

***Due to the fluid nature of the  
2020-2021 school year,  
contents in this handbook are  
subject to change.***

***Students/parents will be  
notified promptly if/when any  
contents of this handbook are  
updated.***

# PEARLAND JUNIOR HIGH



**SOUTH  
DIAMONDBACKS**

## STUDENT/PARENT HANDBOOK

2020 - 2021

## Table of Contents

<b>Forward</b>	3	Accessories & Miscellaneous Items	20
<b>People You Should Know</b>	3	Cell Phone: Student Telecommunications Device	20
<b>Leading the Diamondback Way - GRIT</b>	4	Confiscation of Contraband or Disruptive Items	21
<b>I. Academic Information</b>	<b>5-10</b>	<b>V. General Information</b>	<b>21-27</b>
Course Offerings	5	Arriving at School	21
Grades-Academic	5	Bicycles & Skateboards	21
Grades-Conduct	5	Teacher Concerns	21
Grades-Late Work	5	Conferences with Teachers	21
Grades-Cheating & Plagiarism	6	Email Guidelines	22
Grades-Reassessment	6	Emergency Cards	22
Grade Requirements: Extra-Curricular Activities	6	Fees	22
Grade Types	7	Fire/Emergency Drills	23
Grades-Minimum Number	8	Forgotten Lunches	23
Homework	8	Student Identification Cards (ID's)	23
Make-Up work	8	Involvement of Law Enforcement Officials	23
PE/Health Fitness Exemptions	8	Lockers	23
Performance Review	8	Parent Volunteers	24
PISD Promotion Statement	9	Parking	24
Progress Reports	9	Personal Property	24
Report Cards	9	Physical Education Uniforms	24
Right of Waiver	10	Program/Assembly Guidelines	24
Schedule Changes	10	Student Records	24
Semester Exams	10	Student Success Initiative	26
Benchmark Exams	10	Substitute Teachers	26
Standardized Tests	10	Summer School	26
Tutorials	10	Supervision	26
<b>II. Attendance Regulations</b>	<b>11-15</b>	STAAR Testing Dates	26-27
Compulsory School Attendance Law	11	Textbooks	27
Parental Duty	13	Visitors	27
Attendance for Credit	13	Withdrawal from School	27
Parents Note After Absence	14	<b>VI. Student Activities</b>	<b>27-29</b>
Doctors Note After Absence for Illness	14	Clubs & Organizations	27
Military Duty	14	Dances	28
Early Checkout	14	Field Trips	28
Early Release	14	Fundraisers	28
Late Arrival	14	Extracurricular Events	28
Tardies	15	National Junior Honor Society	29
Truancy	15	Right Choice Rallies (RCRs)	29
<b>III. Code of Conduct</b>	<b>15-20</b>	<b>VII. Student Services</b>	<b>29-34</b>
Appropriate Behaviors	15	Bus Transportation	29
Campus Wide Student Expectations	16	Cafeteria	29
Campus Discipline Management Plan	16	Guidance Services	29
Minor Offenses	16	Health Services	30
Serious Offenses	16	Illness at School	30
Consequences	17-18	Immunizations	30
Cafeteria Behavior	18	Emergency Medical Cards	30
Chewing Gum	18	Screening Programs	30
Leaving During the School Day		PISD Medication Guidelines	31-32
Sexual Harassment	19	Library/Media Center	33
Public Display of Affection (Tangible Courtship)	19	Lost & Found	33
Transportation	19	Package Delivery/Messages	33
		Telephones	33
		<b>VII. South Incentive Program</b>	34
<b>IV. Dress Code &amp; Misc</b>	<b>20-21</b>	<b>VIII. Parent/Student Handbook Acknowledgment</b>	<b>35</b>

## FOREWORD

The purpose of any school is to enhance the growth and development of students and provide skills, knowledge and experiences that will equip them to operate successfully in society. This purpose is nurtured best where students, parents and staff understand the purpose and structure of the school, and where the day-to-day operation of the school is smooth and efficient. This handbook has been compiled to outline the policies and procedures used to foster the smooth and efficient operation of the junior high schools in the Pearland Independent School District.

Certain policies and procedures are unique to each campus. Every effort has been made to clarify normal operating procedures; however it is impossible to foresee every circumstance. The building principal on each campus shall make any and all other rules and regulations necessary to maintain an effective and safe academic climate.

To assure that you received this handbook and the Pearland ISD Student Code of Conduct, ***you and your parent will be required*** to sign the ***Parent/Student Handbook Acknowledgement Page***. The Assistant Principal office will send the acknowledgement page home when school starts, if not signed during registration.

## PEOPLE YOU SHOULD KNOW

There are many people working in a school to help you achieve your goals. You will get to know your teachers well in the year to come. What follows is a list of other staff members who are available to serve you.

Principal	Jason Frerking
School Secretary	Katie Bradshaw
7 <sup>th</sup> Gr. Assistant Principal	Melonie Godeuax
8 <sup>th</sup> Gr. Assistant Principal	Stacey Myles
Discipline Clerk	Sandra Guzman
7 <sup>th</sup> – Counselor	Emily Straub
8 <sup>th</sup> - Counselor	Yamelis Hennigan
Student Support Counselor	Xochil Hinshaw
Counseling Clerk	Claudia Camarillo
Nurse	Melissa Collins
Registrar	Olga Colchado
Attendance Clerk	Melinda Guerra
Receptionist	Cathy Munoz
Librarian	Renee Sanders
School Resource Officer	Officer Lucas
Band Director	Brandon Linder
Boy's Athletic Coordinator	Jerald Whittaker
Girl's Athletic Coordinator	Niki Patterson

Based on the acronym GRIT, **the Diamondback Way** is a set of guiding principles for Pearland Junior High South students, teachers, staff, and parents:

## *Leading the Diamondback Way...*

*G*ive your best effort every day

*R*eal leaders build relationships

*I*ntegrity in everything we do

*T*enaciously pursue your dreams

## I. ACADEMIC INFORMATION

### Course Offerings

*The following is a list of courses available for each student:*

#### **Seventh Grade**

- *Core:* Language Arts, Math, Texas History, Science.
- *Electives:* Art, Athletics, Band, Choir, Theater, Exploratory Spanish, Physical Education, Video Technology.

#### **Eighth Grade**

*Core:* Language Arts, math, science, history.

*Electives:* Art, Athletics, Audio Visual Technology, Band, Choir, Theater, Physical Education, Spanish, Student Aides, Video Technology/Career Connections and Yearbook.

Information on programs for exceptional students (Gifted and Talented, English as a Second Language, Special Education, Dyslexia, etc.) is available from the counselor.

### Grades- Academics

Numerical grades will be reported in accordance with State Law.

90 - 100	Excellent Progress
80 - 89	Good Progress
75 - 79	Average Progress
70 - 74	Poor Progress
50 - 69	Failure
I	Incomplete

### Grades- Conduct

These marks should be taken seriously as they can affect participation in school activities (i.e. school representation, choir, band, athletics, and cheerleading).

**(E) Excellent.** The student has an exceptional attitude, consistently cooperates, shows respect for self and others, and observes school rules and regulations.

**(S) Satisfactory.** The student has a good attitude, cooperates, and generally observes school rules and regulations.

**(N) Needs to improve.** The student's attitude needs to improve and there have been infractions of school rules.

**(U) Unsatisfactory.** The student's attitude is poor and uncooperative. The student disrupts class and shows little respect for school rules and regulations.

