

In order to participate in commencement exercises, students must have earned all the credits required for graduation and passed all sections of the Exit Level TAKS by the end of the school year.

# **Section V**

**JOSHUA HIGH SCHOOL  
Ninth Grade Campus**

**STUDENT HANDBOOK**

**2011-2012**

**"Where the Best Begins"**

**Joshua High School Ninth Grade Campus  
Statement of Commitment**

**We, the staff of Joshua High School Ninth Grade Campus, are committed to the success of every student enrolled on our campus. We will work diligently, creatively, and respectfully with each young man and woman to ensure that they feel welcomed, supported, included and cared for. We promise to make every effort necessary to help our students become empowered for success.**

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**JOSHUA HIGH SCHOOL  
Ninth Grade Campus  
1035 SOUTH BROADWAY  
JOSHUA, TEXAS 76058**

To Students and Parents:

Welcome to Joshua Ninth Grade Campus. It is our sincere belief that education is the greatest investment for a student's future success in life. As such, it requires a significant commitment of financial and human resources to make the investment an excellent value. The assets to which we are investing include academic, social, artistic, athletic, and emotional growth, and will be evidenced in the student's overall impact in their community. We have been bestowed with the responsibility of preparing students for Joshua High School. A student's time here will typically last for only one academic year, so we will strive to ensure academic growth and success. Students may find it to be challenging, even demanding at times, but the outcome will be worth the effort since it is one of the key elements to becoming a productive part of the school, and the community to which each student belongs. This undertaking is a shared responsibility. It will be shared by the teachers, parents, and students.

Teachers and faculty of Joshua Ninth Grade Campus firmly believe that every child has potential to achieve great things. Teachers will do everything necessary to ensure the opportunity for student success is present and accessible. There will be a great deal of emphasis on making the materials being covered as challenging and relevant as possible, with emphasis on treating students with dignity and respect.

Parental involvement and support is essential for student success. Joshua Ninth Grade Campus needs each parent to be involved in the daily routines of their child, which includes homework, attendance, communication with the school, and disciplinary support when correction becomes necessary. Without parent involvement and support, student success cannot reach its full potential.

Students need to understand and accept their role in making the school year meaningful and successful. This means communicating with their teachers when they are in need of assistance, treating each other with dignity and respect, and taking pride in the school to which they belong. Expectations for students of Joshua Ninth Grade Campus are high, and we fully expect students to rise to our standard of excellence. The student's attitude toward learning and adherence to high standards of behavior is a substantial factor in this success. Owl Pride should be demonstrated in dress, action, language, and effort.

It is our priority to provide an effective educational program for all of our students based upon the guidelines set forth in the student handbook. JISD recognizes and requires that the individual school environments must be free of distractions and disruptions to allow maximum teaching and learning opportunities to occur. The administrative and teaching staffs endeavor to respond in a spirit of cooperation and dedication to provide quality education a reality. It is my sincere desire to make your time with us satisfying, meaningful, memorable, and successful.

I encourage parents and students to contact my office with any questions or concerns.

Sincerely,

Kenneth Bodine  
Principal  
JOSHUA HIGH SCHOOL NINTH GRADE CAMPUS

**JOSHUA HIGH SCHOOL NINTH GRADE CAMPUS PERSONNEL**

Kenneth Bodine .....	Principal
Sherry Cox .....	Assistant Principal
Pat Hoveland.....	Assistant Principal
Kim Hallmark .....	Counselor
Carla Benefited .....	Diagnostician
Phyllis Bustillios .....	Librarian
Nita Taylor.....	Head Custodian
Emily Owen.....	PEIMS
Elizabeth Akinaka.....	Budget Secretary
Joshua Waldran.....	Resource Officer

**TEAM LEADERS**

Jeff Brooks .....	Math
Glenda Miller .....	Science
Anita Blackwell .....	English
Donnie Funderberg .....	Social Studies
Amber Valles .....	Special Education
Frank Pace .....	Gifted and Talented
Amy Bryant .....	Electives

**Bell Schedule 2011-2012**

- 1<sup>st</sup> Period - 8:25 – 9:14
- 2<sup>nd</sup> Period - 9:18 – 10:07
- 3<sup>rd</sup> Period - 10:11 – 11:01
- 4<sup>th</sup> Period - 11:05 – 12:28
- A Lunch - 11:05 – 11:35
- A Class - 11: 39 – 12: 28
- B Lunch - 11:58 – 12:28
- B Class - 11:05 – 11:54
- 5<sup>th</sup> Period - 12:32 – 1:21
- 6<sup>th</sup> Period - 1:25 – 2:14
- 7<sup>th</sup> Period - 2:18 – 3:07
- 8<sup>th</sup> Period - 3:12 – 4:00

**The office hours for Joshua Ninth Grade Campus are 8:00 – 4:30 Monday – Friday.**

**ACADEMIC HONESTY**

Honesty and integrity are at the core of all values that Joshua Ninth Grade Campus holds in high regard. Students shall assume the responsibility of not giving the impression of cheating. Students deemed to be cheating shall be given a grade of zero on the paper, test or other assignment in question. The teacher shall determine whether a student’s behavior was in question and could be deemed as cheating. Students in question may be subject to further disciplinary action.

**ACCOMMODATIONS FOR CHILDREN OF MILITARY FAMILIES:**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

**In addition, absences related to a student visiting with his or her parent or immediate family member related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose.**

**ASAP POLICY**

The ASAP officer is employed by Joshua ISD to help students comply with state compulsory attendance law. When a student is absent three days or parts of days in a four week period, or at any time falls below the state required 90% attendance requirement, the parent will be notified in writing of the absences and consequences for further nonattendance. This includes the possibility that the student may receive a citation if attendance does not improve. When a student has missed school, a copy of the attendance record will be mailed to the parents/guardian along with a letter to inform of the consequences for continued absenteeism.

**ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy, does not attend an assembly, or does not abide by rules of conduct during an assembly shall be subject to disciplinary action. Applause is the proper response to show appreciation.

## ATTENDANCE

*For LEGAL requirements please refer to the Student Code of Conduct - Section III of this Handbook.*

Parents will be notified in writing if a student has been absent without an excuse three days or parts of days during a four week period. If the student is absent for 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period, the student's parent and the student are subject to prosecution for truancy. According to State law, students who are not bound by the compulsory attendance law (age 18) can be withdrawn for the remainder of the semester after the fifth unexcused absence.

Parents will be notified in writing if a student has been absent for any reason from any class nine days during a semester. Students will be referred to an Attendance Committee and credit will be denied after nine absences according to board policy. Students will receive written notice and will be responsible for obtaining a schedule of Saturday and Wednesday schools that are provided for students to regain credit throughout the semester. Every absence after nine must be made up hour for hour. Double time will not be granted.

When a student is to be absent for illness or another authorized reason, the parent should call the Student Office on the first morning of the absence and report the reason. A note should be brought to the Attendance Office within the first three days of the student's return to school, even in cases where the parent called to report the absence or the student signed out of school early. Students are to check with clerk within the three days to verify that the absence has been correctly recorded in the attendance section of the computer. Any inconsistencies should be brought to the attention of the attendance clerk immediately. Failure to do so will result in an unexcused absence being recorded for the absence and the student will become ineligible for semester exam exemptions. The maximum grade that can be recorded for work missed during an unexcused absence is 70. If a student is absent five consecutive days, or on five separate occasions within a semester for illness, a note from a doctor or health clinic may be required in order to receive attendance credit. A student may not have more than five parent notes per semester to excuse absences. On the sixth absence and thereafter during the semester, the student must bring a doctor's note for the absence to be excused. Please notify the Attendance Office if special circumstances need to be taken into consideration.

A student who must leave school during the day must normally have a parent contact the Attendance Office or be present when the student is released. Students must be signed out at the Student Office by the parent or, if authorized, they may be allowed to sign out themselves. Leaving campus without permission will result in disciplinary action, including loss of parking privileges for a minimum of two weeks. Students must also sign in the attendance office when returning on the same day.

Students who become ill during the school day will, with the teacher's permission, report to the school nurse. The nurse will decide if the student should be sent home or seek medical assistance and will notify the student's parent. At no time are ill students authorized to miss class or leave campus without seeing the nurse. Students should not use the phone to contact parents when they are ill without permission from the nurse or office.

Students who are absent from school more than two periods, one being the accounting period, will NOT be allowed to participate in school related activities on that day or evening without approval from the Principal.

Cutting or skipping a class will result in disciplinary action and notification of parents. A student who is caught skipping will not be allowed to participate in extracurricular activities on the day of the offense or for the duration of the punishment.

An attendance committee will meet the 6<sup>th</sup> week of each six weeks to determine if a student should receive credit or not. All appeals, which are requested by students or parents, must be turned in the 5<sup>th</sup> week of the six weeks in order for it to be reviewed. All decisions by the committee will be mailed to the parent/guardian the next school day following the attendance committee meeting. It is the student's responsibility to schedule and attend Wednesday school once they have received notification that credit has been lost. Documentation must be provided to each teacher who has referred the student to the Attendance Committee. Parents will be notified of the committee's decision and may appeal, within the time indicated, to the Principal. If the parents desire to continue the appeal process they may request action by the Superintendent and, subsequently, the Board of Trustees.

Students who transfer into Joshua High School during the semester will also transfer accumulated absences. These students may make up unexcused absences through their assistant principals.

### **After Absences:**

When returning to school after an absence, a student must:

1. Bring a note signed by the parent that describes the reason for the absence and the dates of the absence (even if the parent has called the school reporting the reason for absence or if the student signed out early). These notes are to be turned in to the Attendance Office within the first three days of the students return to school. Students are to check with their teacher within the three days to verify that the absence has been correctly recorded in the attendance section of the computer. Any inconsistencies should be brought to the attention of the attendance clerk immediately. Late notes or notes signed by the student, even with the parent's permission, will not be accepted and the student will be charged with an unexcused absence. In addition, the student will become ineligible for semester exam exemptions. Forged notes will result in disciplinary action.
2. Report directly to the first class of the day.
3. Contact the teacher to arrange make-up of assignments and exams. Failure to make up assigned work within the time allotted by the teacher may result in a grade of zero for the assignment(s). Normally, one day is allowed to make up work for each day absence, beginning on the date of return. Assignments given prior to absence are due on the date required, or the date of return, unless the teacher determines additional time should be provided. No grade above 70 may be earned for work assigned or due during an unexcused absence.

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the

student to leave. Students shall not be excused during school hours for private lessons of any nature. [See FEF (LOCAL)]

Students, who are denied credit for excessive absences will not be eligible for driver education courses offered by Joshua High School, will not be permitted to purchase a parking permit to park on campus, will not be eligible for Hill College programs, and will not be issued the TEA form for license issue or renewal.

### **Medical Absences:**

According to State law, students who attend school and then see a medical professional on that same day, or students who see a medical professional and then attend school on that same day, are entitled to be counted present for the entire day provided they bring a signed doctor's note indicating the time and date of the appointment. These notes must be given to the attendance clerk within the first three days the student returns to school and must be signed by the parent or guardian. Students are to check with the attendance clerk within the three days to verify that the absence has been correctly recorded in the attendance section of the computer. Any inconsistencies should be brought to the attention of the attendance clerk immediately.

## **AWARDS AND HONORS**

**ACADEMIC EXCELLENCE AWARDS:** Academic Awards will be presented to the top 5% of JHSNGS students each year in accordance with class ranking.

**HONOR ROLL:** Two honor rolls are compiled each semester. The highest "A" honor roll consists of all students making 90% or above in each course. The "A-B" honor roll is composed of students who make at least 80% in all courses. All honor roll students must have a minimum of a "S" in conduct in all courses.

**"J" AWARD:** This award is presented at the end of the year for academic excellence. To qualify, a student must have made a grade of 90 or above in all subjects during four out of the five possible grading periods with no grade below 80 and no "N" or "U" in conduct in any grading period.

**SUBJECT AWARDS:** Medal awards shall be given to the best student in each subject taught during the school year. Two additional awards (certificates) per subject section may be given to other deserving students. Teachers will select the students to be awarded within their departments. Ties will be permitted only in extenuating circumstances and only with principal approval.

**ACADEMIC SCHOLARSHIPS:** An academic scholarship will be awarded to the Valedictorian and to other top members of the graduating class. Credits earned while enrolled at Joshua High School Ninth Grade Campus will be included in determining qualifications. Other academic scholarships may be awarded by civic and other organizations. Information on these other scholarships will be distributed by the counselors' office when available.

**ATHLETIC AWARDS:** Criteria for awards will be determined by coaches and may include quarters of playing time, contribution to team success, attitude, sportsmanship, practice attendance and academic performance as specified in the Athletic Handbook. Letter jackets will be awarded to deserving athletes as determined by the Athletic Director.

**ACADEMIC AWARDS:** Letter jackets, letters and/or competition patches will be awarded to UIL academic competitors who compete and earn points in UIL competition at district level.

**LETTER JACKET:** Jackets will be awarded to or authorized for students based on the criteria established by each organization. Such organizations include athletics, band, cheerleaders, drill team, dance, JROTC activities, choir, student council and other organizations identified by the principal.

**UIL SYMBOLIC AWARDS:** Everyone who participates in a UIL sport or an academic team will receive a UIL symbolic award. Awards for varsity, junior varsity and freshmen athletic teams will be presented at the athletic banquet. Awards for academic teams will be presented at an appropriate ceremony.

## **BULLYING**

### **The District prohibits bullying as defined by District Local policy FFI.**

Retaliation against anyone involved in the complaint process is a violation of District policy. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying occurs when student conduct has the effect of harming another student, his/her property, or creating reasonable fear of harm to a person or property. Persistent or pervasive action which intimidates, threatens or abuses another is considered bullying/ harassment. Bullying will not be tolerated at Joshua High School Ninth Grade Campus.

Reports of bullying should be made promptly after the incident, as delays will impair the staff's ability to investigate and address the conduct. Any student who has been a victim or a witness of bullying should immediately report the alleged acts to a teacher, counselor, principal or other campus employee.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, *destruction* of property, theft of valued possessions, name calling, rumor spreading, and ostracism. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in

writing. Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee. If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy.

Bullying is outlined by the following:

**Imbalance of Power:** people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves

**Intent to Cause Harm:** actions done by accident are not bullying; the person bullying has a goal to cause harm

**Repetition:** incidents of bullying happen to the same the person over and over by the same person or group

Dr. David Welsh, Consulting Psychologist for JISD

### **CELLULAR PHONE/PAGER/ELECTRONIC DEVICES**

Cell phones/ IPODs, and all other electronic devices are not to be used on campus during the regular school day. If the device is visible or in use while on campus during school hours, the device will be collected and turned over to an administrator. **As directed by Texas Education Code 37.082, the parent of the student can retrieve possession of the cellular phone or communication device for an administrative fee of \$15.00.** For their first infraction, the student may pay the fine and retrieve the device. On the second infraction, a parent must pick up the phone and pay \$15.00. On the third infraction, the phone will be kept until the end of the semester, and returned to the parent for a fee of \$15.00. Refusal to give up possession of any electronic device by a student will result in disciplinary action in accordance with the Student Code of Conduct. Students traveling off campus to school sponsored activities may use their cell phones for emergencies or to contact their parents/guardians after they have received permission from a sponsor.

**All cell phones or electronic devices that are not picked up within 5 working days of the last day of instruction will be properly recycled or donated.**

### **CLASS RANKING**

Class ranking begins during a student's freshman year. The 100-0 scale shall be used to determine grade point average and class ranking. A 4.0 GPA (non-weighted) can be issued for use in college entrance and scholarship requirements. For final determination of class rank, the weighted grade points are totaled after the fifth six-week period during the senior year. The senior student with the greatest number of points is named the VALEDICTORIAN of the graduating class. The student with the second highest total is named the SALUTATORIAN. In order to be recognized in the "Top Ten Averages," seniors must have completed the last three semesters at Joshua High School. Grades earned in the areas of English, mathematics, science, social studies (excluding special topics), foreign language, as well as grades earned in middle school for high school credit, correspondence courses, TxVSN online courses, credit by exam, and credits earned in and all weighted courses will be used to determine rank in class and GPA. Weighted points will be given for advanced placement (College Board), gifted and talented, state approved honors, and concurrent core college classes enrolled in and attended at Joshua Ninth Grade Campus or Joshua High School. For the senior class, final rank and GPA will be determined after the fifth six-weeks grading period of their senior year.

### **CLUBS AND ORGANIZATIONS**

There are several clubs and organizations at Joshua Ninth Grade Campus and each helps to fill the need of meeting student interests. Student organizations provide an added dimension to the school experience and provide additional opportunities for students to shine. Each student is strongly encouraged to become an active member of one or more of these groups.

