

Knox Junior High School  
Student Handbook Supplement  
2018-2019



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Conroe, Texas 77304  
(936) 709-7752  
[Conroe ISD Website](#)

## Address/Phone Number Change

When the address or telephone number of a student has been changed, it is the student's/parent's responsibility to notify the REGISTRAR regarding all such changes. This notification of change is critical to the maintenance of a safe and orderly school environment. If an emergency arises during school hours, it is critical that the school has the correct information about parent telephone numbers for notification. In order to change an address, the parent must bring in a new Proof of Residency. Documents needed in order to do this is a Lease/Contract on home or a utility bill (electric, gas, or water). If you need any other changes (telephone, email, etc.) please come in to see the Registrar or email the information to her and she will change it in our system.

## Attendance

Attendance is critical to all students and their success. Please refer to all attendance guidelines in the CISD Secondary Handbook. If the student has attendance make up hours that have not been made up, he/she cannot participate in extracurricular activities until hours are met.

## Arriving on Campus in the Morning

For their safety, we prefer students not be dropped off at school prior to 8:00 unless they have an appointment or a scheduled extracurricular activity where they will be supervised. Teachers do not begin their morning duty until 8:10 a.m. 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 courtyard/cafeteria area in the back of the school. Students are not permitted to go to their lockers until all students are released to go to first period.

## Backpacks

Backpacks/string bags/duffel bags may be used to carry books to and from school.

## Boyfriend/Girlfriend Relationships

Students should conduct themselves in a dignified manner at all times. This is a place of business. It is considered inappropriate for students to have their hands on one another or to kiss in public.

## 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. All students involved in either type of incident will receive consequences. (See CISD Secondary Handbook for more information.) To maintain test confidentiality, common assessments and/or district benchmark exams are not permitted to be sent home for parent/student review.

## Clinic Services

In the event of illness or injury occurring during the school day the school nurse provides clinic services. A student may go to the clinic only after obtaining a permit from a teacher or administrator. Students who think that they need to go home due to illness must first report to the clinic with a pass, prior to parent notification. Students who feel ill and leave school without going through the clinic and attendance office will be considered truant. It is important that the school be able to account for all students' whereabouts during the school day.

## Clubs/Organizations

The junior high schools offer a variety of activities, clubs, and athletics. Not all events start at the beginning of the year; therefore it is important that students listen to the announcements every day. Please be aware that students not meeting deadlines for enrollment may not be able to participate. Students must be passing all classes. Students desiring

to organize a club must have the principal's approval. Once they receive approval, the students are encouraged to recruit an adult on campus to be their sponsor. Meetings will be held at the discretion of the adult sponsor. Parents interested in assisting are always welcome!

## 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 parent/teacher conferences
- Referrals to appropriate school and/or community programs and agencies
- Small group presentations
- Parent information
- Student information

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 school's main number (832.592.8400) 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/herself or to others.

## DAEP

DAEP placement can be for 5, 10, or 15-days. It is located at the Old Anderson Elementary School (3<sup>rd</sup> & Pauline Street) in Conroe. It is the consequence for serious or persistent misbehavior identified in the Student Code of Conduct. If a student is placed in DAEP, there is a strict dress code, and the student must ride CISD transportation. The student's assistant principal will make sure the student and parent are aware of all rules and regulations.

## Deliveries to Students

Because of the interruption of the school schedule, the delivery of flowers, balloons, etc., is not permitted. There will be no food deliveries made to students on campus unless special administrative approval.

If a student forgets a lunch, class project, money for pictures, etc., deliveries can be made to the front office. All items are distributed during lunch. Class instruction will not be interrupted with notifications and/or deliveries.

## Hallway Behavior

One Liners are phrases you will hear to quickly remind everyone of hallway procedures.

1. Right side- walk on the right side of the hallway
2. Walk and Talk- no stopping, continue to walk and talk
3. Personal Space- keep hand, feet, and objects to your self
4. One Ear- only one earbud or headphone in an ear- must be able to hear staff and students)
5. Language- use of appropriate/ positive language
6. Hats Off- no wearing hats in the building unless hat day
7. Volume- inside voice, no yelling
8. Heads up-use phone to listen to music, no distracting phone activities- watch wear going

## Disciplinary Consequences

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 continually examine all consequences with infractions to determine consistency.