### Grades – Late Work

**Late work will be penalized as follows:**

1 day late	11 points off
2 days late	20 points off
3+ days late	30 points off

## **GRADES-CHEATING/PLAGIARISM**

Students engaging in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the student code of conduct. Academic dishonesty includes:

- Cheating or copying the work of another student
- Plagiarism
- Unauthorized communication between students during an examination

Behaviors defined as “cheating” include:

- Giving or receiving information, looking on someone else’s work, or allowing someone else to see one’s work during an exam, test, or quiz.
- Unauthorized receipt or distribution of exam, test, or quiz contents, materials, or answer key.
- Use of unauthorized resources such as notes during an exam.
- Taking an exam, producing a project, paper, or assignment for another student, or asking another student to take an exam or produce a project, paper, or assignment for an individual.
- Copying work assigned to be done independently or letting others copy one’s work.

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional taking into consideration written materials, observation, or information from students. Consequences for cheating and plagiarism are serious. Both acts are considered stealing and will not be tolerated.

### **Homework (copying or lending)**

- 1st Infraction: 1/2 credit on re-do, Teacher Detention, Parent notified by Teacher
- Repeat infraction: a zero will be recorded for the assignment, Office Referral, AP notifies parent
- Consequences will increase with each additional incident.

### **Test, Major Projects (copying or lending)**

- 1st Infraction: 1/2 credit on re-do, 2 hr After School Detention, Teacher and AP notifies parent
- Repeat Infraction: a zero will be recorded for the assignment, 1 day ISS assignment, AP notifies parent

## **Grade Reassessment**

A student receiving a failing grade on a classroom assignment or a test with scores of 69 or below, has one opportunity to make corrections to earn a grade up to a 70. The student must request from his/her teacher the opportunity to make corrections or schedule the retake of the test. The student has up to 3 days from the time the assignment is handed back to him/her to make corrections or retake the test. This guideline does not include projects, final or semester exams, or district benchmarks.

**Please Note: Grades received in a remote instructional format will follow the same grading guidelines as on-campus instruction.**

## **Remote Learning Student Expectations and Agreements**

- The student will participate **daily** in all required coursework and remote lessons during normal school hours.
- The student must have passing grades at the end of each grading period. Failure to have passing grades could result in enrollment in on-campus learning at their assigned school.
- The student will participate in all tutoring sessions and videoconferencing required by the teachers.
- For accelerated and advanced high school courses and many CTE courses, students may be required to report to a designated campus on assigned days and times to take assessments or demonstrate hands-on skill proficiency of units of study.
- Students participating in remote instruction will be allowed to participate in Extracurricular or UIL activities.
- Selection for remote instruction is a nine-week grading period commitment.

## **Remote Learning Parent Expectations and Agreement**

- Accept the role of a “learning coach.” The commitment of the learning coach will vary based on the age and needs of each student and encourages independent task completion.
- Support your student’s health and well-being by encouraging time for physical activity, conversation and play.
- Be mindful of your student’s stress and/or worry and provide opportunities to discuss feelings and emotions both individually and as a family.
- Ensure that the student has reliable internet access.
- Provide a suitable study space with minimal distractions.
- Provide each student in the household access to a grade level appropriate device.
- Support your student to manage their time to meet all relevant deadlines.
- Establish positive routines by setting clear guidelines, study times and break times/mealtimes based upon their required remote school schedule.
- Set up and access your student’s Learning Management System and Skyward to monitor grades and assignments.
- Provide transportation for your student if required by the teacher to complete on-campus assessments or activities.
- Contact the student’s teacher with any questions.

### **Grade Requirements: Extra-Curricular Activities**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics or a language other than English—may not participate in extracurricular activities for at least three (3) school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three (3) school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- *FFA competitions are considered approved activities by the Board if a certified teacher of the district or the county extension agent is present at the event. In this case, the student is considered as being in attendance. (See FEB)*
- The district shall make no distinction between absences for other extracurricular activities approved by the Board. A student shall be allowed a maximum of 17 extracurricular absences. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- Any student suspended from school or placed in in-school suspension (ISS) for disciplinary reasons will not be allowed to practice with or participate in any school activity nor will they be allowed in any after school function during days of suspension /ISS.
- High School cheerleading requirements – an 8<sup>th</sup> grade student who has been suspended or had a home or ALA assignment will not be able to try out for high school cheerleader. If a student has

been assigned ISS for more than three (3) days, he/she will not be eligible (including tardies and dress code violations).

### **Grade Types**

**Daily Grades** include classroom activities, homework, quizzes, in-class writing samples, or other in-class activities. Daily grades can be divided into different sub-categories, such as participatory daily grades (in-class activities, homework, etc.) and independent daily grades (quizzes, etc.).

**Major Grades** include long-term projects, in-class assessments, and tests.

#### **Grading Period Averages will be weighted accordingly:**

Daily Grades/Homework/Quizzes	60%
Tests/Major Grades	40%

Non-numeric grades for areas such as Conduct and Work Habits are permissible if the campus administration chooses to provide those in order to help parents understand how their child is progressing within a grade level. SB 2033 requires a student's grade to reflect their relative mastery of the TEKS for that grade level. However, campus administration could choose to use a work habits grade to reinforce appropriate academic-related behaviors (e.g., late work penalties).

### **Minimum Number of Grades**

Teachers are encouraged to provide a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the TEKS.

- Teachers are required to take a minimum of one daily grade per week beginning the first full week of school.
- Teachers are required to take a minimum of three (3) major grades per grading period (this includes the nine-week test/assessment).
- No single assignment should count for more than 20% of a student's grade. It should be noted, however, that some major projects may be comprised of more than one assignment.

### **Homework**

Keeping up with assignments and completion of homework is a major responsibility of all students. Students who do not keep up with all assignments and who do not complete all work by the date set by the teacher are endangering their chances of passing. A planner of the student's choice is recommended to assist students in keeping up with their assignments

### **Make-up Work**

Students who miss work in class due to an absence are permitted to make up the work. Prior to the absence or immediately upon returning to class, it is the student's responsibility to make arrangements with the teachers for make-up work. All assignments, test(s), homework, etc. should be made up upon returning to school. Tests should be made up before or after school (not during class time). Exceptions in extenuating circumstances may be granted by the teacher or the principal. Students have 3 days to complete makeup work without penalty. Students absent for extended periods are given one day for each day missed to complete makeup work.

Assignments may be requested when a student is absent for two or more days. The parent should request assignments through the Counselor Clerk. Once requested, assignments may be picked up from the Receptionist by 4:00 PM the day after the request is made.

The make-up work policy does not apply to major projects or tests which are usually assigned one week in advance. Students are required to complete major projects/tests the day they return to school.

### **P.E./Health Fitness Exemptions**

A student suffering from illness or injury should not participate in strenuous physical activity. A note from the parent to the PE/Health Fitness teacher stating the nature of the student's illness or injury will obtain a

one day exemption from strenuous physical activity. If the exemption must exceed one day, a doctor's written explanation is necessary. All students, including those with exemptions, must dress out every day.

### **Performance Review**

A regular review will be conducted for any student in Advanced classes. Continuance in the class will be based on consideration of correct placement and/or other relevant data. The principal and/or principal designee will consider data from involved parties, i.e., parent(s), student, teacher, and counselor, in making a decision concerning the student's appropriate level placement.