Student clubs and performing groups such as band, choir, NJROTC, cheerleaders, dance team and athletic teams may establish rules of conduct, and consequences for misbehavior that are more stringent. The campus discipline policy will apply for any infraction in addition to any consequences rendered by a student organization. All activities of student clubs and organizations must be approved at least 2 days in advance by the principal and must be supervised by the faculty or staff sponsor. (See Extracurricular/Field Trips)

### **CONDUCT**

All students are entitled to enjoy the basic rights of citizenship for persons of their age and maturity as recognized and protected by appropriate laws. Each student is expected to respect the rights of other students, teachers and staff members. Therefore, students will exercise their rights in a responsible manner and in accordance with rules established to facilitate the learning process.

Rules of conduct are established to achieve and maintain order. Students violating the rights of others or the rules established shall be subject to disciplinary measures.

### **COUNSELING**

Students are encouraged to talk with the school counselor, teachers, and administrators in order to learn about the curriculum, course offerings and requirements for academic programs. Counselors are available to talk with students at any time they are experiencing difficulty in school and students are encouraged to sign up in the counseling office

so that meetings can be arranged as quickly as possible. Students who are interested in attending a college, university or trade school should work closely with the counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about college such as entrance examinations, housing and financial aid.

### **DETENTION**

Except as provided for in ARD committee decisions, student may be detained outside of school hours for violation of the school's rules of conduct. The detention will be assigned no sooner than the following school day in order to allow student to make arrangements with their parent/guardian.

A teacher or an administrator may assign detention. The detention may be assigned before or after school, based on individual circumstances. While in detention, students will complete work assignments as determined by the teacher/administrator involved.

Failure to attend detention may result in additional days of detention, assignment of days in the Campus Improvement Program or assignment to On Campus Suspension (OCS).

### **DISCIPLINE**

Discipline will be administered in accordance with the Student Code of Conduct portion of the Discipline Management Plan of Joshua Independent School District (see the JISD portion of this handbook). Copies of the district's Discipline Management Plan can be provided upon request.

### **DRESS AND GROOMING**

Generally, a strong relationship exists between a student's appearance and conduct. The District's dress code is established to teach appropriate grooming and personal hygiene, to instill discipline, prevent disruption, and teach respect for authority. Appropriate grooming and dress is encouraged and expected for all patrons of Joshua Ninth Grade Campus.

Every effort is made to provide a clear understanding of what is considered appropriate attire for a student attending Joshua Ninth Grade Campus. The grooming and dress code for this campus is applicable to all enrolled students while at school or at a school - related activity. As new fashions or fads arise during the school year, clarification may become necessary. In this situation, the school administrator will determine the appropriateness of attire or appearance of the student. Violations of the code may result in notification of parents, a requirement to correct the code violation to remain in school, and/or disciplinary action. Any provision not covered in the code or any interpretation of the code will be the administrator's responsibility. **The principal or designee will be the authority in all decisions regarding the grooming and dress code.**

**The clothing regulations below are expected to be followed by all students:**

Clothing should not have risqué prints, racial or vulgar/suggestive slogans (implied or stated), emblems, language or design. Print or graphics pertaining to drugs, violence, alcohol, tobacco products or any item(s) that may be disruptive or interfere with the safe operation of the campus are not permitted on any apparel, jewelry, accessories or paraphernalia.

1. Spaghetti straps, off the shoulder shirts, fishnet tops, exposed midriff or cut-off tops, or tops with low cut front or back are not permitted.
2. Boys are not allowed to wear sleeveless shirts.
3. Clothing must be kept properly zipped or buttoned. All long coats or jackets must be unbuttoned/unzipped.
4. See-through attire will not be permitted unless clothing in dress code is worn underneath.
5. Shorts that are more than 5" above the top of the knee will **not** be permitted.
6. Shirts and/or pants are to be worn only as originally designed by the manufacturer. Sagging is not allowed. Boys must wear pants and shorts at the hip bone. All clothing articles shall be of an appropriate size for the student wearing them. If undergarments are visible, it will result in an immediate OCS placement. Pajamas and/or pajama pants are not appropriate school attire and will not be allowed.
7. Shoes must be worn. House shoes and shoes with rollers are prohibited.
8. Colored/tinted glasses will not be permitted to be worn inside the building, unless prescribed for indoor wear by a doctor.
9. Appropriate undergarments must be worn at all times, but must not be visible.
10. Head bands, neckbands, armbands, and/or leg bands will not be permitted.
11. No headgear will be brought inside the school buildings during the school day. Girls may wear bows, headbands or barrettes to hold hair in place.
12. Boys will not wear earpieces or related adornment. Girls may wear earpieces only.
13. Students may not wear tongue pieces or facial adornments.
14. Girls may wear dresses or skirts that are no more than 5" above the top of the knee. Split skirts and shorts may be worn in good taste and the split must be no more than 5" above the top of the knee. Leggings may not be worn to make the outer garment conform to dress code. Holes in jeans are not allowed.
15. Spandex or tight stretch clothing is not permitted as an outer garment.
16. "Colors" or styles of a secret society (not approved as a campus organization) are not permitted. Prohibited items may include, but are not limited to, bandanas, clothing with particular logos, arm or leg bands, etc. Specific prohibited items will be announced by the principal.
17. Any accessory or article of clothing that creates a disturbance in the learning environment will be prohibited.
18. Extreme clothing styles/fads are unacceptable.

**The grooming regulations below are expected to be followed by all students:**

1. Visible tattoos are discouraged. Students marking or drawing on exposed skin will be subject to disciplinary action.
2. Students are expected to be clean and maintain neat appearance every day.
3. Boys must be clean-shaven every day. A neatly trimmed mustache will be allowed on the upper lip. No beards are permitted.
4. Boys' hair should not extend beyond the following limits:
  - a. Front-Hair/Bangs, when pulled straight, must not be longer than the top of the eyebrows.
  - b. Side- All the ear may be covered but should not exceed the corner of the jawbone on the sides. Sideburns should not be more than one-half inch below the bottom of the ear lobe.
  - c. Back-Hair must be cut so that it is no longer than the bottom of the dress shirt collar or top of t-shirt collar.
  - d. Hair may not extend more than 3 inches from the scalp.
5. Boys' hair must be worn loose outside the shirt collar and will not be worn in tails, ponytails, or buns.
6. Extreme hair styles (e.g., shaved designs, spikes) or extreme colors are unacceptable.
7. Make-up, including fingernail polish, is to be worn by females only. The application must be in good taste, must be applied in moderation, and must not contain decorative designs.
8. Black lipsticks are not allowed.

**Class time is important for our students. Students who are in violation of dress code will be given school issued clothing to wear. Students will not be allowed to contact their parent and wait in the office until a change of clothing is delivered.**

**ELECTRONICS**

IPODs, CD players, headphones or radios must not be visible in the academic hallways or classrooms during the school day. If headphones are visible, both the head phone and the device they are used for will be confiscated and subject to a \$15.00 administrative fee.

**EMERGENCY DRILLS/CRISES MANAGEMENT**

Emergency drills are conducted periodically to insure knowledge of procedures to be followed in the event of a fire or tornado. Directions for emergency drills are posted in each room with diagrams of exits and directions for actions to be taken. Teachers will brief all students on procedures and will direct actions to be taken in drills and actual evacuations.

In the event of an emergency, crises management procedures state that students shall remain under campus supervision and are not to be released or dismissed, even to parent or guardian, until authorized by the superintendent or designee that conditions are safe.

**EXAMINATIONS/ EXEMPTIONS**

An examination will be given in each course during each six weeks. A semester examination will be given at the end of each semester. Students absent when regular exams or semester exams are given will normally be given one class day preparation for the exam for each day absent prior to the exam (unless the student was present when the exam date was announced). If the exam is not made up within the prescribed time period the grade for the exam will be a zero.

**Exemptions from Final Exams:**

There will be no exemptions for 1<sup>st</sup> semester exams. You may be exempt from the 2nd semester exam if you meet one or more of the following criteria:

- a. A 90 average with no more than 2 absences for the semester, or an 80 average with no more than 1 absence for the semester.
- b. Passing scores for State Assessment
- c. Commended Performance Scores if applicable
- d. Student must be passing class and have no zeros to be eligible for an exemption.

**EXTRACURRICULAR "ABSENCES"**

It is the student's responsibility to make sure that all work is made up before the student leaves for the activity. An extracurricular absence does not count as an absence; therefore, the student is not entitled to extra time to complete assignments. Students will not be allowed to have an extracurricular absence if they are failing a class or are being denied credit due to absences.

**EXTRACURRICULAR ACTIVITIES**

**ELIGIBILITY**--Students will be permitted to participate in extracurricular activities, subject to the following restrictions:

During all reporting periods, students who receive a grade below 70 in any course of subject, or students who fail to meet the standards in their Individual Education Plan (IEP), may not participate in extracurricular activities. The suspension from extracurricular activities goes into effect at the end of school on the seventh calendar day after the last day of the grading period during which the grade lower than 70 was earned. If eligibility is regained in a subsequent three weeks by a student passing all courses with a grade of 70 or higher, eligibility goes into effect seven calendar days after the end of that three week period. Example: Grading period ends on Friday at 4:00 P.M. Students shall not regain or lose their eligibility until the following Friday at 4:00P.M.

A student shall be allowed during a school year a maximum of ten (10) extracurricular absences not related to post-district competition, a maximum of five (5) absences for post-district competitions prior to state, and a maximum of two (2) absences for state competition. No additional activity-related absences shall be permitted. Coaches and sponsors are to ensure that all students are eligible to participate.

Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused unless prior arrangements are made and the principal has given approval.

**PRIORITIES OF PARTICIPATION**---Many students are involved in two or more activities at Joshua Ninth Grade Campus, and, from time to time, requirements of these activities may conflict. When such a conflict occurs, the following guidelines will assist in resolution:

1. Actual events or competitions will have priority over a practice or rehearsal.
2. UIL events shall have priority over non-UIL events (e.g., student council, JROTC, drill team, cheerleading).
3. Higher-level UIL competitions will have priority over lower level events (the order is district, bi-district, area, region, state).
4. District competitions or representation will have priority over non-district events.
5. School sponsored events will have priority over non-school sponsored events.
6. Where activities have equal priorities- or agreement cannot be made because they are beyond the guidelines above - the student shall make the decision based on personal preference. No punishment (e.g., extra running) will be assessed for the student's decision.
7. The athletic director will resolve athletic conflicts. The Principal will assist in decisions in other areas.

#### **Projected 2011-2012 Eligibility Calendar**

- School begins 8/22 – all students are eligible provided they meet UIL credit requirements
- First six-weeks ends 9/30 – no grade changes allowed after 4:00 p.m. except for conditions listed in “grade changes” below
  - Students lose eligibility seven calendar days later on 10/7 at 4:00 p.m. if any grade below 70 is recorded (except for classes exempted as listed under “advanced classes”)
  - Ineligible students grades are checked three school weeks later, on 10/21; students passing all courses will regain eligibility seven calendar days later on 10/28
- Second six-weeks ends 11/4 – no grade changes allowed after 4:00 p.m.
  - Students lose eligibility seven calendar days later on 11/11 at 4:00 p.m. if any grade below 70 is recorded (except for classes exempted as listed under “advanced classes”)
  - Students lose/gain eligibility on 11/11 at 4:00 p.m.
  - Ineligible students grades are checked on 11/4; students passing all classes will regain eligibility on 11/11
- Third six-weeks ends 12/21 – no grade changes allowed after 4:00 p.m.
  - Students lose eligibility on 1/12 at 4:00 p.m.
  - Ineligible students grades are checked on 1/27; students passing all classes regain eligibility on 2/3
  - All students eligible during Christmas break, 12/21 through 01/9
- Fourth six-weeks ends 2/17 – no grade changes allowed after 4:00 p.m.
  - Students lose eligibility on 2/24 at 4:00 p.m.
  - All students are eligible during spring break, 03/12 through 03/16
  - Ineligible students grades are checked on 3/9; students passing all classes will regain eligibility on 3/23
- Fifth six-weeks ends 4/13 – no grade changes allowed after 4:00 p.m.
  - Students regain/lose eligibility on 04/20 at 4:00 p.m.
  - Ineligible students grades are checked on 5/4; students passing all classes regain eligibility on 5/11

#### **Advanced Classes Identified for No Pass, No Play Exemption:**

1. English Language Arts:
  - All College Board advanced placement courses, and high school/college concurrent enrollment classes
2. Fine Arts:
  - All College Board advanced placement courses, and high school/college concurrent enrollment classes, Art IV, Dance IV (not to include drill team), Music IV, Theatre IV
3. Languages Other Than English:
  - All College Board advanced placement courses, and high school/college concurrent enrollment classes, and languages other than English courses IV-VII
4. Mathematics:
  - All College Board advanced placement courses, and high school/college concurrent enrollment classes, Pre-calculus
5. Science:
  - All College Board advanced placement courses, and high school/college concurrent enrollment classes
6. Social Studies:
  - All College Board advanced placement courses, and high school/college concurrent enrollment classes

**Incomplete Grades:**

A student with an "incomplete" grade is ineligible at the end of the seven day grace period unless the "incomplete" was replaced with a passing grade prior to the end of the seven day grace period. Students with an "incomplete" grade either within or beyond the end of the seven day grace period may regain eligibility if the work is made up in accordance with district policy in regard to time allowed for make-up work and the conditions under which make-up work are allowed. See section on MAKE-UP WORK for more information.

**Grade Changes:**

After a failing grade has been recorded for a six-weeks grading period, the only situations in which a student's grade may be changed to passing and eligibility restores are as follows:

1. Mechanical error occurred in averaging or recording the original grade; or
2. The teacher's grading procedure violated either local policy, state law, or SBOE rule and the student would have received a passing grade if the correct procedure had been followed.

**Extra Credit Work, Re-Test, Late Work:**

Extra credit work or work (including re-test) turned in after the grading period has ended may not be considered when determining a student's eligibility except in the case of an "incomplete" as described above.

**FAILING GRADES**

Students will be given a reasonable opportunity to redo any assignments or exams in which a grade below a 70 was earned. Students must request the opportunity to redo any assignments or exam within two working days of grade posting. The redo must be returned within 3 days of grade posting. The two grades will then be averaged to reflect the student's relative mastery of the assignment or exam.

**FIELD TRIPS**

Students who are going on non-UIL sanctioned field trips must get permission from all their teachers prior to the trip. Students must be passing all classes before being provided the opportunity to go. For those who pay ahead of time, it is important to note that refunds cannot be guaranteed. Stay eligible by passing your classes.

**FOOD AND DRINK**

Food or drink will be allowed in the academic hallways or classrooms only with prior principal approval. Food and drink purchased in the cafeteria must not be brought out of the cafeteria. No fountain style drinks will be allowed, and no previously opened containers will be allowed.

**GRADE CLASSIFICATION**

Students are required to have 6 credits or to be passing all 4 core classes (1 full credit for a specific subject in each of the 4 core areas) in order to be classified as a sophomore. Students who do not have 6 credits or passing all 4 core classes after the end of their first year in high school will be retained. Classification is determined only at the beginning of the school year. A student will not be reclassified during the school year.

**Grading Procedures**

A minimum of two (2) grades shall be posted in the electronic grade book per subject, each week.

**Failing Grades:**

- Students will be given a reasonable opportunity to redo any assignments or examinations in which a grade below 70 was earned.
- Students or parents must request the opportunity to redo any assignment or examination within two workdays of receipt of the failing grade.
- The assignment or examination must be redone within three workdays of receipt of the failing grade.
- The two grades will be averaged to reflect the student's relative mastery of the assignment or examination.

**Late Work:**

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.  
(Policy EIAB local)

- Late work will be accepted; however, assignments will be subject to points being deducted.
- All homework including corrections must be completed within the six weeks grading period.

**Joshua High School Ninth Grade Campus: (for all NON-Honors classes)**

- 1 day late = 15 points off
- 2 days late = 30 points off
- 3-5 days late = 50 points off
- Over 5 days late = Zero

**Make Up Work:** (Due to an absence)

- When a student is planning to miss a class to attend a school-sponsored activity, the student must arrange with the teacher to obtain assignments and due dates before the absence occurs.
- Students or parents may make a request to pickup assignments at the Front Office for an absence of at least two days in order to complete the work at home. A 24-hour notice to the office is required when requesting work.
- Students will be allowed a minimum of two days to complete make up work for each day absent. Projects, research papers or work assigned at least one week in advance will be due when the student returns from the excused absence.
- If a student is absent for an exam, the make-up exam will cover the same material although a different exam may be administered.
- If a student is present when an exam is announced, the student should be prepared to take the test as scheduled. If the teacher determines that there are extenuating circumstances or that material missed during the absence is necessary for the test, more time will be allowed.
- Make-up work should be made up within the current grading period (i.e. progress report or report card). Exceptions will be made for excused absences at the end of a grading period.
- If a student is absent at the end of the grading period and, as a result, is missing assignments, a grade of Incomplete will be assigned. As soon as practicable after making up the work, a grade change will be issued and the new grade will replace incomplete. Incompletes not made-up by the next grading period will revert to the grade the student earned.
- Students who are suspended from school are allowed to make up work following the above guidelines.

