

# Student Handbook Campus Supplement



## **McCullough Junior High School Mission Statement**

McCullough Junior High School is committed to creating and maintaining an environment whereby each student is given the opportunity and encouragement to grow intellectually, physically, emotionally, and socially in order to assume a responsible role in today's ever-changing world. Students, teachers, parents, and the community will work collaboratively so that all students will achieve a quality education.

**2017-2018**

## WHAT TO DO IF...

### STUDENTS:

#### You are late to school...

- If you arrive late to school (after 8:50 a.m.) you need to report to the front desk. If you arrive after 9:00 a.m. you will need to have a parent/guardian sign you in.

#### You are late to class...

- If you are tardy to class—go directly to your classroom. The teacher will mark you tardy.
- If another teacher or a member of McCullough staff has caused you to be late to your next class, it is your responsibility to secure a pass to be admitted to your next class. Try to develop good attendance and punctuality records.
- Any student who is late to a class more than 15 minutes will be considered truant.

#### You are absent...

- Have a parent or guardian CALL the attendance office to report your absence.

#### You are returning after an absence...

- If your parent or guardian did not call to excuse your absence, report to the Front Office with a note from a parent accounting for your absence.
- If your parent or guardian called, you may report directly to class.

#### If you want to leave school early...

- Turn in a SIGNED NOTE FROM YOUR PARENT/GUARDIAN to the Front Office when you arrive in the morning. Be sure that your note contains a parent or guardian telephone number, and/or the name and telephone number of the attending physician or dentist. After verification, the attendance office will issue you a pass to be released from your class at the appropriate time. Prior to leaving school, you must check out at the Front Office. A parent/guardian must come in the building to check a student out.

#### You lost a textbook or personal items...

- Check in the lost and found bins in the Cafeteria before school, at lunch or between classes. For Electronic devices check the Assistant Principal's office in A102.

#### You find a textbook or personal article that is not yours...

- Turn in the article to the grade level office.

#### You want to leave your classroom...

- Always get a signed pass from your teacher. No student should be in the halls without a signed pass.

#### You want advice about schedules or courses...

- See your counselor—make an appointment by stopping by the counseling office between classes during the passing time. If making an appointment is going to cause you to be late to your next class, be sure to ask the counseling office for a pass.

#### You get hurt or become ill during school...

- Get a permit from your teacher for the clinic. If you become ill during lunch or a passing period, report to the grade level office for a pass.

#### You have a conflict with another student...

- Seek assistance from a staff member. Do not take matters into your own hands.

#### You witness someone committing what you believe to be an illegal act against you, another person or the school...

- Seek the assistance of the nearest staff member, file a report with one of the CISD Police Officers assigned to McCullough campus, or report the incident by calling the Crime Stopper telephone number (1-888-KID-CHAT) or (936-543-2428).

#### You want to withdraw from school...

- Begin the withdrawal procedure in the Registrar's office—a parent must be present.

#### You want to get a message to a student...

##### (Parents and other students)

- Messages are delivered in emergency situations only. In that event, contact your students grade level office. If you need to let your student know about a change in the after school transportation plan, contact the receptionist who will relay the message about the transportation change to the student. Please note that all transportation changes must be received before 3:30 p.m.

### PARENTS:

#### My student needs to take a prescription or non-prescription medication at school...

- A parent must bring the medication to school and sign it in with the school nurse. The medication must be in its original container with the

students name on it. The dosage must be included in the information.

- No student should carry any type of medication with him/her to school, during the school day or on the bus without the nurse's permission.

- See the CISD medication policy contained in the handbook.

#### My student forgets to take something to school...

- Bring the item to the front office so that it can be delivered to him/her. Students will not be allowed to call home unless it is an emergency.

#### I need to talk with one of my students teachers...

- Call the school receptionist. If the teacher is not available at that time, a message can be left for the teacher. Under normal circumstances, your call should be returned during the teacher's next conference period. If his or her conference period has already passed for the day, the call may not be returned until the next day's conference period. If you wish to arrange a conference with your student's teacher(s), please contact the counseling center.

#### I'm going out of town and leaving my child in the care of another adult...

- Contact your students grade level office with the name and phone number of the person who will be caring for your child. Also, leave a phone number where you can be reached out of town.

#### My student would like to bring a guest to school...

- For the safety of all of our students, we do not allow guests or students from other schools to visit our campus during the school day.

#### I want to eat lunch with my child...

- Students are not permitted to leave campus for lunch. However, parents may have lunch at school with their children.

#### My student's sibling or student of another school wants to come to McCullough to watch a performance...

- Students of other schools are not permitted on our campus during regular school hours.
- If a parent wants to bring a sibling on campus, they may but the sibling must be with the parent at all times as well as sign in at the front office.
- No McCullough student may go to another CISD school during the regular school hours without the approval from that campus.

## ACADEMIC/INSTRUCTION

### *"Academic Excellence – The Tradition Continues"*

#### Grading

##### Progress Reports to Parents

Reports on student progress may be obtained by parents through a variety of approaches: parent-teacher conferences; telephone conference; written messages, Parent View-It, and through report cards which are issued on a nine-week basis. In addition to these mediums, a three-week written progress report will be provided at the end of the 3rd, 6th, 12th and 15th week of each term. A combined progress report will be sent home the following Wednesday after the end of the specified time. All classes will be shown on one progress report for ease. Students not being successful will receive a detailed progress report from that teacher. A parent may call and request a detailed progress report from each individual teacher. Parents and students are encouraged to contact the appropriate teacher whenever there is a question or concern. See website for Report Cards and Progress Reports for specific dates.

##### Report Cards

Each semester is divided into two nine-week increments. A report card will be issued at the end of each nine-week period. A student's report card will be mailed and can also be viewed by accessing the Parent View-It system via [<http://www.conroeisd.net>]. Signing up for this also adds parent's name to the list to receive the emailed school newsletter.

Nine-week grading is determined as follows:

Major Grades (Exams, Projects).....60 percent  
Daily Grades.....20 percent  
Quizzes, labs.....20 percent

Each nine-weeks grade will account for 45 percent of their grade. A final semester exam worth ten percent will be administered each semester. High school final exams will count 20 percent. Final semester averages will be determined as follows:

First nine-weeks ..... 45 percent  
Second nine-weeks ..... 45 percent  
Semester Exam..... 10 percent  
100 percent

Grade breakdown will be assigned as follows:

90-100 A  
80-89 B

75-79 C  
70-74 D  
Below 70 F

Final exams are scheduled for the last four days of each semester. It is critical for students to be present at during these times.

## SCHEDULE

Students in the 7th and 8th grade will attend four classes and an advisory period each day. Every student will have Mathematics and Language Arts every day. One day they will have both Mathematics and Language Arts for 90 minutes, and on the opposite day they will have each class for 45 minutes. All other classes will meet on an every other day basis. The advisory period is an opportunity for students to work on assignments, receive extra help, listen to announcements, and attend club or group meetings take place at this time. Students will attend lunch during their third period class.

### Bell Schedule

1st Block	8:50-10:17	Split 9:32
2nd Block	10:24-11:48	Split 11:05
3rd Block	11:55-1:49	Split 1:02
A Lunch	11:48-12:18	
B Lunch	12:18-12:48	
C Lunch	12:49-1:19	
D Lunch	1:19-1:49	
Advisement	1:56-2:23	
4th Block	2:30-3:55	Split 3:13

## COURSES OF STUDY

To meet the diverse interests and needs of McCullough students, the school offers a challenging and comprehensive curriculum. Several academic levels and content areas are available so that a student can mix and match course content and level to individual goals, interests and abilities.

The Conroe Independent School District provides quality instruction for each student in the District. Attention is given to the student's performance in previous courses; the difficulty level of the courses; and any special learning needs. The McCullough curriculum is designed for students who plan to attend colleges or universities, technical schools or enter the work place upon graduation.

The regular curriculum is college/university preparatory and includes challenging content material, study skills, critical thinking skills and problem solving utilizing state adopted textbooks, media, and computer technology. Teachers have high expectations for student performance in all courses.

For the student who must have a modified curriculum, courses are developed around the state mandated curriculum stressing mastery of specific essential elements or objectives and study skills. Specific criteria exist for placing a student in a modified curriculum. These courses are designed for the student who has not satisfactorily achieved learning and requires special assistance in small classes. Students whose academic needs are addressed through special education classes earn credits toward graduation based on the specifications in the student's Individual Education Plan (IEP).

Tutorial sessions are available for the student who is having difficulty in a particular class, or is making a grade of 70 or below, or simply wishes help in certain areas. These sessions may be offered during the school day, before school, after school, or on Saturdays. The student will be notified of the location and times. Students are encouraged to seek assistance from their regular teachers.

For the 7th and 8th grade student who has not yet mastered the STAAR examinations, special pull out programs will be used to assist students in mathematics and reading. The program will take place during a students elective classes throughout the year. Students will be identified and parents notified of this placement at the beginning of the year.

### Academic Courses

Incoming seventh grade students are assigned to classes that are identified as Regular (R) and Pre-Advance Placement (Pre-AP). Incoming eighth grade students are identified as Regular or Pre-Advance Placement (Pre-AP). All classes are college preparatory. All students are placed into the appropriate level based on criteria set by each academic department. Gifted and Talented (GT) students must qualify for the GT program based on the criteria set by the district. All identified GT

students will automatically qualify for the Pre-AP program in the specific areas of study in which they are identified. Students are expected to be successful in the class that meets their ability. All students in an advanced program are expected to meet all course expectations with a minimum of 70 percent. Any student failing to meet this expectation will have his/her parents contacted, and the student will be encouraged/required to be placed in the regular program for the next school year.

### Course Selection

All McCullough students entering from Intermediate school or a current 7th grade student should have made 7th and 8th grade course selections in the spring of their 6th or 7th grade year. All students and parents had the opportunity to select elective choices as well as discuss academic placement with school personnel. All 8th grade students will develop a four-year plan in preparation for entering high school. The school counselors will begin this process in the Spring semester.

Each student will take the following courses while at McCullough Junior High School:

#### 7th Grade

Language Arts (2 Semesters)  
Mathematics (2 Semesters)  
Science (2 Semesters)  
Texas History (2 Semesters)  
Physical Education (2 Semesters)  
Electives - 4 (1 Semester)

#### 8th Grade

Language Arts (2 Semesters)  
Mathematics (2 Semesters)  
Science (2 Semesters)  
U.S. History (2 Semesters)  
Electives - 6 (1 Semester)  
Physical Education (1 Semester)

Some courses have pre-requisites and must be taken prior to signing up for that course.

### Review of Common Assessment Exams

Examinations and tests administered by McCullough and most secondary schools are part of a larger body of common assessments developed for accuracy and quality instruction of the Texas Essential Knowledge and Skills (TEKS). These confidential exams, and parts of exams, are utilized among our staff within common departments, as well as other CISD Fjunior high campuses. After taking an exam in class, students will review "stumble sheets" with their instructor to correct any mistakes made and emphasize re-learning of missed material or questions. Should you like to review an exam in person with your child's instructor, please contact the instructor directly.