### **Pearland I.S.D. Promotion Statement**

Promotion to the next grade level shall be based on an average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for the following subject areas: math, language arts, science, and social studies. In addition, students must have a grade of 70 or above in each of the following areas to be promoted to the next grade level:

1. Mathematics
2. Language Arts

### **Progress Reports**

Every three weeks of each nine week grading period, progress reports are sent home. Students and parents will receive report cards through Skyward online. If parents would like to request a paper copy of their student's report card please contact our Registrar.

#### Progress Report Dates:

September 11	September 30
November 11	December 9
February 3	February 24
April 14	May 5

### **Report Cards**

Report cards communicate student mastery of course content and conduct evaluations.

1. Report cards are issued at the end of each nine weeks. Students and parents will receive report cards through Skyward online. If parents would like to request a paper copy of their student's report card please contact our Registrar. Parents are reminded to check absences on each report card.

#### Report Card Dates:

October 21 – 1<sup>st</sup> Nine Weeks  
January 6 – 2<sup>nd</sup> Nine Weeks  
March 24 – 3<sup>rd</sup> Nine Weeks  
4<sup>th</sup> Nine Weeks – will be mailed

2. Cumulative semester grades are reported at the end of each semester.
3. Incomplete grades are shown as an "I". This work must be completed during the two weeks following the reporting period or it becomes an "F". It is the responsibility of the student to see that all work is made up.
4. Comprehensive final exams will be required at the end of each semester.
5. Semester averages will be determined as follows:

First grading period	42.75%
Second grading period	42.75%
<i>Semester Exam</i>	14.5%

Third grading period	42.75%
Fourth grading period	42.75%

\*\*\*\*\* Progress Reports and Report Cards will state whether tutorials are required for students who receive a grade lower than a 70 in a class.\*\*\*\*\*

### **Right of Waiver**

The Principal, after review of relevant data, has the prerogative to waive guidelines to assure each student's opportunity for success.

### **Schedule Changes**

Student-parent course selections determine the overall academic program. The building principal requests the number and kinds of teachers for the following year based on course selections by May 1<sup>st</sup>. After that date, the only courses students may drop or add are those necessary to work out errors or conflicts. Schedule changes are made by the counselor with the approval of the principal for the purposes of correcting errors in schedules, leveling classes (removing students from overloaded classes and adding them to small classes) and making adjustments to eliminate conflicts.

### **Semester Exams**

Examinations covering a semester of school work will be given twice a year. For a student to receive credit for a semester's work, he/she must take the semester exam in that course. A semester exam will not be given early. Permission to take an exam early due to extenuating circumstances should be secured from the building principal by requesting such permission in writing in advance of the test.

### **Benchmark Exams**

Locally developed assessments will be given throughout the school year to assess student's progress through their grade level TEKS. These district benchmarks can be given during class time or could be set up to simulate actual STAAR testing.

### **Standardized Tests**

Standardized tests are administered by or under the direction of the Principal and Assistant Principals to aid in placement of students and to help students gain insights regarding their abilities and potential. For more information regarding the STAAR test go to: [TEA: STAAR](#). The following tests are administered during junior high school:

- |         |  |
|---------|--|
| Grade 7 | - STAAR (Math, Reading, Writing)                 |
| Grade 8 | - STAAR (Math, Reading, Science, Social Studies) |

### **Tutorials**

The school provides virtual tutorial services for students who may need additional help beyond the class period. Tutorials are offered in each subject area. Teachers will post in their classroom, on their homepage in Canvas and on their website days and times for additional help. Students are encouraged to attend tutorials on a regular basis. Morning tutoring begins at 8:05 a.m. All teachers will offer at least three tutoring times per week.

## **TEXAS EDUCATION CODE Chapter 25: Compulsory School Attendance Law**

### **TEXAS COMPULSORY SCHOOL ATTENDANCE LAW STATES:**

A child who is required to attend school shall attend school each school day for the entire period the program of instruction is provided.

A child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18<sup>th</sup> birthday shall attend school. On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day. Policy FEA (LOCAL) requires a person over 18 years old and who is under 21 years of age to attend school until the end of the school year.

A student enrolled in a school district must attend:

1. an extended-year program (summer school) for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district;
2. an assigned accelerated reading instruction program for kindergarten, first grade and second grade students;
3. an assigned accelerated instruction program designed for satisfactory performance on the state assessment instrument;
4. an assigned basic skills program designed for ninth grade students;
5. an assigned summer program provided at DAEP (Disciplinary Alternative Education Program).

A child is **exempt** from the requirements of compulsory school attendance if the child:

1. attends a private or parochial school (includes home schooling);
2. is eligible to participate in a school district's special education program and cannot be appropriately served by the resident district;
3. has a physical or mental condition of a temporary and remediable nature that makes the child's attendance infeasible and holds a certificate from a qualified physician;
4. is expelled;
5. is at least 17 years of age and:
  - a. is attending a course of instruction to prepare for the high school equivalency examination, and:
    - i. has the permission of the child's parent or guardian to attend the course;
    - ii. is required by court order to attend the course;
    - iii. has established a residence separate and apart from the child's parent, guardian, or other person having lawful control of the child;
    - iv. is homeless; or
    - v. has received a high school diploma or high school equivalency certificate;
6. is at least 16 years of age and is attending a course of instruction to prepare for the high school equivalency examination, if recommended to take the course of instruction by a public agency that has supervision or custody of the child under a court order; or the child is enrolled in a Job Corps training program or is enrolled in a high school diploma program under Chapter 18.

A school district shall count a student **present** for the following purposes, including travel for those purposes:

1. Observing religious holy days;
2. Attending a required court appearance if the student commences classes or returns to school on the same day of the appointment;

3. A temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment;
4. Attending a citizenship ceremony;
5. Qualifies as an election worker; or
6. A student in grades six through twelve for the purposes of sounding "Taps" at a military honors funeral held in this state for a deceased veteran.

School employees must investigate and report violations of the state compulsory attendance law. A student with excessive absences will be considered in violation of the compulsory attendance law and subject to disciplinary action unless otherwise excused or exempted.

A court of law may also impose penalties against the student's parents. A complaint may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six month period in the same school year without excuse, or
- Is absent on three or more days or parts of days within a four-week period without excuse.

The court may order the defendant to attend a program for parents of students with unexcused absences that provides instruction designed to assist those parents in identifying problems that contribute to the students' unexcused absences and in developing strategies for resolving those problems if a program is available.

The parent with criminal negligence fails to require the child to attend school as required by law; commits an offense of "Parent Contributing to Non Attendance." Policy FEA (LEGAL) An individual commits an offense of "Failure To Attend School" if the individual is required to attend school and fails to attend school. If the student is over the age 17, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law.

### **Attendance**

Attendance is taken every period, including Advisory, and the official ADA attendance time is at 10:10 a.m. If the student has an appointment, please try to schedule it at a time other than the 10:10 attendance time to avoid loss of valuable instructional time.

The only excusable reasons for a child to miss school are personal illness of the student, communicable disease control, or death in the immediate family. A student is also excused for a temporary absence resulting from a visitation to a health care professional if the student commences classes or returns to school on the day of the appointment. A note from the health care professional verifying the appointment will need to be turned in upon arrival in order for the student to be counted present. Any other absences are unexcused. Excessive unexcused absences constitute a violation of the law for which the parent or guardian may be held responsible. Parents will be warned in writing for children who are failing to comply with compulsory attendance laws. Students are required to attend at least 90% of the days a course is offered (with some exceptions) to receive credit and be promoted. Remote attendance will count in the same manner as on-campus attendance in satisfying this requirement.

