

# GEORGETOWN HIGH SCHOOL NINTH GRADE CAMPUS



## STUDENT HANDBOOK 2009-2010

*“Developing 21<sup>st</sup> Century Leaders”*

# 2009-2010 Georgetown ISD Calendar

July 2009						
S	M	T	W	T	F	S
		1	2	3h	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17i	18i	19w	20w	21i	22
23	24	25	26	27	28	29
30	31					

September 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7h	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9i	10
11	12c	13	14	15	16]	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25c	26h	27h	28
29	30					

December 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18]	19
20	21h	22h	23h	24h	25h	26
27	28h	29h	30h	31h		

Teacher Inservice/Comp/Work Days (Student Holidays)	
<b>Administrative Retreat</b>	August 6, 2009
<b>New Teacher Orientation</b>	August 12-13, 2009
<b>District Convocation (all Employees)</b>	August 17 (AM), 2009
<b>Campus Inservice Days</b>	August 17 (PM) -18, 2009 August 21, 2009 October 9, 2009 February 15, 2010
<b>Parent/Teacher Conferences</b>	October 9, 2009 Week of March 29, 2010
<b>Work Days</b>	August 19, 20, 2009 January 4, 2010 June 2, 2010
<b>Comp Days</b>	October 12, 2009 November 25, 2009 April 2, 2010

Student & Staff Holidays	
<b>Independence Day</b>	July 3, 2009
<b>Labor Day</b>	September 7, 2009
<b>Thanksgiving</b>	November 26-27, 2009
<b>Winter Break</b>	Dec. 21, 2009-Jan. 1, 2010
<b>Martin L. King Jr. Day</b>	January 18, 2010
<b>Spring Break</b>	March 15-19, 2010
<b>Holiday</b>	May 7, 2010
<b>Memorial Day</b>	May 31, 2010

**Bad Weather Days**  
February 15 & May 31, 2010  
(Inservice/Holiday if not used for inclement weather)

**Nine Week Grading Periods**  
Instructional Days 175 (1<sup>st</sup> Sem. 79 days; 2<sup>nd</sup> Sem. 96 days)

Period	Dates	Elem. Progress Reports	Report Cards
1 <sup>st</sup>	08/24/09 - 10/16/09	09/14/09	10/26/09
2 <sup>nd</sup>	10/19/09 - 12/18/09	11/16/09	01/11/10
3 <sup>rd</sup>	01/05/10 - 03/12/10	02/01/10	03/29/10
4 <sup>th</sup>	03/22/10 - 06/01/10	04/19/10	06/01/10

**Graduation**  
Richarte – May 27, 2010 • GHS – May 28, 2010

Testing Dates	
October 20-23, 2009	TAKS* & TAAS Exit Level Retests
March 1-5, 2010	TAKS/TAKS-M Tests & Exit Level Retests
March 8-April 9, 2010	Grades K-12 TELPAS
April 5, 2010	Grades 5 & 8 LAT Mathematics
April 6, 2010	Grades 5 & 8 TAKS*/TAKS-M Mathematics
April 26, 2010	Grades 3-4, 6-7, & 10 LAT Mathematics
April 27-30, 2010	TAKS*/TAKS-M Tests & Exit Level Retests
May 18, 2010	Grades 5 & 8 TAKS*/TAKS-M Math Retests
June 29-30, 2010	Grades 3, 5, & 8 TAKS*/TAKS-M Retests
July 13-16, 2010	TAKS*/TAKS-M/TAAS Exit Level Retests

\*includes both TAKS & TAKS (Accommodated)

Legend	
<b>h</b>	Holiday
<b>c</b>	Comp Day
<b>i</b>	Inservice Day
<b>w</b>	Teacher Work Day
<b>b</b>	Bad Weather Make-Up Day

**Georgetown Independent School District**  
603 Lakeway Drive • Georgetown, TX • 78628  
(512) 943-5000 • (512) 943-5002 FAX  
Board Approved February 17, 2009

January 2010						
S	M	T	W	T	F	S
					1h	2
3	4w	5	6	7	8	9
10	11	12	13	14	15	16
17	18h	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15i/b	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12]	13
14	15h	16h	17h	18h	19h	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010						
S	M	T	W	T	F	S
					1	2c
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7h	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31h/b					

June 2010						
S	M	T	W	T	F	S
		1]	2w	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# 2009-2010 Georgetown ISD Extracurricular Eligibility Calendar

## July 2009

S	M	T	W	T	F	S
			1	2	3h	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17i	18i	19w	20w	21i	22
23	[24	25	26	27	28	29
30	31					

## September 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7h	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October 2009

S	M	T	W	T	F	S
				1	2q	3
4	5	6	7	8	9i+-	10
11	12c	13	14	15	16]q	17
18	[19	20	21	22	23+-	24
25	26	27	28	29	30	31

## November 2009

S	M	T	W	T	F	S
1	2	3	4	5	6q	7
8	9	10	11	12	13+	14
15	16	17	18	19	20	21
22	23	24	25c	26h	27h	28
29	30q					

## December 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7+	8	9	10	11	12
13	14	15	16	17	18]q	19
20	21h	22h	23h	24	25h	26
27	28h	29h	30h	31h		

**August**  
17,18,21 Inservice Days  
19-20 Work Days  
24 First Day of School

**September**  
7 Holiday

**October**  
2 Mandatory 6-Week Grade Check  
9 Inservice Day  
9 Regain/Lose Eligibility at End of School Day  
12 Comp Day  
16 First 9-Week Grade Check  
23 Regain/Lose Eligibility at End of School Day

**November**  
6 3-Week Grade Check  
13 Regain Eligibility at End of School Day  
25 Comp Day  
26-27 Holiday  
30 3-Week Grade Check

**December**  
7 Regain Eligibility at End of School Day  
18 Second 9-Week Grade Check  
18 All Students Eligible at End of School Day Per UIL Holiday Exemption  
21-31 Holiday

**January**  
1 Holiday  
4 Work Day  
5 12:01am Students Ineligible Prior to Winter Break Are Ineligible Again  
11 Regain/Lose Eligibility at End of School Day  
18 Holiday  
22 3-Week Grade Check  
29 Regain Eligibility at End of School Day