Please refer to the District Code of Conduct in the CISD Secondary School Handbook for more detailed information. Please pay close attention to the sections that mandate a consequence.

## Lunch Detention (LD)

A student can be assigned lunch detention for minor infractions including tardies. Lunch detention is assigned by administrators. If a student is assigned to lunch detention, the student will know in advance. The student will report directly to the ISS room for lunch detention. The student will remain in lunch detention to eat and to work for the student's entire lunch period.

## Before School Detention and After School Detention (BSD/ASD)

A student assigned to Before/After School Detention for disciplinary problems is expected to serve for each time assigned. BSD is held before school from 8:10 a.m. to 8:50 a.m. ASD is held after school hours from 4:10 p.m. to 5 p.m. Parents need to be at school promptly at 5 p.m. to pick up their student.

BSDs/ASDs are study periods. 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 a BSD/ASD, 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. Students who fail to attend the BSD/ASD will be subject to further disciplinary action.

## Saturday Detention (SD)

A student assigned to Saturday Detention for disciplinary problems will serve for each time assigned. Saturday Detention 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.

Saturday Detention 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 Saturday Detention, 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 fails to attend Saturday Detention, the detention will be reassigned and one additional day will be added. After the second and any succeeding failure to serve Saturday Detention, the student will be subject to further disciplinary action.

## In-School Suspension (ISS)

ISS (located on the KNOX campus) is provided as a disciplinary action for repeated offenses, dress code violations that cannot be resolved, or offenses of a serious nature. Students assigned to ISS must report to the ISS room immediately upon arriving on campus. A student assigned to ISS will attend school from 8:50 a.m. to 4:00 p.m. Students assigned to ISS report to ISS bringing school- books, lunches, and needed study materials. In this supervised class the student studies regular school- work, 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. Failure to abide by ISS rules will result in further disciplinary consequences up to, and including DAEP.

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:

1. Students must bring all materials and supplies necessary for the day to ISS prior to the first tardy bell.

2. Students are not permitted to participate in any school/extra-curricular activities while assigned to ISS.
3. Students are not permitted to talk without permission.
4. Restroom breaks are provided for the group at the discretion of the ISS teacher.
5. Students are required to be on task throughout the day working on school related assignments.
6. All assignments given through the ISS teacher must be returned to the ISS teacher upon their completion.
7. Additionally, students are expected to follow and comply with all teacher requests and any/all school policies/procedures while assigned to ISS.
8. Students are not allowed to participate in any extracurricular activity until they have served all days in ISS.

Regular classroom teachers make ISS assignments for the duration of a student's stay in ISS. 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.

ISS is staffed with a staff member who is able to help students with their assignments. Regular classroom teachers may also visit ISS.

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

## Discipline Guidelines 2018-19

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 Knox students, staff, and guests. 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.

Assistant Principals will work hard to help students control their behavior as well as develop good decision-making skills. 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.

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. Consequences are based on the frequency and severity of the offense with regard to the health, safety, and general well-being of all Knox 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. Not all-possible offenses are listed.

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 Principal's 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.

### Drugs/Alcohol and/or Simulated Substance Offenses:

CISD Police will be notified

- Minimum 3 days suspension

- Minimum 10 days DAEP
- Expulsion (depending on the type of drug)

## Fighting

### 1st offense:

- Minimum 3 days ISS
- Citation as needed

### 2nd offense:

- 3 days OSS (suspension)
- Minimum 5 days DAEP

### 3rd offense:

- 3 days OSS (suspension)
- Minimum 10-15 days DAEP

## Dishonesty

### Any offense:

- Minimum ASD

## Cheating/Plagiarism

### 1st offense:

- 0 on assignment
- ASD

### 2nd offense:

- 0 on assignment
- SD

### 3rd offense:

- 0 on assignment
- ISS

## Obscene/Offensive Language/Gestures to Other Students

### Any offense:

- Minimum ASD

## Obscene Language/Gestures to Teachers/Staff

### 1st offense:

- Minimum 3 days ISS

### 2nd offense:

- 3 days OSS (suspension)
- DAEP

## Bully/Harassment

### Any offense:

- Mediation/possible suspension/DAEP

### 2nd offense:

- Automatic suspension/DAEP

## Inappropriate Use of Cell Phones

### 1st offense:

- Warning with parent contact
- Confiscate for parent contact

### 2nd offense:

- Confiscate for parent pick up
- 4 hour SD (8:00 a.m.-12:00 noon)

\*\*If phone is deemed to have inappropriate “sexting” photos/videos, it will be given to CISD police for further investigation.

