

Knox Junior High

Student Handbook Supplement



2023-2024

(Updated 8/7/23)

Table of Contents

MISSION STATEMENT (Respect Policy / Knox Code)...	3
FREQUENTLY ASKED QUESTIONS.....	3
ACADEMIC INSTRUCTION / GRADING POLICY.....	7
ATTENDANCE.....	10
CELL PHONE/ELECTRONIC DEVICES.....	13
COUNSELING.....	15
DISCIPLINE GUIDELINES.....	16
DRESS CODE.....	21
OPERATING PROCEDURES.....	23
PARENTAL INVOLVEMENT.....	27
SAFETY.....	28
SCHEDULE.....	30
SPECIAL EDUCATION.....	30
STUDENT ACTIVITIES POLICY.....	32
TARDY POLICY AND PROCEDURES.....	32

MISSION STATEMENT

Knox Junior High 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.

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.

The Knox Knights' Code

Kindness - A Knight treats everyone with respect.

Journey - A Knight's quest is to lead a purposeful life.

Honor - A Knight does what is right.

Success - A Knight strives to achieve through maximum effort.

FREQUENTLY ASKED QUESTIONS

STUDENTS:

You are late to school...

- If you arrive late to school (after 8:50 a.m.) you need to report to the Front Office.

You are late to class...

- If you are tardy to class—go directly to your classroom. The teacher will mark you tardy.
- 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 or email to excuse your absence, report to the Front Office with a note from a parent or guardian accounting for your absence.
- If your parent or guardian called or emailed, you may report directly to class.

If you want to leave school early...

- Turn in a SIGNED NOTE FROM YOUR PARENT/GUARDIAN with a printed name and phone number to the Front Office when you arrive in the morning. The Front Office will issue you a pass to be released from your class at the appropriate time. Prior to leaving school, you must check with the Front Office and sign out and/or your parent/guardian must come in the building to check the student out.

You lost an item...

- Check in the lost and found bins in the Cafeteria/Book Room before school, at lunch, or between classes. For electronic devices, check with the Front Office.

You find a textbook or personal item that is not yours...

- Take the textbook or personal item to your assistant principal.

You want to leave your classroom...

- Signed pass from your teacher
- Library pass
- Restroom pass

You want advice about schedules or courses...

- See your counselor—make an appointment by stopping by the counseling office in-between classes. 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 pass from your teacher for the clinic. If you become ill during lunch or a passing period, report to an assistant principal's 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 Knox campus, or report the incident by calling the Crime Stopper telephone number (1-888-KID-CHAT) or (936-543-2428), or texting via anonymous alerts :[Conroe ISD Safety Information](#)

PARENTS/GUARDIANS:

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 student's name on it.
- 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.
- Students carrying medicine are subject to disciplinary consequences.

My student forgets to take something to school...

- Bring the item to the Front Office so that it can be delivered to your student.

My student forgot lunch...

- Students may purchase lunch from the cafeteria or their lunch may be dropped off at the Front Office.

I need to talk to or have a conference with one of my student's teachers...

- Email your student's teacher or call the school receptionist. If the teacher is not available, a message can be left. Please allow at least 24 hours for a response.
- For a conference, you may also contact the counseling center to arrange a meeting with your student's teacher.

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

- Contact your student's assistant principal's 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.

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.

My student's sibling or student from another school wants to come to Knox to watch a performance during the school day...

- Students of other schools are not permitted on our campus during the school day.
- If a parent wants to bring a sibling on campus, the parent must sign in at the Front Office and the sibling must remain with the parent at all times.

You want to withdraw your student from school...

- Contact the Registrar's office to begin the withdrawal procedure.

You want to get a message to a student... (Parents and Guardians)

- If you need to let your student know about a change in the after school transportation plan, please contact the Front Office prior to noon. If the message is unrelated to transportation, it will be delivered prior to dismissal.

ACADEMIC INSTRUCTION / GRADING POLICY

Progress Reports

Reports on student progress are available through Parent Access at the end of the 3rd week and 6th week of every marking period. Parents and students are encouraged to contact the appropriate teacher whenever there is a question or concern. See website for Progress Reports for specific dates.

Report Cards

Each semester is divided into two nine-week increments. A report card will be available through Parent Access at the end of each nine-week period. In May, at the end of the school year, a student's report card will be mailed and can also be viewed by accessing the Parent Access. Signing up for this also adds the parent/guardian's name to the list to receive the emailed school newsletter.

