

Section II

Dawson Middle School 2007-2008 Handbook

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Address Change

Please notify the office immediately of any address or home/work phone number changes so we may change all pertinent school records. Parents should tell the office staff if there is any change in the information listed in the emergency section of the registration card.

Attendance / Truancy

One of the primary causes for failure and low grades among middle school students is poor attendance. Because of this, we want to encourage each student to be present every day possible. When students are absent it makes matters difficult not only for the student, but for parents, teachers, and classmates. It is the legal responsibility of each student's parent or guardian to see that his/her child is in attendance.

It is important when dealing with attendance to understand the difference between an excused and unexcused absence.

Excused: An absence will be considered excused for the following reasons:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cases which may be deemed appropriate by the building principal;
2. Day of suspension;
3. Days missed as an alleged runaway;
4. Family-individual counseling therapy;
5. Religious holy days, activities and travel time (with advance notice);
6. Authorized school-sponsored activities;
7. Completion of a competence-based program for at-risk students;
8. Late enrollment or early withdrawal of a student under Texas Youth Commission;
9. Participation in a substance abuse rehabilitation program;
10. Participation in court proceedings or child abuse/neglect investigation;

11. Late enrollment or early withdrawal of migrant student as defined by Public Law 201.3(3);
12. Teen parent absences to care for his or her child; and
13. Homelessness, as defined in federal law.
14. The school district shall excuse the student for a temporary absence resulting from health care appointments if that student returns to school on the same day of the appointment when student brings documentation from the doctor.

Unexcused: Being absent for the purpose of performing any type of work, visiting, vacationing, or shopping, etc. constitutes an unexcused absence

Compulsory Attendance Law

Compulsory attendance laws in the state of Texas require students to be at school each and every day of the school year. If, according to the guidelines of the district, a student is absent for an excused purpose, disciplinary action may not be taken. If the absence is unexcused according to district policy, students and/or parents are subject to disciplinary action in the form of a written citation. A citation may be preceded by a letter informing parents of the attendance violation. According to state law, citations may be issued by the campus Southlake Police Officer when:

- A student misses 3 or more days or parts of days in a four-week period.
- A student misses 10 or more days or parts of days in a six-month period.

Depending on the reason for the unexcused absence, the citation may require the parent/student to pay a fine and/or appear in a juvenile court setting.

Attendance for Class Credit

The state of Texas and district policy also provides guidelines when determining whether a student has been in attendance for each class period long enough to receive credit. This is the ninety-percent rule. A student must be in attendance for a course ninety-percent of the days it is offered. When a student has reached an excessive number of absences a letter will be sent home to notify parents. Tallying student absences and sending these letters will happen throughout the school year at the discretion of campus administration. Both excused and unexcused absences are counted against a student in this determination. When both excused and unexcused absences are tallied, if a student is below ninety-percent attendance, a campus attendance committee will meet to review each student's case. The committee will rule on whether credit is to be given to the student for any course where he/she has not been in attendance for ninety-percent of the time. District policy outlines items for committee consideration as well as a parent's ability to appeal the committee's decision if necessary. The attendance committee will take into consideration the documented reasons for a student's absences; how well the student has completed all assignments, their current grades for those classes in question, as well as any time served outside of regular school hours to regain class credit.

STEPS TO FOLLOW WHEN CHECKING A STUDENT OUT OF SCHOOL:

For a student to leave school, a parent or legal guardian must sign the student out at the Attendance Office. If someone other than the parent or guardian wishes to sign out a student, a written note or phone call from the parent is required. For the safety and protection of the student, identification of the person signing them out will be required at the Attendance Office. Students cannot leave with anyone other than their parent for lunch.

TEACHERS AND PARENTS ARE REMINDED:

- Students, who have been absent for any reason, are required to make up the work they missed within the specified time. (Students are allowed one day "make up" time for each day of excused absence). Failure to make up work in a timely fashion may result in a reduction of the student's grade.
- Students who are absent from school for any reason will not be allowed to participate in school-related activities on that day or evening unless approved by the principal or the principal's designee.
- Students who must leave school during the day must bring a note from their parent that morning.
- Students who become ill during the school day should report to the school nurse with the teacher's permission.
- The nurse will decide if the student should be sent home and will notify the student's parent. This also applies to students who come on campus and then decide to leave the campus before class begins.
- Students arriving at school after the school day has begun (including passing and lunch periods) must check in through the Attendance Office before reporting to class.

