

2009-2010
*Dumas Junior
High School*

*Danny Potter, Principal
James Bussard, Assistant Principal
Sandra Brooks, Counselor*

935-4155
700 East 5th Street
P.O. Box 697
Dumas, Texas 79029
FAX 934-1434

Dumas ISD homepage: www.dumas-k12.net

Special Recognition

**TBEC & Just for the Kids '05-'06 Honor Roll School
National Blue Ribbon School 2000
"Texas Monthly" - 5 Star School
Accredited as *Recognized* - 11 years
*Region 16 Middle School of the Year***

This agenda belongs to:

NAME _____
ADDRESS _____
CITY _____ ZIP CODE _____
PHONE _____ CELL _____
STUDENT NO. _____

DUMAS JUNIOR HIGH SCHOOL HANDBOOK 2009-2010

Welcome to Dumas Junior High School - a 2005-2006 Honor Roll School, Texas Monthly Five Star School, National Blue Ribbon School, Texas Mentor Middle School, Region 16 School of the Year, and a top 100 National Middle School!

I would like to challenge all students to maintain the success that DJHS has attained over the years. Each student will have numerous opportunities to promote success. I would like each student to get involved, learn, have fun, be responsible, and be respectful while attending DJHS.

REMEMBER: *AT DJHS...EXPECT SUCCESS!* *Danny Potter, Principal*

DJHS PLEDGE

I am a champion. The color of my skin nor the amount of money I have has nothing to do with my intelligence. I believe in myself, and I can become anything I want as long as I use my mind and follow my heart.

NON-DISCRIMINATION STATEMENT

The Dumas Independent School District does not discriminate on the basis of race, color, national origin, sex, or handicap in providing education services. Larry Appel has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Larry Appel has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act. **Contact information: Larry Appel-Superintendent, 4th and Miller, Dumas, TX 79029, 806 935-6461.** Dumas Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

TRANSLATOR

Si usted necesita hablar con una traductora a lo que se refiere el libro de estudiante, usted puede llamar de las 7:45 AM hasta las 4:00 PM de lunes a viernes. Llamar al 935-4155.

CHANGES IN THE CONTENT OF THIS BOOK

Because of the early deadline in publishing this book, changes may occur prior to the start of school. Rules and policies may be changed at any time. When changes are made, parents and students will be supplied changes in writing.

PREFACE

This student handbook contains information needed by both student and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

BOARD OF TRUSTEES

Joe Ballard
Kirk Pope
Len Sheets

Jordan Mills
Johnny Schmucker
Patty Willis

Kevin Weatherford

SUPERINTENDENT OF SCHOOLS - Larry Appel
ASSISTANT SUPERINTENDENT OF SCHOOLS - Mark Stroebel
ELEMENTARY CURRICULUM DIRECTORS - Kelly Legg and Francis Whitson
SECONDARY CURRICULUM DIRECTOR - Kelly Legg
DIRECTOR OF SPECIAL SERVICES - Jessica Sutterfield
ATHLETIC DIRECTOR - Phillip Guerra

DJHS... A TBEC "Just for the Kids" Honor Roll School

2009-2010 Student Handbook Addendums

- **On page 8 – Under Cafeteria Charges**

The date for applications in the School Lunch Program approved from last year needs to be changed. It should be October 2, 2009 instead of the 2007 date listed.

- **Add to Page 27 – Removing a Student from Human Sexuality Instruction**

As a part of the district's sixth grade curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

□ Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;

□ Devote more attention to abstinence from sexual activity than to any other behavior;

□ Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;

□ Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and

□ If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

The Worth the Wait curriculum is designed as an all-inclusive unit founded on the medical, legal, psychological, and socioeconomic information regarding teen sexual activity. Based on the probable consequences of premarital sexual activity, the safest and healthiest choice for teens is abstinence until marriage. Worth the Wait empowers adolescents with the information to help them establish stable, loving, and healthy relationships as married adults. Through interactive activities within well structured lessons, teens are provided with useful skills and current information which enables them to remain abstinent in today's sexually saturated society.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

- **Dress Code**

Skulls, crossbones, clowns, jokers and crowns are not permitted on any garment because they promote gang life.

- **Student Drop-off/Pick-up**

*Due to construction during the 09-10 school year, student drop-off and pick up points are located on 3rd Street and 5th Street. Please **avoid** all parking lots before and after school; they are designated for teacher parking.*

2009-2010 Student Handbook

Additional Addendums

ACCOMMODATIONS FOR CHILDREN OF MILITARY FAMILIES

Children of military families will be provided flexibility regarding certain district requirements, including:

- *Immunization requirements.*
- *Grade level, course, or educational program placement.*
- *Eligibility requirements for participation in extracurricular activities.*
- *Graduation requirements.*

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- *Religious holy days;*
- *Required court appearances;*
- *Activities related to obtaining United States citizenship;*
- *Service as an election clerk; and*
- *Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.*

Student Success Initiative

Students in grades 3-8

A student in grades 3-8 will be required to attend any assigned accelerated instruction program (AIP). The AIP may occur before or after school or during the summer, if the student does not meet passing standards on the state assessment for his or her grade level and applicable subject area.

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse, which may be accessed in the District Improvement Plan. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapr.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical a consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

Various governmental agencies.

Individuals granted access in response to a subpoena or court order.

A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is P.O. Box 615; Dumas, Texas 79029

The address(es) of the principals' offices is listed in the front of the handbook.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 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, contesting a student's grade in a course is handled through the general complaint process. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.dumas-k12.net.

The parent's or eligible student's right of access to and copies of student records do not extend to all records.

Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Parents or eligible 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 federal law regarding student records. The complaint may be mailed to:

*Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901*

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 10 school days after the issuance of this 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.

ACADEMIC MANAGEMENT PLAN

The Academic Management Plan is built around a group of student responsibilities that insures teachers will be able to teach effectively in an atmosphere conducive to education. Students who accept these responsibilities are good learners and assure the efficient operation of the classroom. Students who fail to live up to these responsibilities not only reduce their own ability to learn but reduce the overall efficiency of the educational process in the classroom.

Students are expected to accept responsibility for all of the provisions in the Academic Management Plan. Those who fail to do so will accept the consequences provided. **The plan assures that a student who habitually keeps the teacher from teaching will be removed from that class.**

The provisions of the Academic Management Plan are as follows:

ACADEMIC MANAGEMENT PLAN

TEACHER _____

THE STUDENT WILL:

- HAVE ALL MATERIALS REQUIRED IN CLASS.
- STAY ON TASK AT ALL TIMES.
- REFRAIN FROM MAKING NOISES AND ACTIONS THAT DISTURB OTHERS.
- REMAIN IN ASSIGNED CHAIR OR AREA AT ALL TIMES.
- REFRAIN FROM INTERRUPTING THE TEACHER WHILE TEACHING.
- BRING ASSIGNMENT BOOK TO CLASS EVERY DAY AND LIST ALL DAILY ASSIGNMENTS IN THEIR PLANNER.
- BE RESPECTFUL TO THE TEACHER AND OTHER STUDENTS.