### Gifted and Talented (GT)

The GT program offers courses that are accelerated and enriched in content. These courses are designed to prepare students to enter college with a sound background in subject content, learning strategies, thinking skills and work ethics. GT level courses are offered in Language Arts, Science, History, and Mathematics. Admission to GT course work is based on student interest, motivation, and academic achievement. A qualification process has been determined and set by the school. Gifted and Talented students will be automatically placed in pre-AP classes unless otherwise requested.

## SPECIAL EDUCATION SERVICES

McCullough Junior High School follows all state and federal guidelines with regard to Special Education services. Any student in the special education program will have IEP's and Modifications that will be followed by the appropriate teachers. Each student will have an annual ARD meeting in order to examine the IEP's and develop new ones in order to challenge all students receiving services. ARD meetings should be convened when a change in placement, modifications, or IEP's will take place. If there is a questions regarding the students performance, please contact the teacher first.

We offer an informational notebook to help parents understand the ARD paper work. You may contact the diagnostician for a copy.

If you feel that your student may be having difficulties in class and would like your student to be screened for special education services, contact the counseling center for more information.

McCullough Junior High School has a team of teachers and administrators to review each application and assure that all steps have taken place prior to the special education referral to allow the student to be in the least restrictive environment. The team is called IAT (Intervention Assistance Team)

### Homebound Instruction

Students who are seriously ill for an extended period of time may be eligible for homebound instruction.

A parent should request homebound instruction when a student is seriously ill and the doctor provides a written opinion that the student will require the services of a homebound teacher. The student must be unable to attend regular classes at school and need homebound services for a period of four weeks. The student must, however, be free of infectious disease, and there must be an adult in the home at the time of the teacher's visit. Parents should apply to the counselor for the homebound teacher as soon as the need is determined. For a student who will need to be absent for fewer than four weeks and for at least three days, make-up work from the campus teacher can be secured by the calling the front office.

### Physical Education Restrictions

Students may find themselves restricted from physical activity for the physical education class. For permanent restrictions, a member of the health care profession who is licensed to practice in the State of Texas shall provide written documentation to the school as to the nature of the impairment and expectations for physical activity for the student. For temporary restrictions, a member of the health care profession who is licensed to practice in Texas shall provide the written documentation of the nature of the temporary impairment and the expected amount of time for recovery. During recovery time, the student shall continue to learn the concepts of the lessons, but shall not actively participate in the skill demonstrations. An alternative written assignment may be given in order for the student to receive credit and a grade for the unit or class.

Students may take only one P.E. or P.E. equivalent course during a semester.

### COURSE CREDIT

Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for the course.

### PROMOTION

To be promoted a student must receive credit in three of four core subjects (language arts, math, science, history). Two of these credits must be language arts or math.

Eighth grade students must also pass both the 8th grade STAAR Reading and Math exams.

A student must also attain an overall average of 70% or above in all courses taken.

### SUMMER SCHOOL

Summer School courses will be offered for students who fail core courses during the regular school year. More information will be available in late spring of each year.

### TUTORIALS

- Individual teachers provide special help for their students upon request.
- Teachers will arrange with students for tutorial time in the mornings.
- TWHS Honor Societies provide tutorials for students experiencing difficulty.
- Math and Language Arts tutorials will be offered as well as giving emphasis on STAAR.
- When funding is available, study skills sessions may be made available.
- Announcements will be made at the beginning of the year about the availability of tutoring.

### SCHEDULE CHANGES

The student must submit a request to the Counselor to make a schedule change. Schedule changes will be considered only under the following conditions:

- Overcrowding in a class.
- Correcting an error in the schedule.
- Extenuating circumstances approved by the principal.
- No changes in a student's schedule will take place unless approved by the principal.

No other change request will be honored.

### ACADEMIC/TEACHER CONCERNS

The following steps should be taken to resolve situation regarding Academic/Teacher concerns:

1. The student should talk to the teacher about the concern.
2. The parent should email or phone the instructor.

3. The student and/or parents should request a conference with the teacher.
4. If the concerns are not resolved, request a conference with the counselor and the teacher.
5. If still not resolved, request a conference with the assistant principal and the teacher.
6. The final step would be a conference with the principal.

*Please note that a parent with a concern will be directed to the appropriate step.*

### TEXTBOOKS

Textbooks are checked out directly from the assistant principal's office A100. Students are required to write their names in the space provided in the front of the book, and to keep books covered at all times. Students and/or parents are required to pay for books lost, damaged or stolen.

Some teachers may check out books, usually supplemental books used in departments, directly to students. Textbooks found should be returned to the Assistant Principals office. The Assistant Principal will notify the student who lost the book that it has been returned. Lost textbooks should be reported to the Assistant Principal's office immediately after discovering the loss.

Delinquent charges assessed for lost/damaged/stolen textbooks must be cleared before a student's record can be completed. A student whose textbook record is not clear will not be issued any additional textbooks until delinquent charges have been collected.

Missing textbooks must be paid for before a new book will be issued. Carelessness may be costly! Workbooks are given to students in various classes. If a student loses, etc. a workbook, the replacement cost is \$10.

### McCULLOUGH JUNIOR HIGH TEST RETAKE POLICY (Science, Social Studies, Math, Electives)

1. At a minimum, students will be given the opportunity to retake one test each nine weeks in a level class or one each semester in a Pre-AP class.
2. The maximum retake grade that students can earn is a 75.
3. Teachers may choose to take the higher of the two grades (the original test or the retake). If a teacher automatically takes the retake grade, instead of the higher of the two, then the student has the option of writing VOID on the retake before they turn it in if they feel they did poorly. In that case, the student's original score stands. That does, however, count as the 9-week/semester retake.
4. For the retest, teachers have the option of giving the same test or creating a new assessment.
5. Due to the nature of some assignments and lab practicals, teachers can limit which tests can be offered for retakes.  
*Note \* - Language Arts classes do not allow retakes.*
6. It is up to the teacher as to when the retakes will be offered (immediately following a test or at the end of the grading period), but it is expected that retakes will take place before or after the school day.
7. Teachers may choose to require tutorials or additional review work prior to the retake.
8. There are no retakes on semester or final exams.

\* Retakes are not allowed in instances where the student was cheating on the first administration of the test.

### ATTENDANCE INFORMATION

Official state attendance (ADA) will be taken each day during PERIOD-2 at 10:30 a.m. McCullough attendance accounting is completed each period to determine course credit eligibility.

Regular attendance is required of all students. All cases of irregular attendance will be investigated. When a student is absent from school for one or more periods, a parent or guardian must CALL the ATTENDANCE OFFICE by 10 a.m. on the day of the absence stating the reason and duration of the absence. This call will help avoid the student's delay in returning to class. When a parent contact has not been made with Attendance Office, the student is required to bring a written excuse signed by a parent or guardian. In the case of forgery of an excuse note and/or call, disciplinary action will be taken. Students should deposit excuse notes at the Attendance Office before school on the day they return to school from an absence.

If parents do not call or if students do not bring a note on the day they

return, they will have one additional day to complete this required documentation. After the additional day, the absence will be considered unexcused.

If a note or telephone call has not been received prior to the absence, every attempt will be made to notify a parent of the absence on the same day.

The school will file truancy charges on any student and/or parent that have excessive absences. The school will determine the merit of each case on an individual basis.

### **Time Limit for Excusing Absences**

If a student's parents do not contact the school or the student fails to bring a note from his/her parents or guardians upon returning to school, the student has one more day to have an absence excused. After that additional day, the absence will remain unexcused. Leaving early for a vacation is not an excused absence.

### **Co-curricular Absences**

Students who wish to participate in co-curricular activities that will require them to miss class time during the school day are required to have satisfactory conduct and be passing all classes that are to be missed.

### **Student Absence Make-Up Classes**

In order to assist in making up classes missed due to absences, the school provides alternative ways for students to make up work or regain credit due to absences. Make-up classes are held on Monday through Thursday for 1 hour, and on Saturdays for 4 hours.

### **Excessive Absences from a Former School**

Students enrolling in school during a semester with excessive absences from their previous school are entering with the possibility of credit loss unless the time is made-up according to the requirements established in these policies.

### **Excused Absences**

Refer to the CISD Secondary Student Handbook: Section Attendance and Absences.

### **Unexcused Absences**

An absence for any reason other than those listed under "EXCUSED ABSENCES" shall be classified as unexcused. Absences that are initially classified as unexcused may be changed to excused if the parents send a note (stating the reason) within two school days after the absence. The Principal may review reasons other than those above and approve on a case-by-case basis.

### **Field Trip Absence**

Students participating in a field trip during school hours will not be counted as absent for the class taking the field trip. Work missed for such activities is eligible for make-up, as are days missed for UIL competitions. Prior approval must be given for all students participating in a field trip. The sponsor/coach will notify all staff of the field trip or competition and the students that will be participating. They will also file a trip form with the registrar and principal's secretary. Students who are failing any class may not participate in a field trip or UIL activity that will cause them to miss a class in which they are having difficulty. It will be the responsibility of the teacher or coach sponsoring the field trip or UIL activity to notify all staff members of the trip. It is the responsibility of the individual teacher to notify the sponsor/coach of a student that does not meet eligibility. Students who are failing a class do not have permission to miss that class for a field trip or UIL activity during school hours.

### **Leaving During the School Day**

Students that are leaving during the school day need to do the following:

1. Bring a note from the parent or guardian to the front office before 1st period.
2. The note should include who will be picking up the student, the time and the reason for dismissal, and a phone number.
3. Student will then receive a dismissal slip to be shown to their teacher at requested time.
4. Student will then report to the front office at their dismissal time.
5. Parent or person picking up is required to come into the front office to sign out the student before student leaves the school.

### **To Leave School Early Due to Illness**

If a student becomes ill while at school, the student should get a permit from his/her classroom teacher to go to the clinic. Under no circumstances are students to leave school without proper authorization. Students are not to use their cell phones to call home for illness, etc. The clinic will notify parent or guardian if a student is ill or needs to go home.

Students are not to go and stay in the restrooms, etc. if they feel ill. If they do so, they will be considered truant.

*Note: A student leaving school for any reason must sign out at the Front Office. Failure to follow the procedure will warrant disciplinary action for truancy.*

### **Early Dismissal Policy**

Parents are requested to not pick up students between 3:35-3:50 p.m. due to the normal traffic congestion that occurs during end-of-school-day dismissal.

### **CISD Closed Campus Policy**

Once a student arrives on campus for the school day, he/she will NOT be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's appointment, orthodontia, illness, etc.) other than a school-sponsored activity without checking out through the Attendance Office will be subject to disciplinary action. Check out procedures must be followed even if the parents are aware that the student is leaving.

