

2011-2012

Parent and Student Intermediate School Handbook



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ACADEMICS

Please refer to the CISD *Grading and Reporting Handbook* for all information pertaining to grading.

Completion of Assignments

Homework

Homework is important, as it is an extension of the learning that takes place in school. According to Carroll ISD Grading and Reporting Handbook, *the teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of district curriculum objectives.* Homework should be assigned to enrich and reinforce objectives after successful guided practice and should satisfy at least one of the following objectives.

- *To provide repetition and practice that helps the student master a concept or skill in order to provide increased retention and learning.*
- *To enrich learning beyond the material that was covered in class.*
- *To help the student prepare for classroom work.*
- *To provide a means of re-teaching the curriculum after the student has been provided proper feedback and error correction.*

Late Work

Late work assignments may have 15 points deducted for each day it is late. After 2 days, the student may receive a zero for the assignment.

Make-up Work (EIAB LOCAL)

It is the **student's responsibility** to complete work missed while absent from class. Students who have special approved absences are expected to notify in advance the teachers of the classes they will miss and to request assignments. Any work provided is at the teacher's discretion; however, work assigned by the teacher ahead of time is due **the first class meeting following return to school.**

Students returning to class following an absence are responsible for finding out from the teacher what work is to be completed and the date for such completion. All work is to be done as scheduled by the teacher, or zeros may be given.

On the **second day** of an absence, a parent may request assignments if the absences are going to continue into the third day or beyond. The teacher will have **twenty-four hours** from the time of the request to gather the assignments. The parent can pick up the assignments after the teachers have submitted them to the office.

Grade Reports

Grade reports are a source of information to parents so they may know what kind of work their child is doing. All grades are available via Family Access. Grade reports will be given to students each six weeks.

Report Cards

In grades 3-6 each student will receive a computer-generated report card that includes academic achievement grades, conduct grades, and absences, one week following the end of a six-week grading period (usually a Friday). Exceptions to this schedule may occur when holidays or vacation days fall during the week. The final report card at the end of the school year is mailed home; all others are sent home with students. Parents are expected to return a signed copy of the report card to the specific teacher within two days of receipt **except when the report cards are mailed home.**

Promotion of Students

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects: language arts, mathematics, social studies, and science.

Tutorials

Students will have the opportunity to attend tutorials in any subject area at least two (2) days per week. Students who fail a subject for a six-week grading period may be required to participate in this program. Each team of teachers will provide specific information about scheduling times for tutorials. 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.

ATTENDANCE AND ENROLLMENT

Attendance

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 the teacher and fellow students. Students should ask their teachers for makeup assignments. Each student is responsible for seeing that all makeup work is completed. State law mandates that students attend at least 90% of the days class is offered or an Attendance Review Committee will meet to determine whether or not academic credit will be awarded and the student will be promoted. Please refer to the CISD portion of handbook for further information.

If a student is absent, a parent phone call or contact with the office is required to notify the school of the absence. This is for the child's safety.

Permission to Leave School

Both Durham and Eubanks Intermediate Schools maintain a closed campus; therefore, no student may leave school without clearance from the office. For a student to be permitted to leave campus, the student's parent, legal guardian, or custodian appear in person to check the child out (ID required) If a person other than the parent is picking up the child, written communication containing the following information is required:

1. Reason for leaving school.
2. Date and time to be dismissed.
3. Date and time of return to school.
4. The name of the person who will pick up the student—we will require photo identification.
5. Signature of parent, legal guardian, or legal custodian sending the note.

Tardies

Any student arriving at school later than 8:40 a.m. is considered tardy. Students who arrive at school later than 8:40 a.m. should report to the office with a parent, in order to receive an admittance pass before they go to class. Students who are tardy will not be admitted to class without a pass from the office. Students with excessive tardies may be assigned disciplinary consequences.

CODE OF CONDUCT

The CISD Code of Conduct is found in the *CISD Student Handbook and Code of Conduct*. A link to the Code of Conduct is found on the Parent section of the Carroll web page at http://www.southlakecarroll.edu/for_parents.aspx

COMMUNICATIONS

Conferences

The staff members at both Durham and Eubanks Intermediate School appreciate parental support and interest. We encourage parents to monitor their student's progress. Please share any concerns with your child's teachers and keep us informed of situations we might not be aware of that might affect your child's learning. By calling our office, a conference with the appropriate academic team of teachers will be scheduled as soon as possible during the teacher's conference period or at another mutually convenient time. If you leave a voice mail for your child's teacher, she or he may return your call at a conference time or before or after school.