## Pantsing (Pulling Down Other Person’s Pants) and/or “Mooning”

### 1st offense:

- 3 days ISS/possible DAEP and citation

### 2nd offense:

- 5 days DAEP/citation for harassment

## Possession of Matches/Lighter

### Any offense:

- Minimum 3 days ISS

## Smoking/Possession of Tobacco, or Electronic Cigarettes

### Any offense:

- Minimum 3 days ISS
- Citation as needed

## Theft

- Minimum 3 days ISS
- Citation as needed

## Truancy

### 1st offense:

- 3 days ISS

### 2nd offense:

- 5 days ISS

### 3rd offense:



- Minimum 5 days DAEP

### Unauthorized Use/Misuse of School Property

- Minimum 3 days ISS
- Restitution

### Vandalism

- Minimum 3 days ISS
- Restitution

Failure to serve detentions as assigned will result in the following:

#### **Failure to attend Lunch Detention:**

- 1 BSD/ASD

#### **Failure to attend BSD/ASD:**

- 1 SD (8:00 a.m. to 10:00 a.m.)

#### **Failure to attend 8:00 a.m. to 10:00 a.m. SD:**

- 1 SD (8:00 a.m. to 12:00 noon)

#### **Failure to attend 8:00 a.m. to 12:00 noon SD:**

- 1st offense: ISS (3 days)
- 2nd offense: ISS (5 days)
- 3rd offense and other persistent failure to serve detentions: Suspension and assistant principal's discretion

Detentions are assigned on the next possible day. No changes will be allowed without assistant principal approval. Students that are sick or have a previously arranged doctor's appointment will be allowed to reschedule with a parent phone call or written communication.

### Truancy

A student shall be considered truant when absent from school, which includes any period (including lunch) that is "skipped" during the course of the school day, without the consent of a parent or legal guardian or a school official. Disciplinary action will also be taken for such truancy.

In addition to disciplinary consequences, students will receive an unexcused absence for each period and a zero for all posted grades in the classes missed where truancy has been established.

### Tardy Policies and Procedures

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.

Tardiness is defined as arriving to class late with- out 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 absent.

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

Tardy 1-4	Warning
Tardy 5-6	LD
Tardy 7-8 2	LD

Tardy 9-10	BSD/ASD
Tardy 11-12	SD (8:00 a.m. to 10:00 a.m.)
Tardy 13-14	SD (8:00 a.m. to 12:00 noon)
Tardy 15+	ISS or OSS (Out of School Suspension)

Please note tardies are recalculated at the beginning of each nine weeks.

## False Alarms/911 Calls

Minimum 15 days DAEP (per District discipline guidelines)

## Dress Code

School is a place of business, and dress code 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 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.

The following is the dress code policy and the consequences that correspond:

- Infraction 1-3 – Documented Warning  
Student must contact parent to inform him/her of the dress code infraction. Parents may bring the student a change of clothing, if the change of clothing can be delivered within a reasonable time frame. Otherwise, the student will finish the school day in a Knox P.E. uniform and/or appropriate apparel.
- Infraction 4+ - Before/After School Detention

**Important Note:** 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 an administrator for violations of the dress code. All students shall be accorded due process safeguards before any disciplinary action is taken. (CISD Policy)

## Dress and Grooming Guidelines

The following outline shall serve as a guide for junior high school students. However, "appropriateness of dress and appearance" will be determined by and enforced by the administration on an individual basis. Administrators have the final decision regarding appropriateness of dress.

1. Shoes must be worn at all times. This includes flip flops; however, no bedroom slippers/house shoes, or wheels are allowed.
2. No student may wear articles of clothing or accessories that are considered distracting, unsafe, offensive, revealing, or suggestive (direct or indirect references to obscenities, pornography, 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/bandanas/hoods and/or headbands( not used to hold back hair) may not be worn, by boys or girls, inside the building. Students should not have hats/bandanas in their possession during the school day. If brought into

the building they must be stored in the student's locker or backpack. Hats/ Hoods worn in the building will be taken up and claimed by the parents or returned to the student at the end of the day.