CISD Board Policy prohibits students from leaving the campus during the school day (including lunch) unless the parent and school administration have given proper authorization.

### **To Return to School After Leaving Early the Previous Day**

When leaving school early for an appointment the Attendance Office will issue you a permit. Return this permit, along with verification from the health professional, to the Front Office when you return to school. This procedure must be completed PRIOR to the beginning of the first period.

### **Requests for Assignments**

On any three or more consecutive days of excused absences, a student may request assignments by contacting the receptionist. Assignment sheets, textbooks and materials may be picked up after 24 hours from making the request. Many of the assignments can also be found on the McCullough Junior High School home page under the teachers website.

### **Make-up Work**

Students will be given the opportunity to make up work missed due to any absence with the exception of truancy, i.e. skipping school. Truancy is the absence of a student from school without the permission of the student's parent or guardian. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. For any work assigned during a student's absence, the student will be permitted one day for each day of absence to complete that work. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments prior to the absence. Long-term assignments are due even if the student is absent on that day. Students should make arrangements to have long-term assignments turned in on the date due if the student is unable to do so because of an absence.

## **SCHOOL SERVICES**

### **Counseling Center**

The counseling center is available to parents and students needing assistance in academic, personal, or social situations. The following is a list of services offered by the counseling center.

- Academic counseling
- Short term Crisis counseling
- Scheduling / facilitating conferences and staffings
- Referrals to appropriate school and/or community programs and agencies
- Small group presentations
- Parent information
- Student information
- Referral to Special education, 504, and Gifted and Talented

Students wishing to speak with a counselor should stop by the counseling center between class, before school, or after school to sign up. The counselor will then initiate a pass to arrange a conference. In the case of an emergency, the student should obtain a pass from the teacher to go directly to the counseling center.

Parents wishing to speak with a counselor should call the Counseling Center and ask to speak to their child's counselor. The counselor will talk with you if they are available at that time. If they are not available, a message will be taken and the call will be returned as soon as possible.

Information that a student shares in a counseling situation is considered confidential unless the student suggests harm to him/her self or to

others. In that case, the parents and/or appropriate agencies will be contacted immediately.

### **Library Media Center**

The library strives to supply students with the best sources for research, learning, and personal interests, as well as materials for reading enjoyment. Student suggestions for purchases are always welcome.

Library hours are from 8 a.m. to 4 p.m. Monday through Friday. Students are required to have a pass to enter the library throughout the school day.

Books may be checked out for two weeks, after which a fine will be issued for each day the book is overdue. Students who do not clear their library record will have report cards held. During class research, related books will be placed on "hold" until the assignment is completed so that all students have access to all pertinent materials.

Students are responsible for bringing money for copying materials.

Food and/or drinks are not allowed in the library at any time. Appropriate conduct is expected at all times. Students who do not conduct themselves properly will have their library privileges revoked.

## **SCHOOL OPERATING PROCEDURES AND RULES**

### **McCullough Campus**

The McCullough School campus includes all CISD property at 3800 S. Panther Creek and those areas immediately adjacent to it including Creekwood Park and the bus stops.

### **Afternoon Car Pick Up**

McCullough offers two locations for afternoon car rider pick up. We have pick up on the front main south covered patio area as well as the west side northwest corner athletic area. The most important item at pick up is safety. In order to pick up your child on the west side, you must either have him/her load along the curb (much preferred) or have the parent/guardian come to the crosswalk by the door to take your child. Encouraging your child to exit the building quickly to your pick up location at 3:55 p.m. will help you and the rest of the parents/guardians in line move much faster. Pulling up as far as you can allows loading the maximum number of students and facilitates a smooth and quick loading of students. Additionally, please do not talk on your cell phone in the line or parking lot while moving in order to ensure maximum safety for all.

Due to safety issues, there is no student boarding on Panther Creek Drive at the end of the school day. All student boarding or pick-up should be inside the front horseshoe or the northwest corner of the building in the designated student pick-up area.

A reminder that Texas State Law prohibits the use of cell phones in a school zone during the posted school hours.

### **Arriving on Campus in the Morning**

Students should not arrive or enter the school before 8 a.m. unless they are involved in a before-school activity. Teachers begin supervising student areas at 8:05 a.m. For their safety, students should not be dropped off at school prior to that time unless they have an appointment or a scheduled extracurricular activity where they will be supervised. All car riders should be dropped off at the west end of the building or at the front door.

Once students arrive on campus, whether from the bus or private transportation, they may not leave (even to cross the street) under penalty of discipline. All students arriving before the first bell must report directly to the cafeteria.

### **Articles Prohibited in School**

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, laser pens, yo-yos, etc., if brought to school are undesirable and will be impounded and appropriate disciplinary action will be taken. Parents are requested to help students understand the necessity for such regulations.

### **Assemblies**

Assemblies are intended to be informative and instructional. Students are to behave in a responsible and respectful way at all assemblies. When possible, seating will be assigned for assemblies and students are required to sit in the assigned seating.

### **Assigned Area**

Students are expected to be in the assigned student areas before and after school.

1. **Morning** - in the cafeteria or an area authorized by a school staff member.

2. **Lunch time** - students are to report and remain in the cafeteria area during their assigned lunch period.
3. **After school** - students are to:
  - a. Go to the cafeteria to wait for their bus arrival
  - b. Exit to the bus ramp when their bus number has been flipped.
  - c. Students should exit the school when the bus arrives and go directly to the bus.
  - d. Car riders need to go to the pick-up area as quickly as possible.
  - e. Walkers should exit the building as quickly as possible.
  - f. Students not riding the bus should not go or be in the bus ramp area.
  - g. Go to after school activity ( tutorial, Detention Hall, etc)

Failure to follow the above rules will result in Detention Hall assignment.

### **Backpacks or Large Carry Items**

Backpacks, sack packs, etc may be used to carry books to and from school. However, students are not permitted to bring these items into the classrooms. Carry items that do not exceed the 11"x14" size limit may be brought into the classrooms. A poster is available in the classrooms that indicates the maximum size of allowed carry items.

### **Bus Changes**

Students are expected to ride their assigned buses. If a student needs to ride another bus on a particular day, they must bring a signed note from their parent with the following information.

- Date
- Bus # and who they will be riding with.
- Parent signature and phone number where they can be contacted.

The note should be brought to their AP's office in the morning. If all requirements are met a bus pass will be issued for that day. Requests made after 3rd period will be denied.

### **Cheating/Violation of Testing Procedures**

Any type of unauthorized communication or sharing of information or materials with others (verbal, nonverbal, or written) is considered cheating. A student should follow all of the individual teachers testing procedures. consequences. Students are not to leave the classroom or take home a test without permission of the teacher. All students involved will receive consequences.

### **Class Dismissal Procedure**

The bell at the end of a class period is the signal for the teacher to end class. In most instances, teachers will attempt to close instruction just prior to the bell so that students will have a full passing period to get to their next class. There may be, however, instances where instruction goes right up to the bell. Please be reminded that, at all times, the teacher will dismiss students from class, not the bell.

### **Co-curricular/Extra Curricular Dress & Grooming**

The principal (or designee), in conjunction with the sponsor, coach, or other person in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

1. Creates a hazard to the student's safety or to the safety of others; or
2. Will prevent, interfere with, or adversely affect purpose, direction, or effort required for the activity to achieve its goals.
3. Interferes with the reputation and standing of the group or school.

Violation of the policies set by the program may result in suspension or removal from the program or activity.

### **Deliveries:**

Students are not allowed to receive deliveries such as flowers, balloon bouquets, stuffed animals, etc. If these items are sent to school, the student will not receive these items until the end of the school day. They will pick it up in the front office. All other items delivered to school must be brought to the front office drop off room.

Students that bring or are given items by fellow students such as flowers, balloon bouquets, stuffed animals, etc. are not to carry them during the school day. These items should be put in the students locker or taken to the front office where they can be picked up at the end of the school day. We make no assurances that food or other items dropped off at the P.T.O. office will successfully be delivered to the student. Items left at the P.T.O. office are dropped off at your own risk.

### **Dress and Grooming Policy**

#### **General Information**

It is essential that school guidelines be such that an atmosphere of learning is created. Dress regulations should discourage the extremes and

the fads that may lead to disruptions. Such regulations will provide appropriate standards for the general appearance of students, foster good physical and mental health, and encourage students in appropriate dress habits.

The faculty and the administration will enforce the policy governing dress and grooming uniformly. It shall be the responsibility of the professional staff to determine the appropriateness of attire for all school occasions. All students have the responsibility to wear clothing that contributes to their own health and safety as well as those of others.

The following policies have been reviewed, enhanced and approved by a Site-Based Advisory Committee. Membership on the committee includes parents, faculty, and community members.

Students are required to be clean and well groomed, and their dress must be modest and non-disruptive.

#### **The STUDENT'S dress and grooming:**

1. Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
2. Shall not create a health or other hazard to the student's safety or to the safety of others.

If the student's dress or grooming is objectionable under these provisions, the principal (or designee) shall request the student make appropriate corrections. If the student refuses, the principal shall notify the student's parent or legal guardian and request that person make the necessary correction. If both the student and parent or legal guardian refuses, the principal (or designee) shall take appropriate disciplinary action. A minimum of one (1) detention will be assigned for knowingly violating the dress code. If the dress or grooming of a student is immediately impeding the educational process, the student will be placed in ISS for the day or until the infraction is resolved. Students may be suspended for a period of time determined by the principal (or designee) for violations of the dress code. All students shall be accorded due process safeguards before any disciplinary action may be taken. (CISD Policy FNCA-2)

Repeated violations may cause additional appropriate disciplinary action to be taken.

#### **Dress and Grooming guidelines**

The following outline shall serve as a guide for junior high school students. However, any form of dress or hairstyle that the principal or designee deems to be disruptive to the educational process or to create a potential health or safety hazard, will not be allowed. "Appropriateness of dress and appearance", will be determined by and enforced by the administration on an individual basis.

1. For reasons of health and safety, shoes must be worn.
2. No student may wear articles of clothing that are considered distracting, unsafe, offensive, revealing, or suggestive (direct or indirect references to obscenities, alcoholic beverages, narcotics or other prohibited substances, or violence). No student may wear badges, patches, decals, safety pins or emblems of any kind or in any place that may be offensive to others or that may expound or advocate the use of prohibited substances or actions.
3. Hats (hoodies worn over the head is considered a hat), headbands, or bandannas are not allowed on campus from the time students arrive on campus in the morning until they leave in the afternoon. Items worn will be taken up and can be claimed by the parents or returned to the student at the end of the school year. A minimum of one detention will be assigned for the violation of the hat/bandanna policy. Repeated offenses will incur additional disciplinary action.
4. Visual body piercing except for ears is prohibited. This would include but is not limited to the face, arms, and tongue. Only stud type earrings are permitted for boys.
5. Hair color must be of a natural human color, uniform in color throughout, and should not be a distraction to the educational process.
6. Extreme hairstyles (i.e. Mohawks, etc.) are prohibited.
7. CHAINS of any length or size (including wallet chains) are not allowed.
8. Students may not wear boxers, pajama pants, novelty slippers, or any type of sleeping clothing to school.
9. Contact lenses or eyewear must be of a naturally occurring, human eye color.
10. Writing on arms, etc.—students are not to write on themselves or other students at any time.
11. Writing on clothing—students are not to write on their clothing or

other student's clothing at any time.