Knox Junior High School Courses:

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

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

High School Courses: (Algebra, Geometry, Health, Spanish 1, Art 1, Principles of Arts/AV, and Principles of Hospitality)

Each nine weeks grade will account for 42.5% of their grade. A final semester exam is worth 15%. Final semester averages are as follows:

First nine weeks	42.5 percent
Second nine weeks	42.5 percent
Semester exam	15 percent

90-100 = A 80-89 = B 75-79 = C 70-74 = D Below 70 F

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

Three Categories of Grades

Major – Teachers will classify assessments or assignments that are considered major grades. Examples: Tests, Projects, Concerts, Essays, Performances, Presentations, Labs, or other long-term assignments that are considered a significant value of the total grade for the course.

Quiz – Teachers will classify assessments or assignments that are considered formative check points. Examples: labs, sketchbooks, presentations, rough drafts, or quizzes.

Daily – Teachers will classify assignments that are considered daily work. Examples: homework, classwork, or anything else that does not fit into Major or Quiz categories.

Nine-week grading is determined as follows:

Major 60% At least 3 Major grades each 9 week MP (** 2 in 1st 6 weeks of MP1)

Quiz 20% At least 4 Quiz grades each 9 week MP (** 2 in 1st 6 weeks of MP1)

Daily 20% At least 5 Daily Grades per MP

Retest/Test Corrections Policy

- Due to the nature of some assignments and lab practicals, teachers can limit what items can be offered for retakes.
- It is expected that test retakes will occur before the school day begins or during advisory.
- The re-assessment may be administered at any time during the nine weeks. If an assessment should fall on the last day of the marking period, the student will have a maximum of five school days to retake this assessment in order to satisfy UIL eligibility.
- If a student is caught cheating on a test, they will receive a 0 and a re-assessment for that test is not permitted.
- There are no retakes on semester exams.
- Tutorials may be required when the individual test grade falls below a 75 and the student wishes to retest.

- The maximum grade a student can earn on a retest is a 75.
- A minimum of one re-assessment per nine weeks will be offered. It is up to departmental team discretion to offer more than one re-assessment during a nine-week marking period.

Late Policy

The following late policy for all core subjects of RLA, Science, and Social Studies. Math will not accept late work. If a student is ill and out on the day the assignment/project is due, he/she will receive one day for each day they were out.

Major – Major long-term assignments/projects will be accepted late for a 10-point penalty per school day until the grade of a 0 is reached. Examples of this include but are not limited to the Science Fair and Veterans’ Day projects. Math will not accept late work.

Quiz – Homework assigned that will be taken as a quiz grade will be accepted late: Day 1 - 70, Day 2 - 50 and Day 3 - 0. Math will not accept late work.

Daily – Daily work that is assigned as homework will not be accepted late for full credit. Day 1 - 70, Day 2 - 50 and Day 3 - 0. Math will not accept late work.

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. All students involved in either type of incident will receive consequences. (See CISD Secondary Handbook)

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 an absence. The student will have one day to make-up work per each day the student is absent. (Example: Student misses two days, they will have two days to make up the work.)

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.

Tutorials

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

ATTENDANCE

Official state attendance (ADA) will be taken each day during students' 2nd Period class by 10:00 a.m. However, Knox attendance is taken during each class period, and this attendance accounting determines 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 should CALL the FRONT OFFICE by 10:00 a.m. on the day of the absence stating the reason and duration of the absence. When a parent or guardian has not called or emailed the Front Office, the student is required to bring a written excuse signed by a parent or guardian. Should there be an instance of forgery of an excuse note and/or call, disciplinary action will be taken. Students should bring written excuse notes to the Front Office before school on the day they return to school from an absence.

Time Limit for Excusing Absences

If parents or guardians do not call, or students do not bring a note on the day they return; the student will have one additional day to bring the required documentation. After the additional day, the student's absence will be considered unexcused. Leaving early for a vacation is not an excused absence.

Parents/Guardians will receive an automated CISD system phone call regarding a student's absence.

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

Extracurricular Absences

Students who wish to participate in extracurricular activities will need to attend class the day of the activity. (Example: Student has a football game that afternoon, and is not at school due to an illness or other reason, the student will not be able to participate in the football game.)