4. Body piercing that is distracting is inappropriate for school related activities. Gauging of the ears is not allowed. Piercing of the eyebrows, eyelids, forehead, scalp, cheeks, lips, tongue, chin, or neck is prohibited.
5. Eye color must be of a natural human color and should not be a distraction to the educational process.
6. Hair coloring that is not a natural color, and extreme hairstyles (i.e. Mohawks, etc.), and/or hairstyles that are disruptive or distracting to the instructional process, are prohibited.
7. CHAINS of any length or size (including wallet chains) are not allowed.
8. Students may not wear boxers, or pajamas.

### Pants and Shorts

1. Undergarments must never be visible. Pants or shorts should be fingertip length. There may not be any holes above fingertip length.
2. Shorts must not be shorter than fingertip length and must not fit too tightly.
3. Boxer shorts and bicycle shorts are not allowed.
4. No tight pants, stretch pants, leggings, etc., are allowed unless worn with a shirt/skirt/dress of "finger tip" length.
5. No baggy, sagging, oversized pants allowed. Pants for boys and girls must be worn at the waist and should never expose the underwear, whether by accident or intent. Students who are deemed to be "sagging" must tuck in their shirt and use a belt. If the student does not have a belt, a belt/zip tie will be provided.

### Skirts and Dresses

1. Skirts and dresses must not be shorter than fingertip length.
2. Backless dresses are not allowed.
3. A sweater must be worn at all times over dresses with small shoulder straps.
4. Bras/bra straps should not be visible. All tank tops/shirts should be at least 1 and a half inches in width.

### Shirts and Blouses

1. Stomachs must be covered at all times. Undergarments must never be visible.
2. Backless or see-through blouses/ shirts may not be worn. A sweater must be worn over shirts with small straps. No cleavage can show.
3. Tank tops with appropriate shirt over it are appropriate. Boys may wear muscle shirts may be worn as long as they fit dress code.
4. Blouses or shirts of see-through material without the wearing of an appropriate shirt under or over the shirt are not permitted.
5. Young ladies must remember that the neckline of their shirts should be appropriate.

Dress code applies to all before/after school functions. Any other dress code issues that are not written in the handbook will be dealt with by the Knox Jr. High administration. They have discretion as to what is or is not appropriate.

For students who do not Honor the dress code:

- Ask the student to change into their PE shorts/ shirt
- Ask student to cover up with a jacket
- Provide the student with a clean loaner set of clothes to wear during the day.

### Co-curricular/Extra Curricular Dress and 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

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.

### Secondary School Insect Repellent Protocol to Prevent West Nile Virus Exposure

It is our position that students who participate in early morning and after school activities be allowed to take precautions against W. Nile Virus by having access to insect repellent. Because there are some health risks associated with the use of insect repellent such as students who may be asthmatic or have an allergic reaction to Deet, it is our position that CISD staff will not actually administer any insect repellent to our students without parent permission (there might be exceptions such as a student with a wrapped up hand that wants someone to spray the back of his legs before football practice). Because many students participate in activities before and after school hours, students are permitted to possess and self administer insect repellent for athletic or outside activity purposes.

For safety reasons, sprays should not be used indoors. No aerosols should be used. There are dangers with pressurized cans and aerosols stay airborne longer thus exposing students with respiratory issues.

Students should generally apply the repellents to themselves and students should be told to move away from others when administering repellents. Repellents should be stored away when not in use such as in athletic lockers, band lockers, school lockers, and athletic bags, backpacks, kept by the trainer or coach, or some other reasonable location where the repellent will not pose a safety risk. It is also acceptable to have the repellents brought to school by students kept in a storage container and brought out for practice each day and to be made available to the students for self administration.

### Sunscreen

Students may possess and use an FDA approved topical sunscreen product while on school property or at a school-related event or activity to avoid overexposure to the sun. Conroe ISD staff will not provide or apply any sunscreen product to a student without parent permission. Parents who are concerned about sun exposure during the school day may send a lotion, or wipe-on sunscreen product for use by their child. For safety reasons, pump spray sunscreen products are discouraged and should not be used indoors. No aerosols are allowed due to the dangers with pressurized cans and aerosols stay airborne longer, thus exposing students with respiratory issues. Parents should label sunscreen product container with student's name. Sunscreen products should be stored away when not in use, such as in totes, lockers, backpacks, or some other reasonable location. Students with special needs will be given assistance, with parent permission, on a case by case basis.