**February**  
12 3-Week Grade Check  
15 Inservice/Bad Weather Make-Up Day  
19 Regain Eligibility at End of School Day

**March**  
12 Third 9-Week Grade Check  
12 All Students Eligible at End of School Day Per UIL Holiday Exemption  
15-19 Holiday  
22 12:01am Students Ineligible Prior to Spring Break Are Ineligible Again  
26 Regain/Lose Eligibility at End of School Day

**April**  
2 Comp Day  
9 3-Week Grade Check  
16 Regain Eligibility at End of School Day  
30 3-Week Grade Check

**May**  
7 Holiday  
7 Regain Eligibility at End of School Day  
21 3-Week Grade Check (If Necessary)  
28 Regain Eligibility at End of School Day  
31 Holiday/Bad Weather Make-Up Day

**June**  
1 Last Day of School  
1 Fourth 9-Week Grade Check  
1 All Students Eligible at End of School Day  
2 Work Day

## January 2010

S	M	T	W	T	F	S
					1h	2
3	4w	[5	6	7	8	9
10	11+-	12	13	14	15	16
17	18h	19	20	21	22q	23
24	25	26	27	28	29+	30
31						

## February 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12q	13
14	15i/b	16	17	18	19+	20
21	22	23	24	25	26	27
28						

## March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12]	13
14	15h	16h	17h	18h	19h	20
21	[22	23	24	25	26+-	27
28	29	30	31			

## April 2010

S	M	T	W	T	F	S
				1	2c	3
4	5	6	7	8	9q	10
11	12	13	14	15	16+	17
18	19	20	21	22	23	24
25	26	27	28	29	30q	

## May 2010

S	M	T	W	T	F	S
						1
2	3	4	5	6	7h+	8
9	10	11	12	13	14	15
16	17	18	19	20	21q	22
23	24	25	26	27	28+	29
30	31h/b					

## June 2010

S	M	T	W	T	F	S
		1]q	2w	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

w Work Days  
c Comp Days  
i Inservice  
h Holiday  
q Grade Check  
End of School: HS & 9th 3:45pm

] End of Nine Weeks  
[ Beg of Nine Weeks  
+ Regain Eligibility  
- Regain/Lose Eligibility  
b Bad Weather Day  
End of School Day: MS 3:55pm

# 2009-2010 Georgetown ISD Extracurricular Eligibility Calendar

## Grade Checks

October  
2  
16  
November  
6  
30  
December  
18  
January  
22  
February  
12  
March  
12  
April  
9  
30  
May  
21 (If Necessary)

## Regain Eligibility

September  
9  
23  
November  
13  
December  
7  
January  
11  
29  
February  
19  
March  
26  
April  
16  
May  
7  
28

## Lose Eligibility

September  
9  
23  
January  
11  
March  
26

**GEORGETOWN HIGH SCHOOL NINTH GRADE  
EAGLE BLOCK SCHEDULE  
REGULAR SCHEDULE**

PERIOD	1/5	*2/6	3/7	LUNCHES		4/8
START	8:55	10:30	12:05	<b>A</b> 12:00- 12:30	<b>B</b> 12:50- 1:20	2:14
END	10:25	12:00	2:09	Passing Periods A Lunch 12:30 - 12:34 B Lunch 1:20 - 1:24		3:45

\*Announcements, pledges, and a moment of silence will be at the beginning of 2<sup>nd</sup> / 6<sup>th</sup> period.

***INCLEMENT WEATHER DAYS***

Local radio and T.V. stations will announce any changes in the regular school schedule due to inclement weather. Please listen to these stations during bad weather and the GISD website will have updated information.

**RADIO:**    KASE – FM 100.7    **T.V.:**    Channel 7  
                  KLBJ – FM 93.7                    Channel 24  
                     Channel 36  
                     Channel 42

**GEORGETOWN HIGH SCHOOL NINTH GRADE CAMPUS  
4490 EAST UNIVERSITY  
GEORGETOWN, TEXAS 78626  
(512) 943-1800  
DR. DAVE DENNY, PRINCIPAL**

**GEORGETOWN INDEPENDENT SCHOOL DISTRICT  
ADMINISTRATIVE OFFICE  
603 LAKEWAY DRIVE  
GEORGETOWN, TEXAS 78628  
(512) 943-5000**

**Ninth Grade Campus Website--[www.georgetownisd.org/ngc](http://www.georgetownisd.org/ngc)**

**It is the policy of the Georgetown Independent School District to comply fully with the non-discriminatory provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personal action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age or veteran status (except where age, sex or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration).**

**The Georgetown I. S. D. makes positive efforts to employ and advance in employment all protected groups.**

**The District Special Education Director is Cara Schwartz and may be reached at 943-5000.**

**The District Title IX Coordinator is Karen Dooley and may be reached at 943-5000.**

## **TO THE STUDENTS OF THE CLASS OF 2013**

Welcome to the Georgetown High School Ninth Grade Campus. We hope your year with us will be educationally profitable for you.

The ninth grade is a time of change. The workload and social adjustments are greater here than at the middle school level. You will be expected to attend school regularly, complete all assignments, and behave appropriately. Your year will be exciting and filled with new opportunities.

We encourage you to take advantage of the many school activities, clubs, and organizations available to you. It is important for each of you to be involved in at least one student organization, possibly more. They are designed to help students become well-rounded, contributing citizens of the school as well as the community.

The wise student will use the handbook to help him/her become better organized and to know the policies and procedures of the Ninth Grade Campus. It will also serve as your hall pass and should be kept with you at all times when outside the classroom. Read all items carefully. Students are responsible for knowing the contents of the handbook.

We wish you the best of everything during your freshmen year. We hope it will be your most successful year ever.

Cordially,

**THE FACULTY AND ADMINISTRATION OF THE GEORGETOWN  
HIGH SCHOOL NINTH GRADE CAMPUS**

**SCHOOL SONG**

**BLUE AND WHITE FOREVER**

For Blue and White we will fight;  
For White and Blue we'll be true  
And we will give you all our best,  
Georgetown High  
Till sun and stars cease to shine,  
Your glory will be our shrine  
So to the Eagles we are loyal,  
We believe in you.