STEPS TO FOLLOW WHEN ABSENT:

- A parent or guardian should call the school office (817.949.5500) to inform us of a student's absence.
- A parent or guardian must write an excuse giving the student's name, date of return, day(s) of absence, reason for absence and the parent's signature. Notes may be verified by phone.
- The student should present his/her written excuse signed by a parent or guardian to the office immediately upon returning.
- Students should ask their teachers for make up assignments. Assignments that are not made up will be reflected in their grades. Each student is responsible for seeing that all make up work is completed (*see Make-up Work, page DMS-8*).
- Assignments may be requested by parents before 10:00 a.m. on the second day a student is absent. Work may be picked up after 3:30 p.m. the second day. No work will be given early.

TARDIES

Students who are tardy to school (arriving after the 8:40 a.m. bell) are required to report to the office before going to class. During the remainder of the school day, students who are late to class will be required to sign a tardy sheet in each class. Penalties will be assessed based on the student's total number of tardies, not on the number of tardies per course. Totals will start over at the beginning of each six-week grading period.

Consequences for Tardies

2 nd Tardy	Parent notice (Sent Once Each Semester as Needed)
3 rd Tardy	after school detention
4 th Tardy	2 hours Saturday School
5 th Tardy	4 hours Saturday School
6 th Tardy	1 Day On-Campus-Suspension
Additional Tardies	3 Days On-Campus Suspension (OCS)

PERFECT ATTENDANCE AWARD

Students who are enrolled from the very first day of school to the last day of school and who have not missed a day of school shall receive an award for perfect attendance at the end of the school year. To be eligible for a perfect attendance award at the end of the school year, any recorded absence for a student must be documented as medical or in observance of a religious holiday.

Bell Schedule			
1 st period	8:40 - 9:25		
2 nd period	9:30 - 10:15		
3 rd period	10:20 - 11:05		
Lunches	<u>A lunch ----11:10 - 11:40</u>	B4th Period 11:10 - 11:55	
4 th Period	A 4 th Period 11:40-12:30	<u>B Lunch 12:00 - 12:30</u>	
and	A 5 th Period 12:35-1:30	B5th Period 12:35 - 1:30	
5 th Period			
	C 4 th Period 11:10 - 12:00	D 4 th Period 11:10 - 12:00	
	C ½ 5 th Period 12:05-12:25	D 5 th Period 12:05 - 12:55	
	<u>C Lunch 12:30 - 1:00</u>	<u>D Lunch 1:00 - 1:30</u>	
6 th Period	1:35 - 2:20		
7 th period	2:25 - 2:50 (Advisory)		
8 th period	2:55 - 3:40		

Bullying

Bullying includes the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence. Students shall not engage in bullying one another; furthermore, no student shall encourage, permit, or assist any other person in bullying. A substantiated charge of bullying shall result in disciplinary action.

See CISD District Handbook portion, page 30.

Bus Transportation

Carroll I.S.D. presently charges a transportation fee to all students living within two miles in the DMS attendance zone who wish to ride the bus. The students are expected to exhibit the appropriate behaviors that enable the district to transport the students in a safe and timely manner. A student being transported in school-owned vehicles is required to comply with the Code of Conduct. Riding the bus is a privilege that can be revoked.

See CISD District Handbook portion, page 47.

All bus discipline consequences shall be implemented with consideration given to the student's age, maturity level, and attitude. Frequency of offenses will also be considered. In the case of serious misconduct, which endangers the safety of other passengers or the driver, the driver shall have the authority to return the student to campus, and the parents will pick up the student from the campus. The driver may also call for law enforcement assistance. The principal and parents will be notified of the situation as soon as possible.

Discipline Management Plan

Goals:

1. To provide every student an orderly, safe, timely means of transportation.
2. To provide drivers with an environment in which they can transport students in an orderly, safe, and timely manner.

Rules:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner.
3. Passengers shall board and leave the bus at their designated stop.