### Electronic Devices and Games

The policy includes but is not limited to devices that emit an audible signal, vibrate, display a message, or otherwise summon or deliver any form of communication, including photos and videos, to or from the possessor. This may include but is not limited to cell phones, smart phones, iPad, iTouch, tablets and smart watches. The use of electronic devices at Knox Jr High will be permitted ONLY in the common areas of the campus (hallways, cafeteria, & courtyard); before school; during passing periods; during the student's lunch period; and after school. Use of electronic devices in any area of the building during instructional time is strictly prohibited unless authorized by the teacher. Instructional time is defined as the time period between the tardy bell and the dismissal bell for all class periods. All electronic devices must be turned off, silenced, and not visible prior to a student entering any classroom or other instructional environment including but not limited to the auditorium and the gymnasium. A student leaving the building to use an electronic device is strictly prohibited. A teacher may choose for student to utilize their electronic device for instructional purposes. Students must follow the teacher's guidelines in regards to its use and may not use the device for any other purpose during that time period; this would include, but not be limited to texting, phone calls, unauthorized web browsing, and social networks. Electronic devices are strictly for personal use and should not be audible to others. The student's ability to hear and/or comply with verbal direction should never be impaired. Ear bud use (1 only) is

acceptable, but headphones that cover the ears are prohibited. Cell phones should while on campus, and the use of any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school sponsored event. Electronic devices used for inappropriate purposes that include but are not limited to academic dishonesty, cyber-bullying, and sending or receiving inappropriate pictures/videos, are strictly prohibited. The unapproved or inappropriate use of electronic devices will result in confiscation and disciplinary consequences for each violation of this policy. In limited circumstances and in accordance with the law, a student's personal electronic device may be searched by authorized personnel prior to reclaiming the item. Confiscated electronic devices are not the responsibility of the school or its personnel. Knox Jr High School will not be responsible for damaged, lost, or stolen.

## Food/Drink/Candy

Food, drink, and candy are not allowed in any part of the building except the cafeteria.

## Hallway Behavior

Running, pushing, shoving, or any type of horseplay in the hallways is not allowed. Students need to keep their hands to themselves.

## Leaving Campus During the Day

Any student who must leave campus during the day must have parent/guardian permission to do so. The person providing transportation must re- port to the front office to sign the student out from school before they will be released. Parent identification is required. The school must receive notification from the parent prior to release if someone other than the parent will be providing transportation. It is very important that parents contact the office no later than 2:30 in order for us to have time to get passes delivered to students. We may not be able to get a student out of class in a timely manner if we are not given advanced notice. Once a student is on campus, he/ she may not leave.

## Leaving Campus at the End of the Day

At the end of the school day, all students must leave the building or be in a supervised activity by 4:05 p.m. Students riding a bus should either load their bus or wait in a designated area in the cafeteria until their bus has arrived. Students that are car riders may exit the back of the building and wait for their ride by the football practice fields, or may exit at the front of the building to wait in the covered area. Students must remain on sidewalks, and not cut across the driveway in between or in front of vehicles. After 4:30 every afternoon all students are expected to catch their rides at the back of the school where supervision is available. Please do not pick up your student at the front of the school after 4:30 p.m.

## Library Media Center

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

Library hours are from 8 a.m. to 4 p.m. Monday/ Wednesday/Friday, and 8 am. to 5 p.m. on Tuesday/Thursday. All students using the library must sign in and out at the circulation desk. Students wishing to utilize the library before school must secure a pass from a teacher prior to that morning. Students must arrive at school and be in the library no later than 8:20 a.m. Students wanting to utilize the library in the afternoon must be in the library no later than 4:05 p.m. and notify the librarian when their transportation home has arrived. A leisure reading area for quiet reading is available. 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 schedules held the following year. 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. Reference books and items on "hold" are subject to overnight checkout and must be returned to the library by 8 am. Details about overnight checkout are available at the circulation desk. Students need to bring money for copying materials and any supplies (pens, paper, scissors, tape, clips, etc.), necessary to complete the task.

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.