**SCHOOL COLORS**

BLUE AND WHITE

**SCHOOL MASCOT**

EAGLE

**2009-2010 9th GRADE CHEERLEADERS**

Amanda Bunch  
Nicole Cassady  
Rebecca Colburn  
Lesli Dockal  
Jordyn Fox  
Marisa Guzman  
Janet Johnson

Tori McMullen  
Kelsy Osterman  
Brooke Paris  
McKenzie Salas  
Rebecca Stepp  
Haley Vickers

**PEOPLE YOU SHOULD KNOW**

**BOARD OF TRUSTEES**

**Officers**

**President** – Brad Smith  
**Vice-President** – Arthur Dela Cruz  
**Secretary** – Mark Bobinger

**Members**

Sheila Carter  
Dr. Sally Pell  
Mike Hewlett  
Greg Eady

**GEORGETOWN HIGH SCHOOL NINTH GRADE CAMPUS**

<b>Principal</b>	Dave Denny
<b>Associate Principal</b>	Charles Aguillon
<b>Assistant Principal</b>	Dan Garza
<b>Counselor</b>	Sherry George (L-Z)
<b>Counselor</b>	Carol Dean (A-K)
<b>Counselor</b>	Michele Heckroth
<b>Coordinator-Diagnostician / Spec. Ed.</b>	Sheila Allison
<b>Librarian</b>	Robin Morrow
<b>Nurse</b>	Marian Cockrum

**OFFICE STAFF**

<b>Secretary to Principal</b>	Judy Johnston
<b>Secretary</b>	Margie Kroeker
<b>Secretary</b>	Claire Vogler
<b>Secretary to the Counselors</b>	Daphne Narrell
<b>Secretary / Spec. Ed.</b>	Terry Carrillo
<b>Attendance Office</b>	Carol Russell
<b>Attendance Office</b>	Beate Hunt
<b>Registrar</b>	Yvonne Graham
<b>Assistant to Registrar</b>	Ron Doernbach
<b>Receptionist</b>	Julie Evans

## STUDENT CONCERNS

Students or parents who have a concern should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the principal. The next level of appeal is to the superintendent and then to the board, in accordance with School Board policy.

## **ABSENCES**

When a student is absent from school for any reason, other than a school function, the parent or guardian should notify the attendance office (943-1800) between the hours of 8:00 and 9:30 a.m. on the day of the absence—stating the reason for the absence and the anticipated duration of absence. Any requests for assignments should be made at this time.

### ***Notification of absences is according to the following procedures:***

1. It is the current practice in the school to call the parents of absent students on the day of the absence. Although this is not always possible, it is the goal on a daily basis.
2. After a student has been absent three times from any class, an attendance letter indicating the dates of the student's absences will be mailed home to the parent. This warning letter will state the 90% attendance requirement for class credit.

## **CLASS ABSENCES**

If a student misses more than (15) minutes of class time the student will be counted absent for that class period. The nature of the excuse and the amount of time the student is late will determine whether the absence is changed to a tardy or an unexcused absence. Extenuating circumstances will be dealt with on an individual basis.

## **REASON FOR ABSENCE**

The parent is responsible for communicating the reason for the absence to the school attendance office. The reason for an absence must be **stated in writing** and signed by a parent or other person standing in parental relationship to the student. The statement must be presented to the designated school official within two days following the absence.

## **ASBESTOS MANAGEMENT PLAN**

The Georgetown Independent School District (GISD) is working very hard to ensure compliance with all federal and state environmental regulations. As part of this effort, the GISD has completed a revised Asbestos Management Plan for all district facilities based on a re-inspection of every building for asbestos-containing materials. This plan is available in its entirety at the GISD Maintenance Office at 500 CR 104. Each school also has a copy of its Asbestos Management Plan in the principal's office. These plans are available for your review during normal school hours.

## **ATTENDANCE**

The school day begins with the opening of the academic area at 8:10 a.m. Students who desire to attend tutorials may do so at this time.

First period class starts at 8:55 a.m., and the 8:55 bell is the tardy bell. It is recommended that students be in the building by 8:45 in order to be on time for the start of the first class.

The Georgetown High School attendance policy has been mandated by The Texas Education Code 25.092. This policy provides that students must attend at least 90% of the days the class is offered in order to receive credit for a course. Loss of credit due to excessive absences may be appealed to the Campus Appeals committee. Students not meeting the 90% attendance rule may not be eligible for a driver's license permit – see page 12.

### **ATTENDANCE COMMITTEE**

The District shall have one attendance committee appointed per campus. The principal shall appoint at least three, but no more than five, to the committee. A campus administrator, a counselor and from one to three classroom teachers shall be members of this committee. An attendance secretary may also be a member of this committee.

### **APPEAL PROCEDURES**

#### **Appeal procedures are as follows:**

1. A student who is in danger of not meeting the 90% day class attendance requirement, but who successfully meets the other course requirements (i.e., earns a passing grade) may appeal for credit in the course at any time during the grading period.
2. The local campus Attendance Committee will review the appeal request whether the student should be required to make up the class time and the work missed. Eligibility for credit due to extenuating circumstances will be recommended only for extended personal illness, illness, or death in the family, quarantine, weather conditions making travel dangerous, observance of religious holy days, or any other extenuating circumstances acceptable to the attendance committee or the principal.
3. A student may be absent from school to observe religious holy days. If the parent or guardian submits a written request in advance of the absence, the student will be counted present.
4. Students with extended or frequent absences must present a doctor's note or a statement of their extenuating circumstances documenting the reason for the absence.

5. If it is determined that class time and work must be made up, the Attendance Committee, after conferring with the student's teachers will assign the time to be made up and the method to be used.
6. If a student is denied credit for a class by the Attendance Committee, the student may appeal the decision to the principal, the Superintendent, or designee, and subsequently to the Board. The decision of the board may be appealed by trial de novo to the district court.

The District's attendance policy for all secondary school students places a limit on the number of absences a student may have in a class in order to receive credit for that class. **All students must be in attendance for a minimum of at least 90% of the days the class is offered.**

### **AUTOMOBILES**

No student attending the Ninth Grade Campus will be allowed to drive any motorized vehicle to school. Illegally parked vehicles will be towed.

### **BOOKS**

Students must assume full responsibility for all textbooks they are issued. State law requires that all textbooks be kept covered. Covers are provided and teachers are to ensure that books are kept covered. Upon issuance of each book, a student shall put his/her name and the teacher's name, in ink, in the front cover in the space provided. Should a book be lost or misplaced, a teacher will send a student to come to the principal's office to pay for a replacement. Upon payment for a lost book, another will be issued. 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. However, a student will be provided textbooks for use at school during the school day until book cost is settled. If the lost book is found, it should be brought to the office by the student for a refund. If the lost book is not found, the money collected will be given to the State for payment of the book. School staff will monitor students to ensure that textbooks are covered and are not damaged. If a textbook is damaged, the student will be assessed a fine.