4. Passengers must ride their designated bus.
5. Students must have written permission from their parent(s) to disembark at a stop other than their own.
6. Passengers shall not stand in the bus except to board and leave.
7. Passengers shall not deface the bus and/or its equipment.
8. All bags, band instruments, and other objects must be kept out of the aisle.
9. Head, arms, hands, legs, and all other objects must be kept inside the bus.
10. Passengers shall not throw objects inside the bus or out of the windows.
11. Passengers shall not possess or use tobacco or illegal drugs.
12. Inappropriate conduct, such as scuffling, obscene language and gestures, loudness, rudeness/disrespect shall not be tolerated and will subject the student to disciplinary actions.
13. Upon leaving the bus, the passenger will wait for the driver to signal before crossing in front of the bus.
14. Students will not harass or haze other students.
15. No food or drink will be allowed on the bus.

As with all discipline guidelines, these rules are not all inclusive. Should some behavior occur which is not mentioned in the rules above or in the steps below, the driver will use his/her best judgment and either implement the consequence on the bus or write up the incident for the building-level administrator.

Level I Offenses and Consequences

Offense:

- Food or drink
- Rudeness/disrespect to driver or other students
- Excessive noise
- Obstruction of the aisle
- Standing at inappropriate times
- Getting off at wrong stop
- Not following driver's direction
- Using electronic devices to distract driver

Consequences:

- **1st Offense** Warning, conference with the principal
- **2nd Offense** Referral to building level principal; parent notification; moved to the front of the bus for a week
- **3rd Offense** Parent notified; student denied bus privileges for a week; any additional offenses and student may be denied bus privileges for the remainder of the semester.

Level II Offenses and Consequences

Offense:

- Threats to the driver
- Extremities/objects held outside the bus
- Throwing objects within or from the bus
- Obscenities (verbal or gestures)
- Harassment/hazing
- Vandalism
- Possession of tobacco, alcohol, drugs, weapons
- Under the influence of alcohol and/or drugs
- Fighting

Consequences:

- **1st Offense** Conference; off bus for up to remainder of semester; possible police notification; possible arrest
- **2nd Offense** Removal from the bus for the remainder of the school year; possible police notification; possible arrest

The student and/or student's parents will be responsible for any damages incurred to passing motorists and/or vehicles as a result of the object thrown from the bus. The student and/or student's parents will be responsible for any damages incurred to the bus.

Campus Security

A trained drug dog may visit our campus occasionally. This will help us to maintain a drug free environment at our school. It is the administrators' responsibility to determine if a hand-held metal detector is necessary.

Clubs and Organizations

Dawson Middle School has a variety of clubs and organizations to which a student may belong. These include:

Quilt Club	Yearbook/Newspaper
Choir	Band
Student Council	Cheerleading
National Junior Honor Society (See page DMS-8)	
Academic Pentathlon UIL Competitions	
Animal Care Takers	A.S.T.R.A.

Code of Conduct

The primary focus of the school is the education of students; an essential ingredient in the total process is an attentive and disciplined group of learners. A major component of the discipline management system is respect for the rights and privileges of people as individuals as well as members of the group. Each student must be able to learn in a positive, safe environment and must refrain from any activity that would deprive another student of the same right. Principals and teachers are responsible for and have the authority to maintain order and control in the schools.

The key to an effective school-wide discipline plan is that everyone uses it with consistency and that parents support the plan at home. The purpose is to create a disciplined environment which will better enable students to achieve their maximum potential and will assist students in learning and demonstrating such personal traits as self-control, self-discipline, orderliness, and respect for self and others.

See District Handbook portion, page 51.

Student clubs and performing groups such as the band, choir, cheerleaders, and athletic teams may establish codes 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 will apply in addition to any consequences specified by the organization.

See District Handbook portion, page 18.

Collections and Sales

No collections of any type, for any purpose may be made in the school by the student without the expressed approval of the principal. The sale of any item is prohibited at DMS unless authorized by the principal.

Communicable Diseases

Parents of a student with a communicable or contagious disease or condition are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious.

See District Handbook portion, page 31.

Complaints

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the assistant principal can be requested within three calendar days of the teacher conference. If the outcome of the conference with the assistant principal is not satisfactory, a conference may be arranged with the principal. A conference with the superintendent or his/her designee can be requested within five calendar days following the conference with the principal. From the superintendent, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

See District Handbook portion, page 12.