**End of Course Assessment Grading Procedures:** (for students entering grade 9 during the 2011-12 school year and thereafter)

- End of course assessment scores shall be counted as 15 percent of a student’s final course grade
- End of Course assessment scores shall not affect whether a student receives credit for a course.
- End of course assessment scores shall not be included in class rank calculations
- End of course assessment retake scores shall not be included in the final grade calculations.

**GRADUATION REQUIREMENTS**

In order to graduate from high school, and participate in the graduation ceremony, students are required to earn credits as specified in the chart below, and pass all state mandated tests

**GRADUATION REQUIREMENTS**

<b>Subject Area</b>	<b>Minimum</b>	<b>Recommended</b>	<b>Distinguished Achievement</b>	
<b>English</b>	<b>4 Credits</b> English 1, 2, 3, 4	<b>4 Credits</b> English 1, 2, 3, 4	<b>4 Credits</b> English 1, 2, 3, 4	Students who wish to complete the Distinguished Achievement High School Program must achieve any combination of four of the following advanced measures in addition to the required coursework: <ul style="list-style-type: none"> <li>• An original research project judged by a panel of professionals in the field or conducted under a mentor and reported to an appropriate audience (may not be used for</li> </ul>
<b>Speech</b>	<b>.5 Credit</b> Professional Communications	<b>.5 Credit</b> Professional Communications	<b>.5 Credit</b> Professional Communications	
<b>Math</b>	<b>3 Credits</b> Algebra 1, Geometry, and the 3 <sup>rd</sup> credit may be from Math Models, Algebra 2, Pre-Calculus, or another approved Math course.	<b>4 Credits</b> Algebra 1, Geometry, Algebra 2, and one additional course (the additional credit may be Math Models or another approved course taken before Algebra 2, or may be Pre-Calculus or another approved course taken after Algebra 2).	<b>4 Credits</b> Algebra 1, Geometry, Algebra 2, and one additional course for which Algebra 2 is a prerequisite.	
<b>Science</b>	<b>2 Credits</b> Biology and IPC (if IPC is not taken, Chemistry and Physics must <u>both</u> be taken, making the 3 <sup>rd</sup> Science credit an Academic Elective credit).	<b>4 Credits</b> Biology, Chemistry and Physics and an additional lab based approved science course (the additional credit may be IPC, but it must be completed <u>before</u> Chemistry and Physics).	<b>4 Credits</b> Biology, Chemistry and Physics and an additional lab based approved science course.	
<b>Social Studies</b>	<b>2.5 Credits</b> World Geography <u>or</u> World History, U.S. History and U.S. Government.	<b>3.5 Credits</b> World Geography, World History, U.S. History and U.S. Government.	<b>3.5 Credits</b> World Geography, World History, U.S. History and U.S. Government.	
<b>Economics</b>	<b>.5 Credit</b>	<b>.5 Credit</b>	<b>.5 Credit</b>	
<b>Academic Elective</b>	<b>1 Credit</b> One of the Social Studies courses not taken above or a third	<b>None</b>	<b>None</b>	

	Science course.			more than two measures) <ul style="list-style-type: none"> <li>• A score on the PSAT that qualifies a student as a National Merit Scholar</li> <li>• A score of 3 or above on a College Board Advanced Placement examination</li> <li>• A dual credit course with a grade of 80 or above</li> </ul>
<b>P.E or Athletics</b>	<b>1 Credit</b> Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	<b>1 Credit</b> Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	<b>1 Credit</b> Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	
<b>Languages other than English</b>	<b>None</b>	<b>2 Credits</b> Must be the same language.	<b>3 Credits</b> Must be the same language.	
<b>Fine Arts</b>	<b>None</b> for students who entered 9 <sup>th</sup> grade prior to 2010-11. <b>1 Credit</b> for students entering 9 <sup>th</sup> grade in 2010-11 or later.	<b>1 Credit</b>	<b>1 Credit</b>	
<b>Technology</b>	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.	
<b>Electives</b>	<b>8.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2010-11. <b>7.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2010-11. <b>6.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later. (Up to two local credits may count towards graduation.)	<b>4.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2011-12. <b>3.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later.	<b>3.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2011-12. <b>2.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later.	
<b>Total Credits</b>	<b>24</b>	<b>26</b>	<b>26</b>	

- All students should enroll in courses necessary to complete Recommended or DAP High School Programs; Student will only be permitted to take courses under minimum high school program if student's parent or other person's standing in parental relation to the student, and a school counselor and/or school administrator agree that the student should be permitted to take courses under the minimum program.
- One credit of Algebra I earned in Joshua Middle School can count toward graduation requirements. The 4<sup>th</sup> math must be a SBOE-approved mathematics course for which Algebra II is a prerequisite: Precalculus or AP Calculus.

Students who want to complete grades 9-12 in three years must have written approval from a parent. Written approval must be submitted before the end of the first ten days of the intended year of graduation. Students who graduate in three years forfeit all rights as a fourth year senior.

Graduation requirements for students in special education may be different and are determined by the student's admission, review, and dismissal (ARD) committee. In order to participate in commencement exercises, students must have earned all the credits required for graduation and passed all sections of the Exit Level TAKS by the end of the school year.

#### **HALL PASSES**

All students will be required to have a Hall Pass in order to be outside their classroom during the school day. The teacher may grant permission for a student to leave the classroom only in cases of emergency. Teachers should keep accurate and complete records containing the names of students who leave their room, the time they are out of the classroom, and their specific destination.

## HEALTH RELATED MATTERS

### Administering Medications

No employee shall give any student prescription medication, nonprescription medication, anabolic steroids, or dietary supplements of any type, except as provided below.

### Exceptions:

Employees authorized by the Superintendent or designee may administer medication to students in accordance with the provisions below:

### Prescription

1. The District has received a written request to administer prescription medication provided by the parent, legal guardian, or other person having legal control of the student.
2. The prescription medication is administered in accordance with legal requirements. [See FFAC(LEGAL)]

### Non-Prescriptions

3. The District has received a written request to administer nonprescription medication from the parent, legal guardian, or other person having legal control of the student.
4. The medication appears to be in the original, unopened container and to be properly labeled.
5. The nonprescription medication acetaminophen shall be furnished by the District, upon parent request, only for students in grades 9–12.

### Asthma and Allergies

Students with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school related events only if there is written authorization from the parent/guardian and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. Then if the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parent should discuss this with the school nurse or principal.

- Students with a temperature of 100 or higher must be free of fever for 24 hours prior to returning to school.
- Skin eruptions (rash) that cannot be identified are to be confirmed by a physician as non-contagious.
- A child who is sent home due to lice will have 2 days excused from school in order to seek treatment. Upon their return to school the student must provide proof of treatment and have the school nurse check hair to make sure that it is free from lice. A student will be counted unexcused if more than 2 days are missed for this problem.
- Students with asthma or severe allergic reaction (anaphylaxis) should refer to the District section, Health Related Matters, of this handbook for specific information regarding these conditions.

**Note: Please refer to JISD Student Handbook, section II, under Health Related Matters for additional information, including current immunization requirements.**

## HOMEWORK

Homework assignments are intended to assist students in learning required material. To be of value, the student must complete homework assignments within the time specified. Homework completed on the date stated by the teacher will earn credit based on the full value of the assignment. Homework completed the day following the required date will earn a lesser value. Regular use of a commercial student planner, which contains an area to indicate the due date of assignments and whether an assignment has been completed, will help students become more organized.

Homework and other make-up work may be turned in after a student returns from an absence. Normally, one class day of make-up time will be allowed for each day of absence. It is the student's responsibility to obtain make-up work from each teacher. Projects, research papers, and other long-term assignments announced several days or weeks in advance are normally due on the date specified or on the day a student returns to that class from an absence.

However, students should consult their teachers should they have questions regarding the procedure for turning in projects, research papers or other long-term assignments if they are absent on the scheduled due date.

## HONORS CLASS ELIGIBILITY

Honors classes are offered in each of the 4 core areas. Joshua NGC encourages all students to pursue excellence, and welcome the opportunity to serve any child that is interested in attending honors courses. It is important to know that honors classes are a privilege, and students must meet and maintain the following:

1. Students who have been a JISD student the previous school year must satisfy the summer projects

assigned for each honors class in order to qualify for enrollment in the Honors class.

2. Transfer/Move-in students will be allowed the first 3 week grading period to complete the summer assignments. Those who do not complete the work will be moved into a regular class.
3. Students must be passing their class at semester to remain in Honors. Students who are failing the course will be moved to a regular class.

#### **IDENTIFICATION CARDS**

All students will be issued an identification card. This card will be used for school lunch charges, library use, identification of athletes and cooperative program students. They will also help to prevent unauthorized personnel on campus. Students are required to wear their ID in a visible place at all times. Initial cards will be supplied free. Replacement cards will be \$5. Students who lose their ID card must make arrangements for replacement card within 5 school days.

#### **KNIVES**

Students will not be allowed to carry or possess knives of any size, including pocket knives, utility knives or razor blades on school property. Students who are in possession of a knife will be subject to disciplinary action.

#### **LATE WORK**

Students are expected to turn in their work on time. In the event that work is late, there will be point reductions to the grade that will be assessed after the assignment is graded. The guidelines are as follows:

- There will be a 15 point reduction for the first day late, and an additional 15 point reduction for the second day.
- A 50 point reduction will be given for the assignment for days 3-5.
- No credit will be given after day 5.

For students who are in Honors classes – the grading policy will follow JHS guidelines as follows:

- There will be a 25 point reduction for the first day late, and an additional 25 point reduction for the second day.
- No credit will be given after day 3.

#### **LEAVING CAMPUS WITHOUT PERMISSION**

Joshua High School Ninth Grade Campus is a closed campus. This means students are not allowed to leave the school grounds unless checked out by the parent/guardian through the office. Students who leave campus without permission will be subject to disciplinary action.

#### **LIBRARY**

The library is provided for recreational reading and to assist in classroom studies. Hours of operation of the library will be posted. Special hours may be requested by teachers or students and will be supported if resources allow. To enter the library during school hours, a student must be escorted to the library by a teacher, staff member or student aid. While in the library, the librarian is responsible for student behavior in the absence of the teacher. When entire classes reserve a section of the library, the classroom teacher is responsible for the students and should remain in the library with the class.

Students must enter and leave the library by the main entrance. Student possessions will be checked when students enter and leave and at any other time as determined by the librarian. Books may be checked out for two weeks. A fine is charged for overdue books. If a book is damaged or lost, it must be paid for or replaced. Students who have overdue or lost books will not be permitted to check out other items until their record is cleared. Renewals must be accomplished with the item to be renewed physically present.

Magazines and materials from the vertical file may be checked out for up to one week. A fine is charged for overdue items.

Students are expected to keep the library neat. Chairs must be in place, papers and trash disposed of, and magazines and books returned to their proper places. No food, drinks or gum are allowed in the library at any time.

#### **LOCKERS**

**Lockers remain under the jurisdiction of the school even when they are assigned to individual students.**

To insure the safety of personal and school-issued items, all students must place their own combination lock on their locker. The combination must be provided to the office. Students have full responsibility for the security of lockers and contents and insuring that the combination is not available to others. No sharing of lockers will be permitted.

**The school reserves the right to inspect all lockers. Searches of lockers may be made at any time there is reasonable cause to do so whether or not students are present. If a key lock or an unauthorized private combination lock is found on a locker, it may be removed to gain access.**

#### **LUNCH**

All students must remain on campus during the lunch period unless approved to depart, in advance, by the principal or an assistant principal. A student leaving campus without permission is subject to disciplinary action; even if the student contacted his/her parent. All food and drink must be consumed in designated eating areas only. Food may not be taken into the restrooms, classrooms or hallways. Failure to abide by this policy will result in confiscation of the food until the end of the school day. The District participates in the National School Lunch Program and offers free or reduced price meals based on a student's financial need. Information and application forms are distributed at

student registration.

### **MAKE-UP WORK**

The student is responsible for arranging to make up work missed from an absence and completing assignments according to the following:

- When a student is planning to miss a class to attend a school-sponsored activity, the student must arrange with the teacher to obtain assignments and due dates before the absence occurs.
- Students or parents may make a request to pickup assignments at the Front Office for an absence of at least two days in order to complete the work at home. A 24-hour notice to the office is required when requesting work.
- Students will be allowed a minimum of two days to complete make up work for each day absent. Projects, research papers or work assigned at least one week in advance will be due when the student returns from the excused absence.
- If a student is absent for an exam, the make-up exam will cover the same material although a different exam may be administered.
- If a student is present when an exam is announced, the student should be prepared to take the test as scheduled. If the teacher determines that there are extenuating circumstances or that material missed during the absence is necessary for the test, more time will be allowed.
- Make-up work should be made up within the current grading period (i.e. progress report or report card). Exceptions will be made for excused absences at the end of a grading period.
- If a student is absent at the end of the grading period and, as a result, is missing assignments, a grade of Incomplete will be assigned. As soon as practicable after making up the work, a grade change will be issued and the new grade will replace incomplete. Incompletes not made-up by the next grading period will revert to the grade the student earned.
- Students who are suspended from school are allowed to make up work following the above guidelines.
- Parents are required to pick up student work within 24 hours of suspension.

### **NATIONAL HONOR SOCIETY SELECTION**

The National Honor Society (NHS) was created to recognize and encourage academic achievement and to develop the characteristics essential to citizens in a democracy. NHS membership is an honor and a commitment. Both in and out of school, NHS members are expected to actively strive to represent the ideals of scholarship, character, service, and leadership for which they were originally selected for membership, and to express these qualities through chapter service activities.

The following procedures will be used to select students for National Honor Society membership:

- The minimum overall grade point average required each year will be announced by the chapter sponsor.
- Students meeting GPA requirements will be notified of their eligibility for the selection process.
- Students must have passed all portions of the appropriate state mandated test.
- Scholastically qualified students interested in being candidates for selection should complete a Student Activity Form and return it to the chapter sponsor.
- A roster of candidates will be provided to the faculty and staff so that all may comment on a candidate's qualities of character, service and leadership.
- A five-member faculty council appointed by the principal will evaluate all comments regarding a candidate's suitability for selection. The council may choose to interview candidates or staff members to clarify information submitted. Only information verified by the panel from identified sources will be considered in determining selection and non-selection.
- The faculty council will tabulate verified positive and negative comments and the information given on the candidate's Student Activity Form.
- The faculty council will then discuss tabulations and vote on the candidates for selection or non-selection.
- Candidates will be notified in writing of the faculty council's decision regarding selection or non-selection for membership.
- Students must have been in attendance at least 94% of the class days for that year.
- Participation in JHS UIL Academics is strongly encouraged for those students who wish to be inducted into NHS.

### **OBLIGATIONS**

Students are responsible for taking care of and returning library and textbooks to Joshua Ninth Grade Campus. Lost or damaged books must be paid for. Replacement cost will be charged, and will be based upon the materials to be replaced. Extra-curricular materials provided by the school for programs such as Athletics, Band, ROTC, Choir, Dance, etc...which will also be subject to replacement cost if student loses or damages these items.

### **OFF LIMITS AREAS**

All areas in and around the school are "off limits" unless supervised by school personnel. These areas include, but are not limited to, parking lots, empty classrooms, gym, library, dressing rooms, bleachers, storerooms, maintenance areas, entrance areas, and other areas which may be designated as "authorized personnel only". Locker areas are off limits except during passing periods, before first period begins, or with the permission of a teacher or an administrator. The parking lots are off limits from 8:25 AM until 4:05 PM except for those students who have been dismissed early by the office. For safety reasons, all construction areas on school property are considered

off limits.

### **ON CAMPUS SUSPENSION (OCS)**

The principal or an assistant principal may assign students who have serious or repetitive behavioral difficulty in the classroom to the On Campus Suspension (OCS) class. This class is designed to provide maximum structure to the student so that classroom control is insured and the opportunity for learning can be enhanced. Students assigned to OCS must obey the rules and produce acceptable work or they may be assigned additional days or be suspended. Students assigned to OCS are required to have, paper, pens and other materials necessary to complete assignments when they report. Failure to meet this requirement may result in additional OCS days, suspension, or assignment to DAEP due to failure to follow instructions.