## Lockers

Students will be issued a locker at the time of their enrollment. Students keep that assigned locker until the end of the year. Any properties, money and other valuables left in lockers are the responsibility of the student to whom the locker is assigned. Locks should be secured at all times when the student is not present at the locker site. **Students should not share a locker or their combination with anyone other than their parents.** Any item found in a locker is considered in that student's possession. Lockers are the property of the Conroe Independent School District, and are subject to periodic inspections by authorized school personnel.

## 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. Students are encouraged to apply if they qualify.

Specific cafeteria procedures will be covered the first few days of school, but a few to remember are as follows:

1. Lunches are assigned based on a student's 4th period class. Students are asked to proceed to the cafeteria in an orderly manner without running.
2. Seats are not assigned unless there is a specific need for a student to sit in a specific location.
3. Students must have a pass if not in the cafeteria during lunch.
4. All food and drink must remain in the cafeteria area of the building.
5. Students are expected to clean up after themselves. When they raise their hands after eating, they will receive permission to go outside.
6. Students may not order food to be delivered to the campus at lunch or any other time.
7. 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.
8. Theft of items sold in the cafeteria or school store is a criminal act. Individuals caught will be ticketed and prosecuted.
9. Students may not leave campus during lunch. Knox is a "closed campus".
10. The throwing of any object in the cafeteria can result in immediate disciplinary action up to three days of suspension.
11. Anyone desiring to have lunch with a student must first have permission from the student's parent, but also must have permission from the administration. Please make arrangements at least 24 hours in advance.

## Make-Up Work for Absences

A student will be given the opportunity to make up work missed. It is the responsibility of the student to request and complete any assignments or tests missed because of absence. (Students will be permitted one day for make-up work for each day of an excused absence. Teachers may extend this time limit at their discretion.)

Make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and collect homework. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing the tests/assignments before the class is missed. If an assignment is missed the day of an activity, that assignment is due the following day on the student's return to class. Students must realize the importance of establishing credibility with their teachers. It is not fair to other students when a student asks for an excused absence because of the student's failure to complete his/her assignment on time.

## Parent Involvement

Parent support is an integral part of a student's total educational experience. We encourage parents to become active participants by visiting our school, volunteering time whenever possible, and by attending parent meetings and student activities.

## Parent Conferences

Parents are encouraged to contact the school to arrange for a parent conference. Conferences can be scheduled before or after school, during team planning periods, or during a teacher's conference period. If the administrator, counselor, or teacher is unavailable, the parent can leave his/her name and number, and someone will return the call. Our preference is that we are given at least 24 hours in order to be adequately prepared for your conference. Counselors and administrators will also assist in conferences with teachers as facilitators and as extended resources if requested. Parents should report to the main office of the school to check in.

## Parents Visiting Classrooms

Parents are more than welcome to arrange a time in advance (at least 24 hours) to visit some or all of their student's classrooms. Administrative approval is required, and the time of visitation will be scheduled with the teachers. All parents must check in through the front office. The parent must be a spectator only and may not engage any student or teacher during the observation. All information about any student is confidential and should remain confidential.

## Parent View It

All parents are strongly encouraged to sign up for a View It account to access information about their student. All parents need to go to [www.conroeisd.net](http://www.conroeisd.net) to sign up for this account. This is an outstanding way for all parents to be up to date on report card grades, attendance, discipline, and test scores.

## Pets

Pets of any kind may not be brought to Knox Junior High School.

## Knox JHS Respect Policy

At Knox Junior High School, respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.

### Mission

To prepare students to live and work in a complex and interdependent society. To acknowledge diversity and build community by practicing hospitality, civility, and respect.

### Why we need a Respect Policy?

The Woodlands is a community which dedicates itself to the safety and well-being of its citizens and recognizes that human dignity is the basis for all our relationships and growth.

### Definition of Bullying

*Any physical, spoken or written act of abuse, violence, bullying, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature towards any other person, and any restriction or prevention of free movement of any individual.* Bullying is defined by state law as engaging in written or verbal expression, expression through Electronic means, or physical conduct that occurs on school property, at a school-sponsored or School-related activity, or in a vehicle operated by the district and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's reputation.