Student Absence Make-Up Hours (Due to Excessive Absences - over 90% Attendance Rule)

****Students are only allowed to miss a total of 9 days per class per semester****

In order to assist in making up classes/hours missed due to absences, students may attend make-up classes on Tuesday and Thursday 4:10 pm to 5:00 pm in the Knox Library and on designated Saturdays for 4 hours.

Excused Absences

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

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. The sponsor/coach will notify all staff of the field trip or competition and the students who will be participating. According to UIL and academic eligibility, students who are failing any class may not participate in the field trip activity.

Leaving During the School Day

Students leaving during the school day:

1. The student must 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 the early dismissal and a phone number.
3. The student will then receive a dismissal slip to be shown to their teacher at requested time.
4. The student will then report to the Front Office at their dismissal time.
5. Parent, guardian, or designated person picking up is required to come into the Front Office to sign out the student before the student leaves the school.

To Leave School Early Due to Illness

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

ill or needs to go home. Students should not go and stay in the restrooms or other places if they feel ill because they may 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 3:30-4:00 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, orthodontic, illness, etc.) other than a school-sponsored activity without checking out through the Front Office will be subject to disciplinary action. Checkout procedures must be followed even if the parent or guardian 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 Front Office will issue the student a pass. The student should return to the Front Office with a verification from the health professional when returning to school. This procedure should be completed PRIOR to the beginning of the first period.

Requests for Assignments

Many of the assignments can be found on the teacher's Canvas page. For absences over three days, please contact your student's counselor for assistance.

Make-up Work

Students will be given the opportunity to make up work missed due to any absence with the exception of truancy which 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. Long-term assignments are due even if the student is absent on that day and students should make every effort to get these assignments turned into their teacher.

Attendance

Attendance is critical to all students and their success. Please refer to the CISD Secondary Handbook Attendance Guidelines. For excessive unexcused absences, students/parents can be filed for truancy.

CELL PHONE POLICY/ELECTRONIC DEVICES

The policy for the use of cell phone and/or electronic devices includes, but is not limited to the following: cellular phones, laser pointers, radios, Bluetooth speakers, video cameras (digital and/or film) iPods, e-readers, wireless headphones, headphones, Google glasses, smart watches, and other electronic devices.

1. These items should be silenced and put away between 8:50 a.m. (or when a student enters the classroom) and 4:10 p.m. An exception to this rule is that cell phones and 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.

2. Cell phones and accessories are allowed during the student's designated lunch period and in the hallway in between classes. As soon as students enter an academic area, cell phone and/or electronic device(s) should be silenced and put away.

3. 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.

4. The use of cell phones or electronic devices to take pictures or to look up any inappropriate material on school property is prohibited.

5. Any use of cell phones or electronic devices during a testing time may result in a "0" on the test and disciplinary consequences.

6. The use of cell phones to call home during the day is prohibited. Students may go to their assistant principal's office or the Front Office to call home when necessary.

7. While in Lunch Detention, After School Detention, In-School Suspension, or Saturday Detention students will turn off all cell phones or electronic devices.

8. While in the locker room, all cell phones and/or electronic devices are to be turned off and put away.

9. Cell phones and or electronic devices are not to be used to take pictures or to record videos.

10. Cell phones and electronic devices are NOT to be used in the restroom.

** These items are very high-risk items for theft in school. Bring these items at your own risk. Knox Junior High School is not responsible for lost, stolen, or damaged property.

Inappropriate Use of Cell Phones: Discipline

Students who do not follow the cell phone and electronic devices policy will have their phone confiscated by administration and disciplinary consequences will be assigned as needed.

Any cell phone with inappropriate use may be subject to suspension due to content and social media use.

****If the cell phone is deemed to have inappropriate "sexting" photos/videos, it will be given to CISD police for further investigation.**

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. will result in disciplinary consequences and/or having technology privileges revoked. (See also CISD policy)

COUNSELING

Counseling Center

The Counseling Center is available to parents or guardians and students needing assistance in academic, personal, or social situations. The following are some of the 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 or guardians wishing to speak with a counselor should call the Front Office (832-592-8400) and ask to speak to their child's counselor. If the counselor is 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.

Schedule Changes

Schedule changes will be considered only under the following conditions:

- • Correcting an error in the schedule such as missing a core class or enrolled in duplicate courses
- • Extenuating circumstances approved by the administration
- • Class subject change (Level to Honors, Honors to Level, etc.)

