

2019-2020

Parent and Student Intermediate School Handbook



Eubanks Intermediate School

**500 South Kimball Avenue
Southlake, Texas 76092
817.949.5200
817.949.5252 FAX**

**Mary Stockton, Principal
Nikki Leonard, Asst. Principal
Amanda Garcia, Counselor
Heather Kennedy, Counselor**

Durham Intermediate School

**801 Shady Oaks Drive
Southlake, Texas 79092
817-949-5300
817-949-5353 FAX**

**Mike Wyrick, Principal
Morgan Peccarelli, Asst. Principal
Steven Silvia, Asst. Principal
Susan Hester, Counselor
Andrea Ragnow, Counselor**

Carroll ISD website: www.southlakecarroll.edu

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

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.

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. For the safety and protection of the student, identification of the person signing them out will be required at the Attendance Office. If someone other than the parent or guardian wishes to sign out a student, only individuals listed on a student's emergency contact list in Skyward may check out a child during the school day.

Steps to follow when checking a Student in during the School Day:

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. The student must be accompanied by a parent when signed in at the attendance office.

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 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 to inform us of a student’s absence.
- 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.
- On the second day of absence, the parent or student may request assignments from the campus or teacher if the absences are going to continue into the third day or beyond.

Steps to follow prior to a planned Absence:

Students who have special or unusual absences (that are greater than two days or two class periods) are expected to notify in advance the campus administration. If approved, campus administration will request of the child’s teachers that work be prepared in advance for the student. Teachers are asked to consider that the work to be given ahead of time is readily available and the student can reasonably be expected to complete the assignment(s) without direct instruction. Any assignment offered prior to an absence is due the first day a student returns to school. Absences are not considered special or unusual if they are for vacations, trips, work, babysitting, and non-school-sponsored athletic events and programs.

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.

BIRTHDAY TREATS

Parents who wish to provide birthday treats for their child's class, must coordinate with the student's teacher at least a week in advance of their desired date to provide birthday treats. To help parents with nut-free birthday treats, the District has created the Happy Birthday, Dragon! program. The Dragon Cafes at the intermediate campuses offer several tasty options for class birthday treats. Items from the cafeteria are nut-free and produced on dedicated nut-free lines. The Happy Birthday, Dragon! program offers three package options for treats: Sugar Cookie Party, Hershey's Ice Cream Party, and Pop Star Gourmet Pops Party. For more information about the treat options and ordering information, please visit the District's website in the Departments/Child Nutrition section.

BULLYING

Carroll ISD prohibits bullying as defined in Carroll ISD Policy FFI (Local). A substantiated charge of bullying shall result in disciplinary action. For more information on bullying, please see Carroll ISD Policy FFI (Local) and Carroll ISD Student Code of Conduct.

BUS TRANSPORTATION

Carroll ISD presently offers transportation to all students who 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.

CODE OF CONDUCT

The CISD Code of Conduct is found in the *CISD Student Handbook and 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.

Student clubs and performing groups such as the band and other clubs 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.

COLLECTION AND SALES

No collections of any type, for any purpose, may be made in the school by a student without the expressed approval of the principal. The sale of any item is prohibited at DIS or EIS 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 or 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.

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 or principal can be requested.

CONFERENCES AND TEAM CONFERENCES

The DIS & EIS staff appreciates your support and interest. We encourage parents to monitor their child's progress. Please share your concerns with your student's teachers. Conferences are scheduled by contacting your child's teacher(s).

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 email the teacher to decide on a mutually convenient time.

COUNSELING SERVICES

Two certified counselors are provided at both DIS & EIS 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. Parents are urged to contact the counselor with any concerns or helpful information.

DELIVERIES AT SCHOOL

It is our policy not to disturb classes by either calling students out of class or by having messages or items delivered to class. Only school-related or medical items will be accepted for delivery. Students will be able to pick up such items when most appropriate during the school day. We will not disturb classes, make announcements or deliver items to students with the exception of medical or transportation issues.

No flowers, mums, corsages, birthday balloons, singing telegrams, overnight bags, personal messages not related to school, or food items shall be accepted for delivery during school hours.

Food delivery services, such as Uber Eats or Door Dash, will not be accepted for students at school.

DISTRIBUTION OF MATERIAL

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

DRESS CODE

Grooming

If it is determined a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school.

Dress

If it is determined that a student's grooming or dress violates the dress code or has become a disruption to the learning environment, the student shall be given an opportunity to correct the problem and be sent back to class. Clothing may be available to help the student get back in dress code and return to class. Repeated dress code offenses may result in disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the Student Code of Conduct.

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.