CONSEQUENCES FOR INFRACTIONS within a 6 weeks period:

- FOUR VIOLATIONS WILL RESULT IN A PARENT CALL, MEETING WITH THE TEAM TEACHERS AND A LETTER TO THE PARENTS.
- SEVEN VIOLATIONS WILL RESULT IN A TWO-HOUR SESSION OF FRIDAY SCHOOL, A CONFERENCE WITH THE TEACHER OR THE ACADEMIC TEAM, AND A u IN CONDUCT.
- TEN VIOLATIONS WILL RESULT IN ASSIGNMENT TO THE ALTERNATIVE CLASSROOM (AC) FOR TWENTY DAYS IN RELATION TO THE CLASS INVOLVED.
- STUDENTS WHO HAVE BEEN ASSIGNED TO ONE PERIOD AC THREE TIMES DURING THE SCHOOL YEAR WILL RECEIVE A 20-DAY ASSIGNMENT TO THE ALTERNATIVE EDUCATIONAL PROGRAM FOR THE ENTIRE DAY.
- STUDENTS INVOLVED IN A SEVERE DISRUPTION WILL IMMEDIATELY BE SENT TO THE OFFICE.
- **HABITUAL MISBEHAVIOR WILL BE DEALT WITH OUTSIDE THE ACADEMIC MANAGEMENT PLAN.**

Each teacher tabulates violations for a six weeks period. Violations will not be carried from one six weeks period to the next. Habitual violation of an individual rule can result in more severe consequences for an individual infraction. **Tardies do not count as marks on the Discipline Management Plan.**

SPECIAL CLASS RULES:

MATERIALS REQUIRED DAILY FOR THIS CLASS:

This plan is in place in all classes.

ADMISSION

A student (or a student's parent) who wants to enroll in the Junior High School should contact the enrollment center 935-7043.

A student who is not living with their parent will not be allowed to enroll unless the person with whom they are living is their legal guardian.

ADVANCED PLACEMENT

A student in any grade may take an examination for acceleration to be advanced one grade level or to gain credit for a course he or she has not formally taken for credit. For additional information contact the counselor at 935-5761.

AGGRESSIVE BEHAVIOR

Aggressive behavior of any kind that is exhibited by a student will not be tolerated. There is zero tolerance for fights, assaults, threats or any other behavior that is offensive or dangerous to another person. Serious school consequences will result if any such behavior is confirmed. **All fights, assaults, terroristic threats, and other infractions that are against the law will be referred to the proper court for prosecution.**

ALCOHOL AND DRUGS AT SCHOOL

The use of illicit drugs and the unlawful possession of alcohol are wrong and harmful. Being in possession of, the use of, or being under the influence of any illegal drug or alcohol at school, on school property, or at a school-sponsored activity will be considered a major disciplinary offense. Consuming or using alcoholic beverages or drugs prior to or during school hours, while on school premises, or while attending any school-sponsored function, will also be considered a major disciplinary offense.

Students suspected of a violation will be dealt with as follows:

- Immediate removal from class or function. Parents will be notified to pick up the student.
- Suspension from all classes pending a hearing to determine further disciplinary action.
- Disciplinary sanctions may be imposed up to and including expulsion from school and referral for prosecution.

ASBESTOS

Dumas ISD is working hard to maintain compliance with the federal AHERA regulations that govern asbestos in schools.

We are currently in the process of updating the management plans for each of our school campuses as required. In accordance with regulations, we do periodic surveillance of asbestos in the schools in June and December of each year to determine if any changes have occurred that requires maintenance.

Should you desire to review the management plan for any school, a copy of the plan is available in each principal's office. If you have any questions about the plan or this federally mandated program, please contact Greg Lewis at (806) 935-6461.

ASSIGNMENTS WHEN ABSENT

When absent, students may request assignments by contacting the office before 9:00 a.m. or email the teachers at firstname.lastname@dumas-k12.net. Every effort will be made to have assignments in the office at the end of the day. Time constraints and previous commitments of teachers may prohibit the gathering of all assignments the same day as requested. Students are responsible for getting and finishing make up work in a timely manner.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

ATTENDANCE

DISD Attendance policy

- **General Statutory Provisions**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

Texas law states that a student between the ages of 6 and 18 **must** attend school and **district-required tutorial sessions** unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents. (TEA Code Sect. 25.085)

Any student not already exempted from the compulsory attendance law may nevertheless be excused for temporary absence resulting from personal illness, illness or death in the family, quarantine, weather, or any other cause acceptable to the superintendent, or the principal of the school in which the student is enrolled.

It is a parent's responsibility to see that their child is in school. A parent of a truant child cannot claim as a defense that he cannot compel his child to attend school. A child who fails to attend school for 10 or more days or parts of days within a six-month period or for three or more days within a four-week period without an excuse commits a Class C misdemeanor. Both the parent and child can be prosecuted. (Texas Family Code Sect. 51.03)

- **Excused/Unexcused Absences**

Absences may be excused in one of two ways. (1) A student may bring documentation from a third party. These excuses may include but are not limited to, doctor/dentist notes, funeral memorial folders, a letter from a court or office of the law, documentation from Medicaid, documentation concerning attendance of a religious holy day, letter from immigration officials, and a letter from a business firm when the child's attendance is mandatory during school hours. (2) A parent may write a note. **A parent may excuse only six absences per semester in addition to documented absences.** All other undocumented absences the remainder of the semester will be unexcused.

It shall be the policy of the Dumas ISD to declare that all undocumented absences in excess of six a semester are unexcused and the district will institute judicial proceedings against the parent and/or student on the next undocumented absence after six.

- **Special Provision for those receiving healthcare treatment**

A student who is absent for part of a school day for treatment by health care professionals is considered present if the student begins classes or returns to school on the same day of the appointment or treatment.

- **Truancy**

Any absence from school, assigned tutorial, or after school discipline program when the parent is unaware of the absence is considered truancy. Parents will be informed of all truancies. Judicial proceedings will be instituted after three truancies within a four-week period or ten truancies within a six-month period. For the purpose of judicial action unexcused absences from truancy can be tabulated in aggregate with excessive undocumented absences.

- **Tardies**

A student, who is late to class by more than ten (10) minutes, will be counted as absent and considered truant.

- **Credit Requirement**

Texas law also states that to receive credit for a class, a student must attend at least 90 percent of the days class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. **A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances. (TEA Code 25.092)**

The District recognizes the following as extenuating circumstances for the purpose of granting credit for a class:

- Documented health care appointment.
- An absence required by state or local welfare authorities.
- Days of suspension.
- Participation in court proceedings or child abuse/neglect investigation.
- A migrant student's late enrollment or early withdrawal.
- Days missed as a runaway.
- Completion of a competency-based program for at-risk students.
- Late enrollment or early withdrawal of a student under Texas Youth Commission.
- Teen parent absences to care for his or her child.
- An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
- Required screenings, diagnosis, and treatment for Medicaid eligible students.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention. Documentation of the emergency is required.
- Participation in a substance abuse rehabilitation program.
- Homelessness, as defined in federal law.

If credit is lost, the attendance committee will decide how and if the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit is denied, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent. The District provides these alternatives for a student to make up work to regain credit lost because of absences:

- Friday School
- Extended Day Tutorials
- Successful completion of a *credit by examination* test.
- **Extracurricular participation when absent**

Except for unusual circumstances, a student who is absent from school all day will not be allowed to participate in school-related activities on that day or evening.

- **Absences for curricular, co-curricular and extra curricular activities**

Students who are absent from class for curricular, co-curricular, or extracurricular activities which have the approval of a school administrator will be counted present at school for funding purposes. Parent permission is acknowledged by signing the receipt for this handbook.

- **Attendance 1st and 10th periods**

1st period - A student will be counted absent if they arrive on campus after 8:15 a.m.

10th period - A student will be counted absent if they leave campus before 3:20 p.m.