If a schedule change is needed per the reasons listed above, please see your counselor during passing periods or during lunch.

DISCIPLINE GUIDELINES

Discipline Guidelines

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, parents/guardians, 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.

DAEP

DAEP is located at 701 N 3rd St, Conroe, TX 77301.

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/guardian are aware of all rules and regulations.

Short-Term

DAEP placement can be for 5, 10, or 15 days.

Long-Term

DAEP placement can be for 30, 45, or 60 days.

Disciplinary Consequences

Please refer to the District Code of Conduct in the CISD Secondary School Handbook for more detailed information. A student will be assigned one of the consequences for violations of the student code of conduct:

Lunch Detention (LD)

A student can be assigned lunch detention by an administrator for minor infractions.

If a student is assigned to lunch detention, the student will know in advance and will report directly to the ISS room. The student will remain in lunch detention to eat and to work for the student's entire lunch period. The student will be given a pass if they need to purchase lunch.

After School Detention (ASD)

A student assigned to After School Detention (ASD) for disciplinary problems is expected to serve for each time assigned. An ASD is held after school hours from 4:10 p.m. to 5:00 p.m. on Monday through Thursday. Parents or Guardians need to be at school promptly at 5:00 p.m. to pick up their student.

ASD is a study period. The student is required to stay busy with school assignments the entire time. Students who fail to attend or do not comply with ASD expectations will be subject to further disciplinary action.

Saturday Detention (SD)

A student assigned to Saturday Detention (SD) for disciplinary problems is expected to serve for each time assigned. SD will be held on Saturday from 8:00 a.m. to 10:00 a.m. or 8:00 a.m. to 12:00 p.m. and the student is responsible for transportation arrangements. Students will be dropped off and picked up in the front of the building.

SD is a study period. The student is required to stay busy with school assignments the entire time. Students who fail to attend or do not comply with SD expectations 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 from the beginning of the school day to the end. 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. 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 ISS rules:

1. Students must bring all materials and supplies necessary for the day to ISS prior to the first period tardy bell.
2. Students are not permitted to participate in any school/extracurricular activities until all ISS day(s) have been completed.
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 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. Initially, the student will be counted absent in their regular classes, then the student's attendance will be reconciled with the Attendance office.

ISS is staffed with a teacher who is able to help students with their assignments.

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 that:

- (1) Has the effect or will have the effect of physically harming a student
- (2) Or 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."

Bully/Harassment

Any offense: Refer to Conroe ISD Bullying Procedures

Drugs/Alcohol and/or Simulated Substance Offenses:

CISD Police will be notified

- Out of School suspension
- Short term DAEP 3, 5, or 15 days
- Long term DAEP 30, 45, or 60 days
- Expulsion

Fighting: (Citations as needed)

- Out of School suspension
- In School Suspension
- DAEP placement

**Discipline given on discretion of administration depending on severity

Cheating/Plagiarism:

1st offense: "0" in the grade book for that assessment or assignment and Informational Discipline Referral

2nd offense & any additional offenses: "0" in the grade book plus 1 day of ISS

Obscene/Offensive Language/Gestures to Students, Teachers, and/or Staff

Possible consequences depending on severity:

- Lunch Detention
- ASD
- Saturday Detention (2 or 4 hours)
- ISS

Pantsing (Pulling Down Another Person's Pants):

1st offense: Minimum 1 day ISS and possible citation

2nd offense: 3 days ISS and possible citation

Possession of Matches/Lighter/Tobacco/Electronic Cigarettes (Smoking/Vaping)

Possible consequences depending on severity:

- Lunch Detention
- ASD
- Saturday Detention (2 or 4 hours)
- ISS

Smoking/Vaping

Possible consequences depending on severity:

- Out of School Suspension
- ISS
- DAEP possible 5 - 60 days

Theft:

Any offense: Minimum 3 days ISS / Citation as needed

Unauthorized Use/Misuse of School Property/Vandalism:

Any offense: Minimum 3 days ISS / Restitution

Skipped Classes

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, guardian, or a school official.

Disciplinary action: ASD and/or Saturday Detention (2 or 4 hours)

False Alarms/911 Calls

Possible consequences:

- Parent Conference/Campus Officer Conference
- Out of School Suspension
- ISS
- DAEP possible

DRESS CODE

Dress Code

School is a place of business, and dress code regulations will provide appropriate standards for the general appearance of students. The following outline shall serve as a guide for Knox 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.
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/other prohibited substances, or violence).
3. Hats, bandanas, and/or hoods may not be worn, by boys or girls, inside the building. If you bring one of these items, it must be stored in your backpack while in the school building for the entire school day. Hats, bandanas, and/or hoods worn or

carried in the building may be taken up and returned to the student at the end of the day.