12. Clothing with hoods—hoods should not to be worn to cover a student's head at anytime during the day.
13. Clothing should be appropriately worn so that under garments are not visibly exposed.
14. Clothing with cut-off hems and/or tears above the student's finger length when the arm is positioned at the student's side are not allowed. Excessively large holes are not allowed anywhere in clothing including above or below the fingertip length.

#### **Pants and Shorts**

1. Shorts must not be shorter than fingertip length when the arm is positioned at the students side, and must not fit too tightly. In addition, the entire bottom hem of the shorts must be at or below the finger tip length.
2. Boxer shorts and bicycle shorts are not allowed.
3. No tight pants, stretch pants, tights, leggings, etc. are allowed unless worn with a skirt, dress or shirt of appropriate length (at or below the fingertips).
4. Baggy or sagging oversized clothing or clothing with oversized pockets is not allowed.
5. If it is deemed that there has been disregard of the dress code guidelines outlined earlier in this policy, the privilege of wearing shorts may be revoked.

#### **Skirts and Dresses**

1. Skirts, dresses, etc. must not be shorter than the fingertip length when the arm is positioned at the students side, and they must not fit too tightly. If the skirt, dress etc. has a slit, the slit must not be above the finger tips.

#### **Shirts and Blouses**

1. Shirts and blouses worn untucked must be long enough to be tucked in.
2. Shirts, blouses, tops, etc. must be appropriate for school wear. The following is not appropriate school wear:
  - a. Backless or see-through shirts, blouses, etc.
  - b. Muscle shirts, basketball type shirts may not be worn unless worn over a shirt that meets dress code
  - c. Shirts and blouses over-vest or shirts worn over another shirt etc. must not be see through.
  - d. The shoulder straps of an outer garment should be at least three fingers in width and must cover undergarment straps.

*Note: Any form of extreme or conspicuous dress/appearance that disrupts the educational process will be subject to corrective or disciplinary action. The administration has the right to evaluate any current fashion or fad and determine whether it is appropriate for school wear.*

#### **Electronic Devices**

The policy for the use of electronic devices includes, but is not limited to the following: cellular phones, paging devices, laser pointers, radios, video cameras (digital and/or film) I pods, E readers, headphones, ear buds, google glasses, and other electronic devices.

1. These items must be turned off and put away between 8:50 a.m. (or when a student enters the classroom) and 3:55 p.m. An exception to this rule is that e-readers may be used in the classroom with teacher permission if they are part of the classroom instruction.

Electronic devices may not be seen, used, or heard in the classroom without explicit teacher permission and in accordance with each teacher's rules and guidance. Students may not use the device for any other purpose during the specified time period.

Activities involving cell phones or other electronic devices will have alternative participation methods to ensure the involvement of all students. Having such a device is not a requirement.

2. These devices are not to be on or used for any reason. No calls, no ring tones, no texting, no listening, reading or playing of any kind between 8:50 a.m. and 3:55 p.m.
3. Violations of this rule will result in the item being picked up, a referral written, phone sent to A.P. office, and detention hall being assigned. The student will get the item back when they have met with an A.P.
4. The use of cell phones, etc. to take pictures on school property is prohibited. Students violating this rule will receive Saturday Detention Hall or Suspension, and parents will be required to pick them item up.
5. Any use of cell phones during a testing time will result in a "0" on the test, assignment to Saturday Detention Hall, and a parent will be required to pick up the phone.

6. The use of cell phones to call home, etc. during the day is prohibited. Permission can be granted from the Administration, clinic and other staff members for student to use phone for such a reason if there is a specific purpose. Failure to comply will result in two days BSD
7. Detention Halls-All types of electronic devices (cell phones, ipods, etc.) are to be off when students enter the Detention Hall room and remain off until the students leave the Detention Hall room.
8. All phones, etc. are to be put away and off in the locker rooms. Any use of a phone, etc. in the locker room could result in a minimum of detention to a maximum of suspension.

\* *These items are very high risk items for theft in school. Bring these items at your own risk.*

**Cameras** - video or still cameras are not to be brought to campus at any time unless permission from the appropriate AP grade-level office.

The use of camera or cell phones to take pictures or video without the authority of the students' teacher or school administrators is prohibited. Any use of pictures and or videos, etc. that are in violation of school rules that are placed on a social network (You Tube, Facebook etc.) will be subject to the student being in violation of school rules for use of such devices at school. Any student who knowingly appears in such while at school is in violation of school rules.

### **Invasive Visual Recording**

Photographing or videotaping another person in an area where the person being recorded expects privacy (like a bathroom or locker room) or, when a person electronically **sends a photo or video that shows someone in an area that is expected to be private IS a crime.** Nudity does not have to be depicted in the photo or video for this to be a crime. **Texas Penal Code §21.15**

Any invasive visual recording RESULTS in: 3 days suspension + DAEP

### **Electronic Transmission of Certain Visual Material Depicting a Minor**

Electronically sending pictures or video that shows minors in sexual conduct, including nudity, or being in possession of these materials can be a criminal offense. **Texas Penal Code §43.621**

Any transmission of certain visuals depicting a minor Results in: 3 days suspension + DAEP

### **School Elevator**

The school has an elevator for use by those students who have a pass from the clinic or a staff member. A student with a pass may have one person help them if needed, but that student must also have a pass from the clinic or a staff member. Students who violate elevator rules will be warned and if they continue to violate the rules will be assigned detention hall.

### **Food and Gum Chewing**

Gum chewing is not allowed anywhere in the McCullough School buildings. Food may not be eaten unless permission of the teacher/instructor is given.

### **Hall Passes**

During normal instructional (non-passing) time, a HALL PASS is required of any student outside the classroom. Written passes are available upon request and approval of the staff member. It is the student's responsibility to request a hall pass whenever it becomes necessary to leave the classroom. Students in the hall without an approved pass will be sent back to the classroom they left to secure a pass. Students with a hall pass are expected to go directly to the location to which they have permission to go (restroom, locker, etc.) in a timely manner and use the most direct route. Failure to do so will result in school disciplinary consequences.

For reasons of safety and security, no student should be in school hallways during class time without an approved pass.

### **Hallway Movement**

Students are expected to move between classes quickly. Students are not to impede the movement of other students by standing around, gathering at lockers, blocking hallways or walking in such a manner that it slows down student movement. Students will receive consequences if they continually violate this rule. Students should walk and talk while moving to classes.

### **Homework**

Homework may be given in any class. Note homework may be issued as a potential completion assignment or for a grade.

### **Lack of Supplies**

Students are expected to bring required supplies, materials and instruments to class. PE students are required to bring required clothing and participate in the assigned activities. Failure to follow rules can result in teacher and administrative consequences.

### **Lockers**

All students are assigned a locker for use while attending McCullough.

- All lockers are property of McCullough Junior High School.
- Students are responsible for all items in their locker.
- Lockers and locker combinations are not to be shared. One student per locker.
- Students are expected to keep their lockers neat and clean.
- Lockers are to be locked at all times. Students are not to set locker to open quickly.

As the school year concludes, students will be notified that all lockers must be emptied and no longer used. After the announced date, the locker is no longer assigned to the student and the locker will be emptied. Any and all items left in the locker after the announced date will be removed and disposed of after seven days.

### **Locker decorations, etc.**

- Appropriate birthday decorations are allowed with an A.P. office's approval for the one day of a student's birthday.
- Balloons or items hanging suspended from a locker are not allowed.
- Signs or recognition plaques for school sponsored activities only are allowed as a display on a student's locker.

### **Lost and Found**

Articles that are found will be placed in the Lost and Found bins located in the cafeteria. If you have lost an item on campus or at a scheduled activity, you should check the bins located in the cafeteria. If you are missing an electronic device, check the grade level Assistant Principal's office. Items in the lost and found will be kept until the last Friday of each month. Announcements will be made for students to check for lost items before the last Friday of the month. The items that have not been picked up will be given to a charitable organization.

### **Lunch/Cafeteria Procedures**

Comprehensive food services including a cafeteria and snack bar are provided. Menus are published regularly. Information is provided at the beginning of the school year regarding lunch prices. Applications for FREE or REDUCED-RATE lunches are distributed through the registrar.

1. All students at lunch must be in the cafeteria/commons area by the time the tardy bell rings at the beginning of each lunch. Please enter the cafeteria in an orderly manner and form orderly service lines. This will cut down on the interference with classes in session.
2. Food service is on a first-come-first-served basis. "Saving a place" is a practice that is not permitted.
3. No students are permitted at their LOCKERS or IN THE HALL without a pass during lunch periods.
4. Students are not permitted at their lockers or in any section of the building (except to the east end restroom on the first floor) during their lunch periods.
5. The CONSUMPTION OF ALL FOOD AND DRINKS (INCLUDING SACK LUNCHES) is only allowed in the CAFETERIA. No food or drink may be consumed in other areas of the campus.
6. DRINK CONTAINERS "Unsealed" containers such as convenience store cups may not be used at school.
7. ALL TRASH, FOOD BASKETS, ETC., Trash and cafeteria containers must be deposited by the students who use them in trash containers. Cans and bottles must be deposited in trash cans and recycling bins provided in the lunch area. After eating, students must carry all food baskets, paper, and other trash and deposit it in the trash can. Cafeteria equipment and supplies may not be removed from the cafeteria.
8. PLEASE HELP KEEP YOUR CAMPUS CLEAN. Use the recycling containers for your cans and bottles. The relative freedom for a pleasant lunch is dependent on the cooperation of students in keeping eating areas free of trash. Careless students are actually committing an offense against their fellow students. Pride in the McCullough campus begins with each student assuming personal responsibility.
9. Students are not to order food to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated.