BEFORE SCHOOL, LUNCH, AND TUTORIAL PROCEDURES AND INFORMATION

- Before School

Students should ask their parents to let them out in the morning on one of the side streets or in the unloading zone by the flagpole. **Students should ask their parents not to enter any of the parking lots to let them out of the car. A DISD police officer may ticket the parents.**

Before school and at lunch, no students will be allowed into the hall leading to the main building to wait. Students are to wait outside in good weather and in the commons

on bad weather days until the bell rings. (The hall includes the area immediately outside the commons door.)

If a student needs to conduct business in the office or the counselor's office, use the restroom, or go the cafeteria, he/she may enter the west door by the office and walk east (toward the cafeteria) down the main hall downstairs. This is a one-way hall going east in the mornings. Students may not walk in a westerly direction before school; they must go around the building. All other outside doors will remain locked until 7:55 am.

After eating breakfast, students must exit the building by the north door going outside that is in the cafeteria. Students may not walk back down the hall. Students will wait in the area north of the red pylons and east of the white fence. Specifically, students are not to wait in the band hall, west gym, west gym foyer, choir room, north gym locker room, or boys' locker room. To be in any area that is not authorized, students must be under the supervision of a teacher. Students must have a pass from a teacher to go to a classroom.

- Lunch

Books and study materials are not to be taken into the cafeteria at lunch. Adequate room does not exist in the cafeteria. If students need to study, they may go outside or to the commons if currently a member of Prideside. Only students who are current members of Prideside will be allowed in the commons.

Students who are members of Prideside may purchase snack items or meals from the cafeteria and take them to the commons to eat. All other students must eat items in the cafeteria. No item should be taken outside.

To use the Prideside privileges, students must carry a currently validated ID.

After finishing their lunch students must go outside and stay in the designated areas. Students who elect not to eat lunch must go directly to the designated areas when the bell rings. Students must exit the north door of the cafeteria. To go to the office, students must walk around the building and enter the west door by the office. During basketball season, only basketball players may play basketball in a gym during lunch. Coaches will give basketball players some form of identification. Other students may play outside.

- Tutorials/After School

Students, who are unable to go home immediately after school, may wait in the same general area as the morning assembly area. It is also permissible to wait at the grassy area in front of the main building if the student is waiting to be picked up. Students may stay in the commons only during bad weather. Students who are not required to stay for tutorials should be out of the hallways by 3:50 and off campus by 4:00 unless riding a bus. Students on campus after 4:00 must have a valid reason for being here such as extra-curricular activities or after school discipline.

TRANSPORTATION IN BUSES OR OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 935-4710.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. **When riding school buses students are subject to behavioral standards established in this handbook and the Student Code of Conduct. Violations may result in loss of bus riding privileges.** Students must:

- Follow the driver's instructions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest your home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.

- Not put head, hands, arms, or legs out of the window, hold any object out of the window or throw objects within or outside of the bus.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be used at all times. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

BACKPACKS/LARGE BAGS

The use of backpacks to transfer books and materials from class to class is prohibited. If a student has a special need to use a backpack, a parental request must be made and approved by the office.

BELL SCHEDULE

1 st period	8:00 - 8:45
2 nd period	8:49 - 9:34
3 rd period	9:38 - 10:23
4 th period	10:27 - 11:15 announcements
7 th grade lunch	11:15 - 11:54
5 th period	11:19- 12:04 (8 th grade)
6 th period	11:58 - 12:43 (7 th grade)
8 th grade lunch	12:04 - 12:43
7 th period	12:47 - 1:32
8 th period	1:36 - 2:21
9 th period	2:25 - 3:10
10 th period	3:14 - 3:45

BULLYING

Parents may request a transfer of their child to another classroom or campus if their child has been verified by the Board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information.

CAFETERIA SERVICES

A nourishing breakfast will be served between 7:30 - 7:55 each morning. Lunch times are: 7th grade 11:14 - 11:54 and 8th grade 12:04 - 12:43.

Students may establish an account at the cafeteria (please see the Cafeteria Manager). Students use their student ID number to access their accounts. No charges may be made in the cafeteria. Students must pay for their meals or ala carte items at the time they are selected. If a student has money in his/her account, the account may be accessed to pay for their items. Breakfast prices are as follows: Paid \$1.25, Reduced 30 cents. Lunch prices are as follows: Paid \$2.00, Reduced 40 cents. Milk will be 50 cents.

Parents and/or guardians are invited to eat breakfast or lunch with their children. Parents or guardians may provide a sack lunch for their own child's consumption, but they may not provide restricted items to other children at school. All lunches, except under situations specifically stated otherwise, must be consumed in the cafeteria. Food must be brought to the office for student pick-up; it may not be taken directly to the cafeteria. A restaurant may not deliver food.

The school policy states, that a parent or guardian must come to the office and sign out a student leaving campus for lunch at the student's assigned lunchtime. The school must have a note from the parent of a child before that child may leave for lunch with another student's parent. The student must sign in upon returning to the building. It is the student's responsibility to be back to school on time. **Any absences incurred because a student left campus for lunch will automatically be unexcused.**

The district participates in the National School Lunch Program and offers free and reduced-priced meals based on a student's financial need. Information can be obtained from the campus secretaries. Applications approved the last school term will expire September 29, 2007; if you need further assistance with your application contact Food Service at 935-4275. Parents or guardians will be responsible for all cafeteria payments until applications have been approved. Menus are published monthly. If you have comments or questions, contact Marion Wynne, Food Service Director.

CHANGE OF ADDRESS

Any change in your residence, mailing address, or telephone number during the school year, should be reported immediately to the office.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. The use of academic penalties is not governed by the policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the student complaint policy.

CITY PARK

The city park to the west of the campus is off limits to all persons from 7:30 to 8:30 a.m. and from 3:00 to 4:30 p.m.

CLASS RANKING

It is important for eighth grade students to know that Pre AP Algebra I, when taken in the eighth grade, is considered a high school credit course and is tabulated for class ranking.

CLOSED CAMPUS

In consideration of the safety and well being of all students enrolled, the Dumas Board of Trustees has designated that Dumas Junior High School be a closed campus. Release during the day is permissible only if a parent or guardian picks the student up at the office. During school hours, students are to check out when leaving and check in upon returning to campus. **Students may not leave campus for any reason after arrival without properly signing out in the office. Once a student leaves campus after school, they may not return unless a parent accompanies them.** Students, who are assigned Tutorials, or Time After-School Commitment, must be properly signed out or they will be considered truant. It is up to the student to inform their parents of this requirement. The fact that a parent picked a student up at school does not excuse a student from punishment for missing detention. A note from a parent the next day will not serve in lieu of properly signing out in the office.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, student council and athletic teams may establish codes of conduct--and consequences for misbehavior--that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school will apply in addition to any consequences specified by the organization.

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases, or access information at www.tdh.state.tx.us/ideas/report.htm

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

- **BACTERIAL MENINGITIS**

State law requires the District to provide the following information:

- **What is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- **How serious is Meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- **How is Bacterial Meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- **How can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- **What should you do if you think you or a friend has Bacterial Meningitis?**

You should seek prompt medical attention.

- **Where can you get more information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov/>, and the Texas Department of Health, <http://www.tdh.state.tx.us/>.

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply - **by a phone call, a conference with the teacher, or an email (firstname.lastname@dumas-k12.net)**. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LPCAL) in the District's policy manual. **A copy of this policy may be obtained in the principal's or superintendent's office, or by accessing the district web site at www.dumas-k12.net**. In general, you or your child should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to be approved

instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

COMPUTER - DISD ACCEPTABLE USE POLICY

Dumas Independent School District

Acceptable Use Policy

(For the Electronic Communications System)

The Dumas ISD is now making Internet access available to the staff and students in the district. We are very pleased to bring this access to Dumas ISD and believe the Internet offers a multitude of valuable resources.