Conduct is considered bullying if it

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

[Act of June 17, 2011, 82th Leg., R.S., H.B. 1942, § 7 (to be codified at Texas Education Code § 37.0832)] The Conroe Independent School District prohibits bullying as defined by state law. The District also prohibits retaliation against anyone who makes a bullying complaint. For more information about retaliation, you may look under "Issues Related to Bullying."

### Putting a Stop to Disrespect

- **Step One:** When you witness behavior that is in violation of the Respect Policy, tell the person to stop. Apathy, silence, or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents.
- **Step Two:** If the behavior does not stop, contact an administrator as soon as possible to initiate a complaint.
- **Step Three:** If the behavior continues, keep a journal of further incidents, including description, time, date, place and witnesses. Keep your parents and administrators informed.

### Corrective Action

Disciplinary actions may include: conference, parent notification, counseling, detention, in-school suspension, Alternative Education Placement. Police may be contacted; charges may be filed.

Note: The severity of the offense dictates the consequence. These expectations apply to all facets of school life – at school and school activities.

### Schedule Changes

A student wishing a schedule change must submit the request in writing with his/her counselor. Schedule changes will be considered only under the following conditions:

- Overcrowding in a class.
- Correcting an error in the schedule.
- Extenuating circumstances approved by administration.

### Student Insurance

Student insurance is available to all students, and the school acts as a service agent only. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. Additional information will be presented to the students each year and the school will assist in any way possible. The insurance available is for either 24-hour or at-school coverage. Student Accident Insurance will add additional coverage to the policy parents now have in force within reasonable or customary charges. It will cover deductibles in the parent policy, and picks up when the parent schedule of benefits has run out. It pays as primary carrier if parents do not have coverage, or lose coverage.

Accidents occur in every school every day. We highly recommend a careful review of the information on the Student Insurance Program made available. The uniqueness of this program is that it can be purchased at any time and it will take effect when the insurance carrier receives the check.

An envelope containing the information about the insurance will be sent home with students during the first few weeks of the new school year. If this information is not received, please contact the school.

### Technology

CISD offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational



information exchange. Any inappropriate or unauthorized use of the Internet, technology equipment, software, etc. may result in disciplinary consequences and/or having technology privileges revoked. (See also CISD policy).

## Computer Labs

Knox Junior High School has two computer labs in the library and one in a classroom. The computer labs located in the library have 24 machines each available for classes or individuals. Teachers may sign up to bring their classes for a variety of purposes. The computers are all equipped with STAR Office as well as other programs for student access. Teachers can bring classes for Internet research since all computers are Internet-connected over the district network. The lab is staffed full time by school personnel who are able to help with hardware or software problems. When computers are available, individuals may use a variety of software programs and the Internet may be accessed with permission from a teacher and a valid research topic. The lab is open during normal library hours only. All students wishing to use a computer in the library must sign in for a computer at the circulation desk. Students will have the opportunity to sign up for a First Class account with CISD. This account allows students to transfer data between home and school without a disk.

They will also have access to a calendar function and many more useful items to enhance their education and organizational skills.

## Textbooks

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

## Textbook Damage Charges

**Slightly Damaged:** \$5.00 slightly torn page (s) slightly damaged spine slightly damaged cover slightly marked pages (pencil) slightly dog-eared slightly marked edges.

**Badly Damaged:** Half of the cost of the book, badly torn pages (5), page torn out (not missing), badly damaged spine badly damaged cover badly dogeared, badly marked pages, edges (ink), obscenities marked in pencil.

**Unusable:** Full cost of the book water or fire damage, missing pages, obscenities marked in ink, unreadable due to markings, payment of a damaged book is required before a new book will be issued.

## Tutorials

Teachers have specific days when they come early and/or stay late for tutorials. Students should prearrange to attend tutorials with their teachers.

Knight School on Tuesday/ Thursday evenings from 4:10-5:00 p.m.

## Visitors to the Building

Visitors (parents and/or friends)

- All parents and other visitors must enter through the front of the school, present some form of identification, and sign the visitor log-in.
- All visitors must wear a visitor badge.
- Students' friends/classroom visitors are not permitted on campus.
- Students from other campuses are not allowed on our campus during school hours or during arrival/dismissal time or special events.

*This portion of the Knox Junior High Student Handbook is an addendum to the CISD Secondary Student Handbook. Students and their parents are expected to read and understand all information included.*

*Any questions may be referred to the campus administration.*