<b>Attendance Type</b>	<b>Teacher</b>	<b>Student</b>
<b>On-Campus</b>	Follows required campus attendance procedures	Student must be physically present at school
<b>Remote – Synchronous</b>	Teachers will take attendance daily during live instruction	Student will earn attendance by logging in at the teacher's documented official attendance time.
<b>Remote Asynchronous</b>	Teachers will take attendance based on student daily engagement measures	Student will earn attendance through engagement – daily progress in the LMS, daily progress via teacher-student interaction or completion/submission of assignments.

**Any student who has selected on-campus instruction and is absent from school may be required to participate in asynchronous instructional activities.**

In the event of illness of a student, a written excuse from the parent is required within three days. The note should be given to the attendance clerk upon the child's arrival at school following the absence.

### **Parental Duty**

It is the parent's duty to monitor the student's school attendance and require the student to attend school. School districts are required by law to notify the parents of the state compulsory attendance law prior to each school year (handbook) and after three days of absences without excuse (3 day letter). School officials are also required to request a parent conference (phone or in person) to discuss excessive absences.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days, required court appearances, and documented health-care appointments will be considered days of attendance for this purpose (See policy FEB Legal).
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for the reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit. (See Policy FEC Local).

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG Legal.

The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

- Completing additional assignments, as specified by the committee or teacher.
- Satisfying time-on-task requirements before and/or after school.
- Attending tutorial sessions as scheduled.
- Attending Saturday classes.
- Maintaining the attendance standards for the rest of the semester.
- Taking an examination to earn credit.

In all cases the student must also earn a passing grade in order to receive credit. (See Policy FEC Local)

#### **Parent's Note after an Absence**

When a student must be absent from school, the student – upon returning to school – must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. This note (***only accepted on paper; no emails, phone calls, or faxes allowed***) should be provided to the school within 3 days after the student returns to school.

If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. (See Policy FEC Local)

#### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. (See Policy FEC Local)

#### **Military Duty**

A student whose parent or legal guardian is an active duty member and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone, shall be granted additional excused absences at the discretion of the superintendent.

#### **Early Check-Out**

Students must remain on campus once they have arrived. Students leaving school for any reason other than school-sponsored activities without checking out through the office will be subject to disciplinary action. A current driver's license that matches the parent, guardian, or emergency contacts listed in Skyward must be presented to visit or check out a student.

Checkout Procedure:  
From Office

The receptionist or attendance clerk will issue a student pass only when the parent/guardian arrives. At that time, the student will be sent for, and will meet the parent/guardian in the foyer to sign out. Every attempt should be made to schedule appointments - medical, dental, etc., - during non-school hours or at some time other than 10:10 a.m.

**\*\*Students may not be checked out after 3:40 p.m. Parents arriving after 3:40 p.m. may wait in the reception area or in their vehicle for students to dismiss at 3:50 p.m. \*\***

#### From Clinic

The student who receives dismissal from the clinic will meet his parent/guardian in the clinic and sign out before leaving campus.

#### Early Release

Early dismissal time for junior high students is 1:45 p.m.

Early release days will occur on: *December 18 & May 27*

#### Late Arrival

When coming to school after class has begun @ 8:35 AM the student must go directly to the Receptionist and sign in. A tardy station pass will be issued to the student before reporting to class. Only excused absence reasons will be considered for excused tardies to school.

#### Tardies

Students are expected to be inside the classroom by the end of the tardy bell sound. With a pass to class, teachers or administrators may give a student permission to arrive to class after the tardy bell rings. Without such permission, however, students are considered tardy. Students will be considered tardy to 1<sup>st</sup> period in the event of car trouble, oversleeping, missing the bus, or if riding to school with others who are tardy. Tardies are taken every period, every day, including advisory.

#### Tardy Procedures

1. Tardy bell sounds. Teacher closes the classroom door and instruction begins.
2. Tardy students report immediately to tardy station.
3. Tardy student must have pass from the tardy station to re-enter class.

#### Tardy Consequences

- 1<sup>st</sup> - 6<sup>th</sup> = warning
- 7<sup>th</sup> - 8<sup>th</sup> = Parent Notification (AP Office notifies the parent)
- 9<sup>th</sup> - 10<sup>th</sup> = 1 hour detention
- 11<sup>th</sup> - 12<sup>th</sup> = 2 hour detention
- 13<sup>th</sup> = Office Referral (After school detention, ISS, OSS, ALA, or Restorative Discipline)

#### Truancy

Absence from school without the knowledge and approval of a parent will be considered truancy, will be unexcused and will be subject to disciplinary action as deemed necessary by the principal.

### **III. CODE OF CONDUCT**

Students attending PJH South are expected to conduct themselves properly according to the Pearland ISD Student Code of Conduct. Such appropriate behaviors include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed and groomed (see "Student Dress Code").
4. Not bringing contraband or disruptive items to school.
5. Showing courtesy and respect toward self and others.
6. Behaving in a responsible manner.
7. Paying required fees and fines, unless these are waived.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with District staff in investigation of disciplinary cases and volunteering known information relating to a serious offense.

The teacher will make every effort possible to contact a student's parent before referring a student to the Assistant Principal except in the case of a severe disruption.

Violations of the student code of conduct will be dealt with in the most expedient manner possible. Every effort will be made by the school administration to contact parents when a student is referred to the office. A copy of discipline referral reports will be sent to the parent via the student within 24 hours.

#### **CAMPUS WIDE STUDENT EXPECTATIONS (Including Remote Learners)**

Pearland Junior High South students adhere to the following campus-wide student expectations:

- Be safe.
- Be responsible.
- Be respectful.

The purpose of universal expectations for student behavior is to provide consistency to the students.

#### **CAMPUS DISCIPLINE MANAGEMENT PLAN**

##### **Minor Offenses**

Any violation of the code of conduct that is not listed as a serious offense can be considered a minor offense. Three or more violations of the same code or rule will be considered a "persistent" discipline problem. Repeated violations of minor offenses will be treated as serious offenses. The difference depends on the severity of the offense, the circumstances involved, and the discipline history of the student involved.

The following are examples of minor offenses:

1. Tardies
2. Minor class disturbances (talking out, talking to classmates, unnecessary noises)
3. Out of seat without permission
4. Lack of supplies and/or books for class
5. Dress code violation (first offense ONLY)
6. Failure to follow check-in/check-out procedures
7. Hall Pass violation
8. Gum or candy violation
9. Violation of classroom policies

After the teacher follows the campus management plan, he/she refers the student to the Assistant Principal. Depending upon the offense and the student's discipline history, the following disciplinary actions will be considered by the administration: Student Conference, Parent Phone Call and/or Conference, after school detention, restorative discipline, in-school suspension, out of school suspension, ALA placement and/or expulsion.

### **Serious Offenses**

Serious offenses will be referred to the Assistant Principal. An investigation on campus will take place following the reported violation. Upon conclusion of the investigation, an appropriate consequence will be assigned and parents will be notified. If the offense committed by the student is also in violation of the law, the School Resource Officer may be notified. Examples of serious offenses are listed below but not limited to:

#### Violation of state/federal penal code including:

- a. Assaulting a teacher or other individual
- b. Selling, giving or delivering to another person, possessing, using or being under the influence of:
  - 1) Marijuana or a controlled substance as defined by the Texas Controlled Substance Act
  - 2) A dangerous drug as defined by Vernon's Annotated Texas Statutes (V.A.T.S.)
  - 3) Abusable glue or aerosol paint
  - 4) An alcoholic beverage, as defined by the Texas Penal Code
- c. Possessing a firearm, an illegal knife, a club, or other weapon listed as a prohibited weapon under the Texas Penal Code
- d. Committing arson, as defined by the Texas Penal Code
- e. Vandalism
- f. Robbery or theft
- g. Extortion, coercion, or blackmail.