10. Students are to remain within the cafeteria during the entire lunch period unless they have a pass to go into another area of the campus. This policy is intended to maintain an appropriate instructional atmosphere for students in classes.
11. If you experience any difficulty while at lunch, several teachers and administrators will be available in the lunch areas to assist you. Seek their assistance rather than take things into your own hands.
12. Lunch is a good time to visit with friends, but there will be several hundred students in a relatively confined area. AVOID SHOUTING OR "HORSEPLAY" OF ANY TYPE. What starts in fun may end in a difficult situation for all concerned.
13. Theft of items sold in the cafeteria or school store is a criminal act. Individuals caught will be ticketed and prosecuted.
14. Students may not leave campus during lunch! McCullough is a "closed campus"! Visitors are not permitted on campus any time during the school day without the permission of the campus administration.
15. The throwing of any object in the cafeteria, or in the gym, will result in immediate disciplinary action up to three days of suspension.
16. Specific cafeteria procedures will be covered during the first week of school.
17. Popping or exploding bags is a major offense which disrupts the cafeteria and scares students. Popping of bags will not be tolerated and maximum consequences will be imposed.
18. Students are to use only their own student ID numbers for the purchase of food, etc. Students are not allowed to have other students use their student ID number for purchases etc. Students will receive disciplinary action for violations.
19. Students are expected to follow all posted lunch line rules. Students will be notified when there are five minutes left for lunch. Students should finish their lunch and begin clearing their lunch tables of trash. All students sitting at a lunch table are responsible for all trash left on the table and are expected to help in its cleanup.
20. Failure to follow lunch rules and procedures will result in detention(s).

### **Pets**

Pets of any kind may not be brought to McCullough Junior High School. Additionally, pets should not be anywhere on the grounds of McCullough.

### **Posters-Signs-Advertisements**

All posters, signs, and/or advertisements must be approved by the Principal (this office is located in the school's Main Office). The club/organization or individual doing the posting must remove such approved postings or distributions. This policy applies to school clubs, organizations, and booster clubs.

Extreme care should be exercised when attaching signs to walls to guard against scratching and destroying the finish on the walls.

ONLY MASKING TAPE should be used to attach posted materials to walls. No posters are to be attached to glass windows. The Principal may establish limits for posted materials.

All posters and signs should be at least 8.5 by 11 inches and no larger than 22 by 28 inches.

### **Private P.E./Early Dismissal**

1. All students participating in Private Physical Education must have approved District forms prior to the request deadline.
2. Dismissal will be at 2:50 p.m. daily. Student must be out of the building by 2:57 p.m. Pick-up is on the northwest side of the building by the football field. Picking up your child along the curb is preferred. You may pick up your child at the crosswalk provided the parent/guardian comes all the way to the crosswalk to take their child.
3. Repeated failure of your ride to be on time for pickup at 2:50 p.m. will result in your dismissal from the Private P.E. program and assignment to a regular P.E. class.
4. Repeated discipline problems or off-task behavior in the Private P.E. study time from 2:26-2:50 p.m. will result in your dismissal from the Private P.E. program and assignment to regular P.E. class.
5. Students with early dismissal are not to use cell phones or electronic devices until they are outside the school building.
6. There is no walking or biking home from Private P.E. dismissal. Students must be picked up by a parent/guardian.
7. Student assigned after-school detention will be required to attend all assigned detentions.

### **Questioning of Students**

Administrators, teachers, and other professional personnel may question a student with or without the student's parent or guardian present 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. Parents may or may not be notified when their child is questioned at school. The nature of the questioning will dictate whether or not parents are notified.

### **School Name Use**

Unauthorized use of the school name by any student for the purpose of advertising a non-school sanctioned activity is prohibited. Only school-approved organizations may use the school name.

### **Selling on Campus**

Students may not sell magazine subscriptions, candy, or any item or service on campus without prior approval from the principal.

### **Student Passes**

Students sent to the assistant principal's office, counselor's office, the clinic, other classrooms, etc. are expected to go directly to that location in a timely manner and use the most direct route. Failure to do so may result in school disciplinary consequences.

### **Student Pictures**

Pictures are taken once each school year for the entire student body. These pictures are taken for the school yearbook at no charge to the student. However, if students are interested, they can order a packet of pictures for personal use. There will be a charge for this packet. More information will be available at the beginning of the school year through homeroom notices.

### **Tardy Policies and Procedures**

Tardiness is defined as arriving to class late without an approved permit after the tardy bell rings for the opening of class. Students arriving to class more than 15 minutes late will be regarded as skipping.

Students tardy to class need to report to their assigned classroom where the teacher will mark them tardy.

Punctuality is an important habit that shows consideration for fellow students and teachers. In a larger context, absence and lost time due to tardiness are the primary reasons for employee dismissal in the work place.

The following is the tardy policy and the consequences that correspond:

Tardy 1-4	Warning
Tardy 5-6	Detention(s)
Tardy 7-8	Detention(s)
Tardy 9-10	Detention (8-10)
Tardy 11-12	Saturday Detention (8-12)
Tardy 13+	In-School Suspension or DAEP

2 tardies in the same day-minimum 1/2 day of In-School Suspension

Tardies are counted on a marking-period basis. Each marking period the tardy count will start over.

**Late Arrival** - Students who arrive after 8:50 a.m. are to report to the front office to sign-in. Students who arrive after 9:00 a.m. must sign-in with a parent/guardian.

*Note: Students do not have to report to the front office if their bus is late. An announcement will be made excusing the tardy.*

### **Telephones**

The school office phones are business phones and are not for student use except for emergency situations. Phones are available in the 7th and 8th grade AP offices. Students may use these phones for emergencies with permission from the AP office. Remember, cell phones are to be turned off and not used at any time from 8:50 a.m. until 3:50 p.m.

### **Theft**

All suspected theft should be reported to the office as soon as possible. Students reporting theft are expected to file a report. Also, lost and found articles may be turned into the office.

### **Valuables**

It is highly recommended that students do not bring large sums of money or items of value at school such as ipods, iphones, MP3 players.

### **Visitors**

Visitors are not permitted on campus at any time without permission from a campus administrator. Student visitors are not allowed to visit, attend, or spend school days at McCullough.

## **Walkers/Bike Riders/Scooters/ Roller Blades/Skateboard**

Students may ride bikes, scooters, skateboards, and roller blades to school. Bikes must be secured at the bike rack located in the back of the school. Skateboards, roller blades, etc. must be placed in the student's locker. Skateboards are not to be used at any time on school property during school operating hours. Failure to follow rules will mean confiscation of the board (parent must pick up), assignment to D-Hall, and student will no longer be allowed to bring the skateboard to school.

## **Water Bottles**

Students are encouraged to bring a water bottle. These are allowed in the classroom and on campus as long as they are completely transparent and clear. Staying hydrated is important for success both in and out of the classroom. Water can be brought to campus in both an original container purchased at a grocery store or in a reusable container. As a point of emphasis, for student safety the container must be completely clear and only pure water absent of any mix-ins is permitted.

## **DISCIPLINE GUIDELINES**

### **Student Behavioral Procedures**

#### **Related to Discipline Management**

Teaching good citizenship is a primary goal of our school. All students should respect other's property and rights, practice honesty, and show respect to McCullough staff. The academic and extra-curricular benefits and privileges received by students are dependent upon the good behavior of each student. Behavior that threatens the welfare and morale of the school will be referred to the Assistant Principal. Students should also realize that teachers have the authority and the responsibility to correct inappropriate behavior when correction is necessary. Every effort will be made to help the student in overcoming his/her problem.

The school tries to involve the student in some decisions regarding discipline. The following procedures may be used separately or collectively to modify student behavior in correction of problems.

The offenses listed below receive consequences based on the frequency and severity of the offense with regard to the health, safety, and general well being of all McCullough Junior High School students and staff. The following information is provided as a reference or guide for both students and teachers. The general or most frequent offenses are listed below. Not all-possible offenses are listed. Any offense will result in a referral.

All discipline referrals that a student has received will be used in determining the consequences for a new referral being handled. Consequences will be elevated for students that have been referred to the assistant principals office for previous incidents.

Please note that general misconduct violations are not listed in the guidelines. There are numerous factors that must be examined in each of those situations to determine the consequence. Therefore, the assistant principal will make the decision based on the information provided and the appropriate consequence based on previous information of students committing the same type of offense.

All of the assistant principals will work hard to help students control their behavior as well as develop good decision making skill. The goal of a referral to the office is to correct inappropriate behavior as well as teach appropriate behavior and problem solving skills. In order for the assistant principals to accomplish their job, the support of the parent in the school's decisions is vital.

#### **Alcoholic Beverages**

*Definition: The using, selling, or possessing of alcoholic beverages or alcohol look-a-likes on school property is prohibited at any time*  
Results in: 3 days suspension + DAEP.

#### **Cafeteria Disturbance**

Students will be expected to perform cafeteria duty or suffer loss of cafeteria privileges as a consequence for disruptive behavior in the cafeteria. Continued problems will be dealt with on an individual basis.

#### **Cell Phones/Electronic Devices/Cameras**

Any use of these devices during the school day will be punished as follows:

##### **1st Violation**

Two days detention, the device confiscated and sent to A.P. office. Devices will be returned after referral and meeting with an A.P.

##### **Additional violations**

Additional days of Detention, the item is confiscated and the device may be kept until the detention has been completed.

##### **Additional offenses**

Additional d-halls, confiscated, parents must pick-up confiscated item  
*Use of picture/camera/video phones, etc.*

Saturday D-hall or ISS, confiscated, parents must pick up confiscated item.

Use of a cell phone during testing time will result in a "0" on the test, Saturday Detention Hall, and a parent must pick up the phone.

Cell phones and accessories are allowed during the student's designated lunch period. As soon as the students leave from the cafeteria at any moment they need to turn their phone off and put it away when entering the hallway adjacent to the cafeteria, restrooms, and/or classroom. This is for the 2017-2018 school year on a trial basis only.

#### **Cheating**

*Definition: The acts of cheating and plagiarism in connection with academic endeavors or school processes or procedures.*

1st offense:.....0 on assignment ASD

2nd offense:.....0 on assignment SD

3rd offense: .....0 on assignment ISS

4th+ offenses: .....0 on assignment DAEP

#### **Invasive Visual Recording**

Photographing or videotaping another person in an area where the person being recorded expects privacy (like a bathroom or locker room) or, when a person electronically **sends a photo or video that shows someone in an area that is expected to be private IS a crime.** Nudity does not have to be depicted in the photo or video for this to be a crime.

**Texas Penal Code §21.15**

Any invasive visual recording RESULTS in: 3 days suspension + DAEP

#### **Electronic Transmission of Certain Visual Material Depicting a Minor**

Electronically sending pictures or video that shows minors in sexual conduct, including nudity, or being in possession of these materials can be a criminal offense. **Texas Penal Code §43.621**

Any transmission of certain visuals depicting a minor Results in: 3 days suspension + DAEP

#### **Continual Disruptive Behavior**

A student who receives two behavior referrals in the same day may be assigned to ISS.

#### **Defiance/Insubordination**

The authority of an adult supervisor must be recognized (*i.e. failure to identify themselves when asked to do so by any adult employee.*) Students must accompany any adult supervising at school activity when asked to do so. They are expected to follow and respect the reasonable directions of teachers, administrators, and adult supervisors, etc.