4. CHAINS of any length or size (including wallet chains) are not allowed.

5. Students may not wear pajamas unless on designated theme days.

Pants and Shorts

1. Undergarments must never be visible.

2. There may not be any holes above mid-thigh.

3. Shorts must not be shorter than mid-thigh.

4. Boxer shorts and compression shorts are not allowed.

5. Pants must be worn at the waist and should never expose the underwear.

Skirts and Dresses

Skirts and dresses must not be shorter than mid-thigh.

Shirts

1. Stomachs must be covered at all times and undergarments must never be visible.

2. Backless or see-through blouses, or shirts may not be worn.

3. Bras, bra straps, and camisoles should not be visible.

4. No tank tops should be worn.

5. No cleavage should be visible.

Co-curricular/Extracurricular Dress

The principal (or designee), in conjunction with the sponsor, coach, or other person in charge of an extracurricular activity, will set the dress code expectations for the event.

Dress consequences that correspond:

- Infraction 1-Informational Discipline Referral / Change clothes
- Infraction 2 -Change clothes and lunch detention
- Infraction 3- Change clothes and ASD
- Infraction 4- Change clothes and Saturday Detention
- Infraction 5-Change clothes and ISS

The assistant principal will contact the student's parent or guardian regarding the infraction. The student's parent or guardian may bring their student a change of clothing.

OPERATING PROCEDURES

Address/Phone Number Change

When the address or telephone number of a student has been changed, it is the student's and parent/guardian'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 for notification. In order to change an address, the parent/guardian must bring in a new Proof of Residency. Documents needed: Lease/Contract on home or a utility bill (electric, gas, or water). See the REGISTRAR for more information or questions.

Arriving on Campus in the Morning

For student safety, Knox students should 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.

Once students arrive on campus, whether from the bus or private transportation, they may not leave. All students arriving before the first bell must report directly to the cafeteria area in the back of the school. Seventh grade car riders will be dropped off and picked up in the front of the school. Eighth grade car riders will be dropped off and picked up in the rear parking lot.

Bus

Riding the bus is a privilege. Students are expected to follow all rules and expectations listed in the district handbook. This includes obeying the bus driver, bus monitor, and safety rules. Any bus infraction may result in being removed from the bus for one or more days.

Clinic Services

In the event of illness or injury occurring during the school day, the school nurse will provide clinic services. A student may go to the clinic only after obtaining a pass from a teacher or administrator. Students who feel ill and leave school without going through the clinic and Front Office will be considered truant. It is important that the school be able to account for all students' whereabouts during the school day.

Computer Labs in Library

Knox Junior High School has two computer labs in the library. All students wishing to use a computer in the library must sign in for a computer at the circulation desk.

Deliveries to Students

Because of the interruption of the school schedule, the delivery of flowers, balloons, etc., is not permitted.

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

Students are expected to follow all hallway expectations and any directions from staff.

Food/Drink/Candy

Food, drink, and candy are not allowed in any part of the building except the cafeteria. Students may carry a water bottle throughout the school day.

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 report 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/guardian prior to release if someone other than the parent/guardian will be providing transportation. It is very important that the Front Office be contacted no later than 2:30 in order 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.

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 4:10 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.

Library Media Center

Library hours are from 8:10 a.m. to 4:10 p.m. Monday/ Wednesday/Friday, and 8:10 a.m. to 5:00 p.m. on Tuesday/Thursday. All students using the library must sign in and out at the circulation desk. 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 4:10 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 8:10 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 not be issued a hallway locker; however, PE, athletics, orchestra, and band will continue to be issued lockers. Please don't place stickers or any adhesives on inside or outside the locker. Students will keep their 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. Lockers should be secured at all times even 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 or guardians. 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 available online through the child nutrition website.

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.
2. Seats are not assigned unless there is a specific need for a student to sit in a specific location.
3. All food and drink should remain in the cafeteria area of the school.
4. Students are expected to clean up after themselves. Students may not order food to be delivered to the campus at lunch or any other time. (Example: NO DoorDash, UberEats, etc.)
5. Students should follow all cafeteria expectations.
6. Students may not leave campus during lunch. Knox is a "closed campus."
7. The throwing of any object in the cafeteria can result in immediate disciplinary action.