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, 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.

Telephone Use by Students

Students may use the classroom/office phone (with permission) for emergencies. Students should make arrangements **before** school if wanting to visit with friends or for overnight stays.

Cell Phones and Electronics

Student personal cell phones must be turned off and put away from 8-4, unless teacher permission has been given for a specific class activity. If a student cell phone is visible during the school day, staff members will take the phone to the office and the parent will be called to pick it up in the office. A \$15 administrative fee may be levied per policy FNCE (Legal).

CURRICULUM

Students are enrolled in several courses of curriculum. All fifth and sixth grade students take the following core academic curriculum courses:

Language Arts

Language Arts is an integrated course that encompasses reading, writing, grammar, spelling, and speech.

Mathematics

Mathematics is a developmentally appropriate curriculum that utilizes manipulatives, places a strong emphasis on problem solving and encompasses several areas of mathematics.

Science/Health

Students utilize hands-on learning via our state-of-the-art science lab while learning scientific principles and problem-solving skills in science and health.

Social Studies

In fifth grade, students focus upon U.S. history, current events, economics and geography. In sixth grade, students learn about world history and cultures.

ENCORE Curriculum

Students may be involved in the following classes that make up the Encore Curriculum. Please note that sixth grade students participating in the band program will not have the opportunity to take all of these Encore classes. All students will take PE classes.

ART – Eubanks Intermediate School’s art teacher teaches students developmentally appropriate concepts concerning art—the emphasis is hands-on as students explore a variety of art media.

BAND – Sixth grade students are afforded the opportunity to enroll in beginning band.

MUSIC – Fifth and Sixth grade students continue to develop level-appropriate music skills through singing, playing pitched and non-pitched instruments, movement, listening, and learning music theory.

PHYSICAL EDUCATION – Eubanks Intermediate School’s P.E. teacher and teaching assistant focus upon a developmentally appropriate physical education program where students learn about fitness and a variety of physical activities and sports in a non-competitive environment.

QUEST – QUEST is a class offered for those students who have been identified as gifted and talented using CISD eligibility criteria.

DRESS CODE

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. If there is a problem, parents will be called and asked to correct the problem before the student may return to classes. Students will receive one warning when the dress code is violated. After that, students will be sent to the office and a parent will be called.

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*.

Boys:

- Hair should be clean and well groomed at all times but should not extend below the eyebrows or over the top of the collar of a regular shirt. Sideburns may not extend below the bottom of the earlobe.
- Boys should be clean-shaven at all times.
- Boys may not wear earrings.
- No tank tops or muscle shirts will be allowed.
- Students shall not be allowed to wear clothing which has hems that are frayed.
- 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.
- Very short shorts, bike shorts, athletic shorts, etc., are not appropriate for classroom wear. Form-fitting shorts or pants (i.e. bike shorts) are not permitted to be worn alone. If they are worn underneath walking length shorts or pants, the shorts or pants that are worn on the outer side need to be of appropriate length. Our guideline for determining appropriate length is that shorts should be no shorter than first knuckle length.

Girls:

- Dresses, skirts, and shorts shall be at least knuckle length when standing with shoulders in a relaxed position. Low-cut garments are not acceptable. 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. Spaghetti straps are not acceptable.
- Skin should not be seen at the waist at any time 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.
- Leggings and tights do not take the place of pants; therefore, top attire must meet length requirement of dresses, shorts, and skirts.
- Very short shorts, bike shorts, athletic shorts, etc., are not appropriate for classroom wear. Form-fitting shorts or pants (i.e. bike shorts) are not permitted to be worn alone. If they are worn underneath walking length shorts or pants, the shorts or pants that are worn on the outer side need to be of appropriate length. Our guideline for determining appropriate length is that shorts should be no shorter than first knuckle length.
- Students shall not wear clothing that has hems that are frayed, or have holes in the fabric.

Student Body

Anything that attracts attention to the individual or disrupts the orderly conduct of classroom and campus activity is not acceptable.