Results in: minimum 1-day suspension

#### **Dishonesty: any offense**

Minimum 1 day detention

#### **Disruptive Behavior**

*Definition: Student behavior that disrupts the learning environment in the classroom.*

Results in: referral to AP office

#### **Dress Code Violation**

##### **1st Violation**

Written warning and the student is required to change into appropriate school attire.

##### **2nd Violation**

Assigned a minimum of detention and the student is required to change into appropriate school attire.

##### **Three or more Violations**

Three or more violations assigned a minimum of 3 detentions and the student is required to change into appropriate school attire.

Any student who can not or will not change into appropriate school attire will be placed into In-School Suspension (ISS) for the remainder of the school day or sent home for Out-of-School Suspension (OSS)

#### **Drug Abuse (Controlled Substances)**

*Definition: Using, possessing, selling, and/or delivering a controlled*

*substance of any kind, inhalants, and/or anabolic androgenic steroids, unless under the direction of a licensed medical doctor, on school property is prohibited at all times*

Results in: minimum of three days suspension and DAEP assignment

### **Extortion**

*Definition: The act of extorting, borrowing, or attempting to borrow money or things of value from a student in the school unless both parties enter into an agreement freely and without presence of either an implied or expressed threat.*

Results in: minimum 1-day suspension

### **Fighting**

*Definition: Participating in a physical attack against another student on school property, during regular school hours, or at school functions.*

Results in: minimum one-day suspension

### **Forgery**

*Definition: Forging or altering school-related documents, letters of communication, etc.*

Results in: minimum one-day suspension

### **Gang Activity: any offense**

'Subject to three days suspension and DAEP'

### **Gross Misbehavior**

*Definition: Defiance, disobedience, or habits detrimental to the educational environment which includes, but are not limited to racial or ethnic derogatory remarks, use of profane or obscene language, written or spoken gestures, or pornographic materials.*

Results in: minimum one-day suspension

### **Gum, candy and food**

The chewing of gum, eating of food or drinking liquids (outside of the commons area) - warning and continual violation will result in a detention(s).

### **Hallway Behavior**

Inappropriate student behavior in hallways such as running loitering, and/or blocking hallways by group of students will result in a minimum of conferences and/or minimum of conferences and/or detention.

### **Horseplay**

*Definition: Any act that could result in injury to the student or others within the school setting (pushing, shoving, etc.)*

Results in: minimum of one-day of In-School Suspension (ISS)

### **Intimidation**

*Definition: The act of taunting or threat by force or verbalization against fellow students, school personnel, or visitors.*

Results in: One day minimum suspension

### **Lunch Room Behavior**

Failure to follow lunch/ cafeteria procedures may result in student being assigned lunchroom clean up, detention hall or additional consequences as needed.

### **No Supplies**

A student continually not coming to class with required supplies will result in a warning and continual violation will result in detention(s).

### **Physical Assault**

*Definition: A physical attack on another student with no provocation.*

Results in: Three days suspension, possible assignment to DAEP, and referral to police.

### **Plagiarism**

Note teachers in all areas may check submitted papers electronically for plagiarism. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as your own. Engaging in plagiarism may result in discipline consequences and loss of credit for the submitted work.

### **Possession of Matches/Lighter**

Any offense is minimum of 1 days ISS.

### **Possession of**

### **Fireworks, Smoke Bombs, Stink Bombs, etc.**

*Definition: Possession and/or use of fireworks, smoke bombs, stink bombs, etc. is prohibited.*

Results in: minimum 3-day suspension.

### **Public Display of Affection (PDA)**

*Definition: Public display of affection between students is not acceptable on the school campus or at school activities.*

Results in: minimum of referral/warning assignment to d-halls, etc.

### **Skipping Class/Truancy**

*Definition: Leaving or not attending class, leaving school grounds without permission, or failure to attend school without proper notification.*

Failure to attend all or a portion of one class without permission:

Results in: 1st offense .....2 days ISS  
2nd offense .....3 days ISS  
3rd offense .....+ minimum 5 days ISS

Failure to attend two or more classes per day without permission:

Results in: 1st offense .....3 days ISS  
2nd offense .....5 days ISS  
3rd offense .....DAEP

### **Possession, Use of and/or Selling of Tobacco Products, Electronic Cigarettes, VaPor, and accessories**

Any offense Minimum 3 days Suspension. Citation as needed.

### **Tardies**

Teachers will close their doors when the tardy bell rings. Students are to be in their classroom seat or assigned area when the tardy bell rings. Students who arrive after the bell should go directly to the Attendance Office for a tardy admit to class. Tardies are cumulative on a marking period basis. Tardies will start new each marking period.

Tardy 1-4 .....Warning

Tardy 5-6 .....Detention(s)

Tardy 7-8 .....Detention(s)

Tardy 9-10 .....Saturday Detention (8-10)

Tardy 11-12 .....Saturday Detention (8-12)

Tardy 13+ .....In-School Suspension or DAEP

2 tardies in the same day .....minimum of 1/2 day ISS

### **Stealing**

*Definition: Theft and/or in possession of stolen property of others on school property.*

Any offense

Results in: minimum 1-day suspension

Citation as needed.

### **Unauthorized Use/Misuse of School Property**

Any offense

Results in: minimum 1-day suspension

Restitution

\* This includes use of school property or equipment without authorization.

### **Vandalism**

Any offense

Minimum three days suspension

Restitution

CISD Secondary Student Handbook – Additional School District Guidelines pertaining to student conduct can be found in this handbook.

### **Violation of Local, State, or Federal Law**

Students are subject to citation and / or arrest if they violate local, state or federal law.

*Note: The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the Handbook that may arise. In all cases, rules, regulations, and possible punishments shall be as consistent as possible in previously established rules, regulations, and punishments for similar incidents.*

### **Discipline Assignments**

The following are the different disciplinary options the school has. A student will be assigned to one of the consequences for violations of the student code of conduct. The assistant principal must remain consistent in how they handle situations and violations. The assistant principals and principal will determine consistency. Please refer to the District Code of Conduct for information. Please pay close attention to the sections that mandate a consequence.

### **Student Conferences**

If a student receives a written referral from a faculty member he/she will discuss the problem with the Assistant Principal (AP). The student is responsible for his/her own behavior. The AP will help identify the problem and establish steps to help the student correct the problem.

**Warning-** oral or written notice that continuation or repetition of conduct found to be a violation of school rules may be cause for more severe disciplinary action.

## TERMINOLOGY/DEFINITIONS

- BSD** Before School Detention  
8:05 a.m. –8:35 a.m. Tuesday-Friday
- ASD** After School Detention  
4 p.m.-4:45 p.m. Monday-Thursday
- SD** Saturday Detention  
8 a.m.- 10 a.m. or 8 a.m.-12 a.m.
- ISS** In School Suspension *on-campus supervision for the school day*  
8:45 a.m. – 4 p.m.
- DAEP** District Alternative Education Placement—Off-Campus  
Suspension enter (RA)

**Detention Hall** is a study period. The student is required to stay busy with school assignments the entire time and will be dismissed for failure to comply with this requirement. A student who fails to attend Detention Hall, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. If a student indicates he/she will attend a Detention Hall and fails to do so, the Detention Hall will be reassigned and one penalty Detention Hall will be added. After the second and any succeeding failure to serve Detention Hall the student will be subject to further disciplinary action. All electronic devices (cell phones, MP3 players, etc.) must be off in Detention Hall.

### Lunch Detention Hall

Students may be assigned to Lunch D-Hall for lunchroom problems and minor classroom problems. Students are to bring a sack lunch and report to the Lunch Detention Room (E-108) at the beginning of their assigned period. Students are expected to work on schoolwork when they have finished eating.

### Before-School Detention (BSD)

Students may be assigned to a BSD for minor classroom problems or tardies. Most of the BSD's issued will be by teachers for Lack of Supplies, Eating/Drinking in Class, or not being in their seat when the bell rings. The attendance office will issue BSD's for the first few tardy violations. The student is responsible for providing his or her own transportation.

BSD is from 8:05 a.m. to 8:35 a.m. All students that have been assigned a BSD should meet in room E108.

All detentions are assigned for the next school day the detention is offered.

### After-School Detention (ASD)

A student assigned to Detention Hall for disciplinary problems or tardies will serve for each time assigned. Detention Hall will be held after school hours from 4 to 4:45 p.m. All detentions are assigned for the next school day the detention is offered. The student is responsible for providing his or her own transportation. Early-release students are expected to attend all assigned after-school detentions.

### Saturday Detention

A student assigned to Saturday Detention Hall for disciplinary problems or tardies will be required to serve each detention assigned. Detention Hall will be held on Saturday from 8 a.m. to 10 a.m. or 8 a.m. to 12 p.m., and the student is responsible for transportation arrangements.

### Missed Detention Halls

- Students not attending assigned D-hall for unexcused reasons will be assigned the following:
  - missing Lunch D-hall-reassigned to Before-School D-hall
  - missing Before-School D-hall-reassigned to After-School D-hall
  - missing After-School D-hall-reassigned to 1/2 Saturday D-hall
  - missing 1/2 Saturday D-hall-reassigned to full Saturday D-hall
  - missing full Saturday D-hall-reassigned to in-school suspension
  - students who miss more than two full Saturday D-halls in a semester may be reassigned to DAEP.
- Missed detention hall may be rescheduled for reasonable excuses (athletic practice or games are not a reasonable excuse).

### Out-of-School Suspension (OSS)

This is removal from school for a designated period of time, not to exceed 3 days, due to a violation of school rules and regulations. The student is not allowed on school premises during the school day. He/ she may not participate or attend any school activity such as athletic events, music concerts, plays, etc., for the duration of the suspension.

### In-School Suspension (ISS)

ISS (located on the McCullough campus) is provided as a disciplinary action for repeated offenses, dress code violations that cannot be resolved,

or offenses of a serious nature. A student assigned to ISS will attend school from 8:50 a.m. to 3:55 p.m. He/she may not participate or attend any school activity such as athletic events, music concerts, plays, etc., for the duration of the suspension.

Students assigned to ISS report to ISS bringing schoolbooks, lunches, and needed study materials. In this supervised class the student studies regular schoolwork, receives assistance from the teacher and takes all required tests. All school rules and regulations will be in effect for students during the ISS assignment. The student will also be required to follow additional rules set by the ISS teacher. The following are basic rules to help a student get started:

- Students must bring all materials and supplies necessary for the day to ISS and report to room E108 prior to the first tardy bell.
- Students are expected to bring their own sack lunch, unless they are on a special lunch program.
- Students are not permitted to participate in any school/extra-curricular activities while assigned to ISS or attendant school or school-related function during the suspension.
- Students are not permitted to talk without permission.
- Restroom breaks are provided for the group at the discretion of the ISS teacher.
- Students are required to be on task throughout the day working on school related assignments.
- All assignments given through the ISS teacher must be returned to the ISS teacher upon their completion.
- Additionally, students are expected to follow and comply with all teacher requests and any/all school policies/procedures while assigned to ISS.
- A student who has early release will be expected to serve the total days assigned to ISS (four class periods and advisory).