## **BUS REGULATIONS**

At all times, students on the school buses are under the direct supervision of school authorities and are expected to exercise good behavior. Certain responsibilities go with the privilege of free bus transportation. Cooperation of every person who rides the bus is necessary for the safety and comfort of all.

**While riding the bus:** The driver is in full charge of the bus and occupants. Students must obey the driver promptly and respectfully. Students must obey and respect the orders of monitors or patrols on duty. Students must not throw wastepaper or other rubbish on the floor of the bus or out the window. Students must not, at any time, extend their arms or heads out the bus window. Students must not try to get on or off the bus or move about within the bus while it is in motion. The use of any form of tobacco on the bus is not permitted.

**While waiting or going to or from bus:** Students must be on time; the bus cannot wait for those who are late. Students must never stand in the roadway while waiting for the bus. They shall wait a sufficient distance from the pavement on the shoulder or sidewalk. When leaving the bus, students must observe directions of the bus patrol or driver. Students going to and from the bus stop will walk on the left-hand side of the road, a safe distance from the pavement.

Students who refuse to obey the directions of the bus driver promptly or refuse to obey regulations may forfeit their rights to ride the bus.

Failure to comply with bus rules and regulations may result in the following consequences:

- 1<sup>st</sup> offense**      Bus report mailed home to parents.
- 2<sup>nd</sup> offense**      The Transportation Department calls the parents.
- 3<sup>rd</sup> offense**      The student is removed from bus for three days.
- 4<sup>th</sup> offense**      The student is removed from bus for five days.
- 5<sup>th</sup> offense**      The student is removed from bus for ten days.
- 6<sup>th</sup> offense**      The student is suspended from bus for a minimum of six weeks.
- 7<sup>th</sup> offense**      The student is suspended from bus for remainder of year.

Note: Depending on the severity, a student could receive disciplinary consequences, including the loss of bus riding privileges, for any of the first six offenses.

## **CAFETERIA**

A regular student lunch costs **\$2.30**; regular student breakfast is **\$1.60**.

Cost of a reduced student lunch is **\$.40**; a reduced student breakfast is **\$.30**.

An adult lunch is **\$3.00**; adult breakfast is **\$1.65**.

The cafeteria uses a computerized system that utilizes student ID cards. Each student's name and number will be programmed into the computer allowing a daily update of student's account balance. Money for deposit into a student's account will be accepted before school each day and during meal periods. Free and reduced students will have their accounts credited daily.

Students may not charge or cash checks. Checks made payable to "GHS" can be deposited into a student's account for the full amount of the check only.

All school lunches and lunches brought to school must be eaten in the school cafeteria. No food or drinks are to be taken into the academic areas, hallways, or gym. All cafeteria trays, tableware, glasses, paper products, trash, etc., are to be returned to the disposal area. Glass bottles may not be brought on campus. Cutting lunch lines will not be tolerated, and misbehavior of any sort in the cafeteria will result in disciplinary action. Students may not sit on tables. Appropriate conduct will be observed at all times in the cafeteria.

## **CELL PHONE POLICY**

Texas Education Code 37.082 (possession of paging devices/phones) empowers the school to charge students/parents a fee not to exceed \$15.00 for the return of a paging device/cell phone. **Students may only use their phones before 8:55, during lunch, and after 3:45.** Other than the times listed above, cell phones must be kept turned off and out of sight.

Consequences for violating the cell phone policy:

**1<sup>st</sup> offense-** Parents can pick up cell phone after school at 3:45 p.m..

**2<sup>nd</sup> offense-** Parents can pick up cell phone after 5 school days or \$15 fine

**3<sup>rd</sup> offense-** Parents must pick up cell phone after 5 school days, \$15 fine, and Saturday School.

## **CHEERLEADING**

Students interested in trying out for the high school cheerleading squad during their freshman year should be familiar with the cheerleading constitution and its rules and policies, and expectations. A copy may be obtained from either the ninth grade sponsor or one from the high school.

## **CLASS INTERRUPTIONS**

Interruptions of class will be kept to a minimum. Students should attend all classes and be prepared to stay in the classroom for the duration of the period. No flowers will be delivered to classrooms or notification of such during class time. No student messages, other than emergencies, will be delivered during class time. No fund raising activities or sales of any kind will occur during class time.

## **CLASS TARDIES**

If a student arrives at school after the tardy bell for first or fifth period, he/she must sign in at the attendance office. Tardy is defined as arriving in the classroom after the five minute passing period. Students are expected to arrive to class on time. Arriving to class on time is an integral part of the student's school responsibilities. No teacher or student likes to have class interrupted by late arrivals.

There are five (5) minutes between each class, which allows students ample time to get to their next class without delay. Students more than fifteen minutes late will be counted absent (periods 2, 3, 4, 6, 7, 8).

## **COUNSELING AND GUIDANCE**

Guidance services are available to students at the Georgetown High School Ninth Grade Campus. Some of the major services are as follows: (1) Providing information to students and parents on all aspects of the school program; providing educational-career information for present and future planning; and assisting in educational and career plans and decisions; (2) Counseling by helping individuals to better understand their behavior, to cope with their problems, and to more effectively adjust to their environment; (3) Appraisal by maintaining student's records, making available tests and test information to provide objective data concerning a student's ability and achievement.

Students may visit and/or make appointments with their counselor before school, during lunch, and after school. If a student wishes to see a counselor during a class period, he must first report to that class to get permission from his/her teacher. Be sure to get a hall pass from the teacher before going to the counseling office. Students who wish to discuss some matter with a counselor and do not require immediate attention are encouraged to come by a day in advance to request an appointment. A counselor can then schedule a definite time. Students and others who have made prior appointments are given priority over drop-ins, unless there is a crisis.

## **DENTAL, DOCTOR, OR LEGAL APPOINTMENTS**

When it is necessary for a student to leave school during the school day for a dental, doctor, or legal appointment, the student will present a note to the attendance office from their parent/guardian stating the time of the appointment. The student will sign out before leaving campus.