Conferences and Team Conferences

The Dawson Middle School staff appreciates your support and interest. We encourage parents to monitor their child's progress. Please share your concerns with your student's team of teachers. Conferences are scheduled through the team parent contact representative.

Teachers may request a conference with a student and/or parents: 1) if the student is not maintaining passing grades or achieving the expected level of performance (See Grade Reports, Page DMS-7); 2) if the student presents any other problem to the teacher, or 3) in any case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or assistant principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

See District Handbook portion, page 49.

Counseling Services

Two certified counselors are provided to assist students in academic planning, solving academic problems, and dealing with everyday problems faced by students. Part of the guidance program is helping new students feel at home with new teachers and new friends. Students wishing to visit with the counselor should sign up with the

counselor's secretary. Parents are urged to contact the counselor with any concerns or helpful information.

See District Handbook portion, page 15.

Dances

Several dances may be held at DMS during the school year. Parents and teachers will act as chaperones. Dances will be restricted to students attending that campus. Once a student arrives at the dance, that student may not leave until the dance is over unless with a parent. All dances begin at 7:00 p.m. and end at 9:00 p.m. **Parents should pick their children up promptly at 9:00 p.m. when the dance ends.** Any discipline problems that occur while at dances may result in the loss of future dance participation. Students are to adhere to the regular DMS Dress Code at all school functions.

Deliveries at School

Only school-related or medical items will be accepted for delivery at Dawson Middle School. Students will be able to pick up such when most appropriate during the school day.

No flowers, mums, corsages, birthday balloons, singing telegrams, overnight bags, nor personal messages not related to school shall be accepted for delivery during regular school hours.

Distribution of Material

All distribution of any materials must be submitted to the CISD administration and/or to the Communications Dept. for review and approval.

See CISD District Handbook portion, page 29.

Dress Code

STUDENT CONDUCT:

DRESS CODE

FNCA
(LOCAL)

VIOLATIONS

GROOMING

If the principal or designee determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. In the case of hair where immediate correction is not possible, a reasonable length of time will be given to correct the problem.

DRESS

A student whose clothing violates the dress code shall be given the opportunity to correct the problem at school. Clothing is available to help the student get back in dress code and return to class.

Repeated dress code offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the Student Code of Conduct. [See FO series]

EXTRACURRICULAR ACTIVITIES The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]

The policy concerning dress and grooming shall be as follows:

Boys:

- Hair should be clean and well groomed at all times but should not extend below the eyebrows, over the earlobe, or over the top of the collar of a regular t-shirt. Sideburns may not extend below the bottom of the earlobe.

- Boys should be clean-shaven at all times. No facial hair is permitted.
- Boys may not wear earrings.
- No tank tops or muscle shirts will be allowed.
- Pants must be worn at the waist at all times, covering all undergarments. Undergarments should remain covered at all times in all situations. This includes but is not limited to bending at a locker, sitting in a desk or sitting on a classroom floor.

Girls:

- Dresses, skirts, and shorts shall be at the first knuckle of a fist in length and appropriate in proportion to the height of the individual. No cleavage is permitted. Foundation garments must be worn but not seen.
- No bare midriffs, halter-tops, tube tops, garments with spaghetti straps or tank tops shall be worn. Backless attire and clothing with slits on the side is not acceptable.
- Skin should not be seen at the waist any time or in any situation. This includes but is not limited to bending at a locker, sitting in a desk or sitting on a classroom floor.
- Layers are permitted as long as one of those layers can be worn by itself.

Student Body:

- **Anything that attracts attention to the individual or disrupts the orderly conduct of classroom and campus activity is not acceptable.**
- Shorts must be at the first knuckle of the fist in length or longer (no spandex or "cut-offs").
- Students will not wear slogan buttons or clothing with inappropriate or suggestive slogans or advertising.
- Dress for social functions and activities will be the same as for a regular school day.
- Prohibited are pictures, emblems, clothing, or writing on clothing that are lewd, offensive, vulgar, or obscene; that depict the occult; that represent gang membership; or that advertise tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy. Steel-toed boots are not permitted.
- Wallet chains are not permitted.
- No caps or hats may be worn inside the school building.
- Specifically prohibited for school are jeans, shorts, skirts or other apparel with rips, tears or holes.
- Specifically prohibited from school are displays of any type of body piercing, with the exception of earrings for girls.
- No visible tattoos.
- Hair must be of a natural hair color.