Assignment to OCS results in the loss of participation in all extracurricular activities and any other school related programs for the duration of the assignment.

### **PARKING**

Students who are enrolled at Joshua High School Ninth Grade Campus will not be allowed parking privileges. No parking permits will be issued.

### **PARTIES AND SOCIAL EVENTS**

The rules of good conduct and appropriate dress will be applied at school social events. Guests, who are not current students at Joshua Ninth Grade Campus, must be approved by the principal or his designee in advance and are expected to observe the same rules as students. The person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of the social event or party will not be readmitted.

### **PERSONAL ITEMS**

Students who choose to bring personal, non-school related items to school, such as IPOD players, cell phones CD players, skateboards, cash, etc. do so at their own risk and are solely responsible for them at all times. The school will not utilize school personnel, including assistant principals, security guards, or resource officers, or school equipment, including security cameras, to investigate the theft of non-school related items.

### **PROBATION**

Students who are placed on probation for misbehavior will forfeit the class office or official position held in any organization(s) recognized by the school. Additionally, the student may not represent the school in any contest or public program or be eligible to receive honors or be granted privileges.

### **REMEDIAL AND COMPENSATORY COURSES**

Students who have difficulty in passing courses or standardized tests required for graduation may be required to enroll in remedial or compensatory courses. Students who did not pass the state mandated tests will be enrolled in subject-specific remediation courses. Continued problems may necessitate a repeat of those courses until satisfactory performance is demonstrated. Students not wanting to be enrolled in a remedial or compensatory course may be released from the requirement if the student's parent signs a letter indicating an understanding of the possibility of not graduating due to not meeting graduation requirements.

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

Written reports of student grades and absences will be given to students every six weeks. At the end of the first three weeks of a grading period students will also be given a progress report showing their academic standing in each class. Parents should also check these reports to see if their student is in danger of losing credit due to excessive absences. To receive credit in any semester, a student must be in attendance at least 90 percent of the days the class is offered. Students with absences exceeding nine will need to meet the requirements established by the appropriate Attendance Committee in order to regain credit lost for absences. In addition, if a student receives a six-week grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. Tutorial classes may be required for a student who receives a grade below 70 in a class or subject.

### **SCHEDULE CHANGES**

Students will only be allowed to change out of classes that they registered for in the preceding spring semester or at the beginning of the current school year with the principal's and parent's permission. Students will not be allowed to change teachers unless they had the teacher during a previous year. Any appeals to this procedure must be made through the principal's office. In addition, students will not be allowed to change from one graduation plan to another without a parent/student conference with the principal.

### **Sexual Harassment**

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or

sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

#### **SKATEBOARDS**

Skateboards are prohibited from JHSNGC properties, buildings and functions. Any skateboard brought onto the property will be confiscated and a fine of \$15.00 will be assessed. The skateboard will only be returned to the parent or guardian of the student who owns the skateboard.

#### **SUSPENSION/EXPULSION**

Students who are suspended or expelled will not be allowed to participate in any extra-curricular activities, be on campus or attend any school related functions for the duration of the assignment.

#### **TARDY POLICY**

A student will be counted tardy if he/she is not inside the classroom when the tardy bell rings. Teachers will stand outside their classroom during class changes and will close and lock their doors when the tardy bell sounds. If you are outside the classroom when the door closes, you are considered tardy. The student will receive a lunch detention for each offense up to 2 per day. If a student is tardy more than two times in a day, the student will also receive an after school detention. Failure or refusal to serve lunch detention will result in OCS.

#### **TOBACCO POSSESSION AND/OR USE**

Students found to be in possession of tobacco products or found to be using tobacco products will be subject to disciplinary action. Charges will also be filed with the Johnson County Sheriff's Office in accordance with State law.

#### **TESTING**

Benchmark TAKS will be administered to all students during the school year. Results of these tests will be provided to students and will be used to assist in formulation of academic program needs.

#### **THURSDAY NIGHT LIVE**

Joshua Ninth Grade Campus will offer Thursday Night Live to students in need of support to earn credits in a class. Any student who has a failing grade or missing assignment will be expected to attend Thursday Night Live to correct the matter. Bus transportation and a snack will be provided to students.

#### **VISITORS**

Joshua Ninth Grade Campus has a no-visitors policy to ensure the safety of the students attending this school. Exceptions to this policy must be obtained in writing from the campus principal. Parents are welcomed to the school at any time, but must sign in with the receptionist and receive a "Visitor Pass" for each visit.

# SECTION VI

## NEW HORIZON HIGH SCHOOL

### Student Handbook

#### 2011-2012

603 Plum Street  
 Joshua, TX. 76058  
 (817) 202-2500 ext. 1300  
 (817) 426-7500 ext. 1300

#### Faculty and Staff

Kenneth Bodine .....	Principal
Tonya Long .....	Academic Coordinator
Kim Hallmark.....	Counselor
Melissa Bush.....	Secretary
David Blair.....	Teacher
Rebecca Couey .....	Teacher
Amy Deatherage .....	Teacher
Angela Hobby .....	Teacher
Michelle Joyner .....	Teacher
James Smith .....	Teacher

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This manual contains the procedures that will be followed by New Horizon High School students. This manual is not meant to be all-inclusive and some provisions may be subject to change as the principal deems necessary. **Please direct questions to the principal at New Horizon.**

### Academic Expectation

The NHHS program offers flexible scheduling in an individualized instructional program, where students are expected to produce quality work and make an appropriate amount of progress. Students must take pride in their schoolwork. Poor quality work is not acceptable. Students who are falling behind may conference with their teacher and may be allowed more time, placed on academic contract, or be terminated from the program if progress is not resumed.

Students will be expected to maintain adequate progress as determined by their individual goals set with the help of the NHHS staff. Students will be expected to earn 4 credits per semester which will include ½ credit per semester in each of the four core areas as part of the minimum standard for continued enrollment.

### Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

**In addition, absences related to a student visiting with his or her parent or immediate family member related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose.**

### Admission Eligibility Requirements

Enrollment in the New Horizon High School is by choice. Students should be residents of Joshua ISD. Admission is by application only, and applicants must meet the criteria for identification of at-risk students as set forth by TEA. Applications will be considered based on the following criteria:

1. Students who are under the age of 21.
2. Students who are pregnant or are a school-aged parent
3. Students who have not advanced from one grade level to the next for one or more school years
4. Students who have failed at least two courses in one or more semesters and are not expected to graduate within four years of the time the student entered the ninth grade
5. Students who have failed one or more sections of the TAAS/TAKS test
6. Special needs of students will be considered

In addition to the above criteria, students should be able to complete graduation requirements prior to their 22nd birthday and must provide their own transportation.

### Admission Process

All students who are interested in attending NHHS must complete a written application which may be obtained from NHHS or the counseling office at Joshua High School. Once the application is received, verification of the student's data will take place. Each student will be scheduled to take an academic assessment, and will also be scheduled to participate in an interview with administration to discuss the results of the application process. Parents/guardians are expected to be present at the interview. All data will be taken into consideration to determine admission into NHHS. If the program is full, students will be placed on a waiting list. Applicants must be residents of the Joshua Independent School District. Students accepted in the program must sign a contract detailing their commitment to the educational program and their responsibility to fulfill the necessary requirements, whose primary component is program completion. Program completion may include High School Diploma, GED, or other acceptable means to satisfy state criteria. Parents of students, whose age places them under the state's mandatory attendance requirements, also must sign a contract acknowledging their role in the education of their child and agree to support their efforts through frequent parent/teacher meetings, and agree to hold their child to program completion standards. Students who are attending the NHHS must make application for readmission each year. Readmission will be based upon the student's past attendance record, academic performance and behavior.

### Attendance

To be successful in the NHHS program students must make a commitment to maintain good attendance. Students are expected to be in attendance at least 95% of the time to ensure appropriate opportunity for classroom instruction. Additionally, in accordance with State law, students must be in attendance 90% of the time in order to receive course credit. If a student falls below 90% attendance during the school year, has three consecutive absences or a total of four absences in a six week grading period, a citation will be issued for non-attendance. All students are required to have 4 hours reflected on their time card daily. Students who are tardy will be required to make up their time the same day, no exceptions. Students who do not make up their time or do not have 4 hours reflected on their time card will be subject to disciplinary action, including fines, community service, and/or citations for non-attendance. All students must attend school during the hours they are scheduled. Students who are absent must call the school within two hours of their scheduled arrival time to notify the school of their absence. Only doctor visits receive an excused absence, and **documentation must be provided within three school days**. Failure or refusal to abide by these rules may result in removal from NHHS. Final decisions regarding attendance will be made by the NHHS attendance committee.

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave. Students shall not be excused during school hours for private lessons of any nature. [See FEF (LOCAL)]

If a student is denied credit for a class by an attendance committee, the attendance committee's decision may be appealed to the Board by submitting a written request to the Superintendent. Appeals shall be handled as provided by the student complaint policies. [See FNG (LOCAL)]

#### Audio Devices

Audio devices may be allowed at NHHS on an individual basis as a privilege. These devices are limited to MP3 players, and the student must have teacher approval prior to using device. The volume of the device should be low enough not to disturb those sitting nearby, and the earpieces must be worn appropriately. No wearing around the neck, lying earpieces on the table, sharing one headset with another student, or using a "splitter" to share MP3 players. No CD players, tape players, or using the classroom computer to "stream" music. The device's primary purpose must be to play music. No phones can be used as an MP3 player. No CD's should be brought to school. Discs will be confiscated and not returned. No devices will be worn while teacher is giving classroom instruction. Those who abuse the privilege of personal audio devices will lose the opportunity.

#### Bullying

##### **The District prohibits bullying as defined by District Local policy FFI.**

Retaliation against anyone involved in the complaint process is a violation of District policy. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying occurs when student conduct has the effect of harming another student, his/her property, or creating reasonable fear of harm to a person or property. Persistent or pervasive action which intimidates, threatens or abuses another is considered bullying/harassment. Bullying will not be tolerated at New Horizon High School.

Reports of bullying should be made promptly after the incident, as delays will impair the staff's ability to investigate and address the conduct. Any student who has been a victim or a witness of bullying should immediately report the alleged acts to a teacher, counselor, principal or other campus employee.

Bullying is outlined by the following:

**Imbalance of Power:** people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves

**Intent to Cause Harm:** actions done by accident are not bullying; the person bullying has a goal to cause harm

**Repetition:** incidents of bullying happen to the same the person over and over by the same person or group

Dr. David Welsh, Consulting Psychologist for JISD

#### Cell Phones

Cell phones are not allowed during school hours at NHHS. If the device can be seen or heard during the student's scheduled school hours, it will be confiscated by school administration. **As directed by Texas Education Code 37.082, the parent of the student can retrieve possession of the cellular phone or communication device for an administrative fee of \$15.00.** The offense will result in a disciplinary action in accordance with the Student Code of Conduct. Students who have their phones confiscated will pay a \$15.00 for each offense, and repeat offenders will be subject to losing their phone privilege for the semester.

**All cell phones or electronic devices that are not picked up within 5 working days of the last day of instruction will be properly recycled or donated.**

#### Class Ranking

Students at the NHHS must maintain of an 80% level of mastery. This affects the natural ranking process, and therefore, no students will be ranked. New Horizon HS does not have a Valedictorian, Salutatorian, or Historian, but all graduates are given the opportunity to address the audience at graduation.

#### Co-Curricular and Extra-Curricular Activities

Students in the NHHS program are ineligible to participate in co-curricular or extra-curricular activities at Joshua High School (i.e. band, choir, drama, athletics, etc). Specific field trips are scheduled as part of the curriculum at NHHS, and participation is mandatory. Students who are enrolled at NHHS understand that they are required to participate, and that completion of the course of study the trip is associated with cannot occur without involvement in the experience.

#### Community Service

All students are required to perform 15 hours of community service and provide documentation that the community service hours have been completed. These hours must be completed in the first semester of enrollment at NHHS for each academic year. Students are also expected to help maintain the buildings and grounds as part of their community service requirement. Students may be assigned community service for disciplinary reasons. The principal may assign a student to work on campus for a specified number of hours as a discipline measure. Students who refuse to complete the assigned community service will be withdrawn from NHHS at the end of the semester.

### Conduct

Appropriate behavior is expected of every student who is part of NHHS. Students are expected to comply with all rules in the Joshua ISD Discipline Management Plan contained in this handbook as well as any established classroom rules. Enrollment in NHHS is a privilege. Students who disrupt the learning environment may lose that privilege. Appropriate conduct includes coming to school on time, participating in class and in various school functions, being supportive and courteous to students and staff, and using class time to complete assignments. Inappropriate conduct may include sleeping. Students may be suspended, expelled, assigned to DAEP or withdrawn from the NHHS program for persistent and/or serious misbehavior.

### CPR

CPR will be offered one time per semester. All NHHS students will be trained in CPR while they are enrolled at NHHS. Students will be re-certified each year on an as needed basis.

### Curriculum

The NHHS program offers all secondary level state required courses for graduation. Students will be expected to demonstrate mastery of all objectives by scoring at least 80 percent on every assignment. The curriculum used at NHHS is designed to allow flexibility in both the order courses are taken and the rate the work is completed. This flexibility allows the student to demonstrate mastery of learner objectives and move ahead rapidly, with the opportunity to regain academic standing at an appropriate grade level, and is not to be used as a means to accomplish less academically. Students are not limited in the maximum number of credits they may earn each semester, but, students are expected to complete a minimum of 4 credits per semester, to include ½ credit in each core area. When requirements are completed for a particular course, students may start another course. All students will be given direction concerning the courses to be taken, and in what order they will be taken. The intent of this process is to increase the opportunity for success on state assessments, to put the student in the best position for graduation, and to prepare a student to return to the main campus if necessary. NHHS will place an emphasis on core curriculum. The curriculum is one of continuous progress and achievement within designated individual expectations. Credit for courses is given after the student has demonstrated mastery and completed state attendance requirements. All students are expected to earn a minimum of ½ credit per semester in each of the four core areas. Failure to accomplish this puts the student at risk of being withdrawn.

### Discipline

The following behavior management methods may be used in addition to what is listed in the district Student Code of Conduct portion of the discipline management plan of JISD:

- Push-ups or other forms of physical activity may be assigned
- Community Service
- Campus Beautification Assignments

### Dress and Grooming

A strong relationship exists between a student's appearance and conduct. The district's dress code is established to teach appropriate grooming and personal hygiene, to instill discipline, prevent disruption, and teach respect for authority. Appropriate grooming and dress is encouraged and expected for all patrons of NHHS.

Every effort is made to provide a clear understanding of what is considered appropriate attire for a student attending NHHS. The grooming and dress code for this campus is applicable to all enrolled students while at school or at a school-related activity. As new fashions or fads arise during the school year, clarification may become necessary. In this situation, the school administrator will determine the appropriateness of attire or appearance of the student. Violations of the code may result in notification of parents, a requirement to correct the code violation to remain in school, and/or disciplinary action. Any provision not covered in the code or any interpretation of the code will be the administrator's responsibility. **The principal or designee will be the authority in all decisions regarding the grooming and dress code.**

**The clothing regulations below are expected to be followed by all students:**

1. Clothing should not have risqué prints, racial or vulgar/suggestive slogans (implied or stated), emblems, language or design. Print or graphics pertaining to drugs, violence, alcohol, tobacco products or any item(s) that may be disruptive or interfere with the safe operation of the campus are not permitted on any apparel, jewelry, accessories or paraphernalia.
2. Spaghetti straps, off the shoulder shirts, fishnet tops, exposed midriff or cut-off tops, or tops with low cut front or back are not permitted. Boys are not allowed to wear sleeveless shirts.
3. Clothing must be kept properly zipped or buttoned. Hoods may not be worn while inside the building, or used as a replacement for appropriate attire when the student's shirt is considered a dress code violation.
4. See-through attire will not be permitted unless clothing in dress code is worn underneath.
5. Shorts that are more than 5" above the top of the knee will **not** be permitted.
6. Shirts and/or pants are to be worn only as originally designed by the manufacturer. Sagging pants are not allowed. Boys must wear pants and shorts at the hip bone. All clothing articles shall be of an appropriate size for the student wearing them.
7. Pajamas and/or pajama pants are not allowed.
8. Shoes must be worn. House shoes or shoes with rollers are prohibited.
9. Colored/tinted glasses will not be permitted to be worn inside the building, unless prescribed for indoor wear by a doctor.
10. Undergarments must not be visible.
11. Head bands, neckbands, armbands, and/or leg bands will not be permitted.
12. Headgear (hats, bandanas, sweat bands, toboggans, etc...) will not be allowed inside the school buildings except on designated days. Girls may wear bows, head-bands or barrettes to hold hair in place.
13. Boys will not wear earpieces or related adornment. Girls may wear earpieces only.
14. Students may not wear tongue pieces or facial adornments. This includes spacers, tongue barbells, etc. Any item that was not attached to your face when you were born will be considered jewelry, and is inappropriate for school.
15. Girls may wear dresses or skirts that are no more than 5" above the top of the knee. Split skirts may be worn in good taste and the split must be no more than 5" above the top of the knee. Leggings may not be worn to make the outer garment conform to dress code. Holes in jeans may not be more than 5" above the knee.