**Students are asked to bring verification from the dentist/doctor/lawyer or judge that the appointment was met by the student. This verification serves as a basis for excusing the student absence and by doing this the student will be counted present for the entire day.**

## **DRIVER'S LICENSE: VERIFICATION OF ENROLLMENT (VOE) AND ATTENDANCE FOR DRIVER'S LICENSE PURPOSES**

Students not meeting the 90% attendance requirement or who owe outstanding fees will not be eligible to receive a TEA /VOE form needed to receive a driver's license. Students not meeting the 90% attendance requirement may be granted credit by the attendance committee; however, the attendance committee typically will not restore student eligibility to receive the TEA/VOE form needed for driver's license purposes.

## **FAILURES AND RETENTIONS**

The parents of a first year ninth grade student that fails any course are encouraged to meet with the student's teachers as quickly as possible. This recommended conference should include the student, his/her parents, teachers, and an administrator or his designee. Expectations, options, and possible motivational techniques should be discussed. Students should have at least six (6) credits in the ninth grade in order to be classified as a sophomore. Those who fail either/both Algebra I and/or English I will be expected to successfully complete it in summer school or by correspondence immediately following the school year in which the course was failed. Both courses are taught in the tenth grade as well. However, waiting until summer school to retake them may keep them behind in obtaining the proper credits. Should a student fail Biology I and World Geography, he/she will have the same options as those listed for math OR he/she may take Integrated Physics and Chemistry and/or World History at the high school. Multiple electives will also be available for those students in the tenth grade who failed one in the ninth. However, it could be possible that the elective failed may not be one of those offered.

## **FIRE DRILL**

Order, rather than speed, shall be stressed in fire drills. Evacuation route instructions for vacating classrooms will be posted in each room, and each student should familiarize himself with the route. Fire drills will be held without advance warning. The teacher will give specific instructions and must have your attention and cooperation. Signals shall be:

vacate building – continuous alarm

return to building – announce over outside speakers

Tornado or disaster warnings will be an announced warning. Students and staff will remain inside the building during a tornado warning/drill moving out of the gym and away from glass enclosed areas and into interior rooms.

## GRADE POINT SYSTEM / CLASS RANK

Both the numeric average (based on the semester grade) and the grade point average (class rank-based on both the semester grade and the class level) are determined at mid-term and at the end of the year. Each average is cumulative; therefore 9th grade courses count as much toward a student's average as do 12th grade classes. Summer school grades or grades earned in middle school for high school credit are not counted on class rank.

Weighted grade point values will be determined using the following scale:

Semester Numerical Grade	Advanced	Core	Modified
100	6	5	4
99	5.9	4.9	3.9
98	5.8	4.8	3.8
97	5.7	4.7	3.7
96	5.6	4.6	3.6
95	5.5	4.5	3.5
94	5.4	4.4	3.4
93	5.3	4.3	3.3
92	5.2	4.2	3.2
91	5.1	4.1	3.1
90	5	4	3
89	4.9	3.9	2.9
88	4.8	3.8	2.8
87	4.7	3.7	2.7
86	4.6	3.6	2.6
85	4.5	3.5	2.5
84	4.4	3.4	2.4
83	4.3	3.3	2.3
82	4.2	3.2	2.2
81	4.1	3.1	2.1
80	4	3	2
79	3.9	2.9	1.9
78	3.8	2.8	1.8
77	3.7	2.7	1.7
76	3.6	2.6	1.6
75	3.5	2.5	1.5
74	3.4	2.4	1.4
73	3.3	2.3	1.3
72	3.2	2.2	1.2
71	3.1	2.1	1.1
70	3	2	1
Below 70	0	0	0

## GRADING SYSTEM

Numerical grades are used in the Ninth Grade Campus with 100 the highest grade that may be recorded. The lowest passing grade is 70. An "I," which indicates an incomplete grade must be cleared within a three weeks time, or it will become a failing grade. Students are ineligible to participate in extracurricular activities until the "I" is cleared.

**Nine-week grade determination:** Nine-week grades at the Ninth Grade Campus will be determined by using seventy-five percent as tests or major grades, and twenty-five percent as daily grades. Teachers within departments will apply standards which are consistent throughout the entire department. The minimum grade for the first nine weeks of each semester shall be a fifty (50). The minimum grade for the second nine weeks of each semester shall be fifty (50). All students will receive the actual grade on semester exams. The semester grade at Georgetown High School Ninth Grade Campus will be determined from the two nine week grades and a semester examination. The nine-week grades will count 80% and the semester exam will count 20% in determining the final semester grades. The following system will be used to determine a student's grade:

### 9 weeks grade:

Daily Avg. = 25%;

Tests/Major project Avg. = 75%

### Semester grade:

To compute semester grade, add 1<sup>st</sup> and 2<sup>nd</sup> nine weeks grades and divide by 2. Multiply this number by .8 (80%). To this number, add 20% of the final exam grade.

Example:

1 <sup>st</sup> 9 weeks grade	88	
2 <sup>nd</sup> 9 weeks grade	+ 92	
	<b>180</b> ÷ 2	= <b>90</b> x .8 (80%)
		= <b>72.0</b>
Final Exam Grade	82 x .2 (20%)	= <b>16.4</b>
<b>SEMESTER GRADE</b>	72.0 + 16.4	= <b>88.4</b> (88)

## GRADUATION REQUIREMENTS

\*All students shall complete a minimum of 28 units of credit, 26 of which must be state approved.

\*Both state approved and local credit courses are available as defined in the course descriptions.

Students entering grade nine for the first time will be classified according to the following credit total as they progress through high school.

- 0 – 5 ½ credits - freshman
- 6 – 12 ½ credits - sophomore
- 13 – 19 ½ credits - junior
- 20 + credits - senior

Be reminded that with the potential to earn 8 credits per year, a student can accumulate 32 total credits in four years.

The Texas Education Agency recognizes two graduation plans. The requirements for the State Recommended Plan are listed below. For specific requirements for the Distinguished Graduation Plan, refer to your ninth grade registration packet or inquire in the counseling office.

### STATE RECOMMENDED GRADUATION PLAN

<i>English</i>	<b>4</b> credits
<i>Mathematics</i>	<b>4</b> credits, including Algebra I, Geometry, and Algebra II
<i>Science</i>	<b>4</b> credits to include Biology, and two of IPC, Physics or Chemistry.
<i>Social Studies</i>	<b>3½</b> credits to include 1 credit of World Geography, 1 credit World History, 1 credit of U.S. History, and ½ credit of U.S. Government.
<i>Economics</i>	½ credit
<i>Physical Education.</i>	<b>1</b> credit (may substitute drill team, marching band, athletics, dance or multi-period career/technology courses).
<i>Speech.....</i>	½ credit in Communication Applications.
<i>Foreign Language</i>	<b>2</b> or <b>3</b> credits of the same language
<i>Fine Arts</i>	<b>1</b> credit
<i>Other electives</i>	<b>6</b> credits (not specified, but should be chosen in a meaningful sequence establishing a career pathway).