- Students will not wear slogan buttons or clothing with inappropriate or suggestive slogans or advertising on it. 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. Also prohibited is any clothing or grooming that, in the Principal's judgment, may reasonably be expected to cause disruption of or will interfere with normal school operations.
- Dress for social functions and activities will be determined by the sponsors of those functions and announced prior to the occasion.
- No caps or hats may be worn inside the building except on designated spirit days.
- Undergarments should not be visible at any time.
- Steel-toed boots and wallet chains are not permitted.
- Shoes must be worn at all times.
- Sheer, mesh and see-through garments are not to be worn.

GENERAL INFORMATION

Address Change Information

If there is ever a change in the home address, home telephone number, email address, or parents' places of employment, one of the school's office staff should be notified immediately. Parents should tell the office staff if there is any change in the information listed in the emergency section of the registration card.

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.

Collection and Sales

No collections of any type, for any purpose, may be made in the school by students without the approval of the principal. The sale of any item is prohibited at Durham and Eubanks Intermediate School unless authorized by the principal.

Complaints

EIS: 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 principal or assistant principal can be requested.

DIS: 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. The Durham Intermediate School staff appreciates parental support and interest. We encourage parents to monitor their student's progress, share any concerns, and keep us informed of situations we might not be aware of that might affect their child's learning. You may contact your child's teacher through email or by phone to request a conference. If you leave a voice mail for your child's teacher, she or he may return your call at a conference time or before or after school.

Deliveries

In order to minimize disruptions to the teaching environment, Durham and Eubanks have developed specific procedures to alert students that there is an item in the office awaiting pick-up.

At DIS: Any items brought in must be clearly labeled with the student's last and first names and grade. The office staff will call into the child's classroom 10-15 minutes before his/her scheduled lunch period to let him/her know the item may be picked up in the office after the lunch dismissal. We will make an exception for emergency items, e.g., medicine, prescription glasses.

At EIS: Eubanks will call students down twice a day to retrieve items dropped off in the office. Those times are 10:15 and 3:30. Items dropped off to be distributed to students should be taken to the EIS office by 10:00 am daily in order to be added to the morning call -down list. If a parent is dropping off a lunch, the parent is asked to check in at the office and will then be given a pass to take the lunch and place it on the table provided outside the cafeteria. Please make sure the student's full name is on the lunch.

Field Trips

Field trips are an important part of the curriculum and philosophy of our school. Learning takes place inside and outside the classroom. As a school, our belief is that field trips can enrich and enhance the academic experience at Eubanks.

We believe that field trips are a privilege, not a right. Our expectations for students are that they will be good examples and models for classmates and younger students. If a student proves through his/her personal behavioral choices that they are not responsible to represent Eubanks at the highest level, then he/she will not be permitted to go on the trip. This lack of self-responsibility might be demonstrated through the number of signatures a student accrues, through an assignment to two detentions, or other more severe consequences.

Alternative activities and instruction will be provided to students not attending field trips. Students should come to school during regular hours to participate in these planned alternative activities.

In the event that the school chooses to deny a student from attending a field trip, any funds that are refundable will be returned to the parents as soon as possible.

Lunch

All students in grades 5-6 have a 30-minute lunch period. Students may choose among a hot plate lunch, sack lunch, a salad bar, or a la carte each day. A menu is available on the CISD website. A free or reduced price lunch is available to those children who qualify. Parents may pick up an application in the school office. Students can pay daily or access their *Lunch Money Now* account to use their balance of funds. Parents can pay money on their child's account via the district website.

Money at School

Students should bring enough money for lunch or other necessities each day; however, they are urged not to bring extra money.

Parent-Teacher Organization (PTO)

Parents are encouraged to join and take an active role in the Parent Teacher Organization. Meetings are held on a regular basis and include topics of interest as well as special programs. The PTO sponsors a telephone directory of students and a monthly electronic newsletter. They sponsor several fund raising events a year with the proceeds going to purchase instructional supplies for classrooms and to pay for special programs for students. (Participation in fund raising events is always voluntary.) Information about the PTO is available at registration and in the school office.