16. Spandex or tight stretch clothing is not permitted as an outer garment.
17. "Colors" or styles of a secret society (not approved as a campus organization) are not permitted. Prohibited items may include, but are not limited to, bandanas, clothing with particular logos, arm or leg bands, etc. Specific prohibited items will be announced by the principal.
18. Any accessory or article of clothing that creates a disturbance in the learning environment will be prohibited.
19. Extreme clothing styles/fads are unacceptable.

**The grooming regulations below are expected to be followed by all students:**

1. Visible tattoos are discouraged. Students marking or drawing on exposed skin will be subject to disciplinary action.
2. Students are expected to be clean and maintain neat appearance every day.
3. Boys must be clean-shaven every day. A neatly trimmed mustache will be allowed on the upper lip. No beards are permitted.
4. Boys' hair should not extend beyond the following limits:
  - A. Front – Hair/Bangs, when pulled straight, must not be longer than the top of the eyebrows.
  - B. Side - The entire ear may be covered but should not exceed the corner of the jawbone on the sides. Sideburns should not be more than one-half inch below the bottom of the ear lobe.
  - C. Back - Hair must be cut so that it is no longer than the bottom of the dress shirt collar or top of t-shirt collar.
  - D. Hair may not extend more than 3 inches from the scalp.
5. Boys' hair must be worn loose outside the shirt collar and will not be worn in tails, ponytails, or buns.
6. Extreme hair styles (e.g., shaved designs, spikes) or extreme colors are unacceptable.
7. Make-up, including fingernail polish, is to be worn by females only. The application must be in good taste, must be applied in moderation, and must not contain decorative designs.
8. Black lipsticks are not allowed.

**Drug Testing**

All students who request and are accepted into NHHS are subject to mandatory drug testing. Parents or legal guardians and students must give written permission for testing at the time of application. Testing will be conducted by a contracted drug testing laboratory in accordance with accepted practices and procedures and standards defined by the National Institute for Drug Abuse. Sample collection will be initiated at the beginning of the school year and will continue at random intervals throughout the year. All students will be tested as soon as possible after initial enrollment. Test results will be kept confidential and provided only to administrators and those responsible for administering the program. **Refusal to take a test will be considered a positive test and the student may be withdrawn.**

Consequences for a positive drug test are as follows:

- **1st Positive**  
In the event that there is a positive test, a meeting will be called with the student and their parent/guardian to discuss the results. For those who are experiencing their first positive test, the student will be required to complete 8 hours of counseling which must be completed within 30 calendar days, and will be assigned 20 additional hours of community service to be completed by the end of the semester or within 90 calendar days, whichever is less. Students will be pulled from their classes for the counseling and will be required to make up their class time by the end of the following week.
- **2nd Positive**  
In the event there is a 2nd positive test during the next 12-month period, the student will be assigned to AEP for a 30-day placement. The student will be required to complete 8 hours of counseling to be completed within 30 calendar days, and will also be given 30 hours of service on the campus to be completed within 60 calendar days which commences upon returning to NHHS. Responsibilities that will be assigned will include raking the yard, working flowerbeds, trimming bushes, sweeping the porches, emptying trashcans, picking up trash, or other miscellaneous duties that may be assigned at the discretion of the principal.
- **3rd Positive**  
If there are 3 positive tests in a 12-month period, even if the 3 tests fall into 2 academic school years, the student will be removed from the NHHS program.

Students will not become eligible to be considered for re-enrollment at NHHS until one of two criteria is met:

1. Participating and passing 3 consecutive tests not to be less than 45 days apart
2. Waiting one calendar year.

All students who are removed must first meet one of these criteria, and then will become eligible to re-apply. It is understood that meeting the above requirements does not guarantee a space at NHHS even when a student becomes eligible again.

**Emergency Drills/Crisis Management**

Emergency drills are conducted periodically to insure knowledge of procedures to be followed in the event of a fire, or tornado, or terrorist act. Directions for emergency drills are posted in each room with diagrams of exits and directions for actions to be taken. Teachers will brief all students on procedures and will direct actions to be taken in drills and actual evacuations.

In the event of an emergency, crisis management procedures state that students shall remain under campus supervision and are not to be released or dismissed, even to parent or guardian, until authorized by the superintendent or designee that conditions are safe.

**Facility**

New Horizon High School is located at 603 Plum Street, found in the southwest corner of Joshua Ninth Grade Campus. This facility has its own entrance and parking lot, and does not share classrooms or teaching staff with other campuses.

**Family Involvement**

Experience in the educational setting indicates that student achievement is higher when the school and family encourage growth toward more independent responsibility in student performance. Parents/guardians are expected to assist applicants in filling out the application and to attend the student interview with the NHHS program staff. The family should support and encourage good

attendance habits. They are encouraged to monitor their student's progress and to contact the school for additional information when they have concerns. NHHS welcomes family input and understands family support is a vital piece to student success.

### **Fees**

All students who are accepted into the NHHS program will be required to pay a \$40.00 fee. This fee will be used to provide the student with a parking pass, a student identification card, and a yearbook. (Note: In order for the student to receive their yearbook, they must have either graduated from NHHS during the school year, or still be enrolled on the day yearbooks are distributed)

### **Goal Setting**

A teacher and the principal or counselor will help every student to set individual goals to help ensure credits are earned. The reading level and math level of each student will be taken into consideration when setting the goals. This will help insure that students will stay on track to graduate within the individually prepared academic plan.

### **Grade Classification**

Student grade classification is determined as follows:

- Freshmen 0 - 4.5 units
- Sophomores 5 - 9.5 units
- Juniors 10 - 16 units
- Seniors 16.5 or more units

Courses will be designated under a particular classification. Students must complete all of the courses designated in each classification before taking courses from another classification. Students who are in need of core classes for a given classification may not be promoted until prerequisite coursework is met. For example, English IA and IB must first be completed before a student would be considered a sophomore.

### **Grading Procedures**

A minimum of two (2) grades shall be posted in the electronic grade book per subject, each week.

#### **Failing Grades:**

- Students will be given a reasonable opportunity to redo any assignments or examinations in which a grade below 70 was earned.
- Students or parents must request the opportunity to redo any assignment or examination within two workdays of receipt of the failing grade.
- The assignment or examination must be redone within three workdays of receipt of the failing grade.
- The two grades will be averaged to reflect the student's relative mastery of the assignment or examination.

#### **Late Work:**

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.  
(Policy EIAB local)

- Late work will be accepted; however, assignments will be subject to points being deducted.
- All homework including corrections must be completed within the six weeks grading period.

#### **Joshua High School:**

- 1 day late = 25 points off
- 2 days late = 50 points off
- Over 2 days late = Zero

#### **Make Up Work:** (Due to an absence)

- When a student is planning to miss a class to attend a school-sponsored activity, the student must arrange with the teacher to obtain assignments and due dates before the absence occurs.
- Students or parents may make a request to pickup assignments at the Front Office for an absence of at least two days in order to complete the work at home. A 24-hour notice to the office is required when requesting work.
- Students will be allowed a minimum of two days to complete make up work for each day absent. Projects, research papers or work assigned at least one week in advance will be due when the student returns from the excused absence.
- If a student is absent for an exam, the make-up exam will cover the same material although a different exam may be administered.
- If a student is present when an exam is announced, the student should be prepared to take the test as scheduled. If the teacher determines that there are extenuating circumstances or that material missed during the absence is necessary for the test, more time will be allowed.
- Make-up work should be made up within the current grading period (i.e. progress report or report card). Exceptions will be made for excused absences at the end of a grading period.
- If a student is absent at the end of the grading period and, as a result, is missing assignments, a grade of Incomplete will be assigned. As soon as practicable after making up the work, a grade change will be issued and the new grade will replace incomplete. Incompletes not made-up by the next grading period will revert to the grade the student earned.
- Students who are suspended from school are allowed to make up work following the above guidelines.

#### **End of Course Assessment Grading Procedures:** (for students entering grade 9 during the 2011-12 school year and thereafter)

- End of course assessment scores shall be counted as 15 percent of a student's final course grade

- End of Course assessment scores shall not affect whether a student receives credit for a course.
- End of course assessment scores shall not be included in class rank calculations
- End of course assessment retake scores shall not be included in the final grade calculations.

### Graduation Activities

NHHS is a fully accredited High School, and has its own graduation and activities. Graduates of NHHS will graduate separately from Joshua High School. NHHS will have its own graduation exercises at the end of the spring semester and will include only NHHS students. The senior events (senior breakfast, prom, etc.) will be determined by staff, administration, and students throughout the year. When a student completes all credits required for graduation in the NHHS program and passes each section of the TAKS test, the student will receive his/her diploma and official transcript from the NHHS at the end of the spring semester of that school year. All New Horizon HS students will be offered the state required curriculum for graduation and receive the state designated diploma. Students graduating will not receive a class rank. **Graduating seniors are expected to take part in all of the graduation activities including the graduation ceremony.** A schedule of these events and order forms for caps, gowns, invitations, etc. will be provided to each student in mid-Spring.

### Graduation Requirements

NHHS currently offers coursework to complete either the Minimum or Recommended High School Diploma plan. Students are encouraged to earn the Recommended Diploma. The Minimum Diploma will serve only to ensure on time graduation. Students who are early graduates will be expected to meet the Recommended Diploma. In order to satisfy state requirements for a diploma, the following credits must be earned:

Subject Area	Minimum	Recommended	Distinguished Achievement	
<b>English</b>	<b>4 Credits</b> English 1, 2, 3, 4	<b>4 Credits</b> English 1, 2, 3, 4	<b>4 Credits</b> English 1, 2, 3, 4	<p>Students who wish to complete the Distinguished Achievement High School Program must achieve any combination of four of the following advanced measures in addition to the required coursework:</p> <ul style="list-style-type: none"> <li>• An original research project judged by a panel of professionals in the field or conducted under a mentor and reported to an appropriate audience (may not be used for more than two measures)</li> <li>• A score on the PSAT that qualifies a student as a National Merit Scholar</li> <li>• A score of 3 or above on a College Board Advanced Placement examination</li> <li>• A dual credit course with a grade of 80 or</li> </ul>
<b>Speech</b>	<b>.5 Credit</b> Professional Communications	<b>.5 Credit</b> Professional Communications	<b>.5 Credit</b> Professional Communications	
<b>Math</b>	<b>3 Credits</b> Algebra 1, Geometry, and the 3 <sup>rd</sup> credit may be from Math Models, Algebra 2, Pre-Calculus, or another approved Math course.	<b>4 Credits</b> Algebra 1, Geometry, Algebra 2, and one additional course (the additional credit may be Math Models or another approved course taken before Algebra 2, or may be Pre-Calculus or another approved course taken after Algebra 2).	<b>4 Credits</b> Algebra 1, Geometry, Algebra 2, and one additional course for which Algebra 2 is a prerequisite.	
<b>Science</b>	<b>2 Credits</b> Biology and IPC (if IPC is not taken, Chemistry and Physics must <i>both</i> be taken, making the 3 <sup>rd</sup> Science credit an Academic Elective credit).	<b>4 Credits</b> Biology, Chemistry and Physics and an additional lab based approved science course (the additional credit may be IPC, but it must be completed <i>before</i> Chemistry and Physics).	<b>4 Credits</b> Biology, Chemistry and Physics and an additional lab based approved science course.	
<b>Social Studies</b>	<b>2.5 Credits</b> World Geography <i>or</i> World History, U.S. History and U.S. Government.	<b>3.5 Credits</b> World Geography, World History, U.S. History and U.S. Government.	<b>3.5 Credits</b> World Geography, World History, U.S. History and U.S. Government.	
<b>Economics</b>	<b>.5 Credit</b>	<b>.5 Credit</b>	<b>.5 Credit</b>	
<b>Academic Elective</b>	<b>1 Credit</b> One of the Social Studies courses not taken above or a third Science course.	<b>None</b>	<b>None</b>	
<b>P.E or Athletics</b>	<b>1 Credit</b> Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	<b>1 Credit</b> Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	<b>1 Credit</b> Credit may be earned by participation in JROTC, Marching Band, Cheerleading or Dance Team.	
<b>Languages other than English</b>	<b>None</b>	<b>2 Credits</b> Must be the same language.	<b>3 Credits</b> Must be the same language.	
<b>Fine Arts</b>	<b>None</b> for students who entered 9 <sup>th</sup> grade prior to 2010-11. <b>1 Credit</b> for students entering 9 <sup>th</sup> grade in 2010-11 or later.	<b>1 Credit</b>	<b>1 Credit</b>	
<b>Technology</b>	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.	<b>1 Credit</b> of a Technology course or ROTC for 9 <sup>th</sup> graders beginning 2011-12. <b>1 Credit</b> of any Technology course to be	

	earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.		earned in 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade.	above
<b>Electives</b>	<b>8.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2010-11. <b>7.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2010-11. <b>6.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later. (Up to two local credits may count towards graduation.)	<b>4.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2011-12. <b>3.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later.	<b>3.5 Credits</b> for students who entered 9 <sup>th</sup> grade prior to 2011-12. <b>2.5 Credits</b> for students entering 9 <sup>th</sup> grade in 2011-12 and later.	
<b>Total Credits</b>	<b>24</b>	<b>26</b>	<b>26</b>	

### Health Related Matters

#### Administering Medications

No employee shall give any student prescription medication, nonprescription medication, anabolic steroids, or dietary supplements of any type, except as provided below.

#### Exceptions:

Employees authorized by the Superintendent or designee may administer medication to students in accordance with the provisions below:

#### Prescription

1. The District has received a written request to administer prescription medication provided by the parent, legal guardian, or other person having legal control of the student.
2. Any medication prescription or non-prescription should be brought to school by the parent and NOT the child. This is the parent's responsibility.
3. For students in prekindergarten–grade 6, the parent must provide a note from a physician or other health-care professional that the prescription medication may be administered to the student.

#### Non-Prescriptions

4. The District has received a written request to administer nonprescription medication from the parent, legal guardian, or other person having legal control of the student.
5. The medication appears to be in the original, unopened container and to be properly labeled.
6. For students in prekindergarten–grade 6, the parent must provide a note from a physician or other health-care professional that the nonprescription medication may be administered to the student.
7. Only the non-prescription medication acetaminophen shall be furnished by the district upon parent request.

#### Asthma and Allergies

Students with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school related events only if there is written authorization from the parent/guardian and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. Then if the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parent should discuss this with the school nurse or principal.

- Students with a temperature of 100 or higher must be free of fever for 24 hours prior to returning to school.
- Skin eruptions (rash) that cannot be identified are to be confirmed by a physician as non-contagious.
- A child who is sent home due to lice will have 2 days excused from school in order to seek treatment. Upon their return to school the student must provide proof of treatment and have the school nurse check hair to make sure that it is free from lice. A student will be counted unexcused if more than 2 days are missed for this problem.
- Students with asthma or severe allergic reaction (anaphylaxis) should refer to the District section, Health Related Matters, of this handbook for specific information regarding these conditions.

**Note: Please refer to JISD Student Handbook, section II, under Health Related Matters for additional information, including current immunization requirements.**

### Hours

Hours of operation for NHHS are from 7:00 am to 2:00 pm. Students will be assigned a schedule that falls within these hours, and typically will follow a 7:00 am to 11:00 am, or a 10:00 am to 2:00 pm schedule. The total hours attended will be decided on a case-by-case basis, but all students will be required to be in attendance a minimum of 4 hours per day. Any student who does not reflect a daily total of 4 hours for a day on their time card will be fined \$20 for each offense, and may be counted as an unexcused absence.

### I.D. Cards

All students will be issued a Joshua Identification Card during the enrollment process. This card must be visible at all times. The first card will be supplied by NHHS. Replacement cards will cost \$5.00 each. Students will be required to make arrangements for a replacement within 5 school days of the lost ID.

### Instruction

Instruction is generally in the form of an individualized course of study, traditional classes, and computer instruction. All courses are coordinated with the state mandated Texas Essential Knowledge and Skills (TEKS). To receive credit the student must demonstrate a minimum of 80 percent mastery on each of the course objectives.