The Internet is an electronic highway connecting thousands of computers all over the world to millions of individual subscribers who have access to electronic mail communication with one another, information and news from research institutions, colleges and libraries as well as discussion groups on a wide variety of topics.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school environment. Although Dumas ISD will try to curtail this information, it is almost impossible to control all materials. Therefore, the ultimate responsibility rests with the user who must adhere to strict guidelines. These guidelines are provided so users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account could be terminated and future access denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Network Administration

District Level

The superintendent or designee will oversee the District's electronic communications system. The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use by individuals of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

As the district-level coordinator for the electronics communications system, the superintendent or designee will:

1. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
2. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
3. Set limits for disk utilization on the system, as needed.
4. Deny, revoke, or suspend specific user accounts, with or without cause or notice, for lack of use, violation of network regulations or as a result of other disciplinary actions against the user.

Campus Level

As the campus-level coordinator for the electronic communications system, the principal or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

System Access

Access to the District's electronic communications system will be governed as follows:

1. Upon agreeing to the District's Acceptable Use Policy and approval of the Superintendent or designee, a student or employee account will be setup and access to the network granted. Employees will receive system and electronic mail accounts. Students will receive a system account.
2. A teacher may apply for a class electronic mail account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
3. Students completing required course work on the system will have first priority for use of District equipment after school hours.
4. Any system user identified as a security risk or having violated District and/or campus computer use guidelines may be denied access to the District's system.
5. Termination of a user's access will be effective on the date the principal or District coordinator receives notice of student withdrawal, revocation of system privileges or on a future date if so

specified in the notice.

User Responsibilities

The following standards will apply to all users of the District's electronic information/communications systems:

1. Be polite.
2. Revealing personal information, including names, addresses or phone numbers of the user or others is prohibited.
3. Use appropriate language. Swearing, vulgarity, ethnic or racial slurs and any other inflammatory language is prohibited.
4. Users shall not deliberately use the computer to annoy or harass others with language, images or threats.
5. Users shall not deliberately access or create any obscene or objectionable information, language or images.
6. Pretending to be someone else when sending/receiving messages is inappropriate.
7. Transmitting obscene messages or pictures is prohibited.
8. The individual in whose name a system account is issued will be responsible at all times for its proper use.
9. Users shall not let other persons use their name, login, password or files for any reason (except for authorized staff members).
10. Users shall not use or try to discover another user's password.
11. System users may not use another person's system account without written permission from the District coordinator.
12. The system may not be used for illegal purposes, in support of illegal activities or for any other activity prohibited by District policy.
13. Use for commercial, income-generating or "for-profit" activities, product advertisement or political lobbying is prohibited by users. Sending unsolicited junk mail or chain letters is prohibited.
14. Users shall not use DISD computers or networks for any non-instructional or non-administrative purposes (e.g. games or activities for personal profit).
15. System users must purge electronic mail in accordance with established retention guidelines.
16. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users while attempting to send/receive electronic mail is prohibited.
17. System users may not install any program or software without the written permission of one of the following; Superintendent, District-level coordinator or software committee.
18. Users shall not erase, rename or make unusable anyone else's computer files, programs or disks.
19. Users shall not use a computer or network for unlawful purposes, such as the illegal copying or installation of software.
20. Users shall not copy, change or transfer any software or documentation provided by Dumas ISD, teachers or another student without permission from the site administrator.
21. Users shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
22. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources or allow others to misuse system resources.
23. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
24. Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or other technology personnel.
25. Users shall not take home technology equipment (hardware or software) without written permission of the supervisor.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Disclaimer

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including without limitation those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by or that information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected.

Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Student's Name: _____ Student's Social Security Number: _____

Dumas Independent School District

Acceptable Use Policy

(For the Electronic Communications System)

Addition to Student Code of Conduct

In order to make sure that all members of the DISD community understand and agree to these rules of conduct, DISD asks that the parent/guardian and student sign the following agreements:

Parent/Guardian Agreement

I agree not to hold Dumas Independent School District, or any of its employees, or any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

As the parent or guardian of this student, I have read the Terms and Conditions for Dumas Independent School District facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Dumas Independent School District responsible for materials acquired or sent via the network.

Parent/Guardian Signature

Date

STUDENT AGREEMENT

I understand and will abide by the district guidelines and conditions for the use of the facilities of Dumas ISD and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold Dumas Independent School District, or any of its employees, or any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

Student Signature

Date

This agreement will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

CONDUCT

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person, student or non-student, that:

- **Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.**
- **Interferes with an authorized activity by seizing control of all or part of a building.**
- **Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.**
- **Uses force, violence, or threats to cause disruption during an assembly.**

- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

CORPORAL PUNISHMENT

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District’s policy manual. Parents may request an alternative form of discipline by contacting the assistant principal and signing the appropriate documents.

CONFERENCES

Teachers or teams may request a conference with parents: 1) if the student is not maintaining grades or achieving the expected performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

A student or parent who wishes information or who wants to raise a question or concern should confer with the appropriate teacher, counselor, academic team, or principal. A parent who wishes to confer with a teacher or their child's team may call the office (806-935-4155) to arrange for an appointment or email at firstname.lastname@dumas-k12.net. Conferences will be scheduled during the teacher's conference period or teaming period. If this is not possible a conference may be scheduled at another mutually convenient time.

Parents may talk to any teacher on their child's team at the team's scheduled teaming period.

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available community resources to address personal concerns. Students who wish to meet with the counselor should go by the counselor’s office and make an appointment. Counseling is confidential except when disclosure is needed for consulting with other professionals and for legal reasons such as child abuse, suicide threat/attempt, threat to others, or to property.

CREDIT BY EXAMINATION

- **No Prior Formal Instruction**

A student in any grade (1-12) may use examinations in lieu of coursework for acceleration to advance one grade level or to earn credit in an academic subject.

- **Prior Formal Instruction**

A student who has had sufficient prior formal instruction as determined by the District on the basis of a review of the student's educational records, and who has failed a course with a grade of no less than 60, may gain credit for the course by passing an examination on the essential knowledge and skills of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities. Students must make such requests prior to the start of the school year for acceleration to the next grade or prior to the start of a particular course to receive credit in an individual course. Make requests in writing in the counselor’s office.

D-HALL

D-hall will begin at 3:45 and end promptly at 4:15, Monday through Thursday. All students assigned to attend must bring appropriate reading material or schoolwork to work on while in attendance. Students arriving after 3:45 will not be admitted, counted

truant, and re-assigned. Since D-Hall is part of our discipline plan, zero tolerance for inappropriate behavior will be enforced. If inappropriate behavior occurs, the student will be asked to leave, denied credit for that day's attendance, and will be referred to the principal's office.

Since the D-Hall release time will always be promptly at 4:15, the students will always know about their D-Hall commitment in advance, students are responsible for arranging for their transportation home prior to their dates of commitment. **School phones will not be accessible.** Bus passes will be provided for Cactus students who wish to ride the late bus.

D-HALL (Noon)

Noon D-hall will be held in the cafeteria. Students will sit at the tables facing the west wall. Seventh grade will begin promptly at 11:14 and the eighth grade at 12:04. Students who elect to cut noon D-Hall will be counted truant. Zero tolerance for inappropriate behavior will be enforced resulting in additional days being added for D-Hall infractions.

DANCES AND OTHER SPECIAL EVENTS HELD AT DUMAS JR. HIGH

School organizations sponsor several dances and other special events, such as the *Back to School Bash* each year that are held at the school. These events are for the enjoyment of all students. Generally speaking, all school rules are in effect during dances and other special events. Consequences for infractions during these activities are the same as if the infraction occurred during school hours.