The policy concerning dress and grooming shall be as follows:

Boys:

- Hair should be clean and well-groomed at all times.

- Boys should be clean-shaven at all times.
- Boys may not wear earrings.
- No tank tops or muscle shirts will be allowed.
- Shorts shall be at the first knuckle of a fisted hand and appropriate in proportion to the height of the individual (no compression shorts, i.e., Nike Pro or other spandex only undergarments).
- 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.
- 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:

- Length of dresses, skirts, and shorts shall be at the first knuckle of a fisted hand and appropriate in proportion to the height of the individual (compression shorts, i.e., Nike Pro or other spandex may not be worn as outer garments, but they may be worn as undergarments)
- Low-cut garments are not acceptable. No cleavage should be visible. Foundation garments may be worn but not seen.
- Tops that expose bare midriffs, halter-tops, tube tops, are not acceptable.
- Garments with spaghetti straps (including camisoles or tank tops) require a cover up which meets dress code at all times and cannot be worn alone.
- 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 or compression pants may be worn if top attire meets the minimum length requirement of dresses, skirts, and shorts.

Student Body:

- Anything that attracts attention to the individual or disrupts the orderly conduct of classroom and campus activity is not acceptable.
- Length of shorts must be at the first knuckle of the fisted hand or longer (no spandex compression shorts).
- Students may not wear slogan buttons or clothing with inappropriate or suggestive slogans or advertising.
- Dress for social functions, dress-up days, and activities will be the same as for a regular school day.
- Steel-toed boots are not permitted.
- Wallet chains are not permitted.
- No caps or hats may be worn inside the school building except on designated spirit days.
- Specifically prohibited for school are jean shorts, skirts, or other apparel with rips, tears, or holes above the approved length requirement.
- Specifically prohibited from school are displays of any type of body piercing, with the exception of earrings for girls.
- No visible tattoos.
- Sandals, open-toe shoes, "flip-flops," etc. are acceptable; however, shoes must be worn at all times.
- Pictures, emblems, clothing, or writing on clothing that are lewd, offensive, vulgar, violent or obscene; that depict the occult; that represent gang membership; or that include weapons,

tobacco products, alcoholic beverages, drugs, or any other item prohibited under school policy are prohibited

ELECTRONIC DEVICES

In order to preserve the learning environment, while also eliminating unnecessary distractions, we are asking students to leave all personal communication and electronic devices at home, as the use of these devices by students during the school day is prohibited. Any communication between the student and home during the school day must be made through the school. However, if devices are brought to school, students must comply with the following guidelines:

- Devices are to be kept in the student's backpack or locker during the school day.
- Devices are to be turned off. Placing a device in silent/vibrate mode is not considered "turned off".
- Devices may be used after students have been dismissed from school and exited the building.
- Teachers may request students to bring a device to class to use for instructional purposes. At this time, students may use their devices for these teacher-approved activities.

Students found in violation of these guidelines will have their devices confiscated by the classroom teacher/staff member and turned into the main office.

1st Offense – Device confiscated and returned to student at the end of the day.

2nd Offense – Device confiscated and parent/guardian contacted by the staff member who took up the device. Return device to student at the end of the day.

3rd Offense – Device confiscated and parent/guardian contacted by staff member who took up the device. Parent may pick-up device in the main office at the end of the day.

4th Offense – Parent/Guardian contacted by staff member who took up the device. Student must pay \$15 before collecting device at the end of the school day.

EVACUATION, SAFETY AND 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.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fundraising drives. Complete information regarding district fundraising guidelines can be found online through the district website. Except as approved by the principal, fundraising is not permitted on school property.

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 of the four grading periods. All grades are available via Family Access.

LATE WORK

All late work will be handled according to the Carroll ISD Grading Guidelines Handbook.

LOCKS AND LOCKERS

Every student will be assigned a hall locker.

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.

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.

MAKE-UP WORK

All make-up work will be handled according to the Carroll ISD Grading Guidelines Handbook.

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.

MEDICATION

No medication is provided by the school. Medication request forms may be obtained from the school nurse.

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.

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).

REDOING FAILED ASSIGNMENTS/TESTS

For specific details on redoing failed assignments/tests see Carroll ISD Grading Guidelines Handbook.

SCHOOL HOURS

The first class begins at 8:40 a.m. The last class period ends at 3:40 p.m. All students should be out of the building by 4:00 unless they are involved in a school-sponsored activity or attending extended day.

TUTORIALS

Students will have the opportunity to attend tutorials in all subjects.

VISITORS

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

Lunch period visitation is allowed by parents, grandparents, or other guardians. All other visitors will require prior approval by campus administration. Visitors without prior approval will be asked to leave by campus administration.