### Interview

All students applying for NHHS must complete an interview. A parent or legal guardian must accompany the student in the interview. This process will include a description of services, procedures and expectations.

### Office Hours

The NHHS office will be open every day from 7am until 4pm.

### Off Limits Areas

Certain areas in and around the school are "off limits" unless students are supervised by school personnel. These areas include: the teacher lounge, the back and sides of the buildings, the parking lot (including parked cars), and other areas that may be designated.

### Personal Graduation Plan

Prior to acceptance into the NHHS program, a credit evaluation is completed based on the student's current transcript and testing information. After enrollment, the student will be continuously monitored in order to ensure completion of individual student goals based upon the credit evaluation, standardized test scores, and student interests. Individual goal setting will determine the expected progress of each student. (see goal setting) Students will be provided with an updated copy of their information two times per semester.

### Remedial and Compensatory Courses

Students who have difficulty in passing courses or standardized tests (TAKS) required for graduation may be required to enroll in remedial or compensatory courses. Continued problems may necessitate a repeat of those courses until satisfactory performance is demonstrated. All students who have not mastered all portions of TAKS will be required to attend all remedial sessions. Refusal to participate may be grounds for dismissal from NHHS.

### Report Cards

Report Cards for NHHS are slightly different than what is used at a traditional campus. Progress is reported every three weeks, but unlike a typical campus, a grade reflected on three consecutive Report Cards does not constitute completion of the class. A full explanation of how this report represents progress will be provided at the intake interview and/or at the request of the parent. A Course Completion Report will be sent once per semester to show courses completed, and the final grades for those courses. Any course that is not reflected on this report will be considered incomplete.

### Sexual Harassment

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

### Supplies

Students are expected to bring supplies to school on their first day of enrollment **each semester**. These will include 250 sheets of loose leaf notebook paper, 20 pencils, 20 ink pens, and 1box of Kleenex.

### Tardiness

Students are required to clock in and out of school every day to document their hours. **Tardy time will be made up on the day the tardy occurs.** Students who do not clock in/out or who refuse to make up time will be assigned community service or be fined. Repeated offenses may lead to removal from JALC. (See attendance)

### **Testing**

Students will be required to take the TAKS examination during designated test days as required by the Texas Education Agency unless exempted by an ARD committee. If the TAKS test is missed, it cannot be taken until the next scheduled examination date. Students will be required to pass the TAKS, to receive a diploma from New Horizon HS.

### **Transportation**

Students at NHHS are responsible for providing their own transportation to and from school. Bus transportation will not be provided. All vehicles must be registered during enrollment process. Students must notify the office if there is a change of transportation/vehicle during the school year.

### **Vehicles on Campus**

Students are required to register their vehicles with the school to be allowed to operate vehicles on school property. Only persons with a valid driver's license and proof of liability insurance as required by Texas law will be issued a permit. Vehicles that are not registered and cannot be identified may be towed from school property at the owner's expense. Student vehicles must display a parking permit at all times. Vehicles parked on school property are under the jurisdiction of the school. Such vehicles may be searched if reasonable cause exists to do so. Students have full responsibility for security of their vehicles and should make certain they are locked and keys are not provided to others. Students will be responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in their vehicles and will be subject to disciplinary action by the school as well as referral for criminal prosecution. While on school grounds, vehicles will be driven in a manner that preserves the safety of driver, passengers, pedestrians and property. Students will park only in designated areas and will not sit in vehicles in the parking lot. Violation of established rules may result in the loss of driving and parking privileges on school property. Students driving vehicles to school must observe the following rules:

1. Students will only be permitted to park in the parking lot south of NHHS, entered by the gravel drive.
2. Do not leave the campus once you have arrived unless permission is granted to do so.
3. Avoid overloading vehicles.
4. Do not allow other students to ride on top/outside of the vehicle.
5. Park and lock vehicles when arriving for the day then leave the vehicle and parking lot and go to authorized areas outside or inside the school.
6. The school accepts no responsibility for damage or theft involving vehicles.
7. Driving offenses to include unsafe or reckless driving (e.g., spinning tires, exceeding safe speed) may result in community service, suspension or revocation of driving privileges on campus for up to the remainder of the school year depending on the severity of the offense.

**SECTION IV**  
**R.C. LOFLIN MIDDLE SCHOOL**  
**2011-2012**  
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**Foreword**

This handbook has been prepared by the school and approved by the local board of trustees to serve as a guide for students and parents to get acquainted with R.C. Loflin Middle School and some of the ideals for which it stands. Our school, like our home, our state, and our nation, is not better than the members who belong to it. Any provision not covered in the handbook or any interpretation will be the administration's responsibility. For the benefit of the students and parents, this booklet contains school rules and regulation, and the code of conduct.

### Mission Statement

To Exemplify Excellence in Academics, Athletics, Arts, and Actions

### Motto

The Key Is Me

### The Front Office

The front office of the Middle School is open from 7:30 a.m. until 4:30 p.m., August through June. A parent who wants to meet with the Principal may call the office for an appointment. School business should be conducted during these hours. The office is the clearing house for business that pertains to the Middle School. Students go there to secure permission to leave during the day. Parents should also sign students in and out of the school at the Front Office.

Please note: Delivering messages to students disrupts the learning environment; therefore, we ask that you arrange rides outside of school hours. We understand that an emergency might arise that necessitates getting a message to a student during the school day.

Phone messages may not be able to be delivered to students after 3:30 p.m. unless it is an emergency, we ask that you do not ask to early release your child after 3:30 p.m.

Celeste Neal.....	Principal
Jerry Coshow .....	Assistant principal
Diana Greenhouse .....	Assistant Principal
Gaye Hampton .....	Counselor
Elizabeth Rosatelli.....	Counselor
Vicky Martyn.....	Secretary
Rita Howard.....	Student Office Secretary
Vicki Worbington .....	Attendance Clerk
Diana Irwin .....	Nurse
Debra Moore .....	Diagnostician
Sherry Jordan.....	PEIMS/Data/Registrar
Debbie Linville.....	Receptionist

### Schedule

7:30 a.m. ....	Building Opens
8:05 a.m. ....	First Bell
8:15 a.m. ....	Tardy Bell
4:00 p.m. ....	Student Dismissal
4:30 p.m. ....	Building Closes

### Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

**In addition, absences related to a student visiting with his or her parent or immediate family member related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose.**

### Advanced Classes

Loflin Middle School offers advanced classes in the areas of Mathematics, Science, Social Studies and Language Arts in the seventh and eighth grade. These classes are taught at a higher academic level and require additional work from the students who participate in them. Gifted and Talented students in grades 7 and 8 are served in the classroom through differentiated experiences provided by the classroom teachers. For information on the Gifted and Talented Program, please contact the GT Coordinator. The requirements for student admission into advanced classes is the desire to **work hard, learn more, and meet a set criterion on an honors placement exam in an advanced core area.** If the student desires to learn more, these classes will provide them that opportunity.

One credit of Algebra I earned at Loflin Middle School can count toward graduation requirements. However, students are required to earn 4 more credits in math in grades 9 through 12. The fourth math must be a SBOE-approved mathematics course for which Algebra II is a prerequisite: Pre-calculus or AP Calculus. The grade earned at Loflin Middle School will be included in calculation for class rank and grade point average for Joshua High School. For more information, please see Board Policy EIC (Local).

### Announcements

Teachers and students are asked to listen carefully to announcements and are held responsible for information contained in announcements. All announcements that are requested must be written and turned in to Mr. Rayburn. Only emergency announcements will be made at any other time.

## Attendance

### **ABSENCE PROCEDURES:**

When a student is absent, parents must call or email the school office by 9:30 a.m. If documentation is not received by the third day the absence will be recorded as unexcused. On the sixth consecutive absence and thereafter the student must bring a doctor's note for the absence to be excused. Please notify the Campus Attendance Officer if special circumstances need to be taken into consideration.

**After Absences-** When returning to school after an absence, a student must bring a note signed by the parent that includes the child's legal name and describes the reason for the absence and the dates of the absence -even if the parent has called the school reporting the reason for the absence or if the student has signed out early. These notes are to be turned in to the Front Office or the Attendance Office within the first three days of the student's return to school. Late notes or notes signed by the student, even with the parent's permission, will not be accepted and the student will be charged with an unexcused absence. Forged notes will result in disciplinary action.

**Medical Absences-** According to State law, students who attend school and then see a medical professional on that same day, or students who see a medical professional and then attend school on that same day, are entitled to be counted present for the entire day provided they bring a signed doctor's note indicating the time and date of the appointment. These notes must be given to the Front Office or the Attendance Office within the first three days the student returns to school and must be signed by the parent or guardian.

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave. Students shall not be excused during school hours for private lessons of any nature. [See FEF (LOCAL)]

If a student is denied credit for a class by an attendance committee, the attendance committee's decision may be appealed to the Board by submitting a written request to the Superintendent. Appeals shall be handled as provided by the student complaint policies. [See FNG (LOCAL)]

### **EXCUSED ABSENCES:**

According to Texas Education Code 25.087, an absence **may** be excused from any cause acceptable to the teacher, principal, or superintendent of the school in which the student is enrolled. JISD refers all excused absences that are not considered an illness to the Campus Attendance Officer (Assistant Principal). In addition, a school district **shall** excuse a student from attending school for observing religious holy days, attending a required court appearance, or temporary absence resulting from health care professionals if that student commences classes or return to school on the same day of the appointment.

**\*\*\*Please speak with your Campus Attendance Officer (Assistant Principal) to discuss specific extenuating circumstances when your child needs to be absent other than an illness.**

State law places a limit on the number of absences a student may have in order to receive credit. A student shall not be given credit for a class if he or she has been in attendance less than 90 percent of the days the class is offered. The Attendance Committee will consider situations involving extenuating circumstances. In situations involving excessive absences, the Attendance Committee may impose conditions that must be met in order for a student to receive credit for the year. These conditions may include, but are not limited to, the following:

1. Complete additional assignments.
2. Make-up time as recommended by the attendance committee.
3. Maintain the attendance standards for the rest of the school year. In all cases, the student must also earn a passing grade in order to receive credit.

**Tenth Absence** - After a student has been absent ten times a written notice will be mailed home to the parent/guardian. The District ASAP Officer will also be notified.

**Fifteenth Absence** - A second written notice will be sent to the parent/guardian. The District ASAP Officer will also be notified and may make a home visit.

**Eighteenth Absence** - The Attendance Committee will be convened to review absences and determine what requirements must be met in order to receive credit. **Future attendance/tardy problems could require make-up time or charges filed with the court.**

**Physician's Note Requirement** - When a student's absence for personal illness exceeds five (5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

### **UNEXCUSED ABSENCES:**

Texas Education Code 25.094 for Attendance: If a student is absent 10 days or parts of days within a 6-month period, the district shall file truancy charges. Tardies and early dismissals count as parts of days.

### **TARDIES/EARLY DISMISSALS:**

No student will leave school during the school day without first getting permission at the office. When a parent comes to pick up a student, the parent must notify the office. When requesting permission to leave, parents must sign the student out. If there is need for further consideration, the secretary will take it to the principal's office. Any student who leaves without notifying the office will be considered TRUANT and subject to disciplinary action. Leaving school early constitutes being absent for part of a day and subjects the student to attendance regulations; if a student is absent 10 days or parts of days within a 6-month period, the district shall file truancy charges.

## Awards and Honors

**"J" Award:** This award is presented to 7<sup>th</sup> and 8<sup>th</sup> grade students at the end of the school year for "academic excellence." To qualify for this award, a student must be eligible for the "A" honor roll the first five six-week grading periods. Only the first five six week grading periods will be considered because of the time factor. The student must not receive an N or U for conduct.

**National Junior Honor Society:** Seventh and eighth grade students can qualify for this award. Grades will be determined based upon the first 5 six weeks of school. Students must be enrolled in LMS from the beginning of the year until the time of selections. Students must carry a minimum of a 93 average in their 5 core classes. Electives will not be used to determine eligibility. Grades alone will not qualify a student. A student must be recommended by his or her team teachers. Recommendations will be made based upon the following: Service, Leadership, Citizenship, and Character. A student must not have an N or a U in their Citizenship grade.

**The Bloxom Excellence in Reading Award:** This award is presented in honor of Mrs. Helen Bloxom, a reading teacher, who retired after 15 years of encouraging excellence in scholarship, leadership, citizenship, and character in all of her students and was a role model to all of her fellow workers. The recipients of this award must be students who have shown excellence in reading class as well as leadership, citizenship, and character. An awards committee of three reading teachers shall nominate 7<sup>th</sup> and 8<sup>th</sup> grade students to receive this award. The final recipients of one 7<sup>th</sup> grade student and one 8<sup>th</sup> grade student will be determined by the LMS Principal based upon the recommendations of the awards committee.

**The Davidson Excellence Award:** This award is presented in honor of Mrs. Bennie Jo Davidson our beloved friend and teacher who died in October 1989. The recipient of this award must be students who have shown excellence in elective classes, as well as, leadership, citizenship, and character. An awards committee of three elective teachers shall nominate 7<sup>th</sup> and 8<sup>th</sup> grade students to receive this award. The final recipients of one 7<sup>th</sup> grade student and one 8<sup>th</sup> grade student will be determined by the LMS Principal based upon the recommendations of the awards committee.

**The R.C. Loflin Award:** Joshua Middle School was renamed the R.C. Loflin Middle School beginning the 1996-97 school year after R.C. Loflin retired as principal of the Joshua Middle School for 32 years. Mr. Loflin always exemplified the very characteristics that the excellence award represents. The recipient must be an eighth grade student who has exemplified the spirit of R.C. Loflin Middle School through leadership, scholarship, and strength of character. An awards committee of faculty members nominates students to receive this award. The final recipient of this award is determined by the LMS Principal based upon the recommendations of the awards committee. The awarded 8<sup>th</sup> grade student will have their name added to the plaque that is displayed in the school.

**The Gary Matzner Citizenship Award:** Mr. Matzner was a history teacher for LMS and dedicated to emulating the quality of good citizenship. This award is presented to the students (maximum of 5 in each grade level) in which the qualities of honesty, compassion, respect, responsibility, and courage are evident. An awards committee of three social studies teachers shall nominate students who show these qualities. The final recipients will be determined by the LMS Principal based upon the recommendations of the awards committee.

### **Bullying**

#### **The District prohibits bullying as defined by District Local policy FFI.**

Retaliation against anyone involved in the complaint process is a violation of District policy. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying occurs when student conduct has the effect of harming another student, his/her property, or creating reasonable fear of harm to a person or property. Persistent or pervasive action which intimidates, threatens or abuses another is considered bullying/ harassment.

Reports of bullying should be made promptly after the incident, as delays will impair the staff's ability to investigate and address the conduct. Any student who has been a victim or a witness of bullying should immediately report the alleged acts to a teacher, counselor, principal or other campus employee.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, *destruction* of property, theft of valued possessions, name calling, rumor spreading, and ostracism. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing. Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee. If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy.

All students have the right to be actively involved in and receive their education free from feelings of embarrassment, harm, and ridicule. Therefore, students are encouraged to provide a written report of any behavior that they feel violates another student's rights through their actions, words, notes, or gestures, to any adult school staff member. Each report will be investigated and acted on accordingly, which may include bullying education and the full range of disciplinary measures. (FFI Local)

Bullying is outlined by the following:

**Imbalance of Power:** people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves

**Intent to Cause Harm:** actions done by accident are not bullying; the person bullying has a goal to cause harm

**Repetition:** incidents of bullying happen to the same the person over and over by the same person or group

Dr. David Welsh, Consulting Psychologist for JISD

**Retaliation and Revenge:** Retaliation and revenge will not be accepted nor tolerated at Joshua schools. Any student who knowingly or deliberately produces false accusations against another student or students, habitually produces false accusations, or threatens to accuse another student or students, will receive mandatory bullying and retaliation education; more importantly, the degree of disciplinary action will begin at a more severe level.

**Campus Initiatives:** Loflin Middle School will take a proactive position concerning the problems of bullying and harassment. These proactive changes will come in forms of:

1. Education of both staff and students concerning identifying, reporting, and acceptable ways of dealing with bullying and harassing behavior.
2. Creating and maintaining an atmosphere, on campus, that bullying and harassment behavior will not be tolerated.
3. Consistent reaction to, and follow through on: reporting, investigating, and if necessary, assigning disciplinary action, to bullying and harassing behavior.
4. Procedures for reporting, investigating, tracking and disciplining bullying behaviors.
5. Continue the Talk About It Program. This program provides all students a way to report bullying or other concerns anonymously to a school employee.