### **CREDIT-BY-EXAM/CREDIT FOR ACCELERATION**

Credit-by-exam is available to students who have a credit deficit due to failure. Exams are available from U.T. Austin Distance Learning Center and Texas Tech Distance learning. The grade on the exam (if 70 or higher) will be recorded on the student's achievement record as a semester average and credit will be awarded. Students who have lost credit due to failure to attend may not take the credit-by-exam.

Credit-for acceleration is available to students who wish to challenge a course, but who have no prior instruction in school. The grade earned must be 90 or higher to earn credit. Students who have lost credit due to failure to attend may participate in the credit-for acceleration program.

### **EARLY HIGH SCHOOL GRADUATION SCHOLARSHIP**

This program provides tuition credit for eligible students, provided the student attends a public college or university in Texas. Students may, depending on the college choice, use the award at participating private colleges in Texas.

In order to be eligible, student must complete all graduation requirements within a set time period of original enrollment in grade nine. The student must complete all years of high school in Texas and provide a letter of approval and intent signed by a parent or guardian.

### **PRE-AP AND AP COURSES**

These courses represent college level rigor. The following recommendations provide a profile of a student who typically experiences success in Pre-AP and AP courses.

- Successful completion of prerequisite course work
- Earning a semester average of 80 or better in the previous Pre-AP course in the same subject area or an 90 or better in the previous regular level course
- Teacher recommendation
- Mastery of the TAKS related objective in the related content area course(s)
- Careful consideration of demands of extracurricular activities, employment, community service, religious activities and homework.

### **TAKS GRADUATION REQUIREMENTS**

A student shall demonstrate mastery on each part of the state-approved assessment instrument which will measure minimum competency in mathematics, English language arts, social studies and science.

**NOTE: Students who have met the credit requirements but have not mastered any section of the Exit Level TAKS test will be permitted to participate in the graduation ceremony.** The students will not receive a diploma, but will receive a certificate of completion of credits. The diploma will be issued upon mastery of all sections of the Exit Level TAKS test.

The above-mentioned criteria for graduation are subject to change during the course of a student's high school career, as deemed necessary by the Georgetown I.S.D.'s Board of Education and/or the Texas Education Agency. It should also be understood that meeting minimum graduation requirements is not necessarily adequate preparation for college-level work. Advanced and honors courses are recommended for college-bound students.

All incoming freshmen and parents should be aware of the Texas Excellence, Access, and Success (TEXAS) Grant Program which is designed to provide funds for students with financial need in order to attend college if they successfully complete the Recommended High School Program or the Distinguished Achievement Program. Visit with the school counselors if you have any questions.

### **HANDBOOK**

A handbook will be issued to each student at the beginning of the school year. The handbook can be an excellent tool to help students organize both school and personal activities. In addition, this handbook is a pass to any area of the building and must be with the student outside the class during normal class times. There is a section for the teacher's signature as well as the date and time a student left class. A student who fails to have the handbook in his or her possession or using another student's will be subject to disciplinary action. Students using content mastery may be issued an alternative pass issued by the teacher. Further, the handbook has information pertaining to academics, extra-curricular activities, clubs, organizations, expectations, and a code of conduct.

**With the principal's approval, a student that loses his/her handbook must purchase another at the student's expense.**

### **HEALTH/SEX EDUCATION**

Georgetown High School Ninth Grade Campus health education teachers teach from a school board approved curriculum. Abstinence will be stressed as the only absolute means to prevent unwanted pregnancy or sexually transmitted diseases. Letters will be mailed to parents of students in Health I three weeks prior to the lessons taught concerning sex education. A preview night will be made available for parents to view all

materials prior to their use. Parents may opt for their child not to participate in any or all sex education sessions.

### **ID BADGE POLICY**

Students must have their student ID badges with them while on campus. **THIS IS A CAMPUS DIRECTIVE AND IS NOT OPTIONAL.** Student ID's will remain the property of the Ninth Grade Campus and will be issued at no charge to the students. The ID is not to be altered or defaced in any way. Placing stickers, writing or drawing on the ID badge is not allowed (this includes the back side of the ID). If it is altered or defaced, the ID will be confiscated and a \$5.00 ID replacement fee will be assessed.

IDs will be used to issue textbooks, and used by students in the cafeteria, library, and to attend certain school events. Students that fail to bring their ID to school may be required to wait during lunch or breakfast until the cafeteria serving line is clear of ID carrying students. ID's are scanned to speed the serving process. Students without their ID may not be allowed to check out books from the library.

### **LEAVING CAMPUS**

The Ninth Grade Campus is a closed campus. If a student leaves campus for any reason, he/she must sign out in the office and sign in upon return. Parents should sign out their student in the office for any reason (unless telephone approval has been granted). Before signing out for illness, a student must see the nurse or a principal who will contact a parent before the student is allowed to leave. Students must not contact a parent or guardian before visiting with the nurse or principal. Leaving school at any time without prior permission and procedure will be treated as defiance of authority.

### **LIBRARY**

The mission of the Ninth Grade Campus Library Media Center is to support and enhance the reading, research, viewing, informational and instructional needs of the students and staff. The library media center meets these needs by acquiring, processing, and providing user-friendly access to quality resources in a variety of formats, and by providing instruction in information retrieval as well as critical appraisal and creative use of that information. The library is organized and administered so that suitable materials are provided. A librarian will be present to assist and supervise students who need help.

Checking out a book from the library includes responsibility for returning the books on time and in good condition. Students who fail to return items in a timely fashion will be subject to library fines and disciplinary action deemed appropriate by their administrator. If a student loses a book, the loss should be reported to the librarian. If the book is not found after a reasonable amount of time, payment for replacement is expected.

Ninth Grade Library Website can be accessed from the NGC home page: <http://www.georgetownisd.org/ngc/>

### **LOCKERS**

The locker, or other storage space, assigned to or used by a pupil remains the property of the school district under the control and supervision of the principal and may be searched by school authorities at any time. Each student may have a private locker and will not have to share a locker with someone else. Because books, personal property and other items are frequently lost, each student shall use only the locker assigned to him/her. No student will be allowed to have in his/her locker anything that is unlawful for minors to possess.