Some special rules for these events are:

- They are for 7th and 8th grade students only.
- **Students who are in DAEP will not be allowed to attend any special events.**
- Outside guests may attend only with the prior approval of a principal.
- The events are closed - When you leave you may not return.

Groups outside the Jr. High sponsor several dances each year. The rules for these dances are the same as for school dances.

DISCIPLINARY ALTERNATIVE EDUCATIONAL PROGRAM (DAEP)

Students will be assigned to the disciplinary alternative educational program for certain serious infractions as prescribed in the DISD Code of Conduct and for habitual misbehavior. Students assigned DAEP will complete community service and physical education daily. Successful completion of all assigned days of the DAEP program is necessary before a student may return to regular classes. DAEP hours will be from 7:45-3:00. Students who ride the bus will be released at 3:45. DAEP students are prohibited from all school grounds outside of school hours and may not participate in any extra curricular activity.

DISTRIBUTION OF MATERIAL

• School Materials

School publications distributed to students include the student handbook and the yearbook. All school publications are under the supervision of the teacher, sponsor, and principal.

• Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

• Approved Materials

All materials intended for distribution to students that are not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapproved applications may be appealed by submitting the disapproved material to the Superintendent; materials not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

Student Dress Code

Grades 7 through 12

The district's dress code is established to promote grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect.

Student Dress Regulations

Each student will adhere to the student dress code at all times with the exception of designated days. Campuses may designate special days where changes to the dress code may be allowed in accordance with district guidelines.

Shirts, Blouses, Turtlenecks, Mock-Turtlenecks

- Short or long sleeved collared knit Polo style shirts with neck button
- Short or long sleeved collared Oxford style dress shirt with neck button
- Short or long sleeved collared blouse with neck button
- Short or long sleeved turtleneck or mock turtleneck
- Oxford style shirts and blouses must be tucked in at all times allowing belt to show.
- All sleeves must be at least middle upper arm length.
- All shirt buttons must be buttoned, except for the neck button.
- Collared Polo style shirts, turtlenecks and mock turtlenecks must extend to the top of the back pocket and not lower than the bottom of the back pocket if worn outside the pants. When standing, however, if the garment extends below the back pocket area, it must be tucked in.
- Students may wear the layered look as long as the primary garment is in compliance with the dress code. If the primary garment is in compliance, then students may garnish that garment with a layered look as long as they do not wear a t-shirt or spaghetti straps over the appropriate shirt.

Slacks, Shorts, Pants

- Pleated or flat front Docker style slacks
- Denim jeans
- Carpenter pants
- Capri pants
- Docker style, cargo style, or denim shorts (knee cap length)
- Belts must be worn with pants, shorts and capris designed with belt loops.

Jumpers

- V-neck, square neck or round neck
- Knee cap length, with no slits above knee cap
- Collared Polo style shirts, collared blouses, turtlenecks or mock turtlenecks must be worn under the jumper.

Skirts and Skorts

- Skirts must be knee cap length with no slits above knee cap.
- Skorts must be knee cap length.

Vests and Sweaters

- Vests (Pullover or button)
- Sweaters
- Must be worn with collared Polo style shirt, collared blouse, turtleneck or mock turtleneck.

General Rules

- No restrictions on colors or fabric patterns

- Lower garments must be worn to ensure that the midsection is covered when sitting or standing and that they do not sag.
- Lower garments must be worn at the waist, fitted and properly hemmed or cuffed and unaltered from vendor.
- All upper garments for boys and girls must be worn in a way that eliminates exposure of the chest or cleavage, shoulders, back, armpits, midsection, and/or underwear.
- At the secondary level, belts are required and must be cinched, sized appropriately, worn through all belt loops and cannot have stud type jewelry attached.
- Shoes must be worn at all times. House shoes are unacceptable.
- Sufficient underclothing is required and shall not be visible at any time.
- Clothing must be in good condition, free from holes, tears or fraying.
- Clothing must be sized appropriately.
- Logos must be 4x4 inches or smaller on approved apparel, excluding outerwear.
- Campus logos have no size restriction.
- The district's dress code is in effect from the first tardy bell to the end of the instructional day, which includes after school tutorials and d-hall.

Unacceptable Dress

- Baggy leg style pants or bell bottom pants wider than shoe length
- Caps, hats, gloves and head coverings inside building
- Sweatbands, bandannas, scarves or hairnets
- Outerwear with pictures, emblems or writing on them that is considered lewd, offensive, vulgar, obscene, or related to tobacco, alcohol, drugs or other inappropriate substances
- Spandex, nylon and stretch-type materials, clinging or transparent clothing
- Clothing may not be worn in any way to reflect gang affiliation; conceal contraband or create a distraction.
- Sweatshirts unless zipper type worn as outerwear
- Cargo style pants

Outerwear

(Coats, Jackets, Windbreakers, Sweatshirts with zippers)

Outerwear may not be worn in the classroom, unless an exception is granted by the teacher. They may be worn in the hallway while changing classes. Trench coats that extend below the knee are not allowed.

Jewelry, Tattoos and Hair

- All visible piercings, including tongue rings, are prohibited for both genders. Exception: Girls are allowed to wear earrings in their ears.
- Tattoos must be covered by clothing, makeup or bandages.
- Spiked jewelry and chains are not allowed.
- Hair is to be neat, clean and well groomed so that vision is not obstructed, and its color, style, and accessories are not to be of a distracting nature.

Exceptions

- Deviations from the dress code for the purpose of promoting school spirit, DEF, holidays, or special events are left to the discretion of the building principal.
- With respect to any extracurricular activities, the administrator, in conjunction with the sponsor, coach, or other person in charge of such activity, may regulate the dress and grooming of participating students. (T-shirts/sweatshirts not allowed as a variance.) Such regulation may include denying the student permission to participate in the extracurricular activity or to go on extracurricular trips.
- With respect to dress code variances based upon medical or religious reasons, documentation from a medical doctor or an established religious authority will suffice for such variances to be granted. All dress code variances must comply with the parameters outlined in this code.

Decisions

- The campus administrator will have complete and final judgment on all matters concerning interpretation of the student dress code. Matters concerning appearance and dress not specifically covered in uniform policy shall be within the discretion of the administration.
- **Any clothing not referenced in this code is prohibited.**

Consequences for Student Dress Code Violations

7th through 12th Grade

- 1st Violation: Immediate Placement in 1 Day ISS*.
- 2nd Violation: Immediate Placement in 3 Days ISS*.
- 3rd & Subsequent Violations: Immediate placement in AEP** as listed:
Junior High - 10 days in AEP**
High School - 14 days in AEP**

* ISS - In School Suspension

** AEP - Alternative Education Placement

When a violation calls for the student to be immediately placed in ISS* or AEP**, parents will be notified of violations and consequences by written notice but not prior to student's assignment or placement in ISS* or AEP**.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner. In the event of an emergency evacuation, all students and school personnel will immediately leave the building and walk to a designated area. There will be practice drills throughout the year. Procedures for conducting such drills will be directed by each teacher. Students are required to treat such drills seriously and follow procedures exactly as given. Instructions for a fire will be given on the PA system. A wailing sound will be heard for a tornado drill. Students should remain in class and wait for instructions if a fire alarm is heard.

DRUG FREE SCHOOLS

The uses of illicit drugs and the unlawful possession of alcohol are wrong and harmful. The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and/or alcohol, on school premises, or as part of any the District's activities.

Students who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, referral to appropriate law enforcement officials for prosecution, and/or actions as outlined in the District Discipline Management Plan.