#### **Cafeteria**

Students are required to have a valid LMS ID in order to purchase a lunch. For the convenience of everyone, the menu is printed in the local newspaper and is on the district web site. Rules, consequences and rewards for the cafeteria will be established at the beginning of the year. Food vendors will not be permitted to make deliveries on campus during school hours unless authorized by the administration. Per the Texas Department of Agriculture, parents are not allowed to bring food to share with other students. If you want to have lunch with your child, please bring food only for your child. Sharing pizza or other food with friends constitutes a violation of this guideline.

#### **Cell Phone Policy**

Cell phones/pagers, etc. or other electronic communication devices are not permitted on campus during the regular school day. If a cellular phone or communication device is seen or heard on campus during school hours, the device will be collected and turned over to an administrator. **As directed by Texas Education Code 37.082, the parent of the student can retrieve possession of the cellular phone or communication device for an administrative fee of \$15.00.** Refusal to give up possession of any communication device by a student will result in disciplinary action in accordance with the Student Code of Conduct. On subsequent cell phone violations, the principal may choose to keep the phone until the end of the semester at which time it will be turned over to the parent for an administrative fee of \$15.00. Students traveling off campus to school sponsored activities may use their cell phones for emergencies (as defined below) or to contact their parents/guardians after they have received permission from a sponsor or coach. Coaches and sponsors may choose not to allow cell phones and or other electronic devices as a condition of attending the event or activity. For privacy purposes, cell phones are not permitted in the rest rooms or locker rooms at any time.

**Note: All cell phones or electronic devices that are not picked up within 5 working days of the last day of instruction will be properly recycled or donated.**

#### **Change of Address and Telephone Number**

Parents must keep the school office informed of any change of address or telephone number. It is imperative that we maintain up-to-date records on all students for their safety and to make parent/guardian contact in emergencies. Each six weeks a reminder to update information will be noted on the report card.

#### **Cheerleader Elections**

The middle school has 18 cheerleaders. To be eligible to tryout for cheerleader, a student must have an average of 70 or better in each subject for the first five six weeks (each subject stands alone). Students must have a satisfactory discipline status from the beginning of the school year until the time of elections. If a student who has been selected as cheerleader fails two or more six-week grading periods during one school year, he or she will not be allowed to tryout for LMS cheerleader for the next academic year. These standards must be maintained if the student is to serve as cheerleader. In addition to these standards, LMS cheerleaders must abide by the Loflin Middle School Cheerleader Guidelines as distributed by the cheer sponsor each year.

**Middle school cheerleaders shall be selected solely by a panel of experienced judges.**

1. The panel of judges will select 8 seventh graders and 10 eighth graders based on their cheerleading ability and one school mascot.
2. These judges will be qualified to evaluate cheerleaders.
3. The decision of the cheer sponsor on matters of tryouts and participation will be final.

#### **Clubs, Student**

Clubs and performing groups such as the band, choir, cheerleaders, theater arts, and athletic teams may establish rules of conduct and consequences for misbehavior that are more strict than those for students in general. In some instances, student/parents must sign acknowledgement of stricter standards as a condition of participation. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a group imposing stricter standards shall be notified of the standards of behavior and of the specific consequences of violating the standards.

#### **Conduct at Athletic Events**

All contests taking place on school property shall be attended by a designated official from the home team school. Conduct at such events shall comply with the following:

1. Anyone throwing confetti, paper wads, tissue, or other objects will be removed from the premises of the contest and be subject to further discipline.
2. Students fighting or involved in other conduct of a disruptive nature may be suspended from school and/or be subject to other disciplinary action including forfeiture of attendance privileges at future contests.
3. Disturbance, obscenity, or unbecoming behavior may result in expulsion of spectators from the premises.
4. The sale, use or possession of narcotics, dangerous drugs, tobacco products and intoxicating beverages on school property is forbidden by State Law.

All rules that govern students at school will apply to students at athletic contests.

#### **Conduct Management Plan**

The Joshua ISD student code of conduct and the Loflin Middle School conduct management plan govern student behavior on our campus. These plans give students ownership of their behavior. It is meant to be fair and consistent for all students, teachers, and administrators. This plan is a guideline for the campus and may be superseded by both district policies and administrator discretion. We ask that all parents stay informed on both the conduct management plan and the progress of their children on a timely basis.

### Counseling

**ACADEMIC COUNSELING:** Students are encouraged to talk with the school counselor, teachers, and principals in order to learn about the curriculum, course offerings, and promotion requirements. Information concerning the requirements for advanced classes is also available from the school counselor.

**PERSONAL COUNSELING:** The school counselor is also 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. Students who wish to discuss academic or personal concerns with the counselor should sign in and return to class. The counselor will see students as soon as practicable.

### Crises Management Plan

All campuses have a crises management in place. Emergency drills are conducted on a regular basis. Each campus has signals, codes and directions posted in classrooms and designated areas.

All campuses have a crises management plan in place. Emergency drills are conducted on a regular basis. Each campus has signals, codes and directions posted in classrooms and designated areas. In the event of an emergency, crises management procedures state that students shall remain under campus supervision and are not to be released or dismissed, even to parent or guardian, until authorized by the superintendent or designee that conditions are safe.

### Custodians

All custodians are charged with keeping the building and equipment in good repair at all times. They deserve support and respect from all students. Our custodians have been authorized to report any students who damage or mistreat school property. The school administration gives full support to custodians in carrying out their duties.

### Dances

LMS school dances are for LMS students only. LMS students must meet announced disciplinary or academic standards to be eligible to attend these dances. All dances will end at 9:00 p.m. All students must be picked up at the end of this designated time. Students who are not picked up at this time will not be allowed to attend future dances. **Cell phones are not permitted during school dances. Students may use cell phones once the dance is over at 9:00 p.m.**

### Detention / Lunch Detention

A student may be detained outside of school hours on one or more days if the student violates the school's code of conduct. Administrators at LMS may require that a student be placed in silent lunch detention for disciplinary reasons. Students assigned a lunch detention may be called upon to help clean the cafeteria.

### Dress Code and Grooming Policy

The principal will be the final authority on campus for all decisions regarding the grooming and dress code. Any provision not covered in the code or any interpretation of the code will be the administrator's responsibility. If new fashions or fads arise during the school year, the school administrator will determine whether or not they create a distraction to the learning process. When there is a question as to the appropriateness of attire or appearance of a student, the school administrator's decision is final. Not following the instructions will result in further disciplinary action. The grooming and dress code is applicable to all enrolled students while at school or at a school related activity. Violations of the code may result in notification of parents, a requirement to correct the code violation to remain in school, and/or disciplinary action.

### All students are expected to follow the clothing regulations below:

1. Clothing should not have risqué prints or vulgar/suggestive slogans, emblems, language or design. Print or graphics pertaining to drugs, alcohol, violence, racial or sexual references, or tobacco products are not permitted on any apparel, jewelry, accessories or paraphernalia. Pants (including jeans) with holes, frays, or rips are not permitted.
2. Tank tops, fish net tops, exposed midriff or cut-off tops, or tops with low cut front or back are not permitted.
3. Clothing must be kept properly zipped or buttoned. If a student places his/her hand at the collarbone and skin shows below the hand, the top will be considered too low.
4. See-through attire will not be permitted.
5. Clothing with writing on the posterior will not be permitted.
6. Loose fitting hemmed or cuffed shorts that are knee length are permitted.
7. Sagging pants are not allowed (Pants must be worn at the waist). Shirts and blouses must have at least cap sleeves (cover the entire shoulder). Pajamas and/or pajama pants are not allowed. All articles of clothing shall be of an appropriate size for the student wearing them. Bell-bottom pants will be allowed as long as they do not drag the ground and do not cover the entire shoe. Part of the shoe must be visible when standing normally.
8. Shoes must be worn. Flip-flops, house shoes and shoes with rollers are not allowed. Shoestrings are required in shoes that are designed to be tied.
9. Colored/tinted glasses shall not be worn inside the building, unless prescribed for indoor wear by a doctor.
10. Appropriate undergarments must be worn at all time, but must not be visible.
11. No headgear will be worn inside the school building during the school day. Girls may wear bows, headbands, or barrettes to hold hair in place.
12. Boys will not wear earpieces or related adornment. Girls may wear earpieces. No spacers, tongue bars/rings or other body piercing ornaments are allowed.
13. **Skirts, dresses, loose fitting hemmed or cuffed shorts should extend to the knee.** Split skirts may be worn as long as the split does not come above the knee.
14. Spandex or tight stretch clothing is not permitted as an outer garment.
15. Colors of a secret society or a group not approved as a campus organization are not permitted to wear items which may include, but are not limited to, bandanas, clothing with particular logos, arm or leg bands, etc or any other clothing or items that could be considered gang related. Students will be informed of specific prohibited items by the principal.

16. Chains of any size are not permitted on wallets, or clothing. Dog collars are not permitted. Choker style necklaces are not permitted. Necklaces and bracelets cannot be larger than 1/4 inch.
17. Extreme clothing styles/fads are unacceptable.

**All students are expected to follow the following grooming regulations:**

1. Tattoos must be covered. Students marking or drawing on exposed skin will be subject to disciplinary action.
2. Cleanliness at all times will be expected.
3. Students may not have facial hair (mustaches or beards).
4. Boys' hair should not exceed the following limits
  - a. Front-hair should not touch any part of the eyebrows.
  - b. Side- the ear may be covered but should not exceed the corner of the jawbone on the side. Sideburns should not be below the bottom of the ear lobe.
  - c. Back-hair must be cut so that it does not touch the top of a t-shirt collar.
5. Boys' hair must be worn loose outside the shirt collar and will not be worn in tails, ponytails, braids or buns.
6. Girls' hair must be kept out of the face such that both eyes can be seen at all times.
7. Extreme hairstyles (e.g., shaved designs, spikes or Mohawks) or extreme colors are unacceptable (extreme colors are considered to be colors that are not naturally-occurring human hair colors).
8. Make-up is to be worn by females only. The application must be in good taste, must be applied in moderation, and must not contain dark eye shadow, dark lipstick, and/or decorative designs.
9. Athletic apparel may be brought for athletic classes. Any additional clothing brought to school may be confiscated and returned only to parents. Students are prohibited from trading clothes or wearing apparel that belongs to other students. The school will not be responsible for any unauthorized, lost or stolen clothing or footwear left in lockers.

**Energy Drinks**

Energy drinks and other beverages containing high amounts of caffeine are not allowed at Loflin Middle School. Any energy drinks or other beverages in violation will be confiscated and discarded.

**Extracurricular Activities**

Extracurricular activities are an important part of the school curriculum. In order that a student may participate in extracurricular activities a student must be eligible under the University Interscholastic League No Pass No Play guidelines. The following rules will

1. School districts shall not schedule, nor permit students to participate in any school related or sanctioned activities, on or off campus, that would require, permit, or allow a student to be absent from class in any course more than 10 times during the 180-day school year. Non- instructional school activities must be held outside of the minimum 45-minute scheduled academic class periods in grades seven and eight.
2. A student in grades seven or eight may participate in extracurricular activities, on or off campus, at the beginning of the school year only if :
  - A. Beginning at the seventh grade year the student must have been promoted from the sixth grade to the seventh. Any 7<sup>th</sup> grade participant who is 14 years or older on September 1<sup>st</sup> may not participate on the 7<sup>th</sup> grade team.
  - B. Beginning at the 8<sup>th</sup> grade year the student must have been promoted from the 7<sup>th</sup> grade to the 8<sup>th</sup>. Any 8<sup>th</sup> grade participant who is 15 years or older on September 1<sup>st</sup> may not participate on the 8<sup>th</sup> grade team.
3. In order to be eligible to participate in an extracurricular activity event for a six week period following the initial six week period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six week period.
4. A student whose recorded six weeks grade average in any course is lower than 70 at the end of the six weeks period shall be suspended from participation in any extracurricular activity event during the succeeding three weeks period. The school will provide sponsors of extracurricular activities with this information.
5. A student who has been suspended from extracurricular activity events for grades may be allowed to practice in such extracurricular activities until such suspension has been lifted.
6. School districts shall adopt policies limiting extracurricular activities from the beginning of the school week through the end of the school week (excluding holidays) by scheduling no more than one contest and or performance per activity per student and by limiting practice outside the school day to a maximum of eight hours per school week.
7. THREE WEEK REPORTS: At the end of the first and second three weeks of a grading period, the school district gives progress reports to the all students.
8. Students shall meet all requirements as may be designated by the district of which the school is a member and the district's athletic policy.

**Priorities of Participation:**

Many students are involved in two or more activities at LMS and, from time to time, requirements of these activities may conflict. When such a conflict occurs, the following guidelines will assist in resolution:

- Actual event or competitions will have priority over a practice or rehearsal.
- UIL events shall have priority over non-UIL events (e.g. student council, cheerleading).
- Higher level UIL competitions will have priority over lower level events (the order is: district, bi-district, area, region, state).
- District competitions or representation will have priority over non-district events.
- School sponsored events will have priority over non-school sponsored events.

**Extracurricular Trips**

1. All extracurricular or class trips using school buses must be approved by the principal or superintendent.
2. A teacher must accompany the group.
3. Students must return on school-approved transportation or be released only to their parents or guardians for the return trip.
4. The sponsor will see that the bus request is properly filed. File requests through the principal's office.

5. On recreational trips, the middle school clubs or classes will be responsible for paying the cost of the driver. Classes, clubs, or students will be charged additional fees to help defray the expense of the bus.
6. School buses are not to be used for non-school activities.
7. Students missing class for school trips will not be counted absent but all class assignments should be turned in.
8. Field trips must be educational in nature.

### Grading Procedures

A minimum of two (2) grades shall be posted in the electronic grade book per subject, each week.

#### Failing Grades:

- Students will be given a reasonable opportunity to redo any assignments or examinations in which a grade below 70 was earned.
- Students or parents must request the opportunity to redo any assignment or examination within two workdays of receipt of the failing grade.
- The assignment or examination must be redone within three workdays of receipt of the failing grade.
- The two grades will be averaged to reflect the student's relative mastery of the assignment or examination.

#### Late Work:

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

(Policy EIAB local)

- Late work will be accepted; however, assignments will be subject to points being deducted.
- All homework including corrections must be completed within the six weeks grading period.

#### Joshua High School:

- 1 day late = 25 points off
- 2 days late = 50 points off
- Over 2 days late = Zero

#### Make Up Work: (Due to an absence)

- When a student is planning to miss a class to attend a school-sponsored activity, the student must arrange with the teacher to obtain assignments and due dates before the absence occurs.
- Students or parents may make a request to pickup assignments at the Front Office for an absence of at least two days in order to complete the work at home. A 24-hour notice to the office is required when requesting work.
- Students will be allowed a minimum of two days to complete make up work for each day absent. Projects, research papers or work assigned at least one week in advance will be due when the student returns from the excused absence.
- If a student is absent for an exam, the make-up exam will cover the same material although a different exam may be administered.
- If a student is present when an exam is announced, the student should be prepared to take the test as scheduled. If the teacher determines that there are extenuating circumstances or that material missed during the absence is necessary for the test, more time will be allowed.
- Make-up work should be made up within the current grading period (i.e. progress report or report card). Exceptions will be made for excused absences at the end of a grading period.
- If a student is absent at the end of the grading period and, as a result, is missing assignments, a grade of Incomplete will be assigned. As soon as practicable after making up the work, a grade change will be issued and the new grade will replace incomplete. Incompletes not made-up by the next grading period will revert to the grade the student earned.
- Students who are suspended from school are allowed to make up work following the above guidelines.

#### Grade Determination:

In R.C. Loflin Middle School grades are numerical. Passing grades are from 70 to 100. Failing grades are below 70. Six-week grades may be determined by daily work, class participation, notebooks, projects, pop quizzes, and tests. The year's average will be determined by adding the two semester averages and dividing by two. Honors classes will not carry additional weight when figuring GPA.

- A minimum of 12 grades each 6 weeks with at least 3 separate assessments (tests, quizzes, etc.)
- A minimum of 2 grades will be entered each week
- No more than 25% of the 6 weeks' grades will be based on test grades.
- Semester finals will be given and will be comprehensive for the semester.

The **semester** grade will be calculated as follows:

First six weeks	30%
Second six weeks	30%
Final six weeks	30%
TAKS or semester exam	10%

#### End of Course Assessment Grading Procedures: (for students entering grade 9 during the 2011-12 school year and thereafter)

- End of course assessment scores shall be counted as 15 percent of a student's final course grade
- End of Course assessment scores shall not affect whether a student receives credit for a course.
- End of course assessment scores shall not be included in class rank calculations
- End of course assessment retake scores shall not be included in the final grade calculations.

### Hall Pass

Students who need to leave class during the class must have a written hall pass issued by the teacher in order to do so. Students found in the hall without a hall pass may be subject to disciplinary action.