#### Other Serious Offenses

- a. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with the school environment or incites violence
- b. Verbal abuse, i.e., name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence.
- c. Failure to comply with lawful and reasonable directives.
- d. Exhibiting disrespect or profanity, vulgar language or obscene gestures toward teachers or other school employees
- e. Fighting
- f. Engaging in conduct that constitutes felony criminal mischief, as defined by the Texas Penal Code.
- g. Unexcused absences
- h. Three or more detention assignments
- i. Chronic infractions of school rules
- j. Multiple discipline referrals
- k. Leaving campus or class without permission
- l. Failure to attend detention hall
- m. Cheating/plagiarism
- n. Causing a disturbance for a substitute teacher
- o. Continued dress code violation
- p. Any other conduct that substantially disrupts the school environment or educational process.
- q. Truancy

**Assaults/Harassment: Students are prohibited from assaulting or harassing anyone on school property or at any school related event.**

**Consequences:** After being referred to the office, the administrator or their designee will determine the consequence for inappropriate behavior. Based on the seriousness of the student offense and/or the student's previous discipline record, a student may be given:

1. Teacher detention: Students will report to the teacher's classroom, sit quietly and complete assignments for the assigned time.
2. After school detention: A classroom teacher monitors detention hall during which students are expected to arrive on time, complete an assignment, and remain seated and quiet for the duration of the detention. Any student removed for talking or disrupting in any way will receive additional consequences. An additional discipline consequence may be assigned to a student who does not attend the assigned detention.

**After School Detention is held every Tuesday and Thursday starting at 4:10 pm. One hour detentions are over at 5:10 p.m. Two hour detentions are over at 6:10 p.m.**

1. In-school suspension (ISS): ISS is an alternative to suspension and is held on our campus under the supervision of a certified teacher. Students will receive assignments from his/her regular classroom teachers and are expected to complete the assignments given, prior to returning to the regular classroom setting. Students assigned to ISS are expected to follow the rules, as given by the ISS teacher. Students failing to comply will be suspended for at least the remainder of that day of his/her ISS assignment or up to the remainder of the ISS assignment. While in ISS students are not allowed to participate in extra-curricular activities or attend any "after hours" function held on campus during their assignment. A student assigned to ISS will not be allowed to eat lunch in the cafeteria. The student should bring his/her lunch or can order one from the cafeteria through the ISS teacher.
2. Alternative Learning Academy (ALA): ALA is held in an alternative setting, separate from our campus, under the supervision of a certified teacher and administrator. Students will receive assignments from his/her regular classroom teachers and will be expected to complete the work prior to returning to the regular classroom setting. Students assigned to ALA are expected to follow the rules, as given by the administrator at the time of assignment. While in ALA students are not allowed to participate in extra-curricular activities or attend any "after hours" function held on campus during their assignment.
3. Suspension: According to state law, a student may be suspended for three consecutive days. During suspension students are not allowed to participate in extra-curricular activities or attend any "after hours" function held on campus during their assignment.

**At the discretion of campus administration, students may be given the opportunity to participate in Restorative Discipline in lieu of or to reduce the length of exclusionary discipline consequences.**

### **Cafeteria Behavior**

Students are allowed to talk unless otherwise directed. There will be no running, shouting, or any other poor dining room manners exhibited in the cafeteria. Cafeteria monitors will report inappropriate behavior. Students will walk with their 4<sup>th</sup> period teacher to the cafeteria, and sit at their assigned seat. When leaving the cafeteria to go to their next class, students are expected to pass through the hallways quietly so that they will not disturb the classes in session. Students will be required to throw all of their trash away prior to the end of lunch period. No student is allowed to leave the campus for lunch without approval from the campus principal.

### **Chewing Gum/Candy**

Except when given as a student reward, chewing gum/candy is not allowed on campus. Students may receive detention for their first violation of this policy. Subsequent violations may result in additional consequences.

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

Under no circumstances is a student to leave campus without checking out through the attendance office. Before a student may leave campus during the day, a parent or guardian must sign the student out.

### **Sexual Harassment**

The Pearland Independent School District prohibits sexual harassment of any kind. Sexual harassment is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person or offensive and unwelcome conduct aimed at another solely because of his or her gender.

If a student believes he or she has been sexually harassed, the student or the student's parent should report the incident to the Principal or Assistant Principal. If a student's conduct is offensive and unwelcome, the campus administration will determine if the conduct should be punished in accordance with the district's discipline management plan.

### **Public Displays of Affection**

Students need to be cautioned about engaging in tangible courtship. Tangible courtship refers to any physical contact between students which includes but is not limited to holding hands, kissing, and embracing. The school policy is that no physical contact on campus may occur between students that would be classified as a show of affection.

### **Transportation**

Since bus transportation is under district and school jurisdiction, please refer to the District Management Plan for general Pearland ISD bus regulations, in addition to the following rules.

While on the bus, these rules are to be followed:

1. The driver is in charge of the bus and students are to follow the rules.
1. Students must be on time.
2. Students should speak in moderate voices and should not engage the driver in unnecessary conversation.
3. Students should not stand in the roadway while waiting for the bus.
4. Once seated, do not move about the bus. Students are to wait until the bus has stopped to leave their seat.
5. Throwing things on the floor or out a window is not permitted.
6. Students are never to extend arms or head out the window.
7. Any vandalism to the bus may result in the student paying damages.
8. Students may not ride a different bus than that which is assigned to them.
9. Students may ONLY ride the bus he/she is registered to ride
10. Students may NOT get off at another bus stop.

Principals have the same authority and control over the students transported by the school buses as that which is given the principal in the control of students on the school grounds and in the classrooms. However, the Transportation Department has the first authority to discipline violations of bus rules.

[PISD Transportation](#)

**\*Note:** All requests for riding a different bus must be obtained through the Transportation Department prior to the change @ 281-485-3562

To report an incident that occurred on the bus or at a bus stop, call the Transportation Department @ 281-485-3562.

#### **IV. DRESS CODE & MISC Items**

The dress code has been established to reflect the high standards of the Pearland Community, adhering to good taste, appropriateness, and proper dignity. The code should create an atmosphere of good personal hygiene, safety, and decency in grooming. The standards of dress and grooming have been set, believing that a majority of our students and parents will set standards much higher than these, to reflect a sense of pride in the school, pride in academic achievement, and pride in self. While the professional staff will take the necessary steps to enforce the dress code, it is considered the responsibility of the parent to ensure student compliance with the following guidelines.

The dress code as approved by the Board of Trustees can be found in the Student Code of Conduct in English and in Spanish and at the PISD website.

##### **Accessories and miscellaneous items**

- Any item that does not serve an educational purpose is to be left at home. Such items include, but are not limited to headsets, radios, electronic games, noise-making devices, lasers, or "toys" of any kind. These items will be confiscated and may be picked up by a parent/guardian.
- See **Student Identification Badges** below for ID requirement.