No decals, bumper stickers, name plates, etc., may be applied to lockers inside or outside. One school activity decoration may be placed on the front of a student locker—providing non-damaging sticky putty or magnets are used to attach the decoration. No scotch, masking, duct, or foam tape is allowed on any locker.

### **MAKE-UP WORK**

Students who have excused absences are eligible to make up work missed during the absence. It is the responsibility of the student to initiate the process of making up assignments with individual teachers upon their return to class. Notwithstanding extenuating circumstances, students will be expected to complete daily make-up work and major grades within four school days upon return. Within this framework, the maximum time allowed shall be determined at the discretion of the teacher according to individual circumstances.

## **NURSE**

Georgetown I.S.D. is committed to providing quality health care for our students. The clinic is staffed by a campus RN, who may be assisted by a nurse's aide. The clinic is maintained for the treatment of emergency situations to include sudden illness or injury.

The nurse also assists with health referrals, home visits, and a variety of other duties as they relate to illness, injury, medications, and health issues for our students. Cumulative health records with immunizations are kept on each student.

To go to the clinic, the student must obtain the proper pass from the teacher. If the nurse is not available, the student should return immediately to class. In an emergency, students unable to locate the nurse should go to the principal's office. Under no circumstance should the student leave the building without following proper procedures. Students who are ill and want to go home must see the nurse. A parent or designated person on the emergency care card must be contacted by the nurse or her designee before the student is allowed to leave campus. A student must sign out at the attendance office once permission is granted to leave campus.

## **MEDICAL INFORMATION**

Each student enrolled is required to have a registration form on file in the office which includes emergency contact information and must include a parent's signature giving parental consent for school officials to request treatment for the student as provided by law. Parents should update this information as often as necessary for the protection and safety of their child. This information is vital in case of any emergency.

## **MEDICATIONS**

State law forbids school personnel from giving any medication to a student unless the student has brought the medication in the original container with a note from the parent giving permission for the student to take the medicine at school. If medicine is to be taken over five times, a doctor's signature is required. **STUDENTS ARE NOT TO CARRY ANY MEDICATION WITH THEM. ALL MEDICATIONS MUST BE KEPT IN THE NURSE'S OFFICE. It is a felony for anyone to be in possession of a prescription drug that is not prescribed to them.**

## **IMMUNIZATIONS**

Students enrolling must present a current immunization record. If the record indicates that an immunization is required, please take care of this before attending classes. Students will not be permitted to remain in school if records are not complete. It is the parent's responsibility, not the school's,

to see that these records are obtained. A tetanus-diphtheria booster is required every 10 years.

All students must have received a total of two measles vaccinations. PROOF OF IMMUNIZATION MUST BE RETURNED TO THE SCHOOL NURSE IMMEDIATELY UPON COMPLETING ANY IMMUNIZATIONS.

**COMMUNICABLE DISEASE CONTROL**

If you suspect your child has a communicable disease, please check with your family physician prior to sending your child to school. A release from the doctor is required for most communicable diseases. The following guidelines are used in exclusion of children with some common communicable diseases:

<b>DISEASE</b>	<b>EXCLUSION</b>
Chicken Pox	For one week after all eruptions appear. Lesions must be dry.
Measles	For four days from rash onset and doctor's release
Pink Eye	Until symptoms disappear or doctor's release. Must be on medication for 24 hours.
Strep Throat/ Scarlet Fever	After 24 hours from beginning treatment and fever has subsided and doctor's release
Impetigo	When treatment has begun and doctor's release
Ringworm	Lesions covered.
Pediculosis (Head Lice)	Child has been properly treated, and hair is free from pediculi and nits. All students should be checked by the school nurse and be free from nits before returning to school.
Mononucleosis	Fever subsides and doctor's release.
Influenza	Fever subsides
Scabies	When treatment has begun and doctor's release.

## **PESTICIDES**

This school periodically applies pesticides. Information concerning these applications may be obtained from Jimmy Doerfler at 500 CR 104, Georgetown, TX 78626.

## **PUBLICATIONS**

Student publication at Georgetown High School Ninth Grade Campus is the school yearbook. Any additional publications must have prior approval from the principal.

No one shall sell, post or distribute on campus any literature which would substantially disrupt or materially interfere with normal school operations or literature that is constitutionally unprotected. If printed material or the manner used in the distribution of the printed material is reasonably forecast by the administration to cause substantial disruption or interference with school activities, the administration will prevent such distribution. Distribution of printed matter may be prohibited if such matter is obscene, inflammatory, or libelous. Obscene literature, generally, is literature that is offensive to accepted standards of decency. Generally speaking, inflammatory language usually attacks ethnic, religious, or racial groups or aims at creating hostility and violence. Libelous literature (written, pictorial or printed) unjustly damages a person's reputation. Students wanting more information on definitions or students wanting to post, sell, or distribute printed, written or pictorial literature on campus should confer with the principal. All printed or pictorial literature, including the yearbook and student newspaper must be in compliance with school policy and constitutional law and registered with the principal before such matter is posted, sold or distributed. Within a reasonable length of time, the principal will give approval or disapproval of such literature. Students who violate regulations regarding student publications will be punished as appropriate to the situation in the judgment of the principal, including possible suspension. Students in possession of inappropriate and/or obscene materials are subject to disciplinary action ranging from detention to the Behavior Improvement Center.

## **REPORT CARDS**

Report cards will be mailed after the end of each nine-week grading period.

Interim reports will be issued to each student at three-week intervals, except the first grade check will be mailed at the end of the first six weeks of the school year. See pages 29-30.

## **STUDENT ASSISTANCE INTERVENTION LIAISON**

G.I.S.D. recognizes that undesirable school behaviors often inhibit a student's development and ability to learn. These behaviors can be counter productive to a positive learning environment. Georgetown High School Ninth Grade Campus provides a Student Assistance & Intervention Liaison team which offers a professional, confidential, and helping response to students who exhibit behaviors which interfere with their performance in school and which might cause them to eventually drop out.

The SAIL Program is modeled after the highly successful worker's assistance program in business and encourages early identification of a variety of behaviors of concern. These behaviors may be symptoms of peer or family problems, alcohol and other drug abuse, school problems, potential suicide, depression, or emotional, physical, or sexual abuse. These observed behaviors of concern are documented and shared with specially trained staff members called the SAIL Team. A plan is then developed to help the student and family seek possible solutions to existing problems. A student may self-refer him or herself for service or may be referred by a teacher, coach, counselor, administrator, parent, or fellow caring student.