ELIGIBILITY TO REPRESENT THE SCHOOL

All pupils elected to student offices, or who represent their school in extracurricular activities, shall have and maintain good citizenship record, both in and out of school. Any student who does not maintain a good citizenship record shall not be eligible to represent his/her fellow students nor the school for a period of time recommended by his/her principal and/or responsible administrator, but in no case, except when approved by the board of school trustees, shall the time exceed twelve calendar months.

EMERGENCY MEDICAL PROCEDURES

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergies, etc.). Please contact the school nurse to update any information.

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost student accident insurance

program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

EXTRACURRICULAR ACTIVITIES

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Educational Plan (IEP) may not participate in Extracurricular activities for at least three weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and completed the three weeks of ineligibility.
- Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

Please note: Student clubs and performing groups such as band, choir, cheerleaders, student council, and athletic teams may establish standards of behavior - including consequences for misbehavior- that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

Drug and Alcohol Restrictions for Extra Curricular Activities

Any action that is detrimental to Dumas schools will not be tolerated from those who participate in any extracurricular activities. The following policy will be enforced for those found guilty of alcohol and drug abuse. Violations are tabulated in aggregate for grades 7 and 8 and in aggregate for grades 9 through 12.

- **First Offense**

The student will be suspended from participating in and/or attending activities for two weeks (14 consecutive days) beginning from the date and time of administration verification of involvement. The student will be allowed to participate in practice. The student will sign a statement acknowledging the consequences of a second offense. The student's parents will be contacted by the school administration.

- **Second Offense**

The student will be suspended from participating in and/or attending activities for 60 consecutive days beginning from the date and time of administration verification of involvement.

The student will be allowed to participate in practice.

The student's parents will be contacted by the school administration.

The student will sign a statement acknowledging the consequences of a third offense.

- **Third Offense and Subsequent Offenses**

The student will be dismissed from all extracurricular activities for one year beginning from the date and time of administration verification on involvement.

The student's parents will be contacted by the school administration. Students providing false information or withholding information during the course of an investigation shall be subject to disciplinary action as determined appropriate by the administrator in charge.

FEEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

- Club dues.

- Security deposit.
- The cost of materials for a class project the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchases of pictures, publications, etc.
- Student accident insurance and insurance on school-owned instruments.
- Locks and Locker rental. A \$5.00 lock rental charge will be assessed. \$3.00 will be returned at the end of the school year upon successful return.
- Student identification cards.
- Fees for damaged library books and school-owned equipment.
- Musical instrument rental and uniform maintenance when the District provides uniforms.
- Personal apparel used in extracurricular activities that becomes property of the student.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to Danny Potter.

FIRE ALARMS

It is against the law to falsely signal a fire. Fire alarms are for the protection of all school inhabitants. A false alarm will result in referral for prosecution and severe school action.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved purposes. An application for permission must be made to the principal.

FUND-RAISING PARTICIPATION

Many campus groups include fund-raising activities in their total program. Participation in any of these activities is optional and will not in any way affect a grade. Students who do participate must return all money involved. Failure to do so is considered theft.

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

GANG ACTIVITY

Any time a group of students unite to create any kind of a problem, the group's actions will be considered a gang activity. There is no requirement that the administration prove that the students are members of a specific gang. Students should not become part of a situation unless they want to be punished as part of a gang activity.

Any action that involves a group of students can be considered an overt gang activity if the group breaks a standard. Any individual act, piece of literature, or gesture that associates a student with a particular known gang will be considered an overt gang activity. Any gang activity can be punished by placement in the Alternative Educational Program.

GANG-RELATED GESTURES, WORDS, SIGNS, AND MATERIALS

The display of gang-related hand gestures or signs is prohibited in around school or at school functions. Using gang-related words and phrases is likewise prohibited. The display or possession of materials determined to be gang-related would also not be allowed. School administrators will make the final determination as to whether a gesture, spoken language, or material is gang-related.

GRADING

Students will be assigned a numerical grade in all classes. To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade level standards.

To arrive at the value of a Junior High student's progress during a semester, each semester of the school year is divided into three six weeks periods for all subjects. The average of the three-six weeks periods and the semester exam or TAKS test determines the semester grade. The semester exam will count 1/7 of the first semester grade and the TAKS test will count 1/7 of the second semester grade. To earn credit of a course, the semester grade must be 70 or greater for ½ unit of credit or the average of both semester grades on a continuing course must be 70 or greater for 1 unit of credit.

Grades should not be changed any later than two (2) weeks after the end of the grading period. Courses with incomplete grades or no grades will receive zeros (0) if no changes are made within two weeks after the end of the grading period.

HALLWAYS

Students **MUST** possess either a hall pass or this handbook anytime that they are in the halls during school hours. Food and drinks are prohibited items in the hallways. If on personal business, the handbook with a proper entry is required. Students must not use

the phone or stop by the restroom when in the hall unless it is specifically stated on a teacher's pass. When all of the blanks in the back of this book are used, the student may not leave class for personal business the rest of the year. Students should use spaces wisely.

Harassment

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop these behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that based on a person's race, religion, color, national origin, gender, sex, or disability.

HEALTH GUIDELINES

Students with a fever (100 F or greater) or obvious signs of illness such as vomiting or diarrhea must stay at home until their temperature is normal (98.6 F or under) for 24 hours without Tylenol or Motrin.

If a student has a temperature of 100 F or more at school, they will be sent home. If your child has been fever-free for 24 hours and still feels ill, we encourage you to keep them home.

HIGH SCHOOL CREDIT

Eighth grade students may receive high school credit for the following courses taken on the Jr. High Campus (the amount of credit granted is shown in parentheses): Pre AP Algebra I (1), Spanish I (1), Communication Application ($\frac{1}{2}$), Art A($\frac{1}{2}$), Art B($\frac{1}{2}$), and Health ($\frac{1}{2}$). No high school credit courses are available to seventh grade students except Art A and B.

HOMEWORK

Students are expected to complete **all** homework and class assignments as instructed by their teachers. If the student elects not to finish an assignment the penalties are as follows:

2-3 no homeworks - Parent Contact / Friday school.

4 no homeworks - Parent Contact / 2 swats.

5 or more no homeworks - Six weeks of after school d-hall.

Habitual no homework's may result in a schedule change to study hall from an elective class.

HONOR ROLL REQUIREMENTS

The Honor Roll will be published at the end of each six-week grading period. In order to be eligible a student must maintain an over-all average of 90 or above (grades will be rounded to 90) in the following subjects in which the student is enrolled: English, math, science, social studies, reading, and computer literacy. A "U" in citizenship will disqualify a student from the honor roll the six weeks that it occurs.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubella (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Texas Department of Health Web site: http://www.tdh.state.tx.us/immunize/school_info.htm.]

INSTRUCTIONAL TELEVISION

The District provides, through a contract with Channel One, the opportunity for students in grades 7-12 to view a 12-minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his or her child not view any commercial broadcast at school should notify the principal. An appropriate alternative supervised assignment will be made for the student.

INSURANCE

At the beginning of the school year, the District will make available a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the central office. The District will not be responsible for costs of treating injuries or assume liability for any other cost associated with an injury. Before participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer.

KNIVES

All knives are illegal at school and school functions.

LAW ENFORCEMENT

Questioning of Students

When a law enforcement officer or other lawful authority wishes to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student is engaged in delinquent conduct or conduct in need of supervision.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not

have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. **A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others.** Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. **Students may not share a locker with another student.**

LOCKS FOR LOCKERS

Students are required to have a lock on their lockers at all times. All locks used on school lockers, including athletic and PE lockers must be school issued locks. Students **must** rent a lock in the office for \$2.00 per year plus a \$3.00 deposit. These will be combination type locks with a key access by school administrators. Lock combinations will be available in the office. Students can exchange locks if they feel someone knows the combination to their lock.