##### **Cell Phones: Student Telecommunications Devices**

Students must obtain prior approval by the classroom teacher before using personal telecommunications or other personal electronic devices for instructional use (BYOD). Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off and kept in his/her backpack or locker during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

A student who uses a telecommunication device when not instructed or has a telecommunication device that is visible during the school day shall have the device confiscated. The student or parent/guardian may retrieve the confiscated telecommunication device from the Assistant Principal's office at the end of the school day. A fee of \$15.00 will be charged for retrieval of the telecommunication device. [FNCE (LOCAL)].

Any cell phone, paging device or other electronic/computer device that a student possesses that contains illegal obscenity and/or pornography, contraband or other material, the possession of which is a violation of Texas law, will be confiscated and turned over to law enforcement authorities.

##### **Confiscation of Contraband or Disruptive Items**

School personnel have the authority to temporarily confiscate items that students bring to school that are either prohibited items, or because of the nature of the item or its use, is disruptive to the educational process. Except in the case of prohibited items, students will be warned prior to the property being confiscated.

If a student continues to display or use an item in a disruptive manner, school personnel will confiscate the property from the student. The school is not liable for confiscated items being lost or stolen.

It is the student's responsibility to make the parents aware that a prohibited item has been taken from him/her. If the item has not been picked up by the parent of the student from whom the item was confiscated within four weeks, the District is free to dispose of the property in a manner they deem appropriate.

Any items which are illegal to possess such as controlled substances alcohol or weapons may be turned over to law enforcement authorities. Confiscation of cell phones and other electronic devices is addressed in the District's Handbook. Please refer to the District Handbook regarding telecommunication and other electronic devices.

## **V. GENERAL INFORMATION**

### **Arriving at School**

Students should arrive at school by 8:30 and be in their classroom by 8:35. Car riders, walkers, and bike riders should enter the building through the front entrance and bus riders enter through the back entrance. Student supervision is not provided prior to 7:45 a.m.

### **Bailey Road Safety**

For safety purposes, students are discouraged from walking on or crossing Bailey Road.

### **Bicycles and Skateboards**

Students riding a bicycle or skateboard to school should place their bicycle or skateboard in the designated area in the front of the building. Students should secure their bicycle or skateboard as the school is not responsible for damage or theft. No motorized vehicle should be operated by a student on the junior high campus at any time. Once a student has brought his bicycle or skateboard on campus, he is not to ride it until the end of the day.

### **Teacher Concerns**

Students or parents who have a concern should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, a conference can be requested with the principal or assistant principal. If the parent or student is not satisfied at that level, a conference can be requested with the Superintendent of Schools or designee and, ultimately, the parents may appear before the Board of Trustees, in accordance with Board Policy.

### **Conferences with Teachers**

Parents wishing to set up a conference with a teacher may do so by contacting the school or the teacher directly via email. Conferences will be held virtually, until further notice. A conference period is assigned to each teacher as part of his/her teaching assignment, and one of the purposes of scheduling this period is to give each teacher a set time for conferring with parents. Teachers will send a virtual invitation of the agreed upon meeting date and time.

### **Email Guidelines**

Email may be a fast and convenient way for parents/guardians to send messages; however, teachers usually read their email messages in the morning before school, during their conference period or at the end of the day. Even when using email, teachers often times use the telephone to communicate with parents.

For these reasons, professional staff may not immediately reply to an email. In fact, the teacher may not reply via email but may determine another means of communication: note/letter, telephone call, or schedule a personal conference. Teachers are expected to reply to parent communication within 24 hours.

#### When using email:

- Please send only non-vital messages. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message. Instead use the telephone to contact the campus to be sure your message is received and clearly understood.
- Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher(s). An email message on these matters may not be appropriate.
- Please remember that email is not confidential. Confidential information should be conveyed by telephone or personal contact.
- Please identify yourself in the subject line of your email message and, if appropriate, the name of your child.
- For all medical or health concerns, please contact your child's school nurse by telephone.
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
- Mass email to the campus staff must be approved by the campus administrator before sending the email.

*Remember that email is a quick way to send a message, but it is not necessarily the best way to get a quick response.*

#### **Emergency Information**

Emergency contacts are kept and generated through the Skyward system which must be updated yearly. The information you provide assists the staff in giving your student prompt, appropriate healthcare. Current addresses and accurate home/work phone numbers are imperative.

**Please keep emergency information current in Skyward with any changes that occur during the school year.**

#### **Fees**

Instructional materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other class or activity fees.

#### **Fire/Emergency Drills**

Each teacher is assigned an exit plan nearest his/her room. If an obstruction is set up, the class is to go to the next nearest exit. Students must **QUIETLY** exit the building; the lights should be turned off and the door closed when all students are out of the classroom. Campuses are required to have one emergency drill a month. Classes are to exit in an orderly, systematic, planned manner and stay in the teacher's line. When the teacher halts the line, the class is to stop, turn around to face the building and **remain quiet**.

Lock down drills will also be practiced periodically. Tornado warnings will be indicated by an announcement. In a tornado drill, students move away from windowed areas, get into position on their knees, and protect their head with their arms.

#### **Forgotten Lunches**

As a convenience, parents may prepay for student lunches in a lunch account using Parent Online. Lunch accounts are not for specific days. This means that should you forget your lunch, you can use the money in your account to purchase a cafeteria lunch for the day. Lunch visitors and lunch deliveries are not allowed until further notice. Also, students will not be able to receive any deliveries directly from restaurants or food delivery services during the school day.

### **Student Identification Badges (ID's)**

Each student will be required to wear a school-issued ID badge and lanyard that includes their school picture, grade level, and student ID number. The initial ID fee is \$5.00. Replacement ID badge and lanyard can be purchased throughout the school year in the Assistant Principals office. Each grade level will receive a corresponding colored ID tag that must be worn daily (around neck) as a part of the student dress code. No decorations are allowed on ID's or lanyard (i.e. stickers, pins, etc.). Students unable to produce an ID will be charged for a replacement ID that same day. ID replacement cost is \$3.00 and replacement lanyards cost \$2.00.

### **Involvement of Law Enforcement Officials**

There are times that police officers, CPS officials, or other law enforcement/juvenile officials come to the school and need to talk with our students. These officials have a legal right to speak with students without parent notification.

A SRO (School Resource Officer), who is a Pearland Police Officer is housed at our school and will work with our students and staff. There are SRO officers at all secondary campuses in Pearland.

### **Parent Volunteers**

Pearland Junior High South has a very active PTA and volunteer program and we welcome participation from all parents/guardians and members of the community. Opportunities for volunteers will be numerous and varied. Please call the PJHS office or PTA President if you would like to volunteer. Every volunteer must complete a PISD background check which can be found and completed online at @ [www.pearlandisd.org](http://www.pearlandisd.org).

### **Parking**

Parents and community members are welcome at PJHS. Parking is available as marked in front of the school. Visitors must sign in at the Main Office and receive a visitor sticker. Please **DO NOT** park in the fire lane zones.

### **Personal Property**

Students are discouraged from bringing to school any valuable personal property (such as expensive jewelry/clothing/devices or large sums of money). Please write the student's name in clothing that might be misplaced (coats, sweaters, etc.) and clearly label any other personal property. If personal property is lost at school a reasonable effort will be made to recover the lost items; however, the school is not liable for any lost or stolen student property. When going to physical education, students should lock their valuables and purses in their assigned PE lockers.

### **Physical Education Uniforms**

Health Fitness uniforms are required for physical education classes.