Parent Volunteer Program

Both Durham and Eubanks Intermediate Schools have excellent Parent Volunteer Programs. Many parents and friends work in classrooms with students and help teachers prepare learning activities. Others help in the library, office, special classrooms, or on the playground. Some jobs can be done at home by those parents who are unable to come to school to work.

Textbooks

State approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

Transportation

Carroll ISD presently offers transportation to all students who reside within the two-mile radius and choose to purchase a bus pass. 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 which can be revoked.

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.

Bus Safety 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.
3. To have all student misbehavior corrected in such a way that the student accepts responsibility for the misbehavior, learns from the consequences, and maintains the dignity of the student.
4. To affect and maintain positive relations between students, drivers, parents, and administrators.

Bus Safety Rules

1. Passengers shall follow the driver's directions at all times. Should the student need to talk with the driver, a conference should be arranged at an appropriate time through the school administration. During a route is not an appropriate time for a driver to explain or conference with a student.
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. Students must have written permission from their parent(s) to disembark at a stop other than their own.
5. Passengers shall not stand in the bus except to board and leave.
6. Passengers shall not deface the bus and/or its equipment.
7. All bags, band instruments, and other objects must be kept out of the aisle.
8. Arms, hands, heads, legs, and all other objects must be kept inside the bus.
9. Passengers shall not throw objects inside the bus or out of the windows.
10. Passengers shall not possess or use tobacco or illegal drugs.
11. Passengers shall not hold objects out of the window.
12. Inappropriate conduct, such as scuffling, obscene language and gestures, loudness, and 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 inclusive. Those behaviors which occur that are not mentioned in the rules above or below, the driver will use his/her best judgment and may implement the consequences on the bus or write up the incident for the campus 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 directions

Consequences:

- 1st Offense – warning; conference with 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; removal from the 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.

STUDENT ORGANIZATIONS

Student clubs and performing groups, such as the band and choir, may establish rules of conduct as well as 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. At both Durham and Eubanks there are a variety of clubs and organizations that students may join. Clubs will vary from year to year depending on teacher sponsorship and interest. Updated lists are posted on each campus website the first few weeks of school.

STUDENT SERVICES

Counseling Services

Our counselor is provided to assist students in academic planning, solving scholastic problems, and dealing with everyday problems faced by students. Parents are urged to contact their children's counselor whenever they desire.

Health Clinic

The clinic is staffed by a school nurse. Registered nurses promote the health of students by providing emergency care and first aid, vision, dental, scoliosis and hearing screening, counseling on individual health problems, and health education. The nurse is also a health resource for school faculty.

Parents should notify the school by phone if the student is ill, especially if the student has a communicable condition (chicken pox, mumps, measles, infectious hepatitis, impetigo, scabies, lice, etc.). Parents should keep the student home if he/she has a fever (100° or over), diarrhea, yellow drainage of the eyes, an undiagnosed rash, etc.

If a student is injured or ill, every effort will be made to contact the parent. The parent will make arrangements for the student to be taken home or to a physician. Parents must notify the school of changes in home or work telephone numbers and persons to contact in case the parent cannot be contacted. This is important for the protection of the student in the event of an emergency.

Please refer to the *Carroll Student Handbook and Code of Conduct* on the CISD web site (www.southlakecarroll.edu) for specific information about the administration of medicine at school.

Library Services

The library will be made available to the students before and after school. The library provides research and academic support to students and staff on a daily basis.

Locks and Lockers

Every student is issued a hall locker. Students are urged to use the facilities with which they are provided and to keep their supplies in locked lockers. Students should keep locker combinations confidential.

Lockers, as provided by the school district, are purchased, furnished, and maintained by the school district and remain the property of the school district. Students may not write, draw, or place stickers or stamps either inside or outside of lockers. Items of a non-school nature should not be placed or kept in the lockers. The school reserves the right to inspect all lockers at any time for health and/or safety reasons.

Students may be required to share a locker in the event of increased enrollment.

CONCLUSION

This student handbook has been prepared for the benefit of the students and parents of Durham and Eubanks Intermediate Schools. It is not flawless and several changes may have to be made, as progress always calls for change. Surely, something of importance has been overlooked and left out. If you have suggestions for other items that should be included in the future, please contact the school office. Every school has a personality. By working together, we can keep ours positive with a high commitment to excellence.