MAKE-UP WORK

A student will be permitted to make up worksheets, tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

The teacher may assign the student make-up work based on the instructional objectives for the subject or course, and the needs of the individual student in mastering the essential knowledge and skills in meeting subject or course requirements, for any excused absences. **The student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.** A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

MEDICINE AT SCHOOL

Parents should try to give all medication at home whenever possible. Only medications that must be given during school hours should be sent to school. The following guidelines must be followed:

- The district must receive a written request to administer medication from the parent, legal guardian or other person having legal control of the student.
- Instructions on the request must include the name of the student, name of the medication, dosage and times to be given.
- Medication kept at school for more than 10 days requires a physician's statement. The statement must be renewed annually.
- Prescription and non-prescription medication must be in the original container and be properly labeled.
- Medication will be administered only to the student whose name is on the container.
- School personnel will administer no drugs from foreign countries or prescriptions filled outside the United States.
- School personnel will give only FDA approved drugs.
- All medication will be left at the nurse's office and stored in a locked cabinet unless otherwise directed by a physician.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

[For further information, see policies at FFAC.]

In accordance with the student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school related activity. See the school nurse or principal for information.

METAL DETECTORS

Portable metal detectors will be used to make random checks on students for weapons and other contraband. Students may be singled out for search if there is a reasonable suspicion that the student may have contraband in his/her possession.

NATIONAL JR. HONOR SOCIETY

The National Jr. Honor Society is governed by rules that are set forth by the national office. The criteria for membership at Dumas Jr. High School are as follows:

- A student must make the "A" honor roll 5 of the 6 six weeks grading periods their 7th grade year. Grades will be modified 5 points for Pre- AP English and Math
- A student must make Prideside 4 of the 6 six weeks grading periods their 7th grade year. A parent may petition the principal to make Prideside eligibility exceptions because of attendance for NJHS purposes only.

OFFICE HOURS

Office hours are from 8:00 a.m. until 4:30 p.m. Please plan to conduct all business during those hours.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook (including attached Student Code of Conduct) with his or her child, sign and return the acknowledgment form(s). A parent with questions is encouraged to contact the principal.
- Become familiar with all of the child's school activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, team, counselor, or principal, please call the school office at 935-4155 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period, teaming, or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Review the child's student records when needed. A parent may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to his or her child.
- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording, is to be used for school safety, relates to classroom instruction or a CO-curricular or extracurricular activity, or relates to media coverage of the school as permitted by law.

- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and the Texas Education Agency (TEA).
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the principal.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

PERSONAL PROPERTY

The school is not responsible for valuables that are lost or stolen while a student is attending school. Please be careful with your personal property and your textbooks. The school provides a "lost and found" service in the office. If you find an article of any value, take it to the office so that its rightful owner may claim it. Students are urged to have name labels on all personal articles and clothes.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from Greg Lewis at 935-6461.

PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

POSTERS

The principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROHIBITED ITEMS

The following items are prohibited at school:

Cellular phones	<i>Matches</i>	<i>Lighters</i>
IPods/CD Players	<i>MP3 Players</i>	<i>Pagers</i>
<i>Cinnamon oil and/or toothpicks</i>	<i>Lime salt</i>	<i>Magnets</i>
<i>Bandannas of any color</i>	<i>Chains</i>	<i>Sunflower seeds</i>
<i>Remote Control Devices</i>	<i>Glitter</i>	<i>Laser pens</i>
<i>Shaving cream</i>	<i>Ammunition</i>	<i>Spiked-Jewelry</i>
<i>Water guns</i>	<i>Shocking Devices</i>	<i>Sharp objects</i>
<i>Permanent Markers</i>		

Any other item that becomes a problem at school may be prohibited temporarily or permanently. Administrators may prohibit any other individual item that is deemed necessary to maintain order and safety in school.

Any prohibited item that is taken from a student will be released only to a parent. Any item that may be used as evidence, even in a school-related matter, will not be released until all possible need for the item is over.

Pagers and cellular phones will be turned over to the DISD Police Department. 1st Offense: \$15.00 administration fee and phone/pager is returned. Phone/pager may be picked up from Chief Larry Payne at Dumas High School. 2nd offense: Phone/pager is confiscated and returned at the end of the school year.

Pagers and cellular phones may be stored in the office during the school day if a parent wishes the student to be able to use the item after school hours. **These items must have the students name on them.**

Exception: MP3 Players, cell phones, and IPODS may be used on school buses and on school trips when allowed by trip sponsors and bus drivers. These items must never be used or in view while on campus. They must be taken to a locked locker immediately upon arrival at school and remain there throughout the day.

If a student finds that he/she has accidentally brought a prohibited item to school, that item should immediately be turned in to a teacher or administrator. Disciplinary actions will not be taken in most such cases the first occurrence. This exception does not apply to weapons as defined in the DISD Code of Conduct.

PROMOTION, RETENTION, AND PLACEMENT

A student is promoted from one grade to the next on the basis of academic achievement. A junior high student must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: Language Arts (including Reading and English), Mathematics, Social Studies, and Science. If a student's grade average in any subject or course is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parents will be notified.

Students must pass the appropriate TAKS tests for their grade level. Students who do not pass the TAKS tests for their grade level will be retained even though all course work is passing.

Students who pass their subject but fail TAKS and students who fail their subjects but pass TAKS may be placed in mandatory remediation plan. **Students who fail both their subjects and TAKS will go before a promotion/retention committee for evaluation.**

PRIDE SIDE

The purpose of Pride Side is to help students create a positive school environment that fosters pride within themselves and their surroundings.

Criteria for Membership for Each Six Weeks Period:

- No office referrals.
- Grade of 75 or better in each class.
- No more than 2 absences (excused or unexcused, special provision for those receiving healthcare treatment).
- No U's or N's in conduct.
- No more than one tardy.
- No more than one late assignment.

Rewards:

- Pride Side Award
- Drawings for door prizes
- Special privileges
- Palo Duro camping trip

PROTECTION OF STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation, as part of a federally funded program. Notice will be sent home before such a survey, analysis, or evaluation is administered, and parent consent (or students consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behaviors and attitudes.

- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has close family relationship.
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
- Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

REPORT CARDS

Written reports of student **grades, absences, and discipline** are issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70 or below the expected level of performance. **Progress reports and report cards will be mailed to the parents at the end of each grading period.** The report card will state whether tutorials are required or only recommended for a student who receives a grade below 70 in a subject.

ROOFS

It will be considered a violation to climb on a roof. This is an extremely unsafe practice that could result in serious injury. If your ball goes on top of a roof, tell a principal or secretary.

SAFETY Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

Avoid conduct that is likely to put the student or other students at risk.

Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.

Know emergency evacuation routes and signals.

Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

SCHEDULE CHANGES

All requests for schedule changes should be made through the counselor's office. The counselor may consult with the teachers involved, the assistant principal or principal, and evaluate the circumstances of the request.

- Each student is required to carry a full class load.
- Schedule changes must have the approval of the counselor.
- Changes made after the fifth day of a semester must be within the same general subject area. Approval of any schedule changes must meet one or more of the following criteria:
 - A change is necessary because of health reasons.
 - A change is necessary due to being improperly assigned.
 - A change will benefit the operation of the school.
 - The school made an error when scheduling a student.
 - A change is necessary due to discipline or academic reasons.
- A course change prior to the sixth day of classes will have no grades recorded. Beginning with the sixth day, grades accumulated in the original class will be transferred with the student to the new assignment.