- Sandals, open-toe shoes, “flip-flops,” etc. are acceptable; however, shoes must be worn at all times.
- Sheer, mesh and see-through garments are not to be worn.

See District Handbook portion, page 29.

Dropping Courses

All schedule change requests must be made by the tenth day the class is in session. All exceptions to this deadline will be made only with the approval of the assistant principal. Schedule changes for Spring Semester courses must also be made by the end of the tenth day the class is in session.

Electronic Devices

Any electronic device that plays video is prohibited on campus during school hours. Students who violate this policy shall be subject to disciplinary measures by campus administration along with the confiscation of device.

Music playing electronic devices must be turned “OFF” and stored during school hours.

Cell Phones:

Students shall not turn on a paging device, including cellular telephones, while on campus during regular school hours unless authorized by a teacher or administrator. [FNCE (LOCAL)] (*Website address for Carroll I.S.D. board policies: www.tasb.org/policy/pol/private/220919 or you may obtain a copy of the policy from the Administration Center*).

Students who violate this policy shall be subject to disciplinary measures. A district employee who views, hears, or discovers a student using a paging device, cell phone, or other telecommunications device during an unauthorized time shall confiscate and deliver the device to an administrator. Confiscated paging devices, cell phones, or other devices may be returned to the student or parent at the end of the school day after a payment of a \$15.00 administrative fee is received (FNCE LEGAL). This handbook serves as notification to parents and students that the school will dispose of any confiscated telecommunications device, including paging devices and cell phones at the end of each semester if no claim is made and no fee is paid. The school assumes no responsibility for lost or stolen telecommunications devices.

See District Handbook portion, page 63.

Evacuation, Safety & Tornado Drills

Evacuation, safety and tornado drills are held at regular intervals throughout the school year. Check instructions posted in each classroom indicating how to respond for each drill. An alarm will sound to indicate a fire drill. An announcement will be made to indicate a safety or lockdown drill. All areas of our campus will be locked and secured.

See District Handbook portion, page 36.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the principal at least ninety (90) workdays before the event.

Except as approved by the principal, fundraising is not permitted on school property.

See District Handbook portion, page 29.

Grade Reports

Grade reports are a source of information to parents and students so both may have an accurate, written record of the student’s progress. Grades are reported each six weeks. Progress reports shall be sent to the parents/guardians of all students midway through the six-weeks grading period. To receive credit for passing a class, the average must be 70 or above.

Grade reporting is reflected numerically:

A 100-90 **B** 89-80 **C** 79-70 **Below 70 – Failing**

The final grade is determined by the average of both semesters. The overall average must be 70 or above to obtain credit.

See District Handbook portion, page 15.

Harassment

All students are expected to treat one another courteously, with respect for the other person's feelings, to avoid any behaviors known to be offensive and to stop these behaviors when asked to stop. "Bullying" of any kind will not be tolerated. Students in violation of this policy will be disciplined accordingly.

See District Handbook portion, page 55.

Immunizations

See CISD District Handbook portion, page 4.

Insurance

Insurance is made available for students with parents paying the annual premium. The school acts only as a service agent. The school receives no proceeds for the service and is not responsible for the payment of individual claims resulting from injury.

Late Work

The general late work policy for DMS is provided to promote student responsibility and consistency throughout the building. For regular daily and weekly assignments, students may receive a grade no higher than 70 for work turned in the next day. If work is turned in two days late, the highest grade a student could receive is a 50. A student would receive no credit for work completed after the second day it is due. Students enrolled in High School credit math courses (Algebra, Geometry) do not follow this late work practice. For these classes, no credit is given for late work. Students must turn in all assignments.

Exceptions to late work policy for long-term or on-going assignments and certain projects will be provided to the students in writing, specific to the acceptance of late work, on the day the assignment is presented. This policy does not supercede the provisions included in the district make-up work policy relative to student absences.

See District Handbook portion, page 34.

Locks and Lockers

Every student will be assigned a hall locker with a built-in lock.

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. No wrapping of lockers is permitted.