Pets

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

Visitors to the Building

- All parents, guardians, 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 and return it to the Front Office when leaving.
- Students' friends/classroom visitors are not permitted on campus.
- Students from other campuses are not allowed on our campus during the school day.

PARENTAL/GUARDIAN INVOLVEMENT

Academic / Teacher Concern

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

1. We encourage the student to talk with their teacher about any concerns.
2. The parent or guardian may email or call the teacher regarding any concerns.
3. The student, parent, or guardian may request a conference with the teacher by contacting the student's counselor.

Parent/Guardian Access

All parents or guardians are strongly encouraged to sign up for an account to access information about their student. Parents or guardians will need to go to [Parent Access Center](#) set up this account.

Parent/Guardian Involvement

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

SAFETY

CISD and Knox 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 a school district.

Knox Junior High School's 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 the safety of all students and staff.

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. 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.

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 teacher.

Crisis Management Plan

Knox Junior High School develops a Crisis Management Plan for each school year. The plan outlines key people who would be contacted in the event that a crisis occurs. These people would then assemble and develop a plan for handling the specific incident. Central office, administrators, counselors, key teachers, other campuses, and police may be involved in the process.

Building Lockdown

Knox Junior High School has a system in place in order to lockdown 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.

Inclement Weather Plan

Knox Junior High School has an inclement 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 re-enter 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

Students are to follow their teacher's instructions. All students and staff will seek interior rooms and remain there until the all-clear signal is given.

SCHEDULE

2023 – 24 Knox Bell Schedule

	<u>7th Grade</u>	<u>8th Grade</u>
1st Period	8:50 – 9:37	8:50 – 9:41
2nd Period	9:41 – 10:30	9:45 – 10:34
3rd Period	10:34 – 11:21	10:38 – 11:25
4th Period	11:25 – 1:21	11:25 – 1:25
A Lunch	11:25 – 11:55 <i>Class 11:25 – 11:55 / Adv 12:25 – 1:21</i>	NO 8th Grade <i>A Lunch</i>
B Lunch	11:55 – 12:25 <i>Adv 11:25 – 11:55 / Class 12:25 – 1:21</i>	11:55 – 12:25 <i>Adv 11:29 – 11:55 / Class 12:25 – 1:25</i>
C Lunch	12:25 – 12:55 <i>Class 11:25 – 12:25 / Adv 12:55 – 1:21</i>	12:25 – 12:55 <i>Class 11:29 – 12:25 / Adv 12:55 – 1:25</i>
D Lunch	NO 7th Grade <i>D Lunch</i>	12:55 – 1:25 <i>Class 11:29 – 12:25 / Adv 12:25 – 12:55</i>
5th Period	1:25 – 2:12	1:29 – 2:16
6th Period	2:16 – 3:03	2:20 – 3:07
7th Period	3:07 – 4:00	3:11 – 4:00

SPECIAL EDUCATION

Knox 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 IEPs and develop new ones in order to challenge all students receiving services. ARD meetings should be convened when a

change in placement, modifications, or IEPs will take place. If there is a question regarding the student's performance, please contact the teacher first.

We offer an informational notebook to help parents/guardians understand the ARD paperwork. 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.

Knox 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.

Homebound Instruction

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

A parent/guardian 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 at least four weeks. There must be an adult in the home at the time of the teacher's visit. Parents should apply to the counseling office 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, please contact the counseling office.

Physical Education Restrictions

Students may find themselves restricted from physical activity for the physical education class. For permanent restrictions, a member of the healthcare 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 healthcare 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.

STUDENT ACTIVITIES POLICY

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 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!

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 can be obtained from the [Conroe ISD website](#).

TARDY POLICY AND PROCEDURES

Tardiness is defined as arriving to class late without an approved pass after the tardy bell rings for the start of class. Students arriving to class more than 15 minutes late will be counted absent for that class period.

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

Numbers of Tardies	Consequences
Tardy 1-4	Warning
Tardy 5-6	Lunch Detention
Tardy 7-11	1 hour ASD
Tardy 12-16	Saturday Detention (8:00 AM - 10:00 AM)
Tardy 17 +	Saturday Detention (8:00 AM - 12:00 PM) possible ISS

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

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