- A change is deemed necessary by the counselor or principal.

SCHOOL CANCELLATION AND EMERGENCY SCHOOL CLOSING DUE TO WEATHER CONDITIONS:

Student safety is our main concern at all times. Whenever the weather turns bad, there is always a question about whether school will be cancelled or delayed, and whether or not busses will be running. In order to inform our community of changes to our regular school schedule, announcements will be available by 6:00 a.m. through the following forms of communication:

- Announcements on KDDD Radio - 95.3 FM
- Messages on "Time and Temperature" - 935-5681
- Announcements on Channel 7 - KVII TV in Amarillo
- Notices on the Dumas ISD Website - www.dumas-k12.net

IF THE ANNOUNCEMENT IS NOT MADE THROUGH THIS MEDIA, SCHOOL WILL BE IN SESSION AS USUAL WITH NORMAL PROCEDURES.

- In regard to 6th grade band and choir students who report to Junior High in the morning, they should continue to do so even if bus routes outside of town have been cancelled. The school district will provide transportation for these students to return to their home campus after class.
- Each principal (or secretary, if principal is out of the building) will be notified by the superintendent's office by phone, prior to the early closing time of action to be taken.
- In cases of early dismissal, teachers and auxiliary personnel are expected to spend the regular workday hours at school unless there is an extreme emergency that calls them away. They should assist in supervision of students in buildings and make arrangements for remaining students.
- Bus riding students will be allowed to leave to board their bus, if it is cleared for travel, or they (students) have been called for in person by a responsible person who will get them to a place of safety.
- Administrators will stay at buildings until ALL students have been properly dispatched, regardless of hour, and will always stay until regular closing time to answer patrons.
- Non-bus riding students will be kept inside the building until they are called for in person by a responsible person who will get them home or to a suitable place of safety.

SCHOOL JURISDICTION

Students are reminded that they are under school jurisdiction while on school property, on a school bus, on a school-sponsored trip, or while attending a school activity. Normal jurisdiction is generally between the hours of 7:30 a.m. and 4:30 p.m. but may be extended if a student arrives at school early. Jurisdiction is extended for the entire time a student is on a school trip or is attending a school activity. Jurisdiction extends three hundred feet beyond the Junior High campus and the city park.

SEARCHES BY TRAINED DOGS

The Dumas ISD Board of Trustees has authorized the search of school premises by trained search dogs. Searches will be conducted in accordance with school policy.

SECURITY

A member of the Dumas ISD police force is on duty at all times. The DISD police chief is on call when necessary. All matters involving school security should be reported to a teacher, a school administrator, or the DISD Police Department.

SELLING OF MERCHANDISE

Students are not permitted to sell merchandise on campus without approval of the principal.

SMOKING AND TOBACCO

Students may not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property.

SNOW/WATER

It shall be considered a violation of school rules to pick up snow, kick snow, and play on a snow pile or in any way attempt to get snow on another person. Students must not kick water on other students or put water or other liquids on another student in any way.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact Jessica Sutterfield (806-935-6774); the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

STUDENT CRIMESTOPPERS

A Student Crimestoppers program is active in Dumas. Students can receive cash rewards for reporting crimes. All callers will remain anonymous. Any student reporting a weapon or drugs on campus will receive up to \$100.00 if the charge is proven. Students are encouraged to report all crimes regardless of the property value or the seriousness of the crime. To report a crime, call 934-9999 or report the crime to school personnel. Special money is awarded for solving the crime of the week. You may hear the Crime of the Week call 934-9000.

STUDENT IDENTIFICATION

Students will be issued a picture identification card for use at school and extracurricular activities. **Students must have their ID card in their possession at all times.** Students will be required to pay \$5.00 for a new ID any time an ID is not in their possession.

STUDENT OFFICES AND ELECTIONS

Student offices and elections are held under the rules of the activity creating the office. Parents and students should consult the rules of the activities involved.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Dumas ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- **A student's name, address, telephone number, and date and place of birth.**
- **The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.**
- **The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.**
- **The student's e-mail address.**

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the **acknowledgement form** attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- **The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.**

- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer, or for a scholarship application—will occur only with parental or student permission as appropriate.

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.

A parent or eligible student may inspect records during regular school hours. If circumstances effectively prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent's office is: **4th and Miller, Dumas, TX.**

The address of the principals' offices is: **700 E. 5th, Dumas, TX.**

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 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, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. See page 10 of this handbook.

Copies of student records are available at a cost of twenty-five cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent. **Please note:** Parents or eligible 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 federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible 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 about a student that are shared only with a substitute teacher—do not have to be made available to the parents or the students.

STUDENT SUCCESS INITIATIVE

Students enrolled in the eight grade must meet the new grade advancement requirements of Texas state law. Eight grade students must meet the standard on the reading and math sections of the TAKS in order to be promoted to the Ninth grade. Students will have three opportunities to meet the standard on the test. Students will receive accelerated instruction after each test opportunity on which they do not meet the standard.

TARDIES

Tardies are tabulated by class period and are aggregated by six weeks. The penalties for being tardy are as follows per class per six weeks:

First tardy - No penalty

Second tardy - 1 swat

Third and successive tardies - 2 swats

Parents may request that an alternative punishment be used.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests:

- Reading and Mathematics: Each year in grades 7 and 8
- Writing: Grade 7
- Social Studies: Grade 8
- Science: Grade 8

TEXTBOOK

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. A student will be provided textbooks for use at school during the school day. If a student owes money for a lost textbook student records may be held and additional textbooks will not be issued.

Students should protect textbooks by placing them in locked lockers. The individual to whom the book was issued must pay for any books that are not returned regardless of the circumstances.

TRAVEL - SCHOOL SPONSORED

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. However, the principal or assistant principal may make an exception to this requirement under the following circumstances:

- the parent personally requests that the student be permitted to ride with the parent;
- No later than the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

Video Cameras

For safety purposes, video/audio equipment may be used to monitor student behavior in common areas on campus. Authorized school personnel will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the **Student Code of Conduct**.

The following guidelines shall be followed with regard to recorded surveillance camera images to maintain the capability, confidentiality, integrity and location of the surveillance camera system network:

1. Parents, students, etc. will not be permitted to view recorded surveillance camera images unless they obtain a court order to view the images or a court of law requires the school district to present the images in court during the presentation of a court case.
2. Should an incident occur that is captured on a surveillance camera and requires intervention by school officials the appropriate school officials will review the images and interpret the images. School officials shall inform parents, students, etc. if surveillance camera images of the incident were recorded, what the images showed and an explanation of any school related action initiated as a result of the incident.
3. Any comments or questions with regard to these guidelines shall be directed to the Chief of Police Dumas I.S.D. Police Department.

VIOLATIONS OF LAW:

- **Alcohol, Drugs, Tobacco, and Weapons** - Under state and federal law, a student is not allowed to possess, sell, give away or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited.
 - **Disruptive Activities** - State law prohibits a student from participating in disruptive activities. That includes acting alone or with others to:
 - Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
 - Interfere with an authorized activity by seizing control of all or part of a building.

- Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.
 - Use force, violence, or threats to cause disruption during an assembly.
 - Interfere with the movement of people at an exit or an entrance to District property.
 - Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
 - Disrupt classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
 - Interfere with the transportation of students in District vehicles.
- **Gangs and Other Prohibited Organizations** Under state law; a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.
 - **Hazing Activities** - State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

VISITORS

Parents and other visitors are welcome to visit District schools. All visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.