ISS assignments are made for entire school days. A student who fails to complete a full day in ISS, who is absent on the assigned day, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. For example, leaving ISS for a physician's appointment will result in additional ISS assignment.

A student's regular teacher will provide all work for the student as well as visit them during their ISS assignment. ISS is staffed with a certified teacher and will be able to help students with their work as well as implement any special education modifications or IEP's.

Grade-Level Principals will work closely with the counselors and ISS teachers to evaluate the student's progress.

### Corporal Punishment

Corporal punishment is prohibited by school board policy.

### Appeal of a Discipline Consequence

Parents have the right to appeal any decision of a consequence that has been assigned to a student. The following is the appeal process of a consequence:

- The parents must contact the principal in writing indicating the appeal.
- The parent must identify what they are appealing, why they are appealing, and the desired outcome of the appeal. At that time, the principal will invoke stay put (the consequence is put on hold pending the outcome of the appeal). He will also schedule an immediate hearing to hear the appeal. At that time, the parent, student and assistant principal will submit information to the principal regarding the incident involved. The principal will hear all information and then render his decision. The decision will be communicated to the parents and students verbally and in writing.

## STUDENT ACTIVITIES POLICIES

**Co-curricular:** An extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Absences that occur in classes other than the class taking the field trip will be counted as extracurricular absences. A student's grade may be dependent on participation in extra activities. The sponsor will give alternative assignments to students who gain permission to miss the activity.

**Extracurricular:** School sponsored activities that are not directly related to instruction of the essential elements but offer significant contributions to a student's development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in

order to participate. Absences due to extracurricular activities will be limited to five per semester.

## Requirements for Participation Attendance

### Requirements

**Two-Block Rule:** In order to participate in any extracurricular activity, the student must have attended school for at least one-half of the school day on which the activity is scheduled (two block classes). Exceptions must be approved by the Grade-Level Principal and sponsor of the activity.

**Ten-day Rule:** Students will not be permitted to participate in such activities that would require a student to be absent from any class more than ten times during the year. Exceptions may be made for post-season activities with the proper prior approval.

**(EXCEPTIONS:** *An exception to the rule may be made on behalf of individual students who are competing in UIL sponsored activities. These exceptions must be based on circumstances that are unforeseen and result from the student's earning the right to compete at post-UIL district levels. Exceptions shall not exceed a total of five additional absences per year.*)

### Conduct Requirements

Student participation in extra-curricular/co-curricular student activities is a privilege. The Addendum To The Student Code of Conduct: Participation in Extra-Curricular/Activities will be the guide for responsibilities, expectations, and sanctions that will govern participation. The provisions of the code apply to participants in all school-sponsored clubs, organizations, athletics, and other extra-curricular organizations, as well as elected/appointed positions such as class officers and team captains. To participate in McCullough student activities and represent the school, students and parents will be required to pledge observance of the rules outlined in Addendum to the Student Code of Conduct: Participation in Extra-Curricular/Activities. The community and the school are very concerned about the use of alcohol/drugs, student citizenship, and student behavioral standards and expectations. The code addresses these concerns, as well as other concerns, with strong consequences, including suspension from participation in any or all activities.

**Incomplete Grades:** A student receiving an incomplete (I) grade in a course is considered ineligible seven days after the end of a grading period or until the incomplete is replaced with a passing grade for the grading period.

**Activity Eligibility:** Eligibility is determined by student academic progress and/or student conduct (governed by the Addendum to The Student Code of Conduct: Participation in Extra-Curricular/Activities.) Eligibility rules apply to all athletic teams and levels, all other UIL (University Interscholastic League), band, choir, orchestra, and school-sponsored clubs and organizations, etc. Students not meeting the designated grade and/or conduct requirements may not participate in any of these activities even though that activity would not require them to miss any class time. Students who have failed a class are also ineligible to participate in any school sponsored field trip/activity that would require them to miss instructional class time.

UIL rules will be followed in determining eligibility. The principal or designee will interpret all rules with the assistance of the sponsor and other authorities as deemed necessary by the decision makers.

### Student Offices

In order to be eligible for student offices, as a minimum requirement the candidate must have currently and for the preceding semester a citizenship mark of at least an "S" average, a passing mark in all subjects, and have a general grade average of 75 or better the preceding semester.

Students so selected must maintain the outlined standards in citizenship and scholarship or relinquish their office. Students who do not meet standards for continued participation in accordance with the Addendum to the CISD Student Code of Conduct: Participation in Extra-curricular/Co-curricular Activities will not be allowed to participate for a period of time to be determined by the severity of the violation, during which time the student may practice and/or work out, but not participate. If, at the end of the first removal, the student has an unsatisfactory academic average or conduct, a second period of removal from participation will be given. If unsatisfactory academic progress remains, and/or, if conduct problems remain, the student will be dismissed from the activity for the remainder of the school year.

### Dress Requirements

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.

**Note:** *Students should be aware that there are additional expenses that may be required for some extracurricular activities such as drill team and cheerleading. The sponsor will provide a written estimate of required expenses.*

### Fundraising Activity/Booster Clubs

The Principal must approve all money-raising activities. A fundraising calendar will be established so that the number of fundraising activities will be limited at any given time during the school year. Fund-raisers are limited to a two-week period for each activity/sale. School clubs, organizations and booster clubs will be allowed two (2) major fund-raisers during the school year so that everyone will have opportunities to raise funds. Consumable sales will be limited to "ordered items" that will not be sold and/or consumed during the school day. Financial responsibility for the fund-raiser will be assigned to the faculty sponsor.

**Note:** *This includes BOOSTER CLUB fund-raiser activities.*

Funds collected by school organizations must be processed through McCullough Student Activity Accounts. Separate accounts at banks, credit unions, etc., may not be established by any school club or organization. All funds raised and/or collected are to be deposited with the McCullough Student Activity Accounts Financial Clerk. No school-related funds are to be co-mingled in private individual accounts or with Booster Club accounts. Disbursement of collected funds is to be handled by the Principal's Secretary with the written approval of the Principal.

No funds collected by school clubs and organizations should be left in classrooms or deposited in accounts outside the school Activity Account. Be sure to check with the Financial Clerk to insure compliance with all requirements. Since this area of administrative responsibility is subject to an audit, all parties involved must exercise great care.

Parent groups (Booster Clubs) wishing to raise funds are reminded that approval of the raising of funds must be completed prior to the beginning of the activity, not after the fact. Booster Clubs that raise funds for McCullough activities must do so without the use of students. When students are involved in the fund raising activity, the monies must be channeled through McCullough Students Activity Accounts. Faculty or students should not handle booster club funds. Faculty sponsors or coaches should not be responsible for any funds or accounts held by booster clubs. Booster club funds may be donated to the school through the Student Activity Account Funds donated are used for the designated school activity and are controlled by the principal, with a yearly audit.

Booster Club by-laws must be in place for all sanctioned Booster Clubs which call for the Treasurer to be "bonded" for the appropriate amount of funds to be handled, and that the bond be paid for by the Booster Club. Additionally, Booster Club by-laws must require a yearly audit of financial records and activities, which is shared with the Principal. The school will not sanction organizations that do not have these by-laws in place.

Students may not sell unauthorized items or services on campus at any time. Unauthorized sale items will be confiscated.

All fundraising activities by a club/organization/booster club must be submitted in writing to the principal prior to October 1 of each school year.

### Addendum to the CISD Student Code of Conduct:

#### Participation in Extra-curricular Activities

The major objective of public education is to provide an opportunity for learning. The learning/teaching process is dependent upon an environment in which order prevails and the rights of all students are respected. This environment can exist only when all individuals involved conduct themselves in a manner conducive to the total welfare of the larger group. Therefore, it is essential that reasonable standards of conduct be established and maintained, not only to support the learning/teaching process, but also to provide the individual with invaluable training and experience toward self-discipline and productive citizenship.

Students who hold memberships or positions in school-sponsored clubs, organizations, athletic teams, as well as elected/appointed positions such as class/club officers and team captains, represent not only themselves and their families, but clearly represent McCullough Junior High School as role models and leaders. What people think about a school and a community depends greatly on how students are perceived. Students are faced with many negative influences and pressures. It is hoped that this code will provide a reference for acceptable behavior and another tool for

students to assist them in maintaining the best possible standards of conduct while they are in school and in the community.

The Extra-curricular Participation Code is an addition to the CISD Student Code of Conduct and applies to all students involved in school activities whether on or off campus. This code is an integral part of CISD-approved Student Code of Conduct related to McCullough Junior High School.

## Expectations

### We believe that:

- Individuals have the right to access quality education that maximizes individual potential.
- Individuals are accountable for their actions.
- Education is a shared responsibility between home, school and community.
- Learning is a personal, life long pursuit that enhances physical, emotional, intellectual and spiritual aspects within the individual.
- All individuals have the right to learn in a positive, respectful, secure, and healthy environment. All individuals have dignity and intrinsic worth.
- All individuals can meet the challenge of higher expectations.
- Participation in activities/positions or holding positions of leadership is a privilege that students should value.
- Students derive benefit from participation in school activities/positions.
- Students who participate in activities/positions for McCullough Junior High School serve as representatives of the school and the community.
- Students who participate in activities/positions exert peer pressure on other students, and are often seen as role models by other students.
- The conduct of students involved in school activities has a direct bearing on the management and operation of the school because of the influence their conduct exerts on other students.

### Students can expect that:

- They will be treated equitably with courtesy, respect, consistency, and fairness.
- They will be able to work in a school atmosphere that is safe, secure, non-threatening and conducive to their learning.
- School staff will monitor and supervise student behavior.
- They will receive information on behavior consequences.

### Students can be expected to:

- Attend school and classes regularly and punctually.
- Respect the rights of others, including students, teachers and other school personnel.
- Resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from parents, school personnel, or community resource personnel.
- Show respect for the personal property of others.
- Demonstrate behavior that contributes to an orderly, supportive and safe learning environment.
- Comply with rules, regulations, and policies of the school.
- Comply with basic standards of good citizenship at all times.
- Acknowledge their awareness of and compliance with the Participation Code.

### Staff can expect that:

- They will be treated with courtesy, respect, consistency, and fairness.
- Students will behave appropriately.
- They will have the assistance and cooperation of students, parents, and administration in the performance of their duties.
- They will work in an environment that is safe, secure, non-threatening and conducive to their performance.

### Staff can be expected to:

- Establish and maintain a safe, secure, non-threatening learning environment.
- Communicate information about students' attendance and behavior to students, parents and administration.
- Treat students fairly and consistently.
- Respect the rights of all individuals.
- Respect and demonstrate consideration of all students.
- Comply with all school and district policies and procedures.
- Report any misconduct or grade problems to the appropriate sponsor/coach.
- Each sponsor/coach will work with students to correct behavioral concerns in other classes as well as encourage improvement of their grades.