### **Program/Assembly Guidelines**

Parents/guardians and community members are welcome to attend all school programs, except where space is prohibitive. Every effort will be made to keep parents/guardians informed of coming events. Please check the campus bulletins/calendars and website.

## **Student Records**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older) and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, or cooperatives of which the District is a member, or facilities with which the District contracts for the placement of handicapped students, as well as, their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case or a handicapped student's Individual Education Plan (IEP);
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various government agencies may have limited access to the records. The District forwards a student's records upon request and without prior consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records, unless the student remains a dependent for tax purposes.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parent or student.

Students over 18 and parents of minor students may inspect the student records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has thirty (30) school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a minimal cost per page payable in advance.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-

secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the Principal within ten school days after the issuance of the handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school and most recent previous school attended.

### **Student Success Initiative**

Enacted by the 76<sup>th</sup> Texas Legislature in 1999 and modified by the 81<sup>st</sup> Texas Legislature in 2009, the Student Success Initiative (SSI) grade advancement requirements apply to enrolled grades 5 and 8 students who take the State of Texas Assessment of Academic Readiness (STAAR™) reading and mathematics tests at grades 5 and 8.

As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee that the student is likely to perform at grade level after additional instruction.

The goal of the SSI is to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics. This effort depends greatly on schools, parents, and community members working in partnership to meet individual student needs.

### **Substitute Teachers**

When a regular teacher is absent, a qualified substitute teacher will be employed. The student is to be on his/her best behavior. The substitute is instructed to make a report to the regular teacher of any discipline problems that arise. The substitute is also instructed to send a student who commits a serious offense or one who persists in committing minor offenses to the Assistant Principal for disciplinary action.

### **Summer School**

Students may be required to attend summer school in order to repeat courses which have been failed during the regular term. Also, students may be required to attend summer school due to lack of attending school according to the 90% rule. Those who have successfully completed the eighth grade are afforded the opportunity to enroll in original credit high school courses.

Students may take a maximum of two courses during the summer term. To ensure credit for courses taken, students must receive prior approval to attend summer school from their counselor. Further information regarding summer school fees and schedules will be published prior to registration and will be available from the counselor sometime in May.

Summer school may also be a requirement according to TEA's Student Success Initiative for eighth grade students according to STAAR test scores. *See Student Success Initiative (above).*

### **Supervision**

Supervisory personnel are on duty from 7:45 a.m. to 4:00 p. m. If students come to school before or stay after the listed times, there is no one to supervise them. During most extracurricular activities an administrator will be on duty. Exception: Dual language zero period

### **STAAR Testing (dates subject to change per TEA)**

During STAAR testing or STAAR simulation testing days PJH South will not allow visitors onto campus. STAAR test dates will be communicated to parents as campuses receive notification by the Texas Education Agency.

### **Textbooks**

***Language Arts, Math, Science*** – textbooks will be distributed to both on-campus and remote learners. These textbooks are consumables and will not have to be returned to the campus. These textbooks are also available online.

***Social Studies & Algebra I*** – these textbooks will only be available online:

### **ONLINE TEXTBOOKS**

Log into Skyward Family Access and go to the Message Center for a list of online textbooks and student login information or go through district website: <http://www.pearlandisd.org/Page/301>.

### **Withdrawal from School**

All students withdrawing from school must initiate the withdrawal procedure with the campus registrar in the office. Students must be accompanied by a parent/guardian to state the reason and date of withdrawal. Parents must give the registrar at least 24 hours' notice for the proper paperwork to be completed before a student can be withdrawn from school. The student's textbooks must be turned in and all other accounts must be cleared before a student's records may be sent to any other school.

## **VI. STUDENT ACTIVITIES**

Students are encouraged to join and participate in many school activities. We want our students to have the opportunity to see if they have interests in a wide range of activities but sometimes they overextend themselves. Sponsors of these activities make every effort not to put students in the middle of a question over which "practice" or contest the child attends when there is a conflict. However, students need to remember that when they make a commitment to a group to fulfill a responsibility, the group and sponsor will be counting on them.

### **Clubs and Organizations**

Participation in student clubs and extra-curricular organizations such as the band, choir, cheer, and athletic teams is considered a privilege. These organizations may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. If an occurrence of misbehavior also violates school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Physical exams are required for students participating in athletics.

Requests for new clubs must be submitted to the campus principal within the first two weeks of school.

### **Dances**

Before any scheduled dance an announcement is made regarding student criteria to attend. All school dances are held on campus and ONLY current South students may attend the dance.

### **Field Trips**

Field trips may be scheduled by the school or teachers. All field trips require a permission slip signed by the parent/guardian prior to the trip. All school rules are followed during field trips.

**\*Please see medication guidelines (on pages 31-32) for information on administering medication on field trips\***

### **Fundraisers**

Individual students' fund-raisers will not be allowed. Organizational fund-raisers will be handled by appropriate departments and prior approval from the Principal is required.

### **Extracurricular Events**

Students may stay after school for football, volleyball, or basketball games with prior permission from parents. Students are expected to behave appropriately following the same rules as during the school day. Students misbehaving will be asked to leave and may not attend future games. School discipline may also be assigned.

Students must secure transportation before staying after school for any game, with parent permission. Students picked up late may not be allowed at games after school without a parent.

Students may be required to be passing all classes before attending a game at PJHS.

*High School Football Games:* The Junior High School is working very closely with the High Schools to make our football games an orderly, pleasant event. All PJHS students who attend these games are expected to behave appropriately and sit in the area designated for Junior High students. Students may not loiter beneath the stands.

### **National Junior Honor Society**

The National Junior Honor Society is an organization that recognizes outstanding PJHS students who meet the following standards as set forth by the National Honor Society. To be a nominee, a student must have all A's or no more than one B per nine weeks in any class through the first three grading periods. Nominees who meet these criteria will be submitted to a teacher committee for final selection based on citizenship, leadership, service and character. Members who were inducted as seventh graders will remain in as long as academic and behavior standards are met. New members from the 7<sup>th</sup> grade are chosen in the spring of each school year based on their academic performance and behavior. The induction ceremony will be held in April or May of each school year. NJHS membership at a previous school will be honored at Pearland JH South (proof of membership required).

Along with regularly scheduled meetings, members of the National Honor Society are involved in the planning of various activities and events throughout the year. Activities may include completing a service project, sponsoring a spring dance, etc.

### **Right Choice Rallies (RCRs)**

Right Choice Rallies are designed to recognize students making good choices in their academics and behavior, bring about school spirit, unity, good sportsmanship and support for our students. Students are encouraged to participate and to follow the directions and show positive support for our school. Negative behavior, comments and yells will not be allowed and students engaging in this type of activity will be immediately removed and not allowed to attend RCRs in the future.

## **VII. STUDENT SERVICES**

### **Bus Transportation**

Free transportation is provided for students who live more than two miles from school. Those students who live two miles or less from the school will pay monthly transportation fees as follows:

One student in the family per month	\$64.00
Two students in the same family per month	\$74.00
Three or more students in the same family per month	\$84.00

If you live closer than .5 miles from the school, there is no bus service provided. Alternate pricing exists for students who qualify for free or reduced lunches. Please contact transportation for more information. Pearland ISD Transportation: 281-485-3562.

### **Cafeteria**

The cafeteria provides breakfast and lunch every day. Students have the choice at lunch between a plate lunch and ala carte lunches. Parents can manage student's lunch accounts through the Pearland ISD website. Families in need of financial assistance may apply for reduced or free lunches. An income formula is used to determine qualifications of a student.