### Health Related Matters

#### Administering Medications

No employee shall give any student prescription medication, nonprescription medication, anabolic steroids, or dietary supplements of any type, except as provided below.

#### Exceptions:

Employees authorized by the Superintendent or designee may administer medication to students in accordance with the provisions below:

#### Prescription

1. The District has received a written request to administer prescription medication provided by the parent, legal guardian, or other person having legal control of the student.
2. The prescription medication is administered in accordance with legal requirements. [See FFAC(LEGAL)]
3. The parent must provide a note from a physician or other health-care professional that the prescription medication may be administered to the student.

#### Non-Prescriptions

4. The District has received a written request to administer nonprescription medication from the parent, legal guardian, or other person having legal control of the student.
5. The medication appears to be in the original, unopened container and to be properly labeled.
6. The nonprescription medication acetaminophen shall be furnished by the District, upon parent request, only for students in grades 9–12.

#### Asthma and Allergies

Students with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school related events only if there is written authorization from the parent/guardian and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. Then if the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parent should discuss this with the school nurse or principal.

- Students with a temperature of 100 or higher must be free of fever for 24 hours prior to returning to school.
- Skin eruptions (rash) that cannot be identified are to be confirmed by a physician as non-contagious.
- A child who is sent home due to lice will have 2 days excused from school in order to seek treatment. Upon their return to school the student must provide proof of treatment and have the school nurse check hair to make sure that it is free from lice. A student will be counted unexcused if more than 2 days are missed for this problem.
- Students with asthma or severe allergic reaction (anaphylaxis) should refer to the District section, Health Related Matters, of this handbook for specific information regarding these conditions.

**Note: Please refer to JISD Student Handbook, section II, under Health Related Matters for additional information, including current immunization requirements.**

### Incident Management Plan

**LMS has an aligned plan for emergency response. The following procedures have been implemented district wide to help ensure the safety of all students and staff:**

- Specific procedures in place for possible incidents
- Campus safety teams consisting of various staff members
- Emergency Response Procedures in all classrooms
- Regularly practiced drills for evacuation, reverse evacuation, tornado, shelter in place, and lockdown
- Campus interior and exterior surveillance system
- Computerized door system with automatic locks
- Specific visitor sign-in /sign-out procedures

### In-School Suspension

An In-School Suspension placement is the last alternative discipline option before an out-of-school suspension is assigned. If a student misbehaves or violates ISS rules or refuses to go to ISS, the student may be suspended from school. Students lose the privilege of participating in extracurricular activities until midnight of the last day of the ISS assignment.

### Leaving School

The R.C. Loflin Middle School is a CLOSED CAMPUS. Students are not to leave without the Principal's permission. When a parent comes to pick up a student, the parent or the student must notify the office and must sign the student out. No one other than a parent/guardian, person designated on the emergency card, or other person with signed, dated, and written permission of the parent may pick up a student. When requesting permission to leave the school campus, the student or parent must present the request to the secretary in the front office. If there is need for further consideration, the secretary will take the request to leave campus to the Principal's office. Any student who leaves without notifying the office will be considered TRUANT and subject to disciplinary action.

### Library Media Center

The library is provided for recreational reading, research and to assist in classroom studies. Hours of operation for the library will be posted. Special hours may be requested by teachers or students and will be supported if resources allow. Books may be checked out for two weeks. If a book is damaged or lost, it must be paid for or replaced. Students who have overdue or lost books may not be permitted to check out additional items until their record is cleared. Renewals may only be permitted if the item is physically present. No food, drinks or gum are allowed in the library.

### Lockers

**Lockers remain the property of the district and are under the jurisdiction of the school.** The school reserves the right to inspect all lockers at any time. Students have full responsibility for the security of lockers and will make certain they are locked (if applicable) and that the combination is not given to others. Searches of lockers, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so with or without the presence of students.

Each LMS student is issued a locker by number. This is recorded in the office. The student is responsible for the locker issued. **DO NOT EXCHANGE LOCKERS WITH ANOTHER STUDENT OR USE A LOCKER NOT ASSIGNED TO YOU.** Any student found to be sharing a locker or using an unauthorized locker may lose the privilege of having a locker. Books and materials kept in the lockers are to be kept in neat order at all times. **DO NOT USE THE LOCKERS FOR STORAGE OF MISCELLANEOUS PERSONAL ITEMS** that tend to clutter lockers and make good housekeeping difficult. **Student must keep all personal items and school issued textbooks in their lockers. Students will not be permitted to have an additional bag in the hallways.**

### Lost and Found

Lost and found items will be stored in bins in the hallway.

### Obligations

Students must be clear of all previous financial obligations before they are allowed to enroll at the beginning of each school year.

### Off Campus Activities

The school requires that the activities of any school-sponsored group be planned with the assigned sponsor of the organization and approved by the principal. After an activity is planned and approved, it will be placed on the school calendar. An activity should be placed on the calendar at least two weeks in advance of the date it is to be held.

1. All students must go in school-approved transportation, and the presence of an adult is required. Any student who does not travel by school-approved transportation will not be considered as part of the group.
2. All students must return by school-approved transportation. The administrator or designee may release a student to a parent/guardian.
3. Students on trips are under the supervision of the sponsor and are expected to conduct themselves as ladies and gentlemen.
4. A student who fails to observe these and other rules of good behavior will lose the privilege of making such trips in addition to other disciplinary action.

### Outside Food Brought on Campus

Students may eat meals provided by the cafeteria or they may bring food for breakfast or lunch with them as they come to school. All food brought from home must be stored in the student's locker and any food left at the end of the day must be taken home. Students must obtain permission from the front office in order to have food delivered to the campus. Parents are not allowed to bring food to students other than their own. This is a Texas Department of Agriculture guideline.

### Physical Activity Requirements

In accordance with the Texas Administrative Code, 28.002, a student enrolled in grades 7-8 in a middle school setting is REQUIRED to participate in a minimum of thirty (30) minutes per day of physical activity under the following conditions:

1. Participation must be in a TEKS based physical education class or a TEKS based structured activity;
2. Each school district shall establish procedures for providing physical activity that include the health related education needs of the student and the recommendations of the local health advisory council;
3. All students are required to wear clothing specified by the PE or Athletic departments. Students who fail to comply with this guideline will be given penalties that will directly affect their grade/conduct.

### Prohibited Items

Students shall not bring items such as, but not limited to I-pods, radios, tape players, digital media players, CD players, compact discs, trading cards, electronic recording devices, laser pointers, electronic games, cameras, magazines or comic books to school. If taken up, the principal will return the items to the parent. If any of these items are to be used for educational purposes the teacher will give written permission.

### Promotion-Retention Policy

In grades 7–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies. In addition, students are accountable for mastering required State Testing standards. **The parent or guardian of each student who has not successfully completed a subject or course for any semester shall be notified by the District as soon as practical of any summer program available in the District that may permit the student to complete successfully the failed subjects or courses.**

### Report Cards

Report cards, bearing grade progress, absences, and citizenship of the student, are given out each six weeks. It is the responsibility of the parent to see that the report cards are brought home, signed by the parent, and returned to school promptly by the student.

### THREE WEEK REPORTS:

At the end of the first three weeks of a grading period, LMS will send notices of progress to the parent or guardian of a student. These progress reports should be signed by the parent and returned to the appropriate teacher. The notice will be made available to sponsors of extracurricular activities in which the student participates.

### Safety

All outside doors will remain locked. Students are not allowed to let anyone in through outside doors. All employees must wear ID badges at all times. All visitors must wear a prominently displayed, school-issued visitor badge.

### Schedule Changes

Schedule changes will not be allowed unless a legitimate reason is given to the principal. Request for changes should be submitted in writing by the parent to the principal's office for final consideration. Each change will be looked at on an individual basis.

### School Activities on Sunday or Wednesday Night

We do not schedule activities, practice sessions, or other functions that involve students anytime Sunday or Wednesday after 6:00 P.M. The Superintendent must approve any exceptions to this policy.

### School Spirit and Relations with Other Schools

We need parent and student support to make extracurricular activities successful. School spirit involves respect for school traditions, school property, coaches, players, and referees. In our relationships with other schools, it is our responsibility to conduct ourselves in a manner to create respect and good will for our school and ourselves. Let us win graciously and lose gracefully. **TRUE SCHOOL SPIRIT CANNOT EXIST WITHOUT GOOD SPORTSMANSHIP.**

### Sexual Harassment

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

### Social Events and School-Sponsored Activities

Social events, in the name of the school, must be approved by the sponsor and the principal at least two weeks prior to the date of the event. Approved dates are posted on the calendar. Activities for entertainment in the name of Loflin Middle School are for LMS students only. Adequate sponsors must be provided and parents are encouraged to attend.

### Student Council

The LMS Student Council instills in its members a deeper realization of their responsibilities to their school and future society. They must understand that they are role models of student behavior and responsible citizenship. Students are urged to elect their members to the council on the basis of character, leadership, and scholarship. Students must agree to maintain proper conduct and to represent their class in an honorable manner if elected to the Student Council. If a student fails to conduct himself/herself properly, the principal and sponsor may elect to remove that member from the Student Council.

#### *Student Council Officers*

The president and secretary must be eighth grade students. The vice-presidents and treasurer must be from the seventh grade. Student Council officers will be elected in the spring semester and must have been enrolled in Joshua ISD from the beginning of the year.

#### *Student Council Representatives*

The six school academic teams (3 seventh grade academic teams/ 3 eighth grade academic teams) will each hold elections and elect two representatives from their team. Candidates for representatives of the student council must have a grade of 70 or better in each subject with a satisfactory discipline status from the beginning of the school year until the time of elections. These standards must be maintained for the student to serve as a representative of the student council. Representatives will be elected in the fall semester.

### Traffic Information

Please drive with extra caution around the school and watch for students loading and unloading from cars and buses. The following traffic information is for the safety of students. Specific procedures for traffic flow will be sent home during registration.

1. The bus lane at the front of the building is to be left open at all times.
2. Students shall be dropped off in the morning and picked up in the afternoon on the south side of the building. Please do not use the front of the building.

### Visitors

All persons entering the LMS building must report/sign-in at the front office. Visitor Badges/ID badges are required for hallways, classrooms, or cafeteria access. Violations will result in the person(s) being escorted from the premises.

### Volunteers

If you plan to volunteer by working in the workroom, or assisting with field trips, please fill out a criminal history form. These forms are provided in the office and are required to serve as volunteer, chaperone or substitute teacher.

**Section VIII**  
**APPENDIX**  
**Joshua ISD Acceptable Use Policy**

The Superintendent or designee shall implement, monitor and evaluate electronic media resources for instructional and administrative purposes.

**Availability of Access:**

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

**Limited personal use of the system shall be permitted if the use:**

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources, and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

**Use by the Members of the Public:**

Access to the District's electronic communications system, including the Internet, shall also be made available to members of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:

1. Imposes no measurable cost on the District; and
2. Does not unduly burden the District's computer or network resources.

**Acceptable Use:**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and use agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Non-compliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct.] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

**Monitored Use:**

Electronic mail transmissions and other use of the electronic communication system by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

**Disclaimer of Liability:**

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

**Training:**

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the District's acceptable use guidelines. Training in the District's system(s) will emphasize ethical use of the system(s) resources.

**Copyright:**

Copyrighted software or data may not be placed on any system connected to the Joshua Independent School District's system(s) without permission from the holder of the copyright.

**System Access:**

Access to the District's electronic communications system will be governed as follows:

1. Students in grades PreK-12 will be granted access to the District's system by their teachers, as appropriate.
2. The District may require that passwords be changed if needed.
3. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.

**System Coordinator Responsibilities:**

The building administrators or their designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system;
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office;
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource;
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed;
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system;
6. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate;
7. Set limits for data storage within the District's system, as needed.

**Individual User Responsibilities On-Line Conduct:**

The following standards will apply to all users of the District's electronic information/communication system:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
3. System users may not use another person's system account without written permission from the campus administrator or District Technology Director, as appropriate.
4. System users may not connect to the district network using personal computers.
5. Students may not distribute personal information about themselves or others by means of the electronic communication system.

6. System users with district email accounts are expected to follow the guidelines outlined in the District Email Policies and Procedures.
7. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
8. System users may not upload programs to the system. System users may download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
9. System users may not download or install software programs "spyware" or "scumware" programs such as Hot Bar, Bonsai Buddy, Comet Cursor, Gator, KaZaA, GoZilla, Webshots, and Precision Time.
10. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
11. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assure they represent the District or school, whether or not that was the user's intention.
12. System users may not waste District resources related to the electronic communications system. This includes using District printers to print personal items.
13. System users may not gain unauthorized access to resources or information.
14. System users shall maintain electronic information in accordance with established guidelines.
15. System users may not knowingly bring prohibited materials into the District's electronic communication system(s).
16. System users may not use the District's electronic communication system(s) for any buying or selling of personal items.

#### **Vandalism Prohibited:**

Any malicious attempt to harm or destroy District equipment or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences [See DH, FN series, FO series, and the Student Code of Conduct.]

#### **Forgery Prohibited:**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read delete copy or modify the electronic mail or other system user, deliberate interference with the ability of other system users to send/receive electronic mail, or the unauthorized use of another person's user ID and/or password is prohibited.

#### **Limitation/Termination/Revocation of System User Accounts:**

The District may limit, suspend or revoke a system user's access to the District's system(s) upon violation of District policies or acceptable use.

#### **Warning:**

System users and parents of students with access to the District's electronic Communication system(s) should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or questionable material.

#### **Termination:**

An employee's or student's access for violation of District policies or regulations will be effective on the date the superintendent or designee receives notice that warrants revocation of system privileges, or on a future date if so specified in the notice.

#### **Computer Software:**

Unauthorized software installation may affect network and hardware performance.

To ensure that software will not affect the current network configuration adversely or limit hardware capabilities, the following guidelines should be used when purchasing additional software for your campus.

1. The campus administrator or designee is responsible for insuring that all software installed on district or campus computers is compatible with existing hardware. The campus administrator or designee should contact the technology department in order to determine if proposed software already exists in the district. This will prevent repeated orders of programs that are not compatible with district/campus hardware capabilities.
2. Prior to installation on any campus system, the campus technology contact must be consulted.
3. If the program is new to the district, send a program specification sheet to the technology department. Additionally, send a description of the computers on which the program will be used.
4. All network software purchases must be installed by the technology department.
5. If the software is already on site, send a copy of the software license to the technology department.

If a software program is determined to be unsuitable for the network or hardware that is to be installed on, it should not be installed. The campus will need to make arrangements to return the software for a refund, or replacement with stand-alone equivalents.

The goal of the technology department is to promote the use of appropriate, innovative software whenever possible. These guidelines will insure that the required support and installation process is in place before funds are expended.

It is important to keep in mind that no software should, or will, be installed without documentation that shows the software purchase has gone through the process referenced above and that proper licensing has been purchased. Software purchased by staff using personal funds will be subject to all district guidelines. The documentation and license must be provided to the technology department or the campus computer facilitator prior to the installation of any personal software.

**Disclaimer:**

The District's system is provided on an "as-is, as-available" basis. The District does not make any warranties, whether express or implied, including – without limitation, those pertaining to merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

**Intellectual Property Rights:**

Students shall retain all rights to the work they create using the District's electronic communication system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District.

**JISD CHILD INTERNET PROTECTION ACT POLICY  
INTERNET SAFETY POLICY  
Joshua Independent School District**

**Introduction:**

It is the policy of Joshua Independent School District to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
2. Prevent unauthorized access and other unlawful online activity
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
4. Comply with the Children's Internet Protections Act

**Definitions:**

Key terms are as defined in the Children's Internet Protection Act.

**Access to Inappropriate Material:**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage:**

To the extent practical, steps shall be taken to promote the safety and security of users of the JISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

1. Unauthorized access, including so-called "hacking," and other unlawful activities
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Penalties for Improper Use:**

Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.

**Organizational Responsibility and Privacy:**

JISD shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

- JISD does not warrant network functionality or accuracy of information.
- JISD does not warrant the effectiveness of Internet filtering. Although every possible action will be taken to insure the desired protection, JISD does not guarantee that blocking and/or filtering devices will, in all cases, provide protection from inappropriate information and materials.
- The privacy of system users is limited. Electronic mail transmissions and other use of the electronic communication system by students and employees may be monitored at any time by designated staff to ensure appropriate use.

**Supervision and Monitoring:**

It shall be the responsibility of all members of the JISD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of authorized JISD representatives

**Adoption:**

This Internet Safety Policy was adopted by the JISD school board at a public meeting following normal public notice on February 18, 2002.