Students are expected to keep their lockers neat and orderly at all times. Stickers and any type of wrappings are not allowed on the outside or inside of the lockers.

See District Handbook portion, page 37.

Make-up Work

When students are absent, the work can be made up; however, the level of learning will not be the same as when the student has the opportunity to interact with teachers and classmates.

Students are responsible for asking all their teachers for make-up assignments. Students are allowed one full day "make-up" time for each full day of absence. Students that miss partial days for school activities are still required to have their work turned in on time.

See District Handbook portion, page 34.

Medication

No medication is provided by the school. Medication request forms may be obtained in the school office.

At the end of the school year or the designated period for the medication to be given, the medication must be picked up by the parent/guardian, or it will be destroyed. See CISD Medication policy for more information.

See District Handbook portion, page 30.

National Junior Honor Society

Selection to the National Junior Honor Society is based on five criteria:

1. Scholarship

- a) The student must have a 95.0 cumulative average of all classes beginning in the 7th grade.
- b) The average will include all completed grades through the end of 5th six weeks grading period including the semester exams.
- c) Averages will be checked every semester. Students who do not meet the average requirement will be on probation for one semester. If the average is still below after that period, the member will be dismissed.
- d) Students new to Dawson Middle School must attend the school for one semester before being eligible for membership. It may be possible for the one semester requirement to be waived if the student has been a member of the NJHS in the previous school and has the recommendation of the principal of the previous school.
- e) Members who resign or are dismissed are never again eligible for membership or its benefits.

Promotion

To be promoted from one grade level to the next, a student must have an overall average of 70 or above in all courses taken. In addition, students must have a 70 average or above in three of the core classes (math, social studies, science, language arts).

See District Handbook portion, page 20.

Scholastic Recognition

SCHOLASTIC RECOGNITION

There are two scholastic rolls for which a student can be qualified:

"A" Honor Roll – All grades 90+ with no grade lower than 90.
(designed to recognize the highest academic achievement at each grade level).

"A/B" Honor Roll – All grades 80+ with no grade lower than 80.
(designed to encourage and motivate students).

HONOR AWARDS

At the close of the school year, students will be chosen in each subject area for awards by the faculty. The awards will be based upon efforts, interest, attitude, and improvement in that field.

HIGH SCHOOL CREDIT COURSES

Courses taken at the Middle School for High School Credit will be recorded on the High School transcript. Current courses offered at DMS for regular high school credit are: Algebra, Geometry, Spanish I and Health.

NATIONAL JUNIOR HONOR SOCIETY

See eligibility criteria listed under National Junior Honor Society (*see page DMS-8*).

School Hours

The first class period begins at 8:40 a.m. Students should not be dropped off before 8:00 a.m. unless they are involved in a school-sponsored activity. Students needing to attend tutoring must have a pass. The last class period ends at 3:40 p.m. All students should be in the gym or out of the building by 3:50 p.m. unless they are involved in a school-sponsored activity.

Sexual Harassment

All students are expected to treat one another with courtesy. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including request for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or the District's Title IX coordinator for students.

See District Handbook portion, page 56.

Student Visitors

Students must be enrolled in Carroll Independent School District in order to attend classes or school sponsored activities. Student visitors are not allowed.

See District Handbook portion, page 49.

Tutorials

Students will have the opportunity to attend tutorials in every subject every day. Teachers will have a weekly tutorial schedule. A schedule will be provided at the beginning of the school year. All students will need a pass to get into the hallway before school begins. Passes may be written by a teacher, a parent, or the school administrator.

Textbooks

Students who damage textbooks beyond what is reasonable for one year's use will be assessed a fine. Any textbooks that are lost must be paid for before issuing another book or moving to another school. Students who do not pay for lost or damaged books lose the right to have free textbooks assigned until the book is paid for by the parent or guardian.

See District Handbook portion, page 23.

Visitors

Visitors must check in at the front office before entering any other part of the school building during school hours.

Lunch period visitation will require prior approval by campus administration. Visitors that will be considered for approval include but are not limited to visiting relatives from out of town, college-aged siblings, and youth ministers from local churches. Approval will not be given for students from other middle schools or high schools. Visitors without prior approval will be asked to leave campus by administration.

See District Handbook portion, page 49.