### **Guidance Services**

Counselors are assigned to each school to help teachers meet the needs of individual students and to help students choose courses. Counselors are also available to students, parents and teachers for consultation on any matters which affect a student's life. Parents are encouraged to call or set appointments with the counselor.

The student may sign-up to see the counselor before school, after school, or between classes. The sign-up sheet is located in the counselor's office.

### **Health Services**

A school nurse will be on campus daily. Students who become sick or have an accident at school will be escorted to the nurse. Students who become ill at school should be assessed by the school nurse, and the school nurse will contact the parent.

### **Illness at School**

Your child cannot remain at school with:

1. Fever of 100 degrees or higher
2. Undiagnosed rash
3. Vomiting
4. Diarrhea
5. Red, inflamed or discharging eyes
6. Weeping sores
7. Severe Coughing

Students should remain at home for 24 hours following 101 degree or higher temperature for observation and care. All students returning to school following a disease or infection will be cleared through the school nurse before returning to school.

If the nurse sends your child home from school, he/she must bring a note stating the nature of their illness to the attendance office when they return to school. If your child is absent for more than three days, a doctor's note will be required. If your child has an injury or illness that requires special attention at school, the nurse will need a doctor's note.

### **Immunizations**

The Texas State Law requiring immunizations states that all students must have current immunizations to remain in a public school system. All students must have a second measles immunization by their 12<sup>th</sup> birthday. A Td booster is required 10 years after the last booster was obtained. This is **usually** around the age of 14. Please check your child's immunization record to be sure immunizations are up-to-date. The school nurse will mail a reminder to your home at least one month before an immunization is due. The parent must provide the nurse with documentation that your child received the required immunization. If our records are incorrect, please provide us with the correct information so that your child's record may be updated. **Your child will not be allowed to attend school without current immunizations.**

**Emergency Medical Cards:** Through the online registration process in Skyward, parents shall complete an emergency card form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary. **NO OUTSIDE MEDICAL TREATMENT CAN BE OBTAINED WITHOUT THIS FORM.**

**Screening Programs:** Screening programs are required by State Law and are conducted for growth and development, vision, hearing and scoliosis. These programs usually take place in the PE or Athletic classes at the beginning of each semester.

Your child may have had health changes during the summer recess or have changes during the school year. Please notify the school nurse about any health related problems. In return she will inform the necessary staff members and make adjustments so that your student can have a successful year.

**When possible, all medication should be given by the parent at home.** However, some medication will be dispensed at school according to the following guidelines:

1. Written permission and specific directions for administration of medication are required. Directions must include student's name, date, and name of medication, dosage, and time to be administered.
  - A physician's authorization form must be signed by the physician or dentist and parent if a medication is to be administered for longer than ten (10) consecutive days.
  - Over-the-counter medication and other prescription medication may be administered for a period of no longer than ten (10) consecutive days, provided signed permission has been provided by the parent or guardian.
2. All medication must be provided by the parent in the **original container**.
3. All medication must be brought to the clinic **on arrival to school**.
4. The student should not carry on him/herself nor administer to him/herself any medication. Exceptions may be made for asthma inhalers at secondary schools (grades 7-12). (See #8)
5. The school nurse will supervise the storing and dispensing of medication.
6. When a student brings a new medication to school, the school nurse must give the initial dose.
7. **Field Trip Medication:** Long-term prescription medication will be given on a field trip provided the parent understands the following:
  - Long term medications will be given by another staff member during the field trip. The nurse does not attend field trips. One dose of your child's medication will be sent with the designated staff member in a properly labeled container from the pharmacy where the prescription is filled. This must be supplied to the school nurse prior to the day of the field trip. If a separate container is not supplied than the nurse will send all the medication in the bottle from the clinic.
  - The parent may elect not to have the child receive medication on a field trip.
  - The parent may attend the field trip and administer medication to their child.
8. Permission to carry asthma inhalers will be given to secondary students (grades 7-12) provided a contract between student, parent, nurse and doctor is signed. You may obtain this form from the school nurse. This privilege may be withdrawn by the nurse if the student does not demonstrate proper responsibility in regard to medication.
9. Every effort will be made to give medication as close to the specified time as possible. However, students often forget medication or there are emergencies in the clinic. The nurse will make sure that medication is administered with ½ hour of the scheduled time. This is standard for hospitals and other facilities where medications are administered.
10. **In order to insure the safe delivery to school of controlled medications, the parent should deliver these medications directly to the nurse.** However, if this is impossible; the parent must adhere to the following:
  - The parent must bring the original prescription container to school initially.
  - When the medication container is empty, it will be sent home with the student.

- A note will also be sent home for the parent to fill out and send back to the nurse with the medication.
  - The parent should count out how much medication they are sending in the bottle, fill in the medication name and amount and sign the form.
  - The student must bring medications to the nurse on arrival to school.
11. If the dosage of the student's medication is changed, a new physician's authorization form must be signed. This applies also to any new medications. These forms are available in the nurse's office.
  12. Food supplements will not be given during school hours.
  13. Medication orders may only be received from physicians licensed in **Texas**.
  14. Medications from foreign countries, including Mexico, will not be given during school hours.
  15. Only medication that has been approved by the FDA will be given during school hours.
  16. At the end of the school year, all medication must be picked up by the parent in the nurse's office. Any medication left in the nurse's office will be destroyed.

The following over-the-counter medications are used in the clinic: Analgesic balm, Orajel, Blistex, cough drops, antacid tablets, Visine drops, antifungal cream, Caladryl lotion, hydrocortisone cream, Vaseline, antibiotic ointment, and hydrogen peroxide. If you do not want these medications used on your child, please inform the school nurse in writing.

A child cannot remain in school with:

- A fever of 100° or higher
- Rash (unless diagnosed by a doctor as an allergy or non-contagious)
- Weeping sores
- Vomiting
- Diarrhea
- Red, inflamed or discharging eyes
- Severe coughing

Students should remain at home for twenty-four hours **following** a temperature of 101° or higher for observation and care. All students returning to school following a disease, infection, or injury will be cleared through the school nurse before returning to school. Thank you for helping us to maintain a healthy environment for your student.

### **Library**

The library is available to students before school from 8:05 a.m. until 8:35 a.m. for study hall and leisure reading Monday – Friday. Overdue notices are sent periodically through classes to students who have overdue books or fines. Fines are five (5) cents per day. Magazines and reference materials may be checked out overnight. Students visit the library through their Reading class approximately once every two weeks.

### **Lost and Found**

The Lost and Found is located in the front office reception area. Students who find items should turn them in to the office. Valuables such as eye glasses, purses and jewelry should be brought to the office immediately. Eye glasses will be given to the nurse. All items will be donated to a local charity after each semester.

### **Package Delivery/Messages**

Due to the distractions and interruptions to the instructional program, the school will hold all floral arrangements and balloon bouquets, etc., in the office until school is out. The student will be sent a note at the end of the day to come by the office to get their items when they leave the building. However, flowers and balloons are not allowed on the school buses.

### **Telephones**

The school telephones are for school business and students will not be called to the telephone unless there is an emergency. Permission to use the phone will be given only for emergency situations. Students may use the office phone before/after school or during lunch.

***This handbook was compiled in order to help parents and students understand the school's operating procedures. Thank you for your support in helping us establish and maintain a safe and positive environment for children.***