### Parents/Guardians can expect that:

- They will be treated with courtesy, respect, consistency, and fairness by all staff.

- Staff will abide by, support and promote the Extra-curricular Participation Code of Conduct.
- Staff will communicate with the home when there is a concern with respect to student behavior and discipline and/or attendance.
- Students will receive fair and consistent treatment.
- Staff will cooperate to create an atmosphere that is conducive to a learning environment, which is orderly, supportive, and safe.
- They will be informed of the Participation Code along with the CISD Student Code of Conduct.

### Parents/Guardians can be expected:

- Respect the rights of others, including students, teachers and other school personnel.
- Recognize the authority of the school staff to ensure a safe, secure, non-threatening learning environment.
- Ensure that their student attends regularly and punctually.
- Assist school personnel in ensuring that their child complies with the Extra-curricular Participation Code of Conduct.
- Abide by the rules, regulations, and policies of the school and CISD.
- Be liable and make restitution for any school property destroyed, damaged, lost, or altered by the intentional or negligent act of their child.
- Acknowledge their support and compliance with the Participation Code of Conduct

## Violations/Consequences

### Violations Covered by the Participation Code:

The Extra-curricular Participation Code of Conduct will be enforced for behaviors already identified in the CISD Board Policies and the McCullough Student/Parent Handbook. In addition to those behaviors already covered, the following behaviors will also be covered by this policy:

- Cheating in class.
- Falsification of official school forms or documents.
- Classroom policies and procedures

### Violation Consequences:

*(Include, but are not limited to the following):*

In determining the consequences, the Grade-Level principal shall take into account the nature and severity of the offense, the purpose of the Extra-curricular Participation Code and the implications for the school and for other students. Every attempt will be made to "level" consequences so that students can learn from their mistakes and be reinstated to participate for their continued benefit derived from their participation in activities. Consistency and fairness in application will be the guides for application of consequences.

### Level I Offense

As a general rule, a first offense which results in 1) assignment to a detention hall, or 2) a first assignment to ISS will be treated as a Level I offense as defined for each activity. This may result in a loss of participation for a defined period or school service as agreed upon by the Grade-Level principal and the coach/sponsor.

### Level II Offense

An offense which results in 1) a third offense at Level I, 2) a first suspension from school, or 3) a second assignment of a student to ISS, or 4) a SHORT-TERM DAEP assignment (5, 10, or 15 days) will result in a loss of participation privileges for an extended period of time defined for each activity.

### Level III Offense

An offense that results in 1) a second suspension from school or 2) a **long-term** DAEP assignment will result in a loss of participation privileges for the remainder of the school year.

### Exceptions

A student committing a violation of the code during the last quarter of the school year or during the summer may have participation consequences that carry over to the subsequent quarter(s).

A student committing a felonious act will be suspended from all participation in extra-curricular activities for the remainder of the school year at McCullough Junior High School. If the felony violation occurs during the last quarter or summer, the participation consequences may carry over to subsequent quarter(s).

### Scheduled Activities

All student activity events must be approved and scheduled by the Principal Secretary and must be attended and supervised by a sponsoring member of the McCullough faculty. Timely scheduling will

prevent conflicts between competing activities.

McCullough facilities must also be scheduled through the Principals Secretary. A calendar is kept for each major venue.

### **Sanctioned Activities**

The only activities that may use the school name or "nickname" are those that are approved by the school administration. Use of the school name without the permission of the Principal will be subject to disciplinary action. School clubs and organizations may not be affiliated with college fraternities and sororities.

*Note: Initiations and "hazing" are strictly prohibited. All club and organization activities must be approved and chaperoned by a faculty sponsor.*

**Off-Campus Activities** All school-sanctioned activities must be placed on the school calendar. Regardless of whether the activity is held on-campus or off-campus. School policies and regulations apply to all school sponsored activities.

**School Sponsored Trips** Travel can be a very worthwhile educational experience as long as sponsors have students' full cooperation. Due to the large responsibility placed on school officials during any such travel, there may be special rules placed on the group.

All participation in such excursions is based on academic, attendance and behavioral records. The principal in collaboration with trip chaperones will make final decisions on participation. It is a privilege, not a right, to participate in such school sponsored trips.

Absences for school-sponsored travel will be counted as extra-curricular or excused absences and will be subject to the limits of such absences.

When the school provides bus transportation for school activities, students must ride to and from the event on the provided bus unless an emergency situation occurs.

Students participating in multiple school activities in one night may arrange transportation to and from the events with the approval of the sponsor/coach and the assistant principal.

Students wishing to participate in an additional activity that is non-school related may not leave the school activity.

Students that are transported to an activity other than that provided by the school may not participate in the activity unless it is approved by the sponsor/coach and Assistant Principal.

Students need to understand that their complete cooperation is expected so that the trip is enjoyable for everyone. It must also be understood that violations of major rules could make a student subject to being sent home at the expense of the parents, and possible removal from any activities in which the student would have otherwise represented the school. Sponsors of such trips will make parents and students aware of the special and existing rules when asking for parent permission for student travel. No refund can be expected for advanced trip deposit for students who cannot participate at the last moment due to loss of eligibility or other causes.

## **SAFETY**

**General Information** CISD and McCullough Junior High School are committed to supplying the safest learning environment possible. We have taken steps to assure safety. The following information provides you with a brief description of the steps that we have taken as a school and school district.

**McCullough Safety Plan** A safety plan has been established and communicated with the faculty and staff to ensure safety. The plan outlines what each faculty member should be doing before school, during school, and after school to assure safety. All teachers, administrators and campus police actively participate in this process to ensure that it is continually updated to assure that we anticipate any possible activity on campus.

**Personal Safety** When walking to or from school: Students should travel in groups of two or more. Be aware of your surroundings by looking to the left and right and behind you with your head up at all times. An attacker will think twice about approaching someone who appears confident and aware of what is going on. Most attackers do not look scary. If any stranger asks you to go with him/her, do not comply. If someone makes you feel nervous, trust your instinct. Do not be embarrassed about asking someone you know and trust to stay with you. If you are alone, run away screaming. It is very likely that the attacker will move on to an easier target.

**At school** Some courses, by their nature, require special safety precautions. Students are expected to demonstrate knowledge of and follow safety regulations as required by the instructor.

**Crisis Management Plan** McCullough Junior High School has developed a Crisis Management Plan for the 2005-06 school year. The plan outlines key people that would be contacted in the event that a crisis occurs. The people would then assemble and develop a plan for handling the specific incident. Central office, administrators, counselors, key teachers, other campuses, and police maybe involved in the process.

**Building Lockdown** McCullough Junior High School has a system in place in order to lock the building in the event of a dangerous situation in the area or on campus. All teachers have been trained in how to respond in the event that a lockdown occurs. No one will be allowed to enter or exit the building during a lockdown.

**Bad Weather Plan** McCullough Junior High School has a bad weather plan in place in the event that the weather conditions outside are too severe for students to be in the portables or change classes to the portables.

## **EVACUATION PROCEDURES**

### **Evacuation of the building**

There may be a need to evacuate the building due to emergency conditions. In each room of the school, an **Evacuation Route Map** should be posted near the exit door. The map details the appropriate route to use for evacuating the building. The routes for evacuation are designed to avoid overcrowding. Alternate routes should be anticipated and reviewed to avoid possible confusion during an evacuation.

Students are to remain with the teacher who facilitates the evacuation. In leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus that is closest to the exit point. Close all windows and doors as you evacuate.

Students are to take nothing except their valuables. Students are urged to consider the seriousness of drills.

False alarms may occur from time to time as a result of a system malfunction. In such cases, everyone will be notified via the school intercommunication system. Without such notification, students should assume the alarm is valid and move to evacuate the building. A false alarm initiated by anyone intentionally constitutes a criminal act and will result in prosecution to the fullest extent possible.

Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty and staff, therefore, ask each student's absolute cooperation in abiding by the rules set forth in this section of the handbook.

No person should reenter the building until the all-clear signal is given.

### **Evacuation Signals/Procedures**

In the event of an alarm sounding, students should follow the instructions of teachers and adults in regard to evacuating the building in an orderly fashion. Students should remain quiet and listen to instructions provided.

### **Tornado Procedure**

The following procedure is to help guide you through a tornado or tornado drill. In the event that the weather conditions are favorable for a tornado, we will activate this procedure.

- Notification to access this plan will be made via the bell system. If possible, an announcement will be made to activate the tornado procedure.
- Teachers will stay in their respective rooms unless they are in a room that is a portable or a room with a window. Those rooms will relocate to an interior room.
- All students should secure a spot as close to an interior wall as possible. They should be facing the wall in a tucked position. Their knees should be up with their head between their knees.
- All teachers should position themselves in the room so that they are able to lead an evacuation and render assistance to students.
- Wait for further instructions.

### **Medical Emergencies**

**Minor emergencies:**      **Major emergencies:**

- Notify school nurse
- Call 911
- Notify school nurse
- Notify front office to page an administrator

Student's Name \_\_\_\_\_

Locker Number \_\_\_\_\_ Bus Number \_\_\_\_\_

Team Number \_\_\_\_\_ Homeroom Number \_\_\_\_\_

Schedule			
Period	Subject	Room #	Teacher
1R			
2R			
3R			
Advisory			
4R			
1G			
2G			
3G			
Advisory			
4G			

## McCullough Junior High School

3800 S. Panther Creek Dr. • The Woodlands, TX 77381  
832-592-5100

Steven Skidmore.....7th Grade.....(A-K)  
Shannon York.....7th Grade.....(L-Z)  
Paul LeBlanc .....8th Grade.....(A-K)  
Lindsay Nichols.....8th Grade.....(L-Z)  
Lance Skinner .....Athletic Director

### Counselors:

Alex Schultz .....8th Grade.....(L-Z)  
Marti Meerscheidt.....8th Grade.....(A-K)  
Lindsay Holloman .....7th Grade.....(L-Z)  
Jana Shriver .....7th Grade.....(A-K)

### Phone Numbers

Main Line .....832-592-5100  
Fax .....832-592-5116  
Attendance .....832-592-5111  
936-709-5111  
Transportation .....832-592-8800

[www.conroeisd.net](http://www.conroeisd.net)

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of the district, as the contents now appear in the handbook or may be amended in the future.

The Conroe Independent School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment matters, in its admissions policies, or by excluding from participation in, denying access to, or denying the benefits of district services, academic and/or vocational and technology programs, or activities as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the First Amendment of the United States Constitution, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.

For information about Title IX rights, contact the Title IX Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7700. For information about Section 504/ADA rights, contact the Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.

The information in this handbook is intended to serve as a guide and is, therefore, not all inclusive.

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, TX 77304; (936) 709-7752.