The goals of the SAIL Program are as follows:

- Provide prevention services which promote a healthy lifestyle.
- Identify behaviors which inhibit academic performance.
- Intervene by interviewing students and in some cases parents or guardians.
- Determine the nature and severity of the problem and the need for professional help through an assessment, if necessary.
- Refer a troubled student or family to other school or community resources.
- Help students make healthy lifestyle decisions through participation in support groups, limited individual counseling, peer facilitators, teacher mentors, etc.

All information regarding a student involved with the SAIL Program is strictly confidential except in such case that the student may hurt either himself or someone else.

As with all services offered by the school district, your child does not have to participate, if that is your desire. If you do not want your child to participate, simply call the school and notify the principal.

## **SCHEDULE CHANGES**

Students will be given the opportunity during August to make changes in their schedule. Only the following kinds of schedule changes will be addressed in August or before the first 2 weeks of the semester are completed.

1. Students who need to change from an advanced level course to a core course will be allowed to do so with teacher input and parental consent. An example of such a change would be from Pre-AP Biology to Regular Biology.
2. Students who were inadvertently placed in the wrong course due to human error when courses were entered into the student's computer record.
3. Students who are scheduled for a course for which they already have credit.
4. Students who are cut from a team activity or who choose to quit if done before the first two weeks of a semester are completed.

After the second week of either semester, any schedule course change may result in loss of credit. This will not apply to course level changes within a department. Some additional consideration may be given to new students moving in after the semester begins.

Class sizes are equitably determined to maximize both teaching and learning efficiency. Changing a student's class would alter this balance and lessen the effectiveness of other students to learn. **Typically, schedules will not be changed (to a different teacher) because a student is failing or is having problems with a teacher. Students are expected to work with teachers to resolve issues. Exceptions will be considered by the principals.**

## **SCHOOL SPONSORED TRIPS**

Students going to curricular or extracurricular activities out of town must, by district policy, go on school transportation. Students must return on the same transportation unless by prior arrangement a student's parent may bring the student back. The request must be in writing, and release the school and personnel from all liability. A student may not return with anyone other than the parent.

## **SEXUAL HARASSMENT**

The District believes that every student has the right to attend district schools and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of

disciplinary options, up to and including expulsion, according to the nature of the offense. Any form of sexual harassment will not be condoned at Georgetown High School Ninth Grade Campus. Any type of unwelcome conduct directed to a student or employee because of his or her gender may constitute sexual harassment. Reports of sexual harassment should be made to the principal.

## **SPECIAL EDUCATION**

### **Options and Requirements for Providing Assistance To Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact **Dr. Shelia Allison** to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is **Dr. Shelia Allison, 943-1800**.

## **STUDENT ACTIVITIES**

All student activities must be approved by the appropriate sponsor and the school principal. All such activities must be entered on the school calendar. No activities will be scheduled during the week prior to first semester exams or during the last two weeks of the school year.

## **STUDENT COUNCIL**

This group acts as a nucleus of the student body. It aims to develop among students a deep realization of their part in the conduct of the school and to strengthen their power of self-direction and control. Since the Student Council is a representative group of ninth grade students, care should be taken by the student body in electing well-qualified students to the council. Requirements for eligibility for officers are set forth in the constitution of the council.

## **STUDENT DANCES**

The only student dances held involving the Georgetown High School Ninth Grade Campus are those sponsored by the Student Council.

**Dances held at the Ninth Grade Campus are restricted to currently enrolled G.I.S.D. ninth grade students. School dress rules apply.**

## **STUDENT PHOTOGRAPHS**

Ninth grade student photos will be made this fall. School photos will be made during one of the core classes. A student is required to have his/her photo made in order to be included in the yearbook. However, there is no obligation or requirement for a student to purchase his or her photo. Students will, of course, be given an opportunity to do so, if so desired. Pictures for the yearbook are to be made by the school-designated photographer only. Students will also be given the opportunity to participate in portraits taken during the spring semester. These pictures are done by a professional photographer and are offered at a very reasonable cost.

## **STUDENT RECORDS**

The Georgetown I.S.D. recognizes the inherent right of privacy of students in the district. The district has adopted policies which meet all requirements of the Family Educational Rights and Privacy Act of 1974 and state and federal laws pertaining to access to student records. Copies of these policies are available from the Superintendent's Office.

In cases involving divorced parents, both shall have the right to review the student's records, unless the court has specifically removed such a right. The assignment of custody of a child to one parent does not automatically preclude the other parent from examining the records. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all

records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Phone numbers and addresses of the superintendent and principal are listed in the front of this handbook.

### **TELEPHONES**

Our school has an office phone system in the main office and will be available to students only for emergency calls. We will not call students out of class for telephone calls except in case of emergency—cleared with the principal's office. (see cell phone policy, page 12)

### **TUTORIALS**

Tutorials are held Monday through Thursday from 8:20 a.m. until 8:50 a.m. and/or from 3:50 until 4:20 p.m. Teachers are available to assist students during this time.

### **UNIVERSITY INTERSCHOLASTIC LEAGUE CONTESTS:**

All students who meet the necessary requirements are encouraged to participate in Interscholastic League Contests.

Some of the events in which students may participate include: Band, Choir, Football, Basketball, Baseball, Golf, Soccer, Volleyball, Track & Field, Tennis, Swimming, Accounting, Ready Writing, Softball, Cross Country, Keyboarding, Number Sense, Science, Informative Speaking, Debate, Poetry Interpretation, One-Act Play, Prose Reading, and Persuasive Speaking, Computer Science, Current Events, Journalism, Calculator, Spelling and Literary Criticism, and Destination Imagination. Other events may be added in the future. Students who are interested in participating in one or more of these activities should meet the following eligibility criteria:

1. Age Limit -- Students nineteen years of age or older as of September 1<sup>st</sup> preceding the contest are ineligible to participate. Those becoming nineteen after September 1<sup>st</sup> remain eligible throughout the school year.
2. At the beginning of the school year, eligibility will be determined on the basis of the number of credits a student has, according to U.I.L. guidelines.

**The first grade check** for eligibility will be at the end of the first six weeks of the school year. A student either regains eligibility or loses eligibility seven (7) calendar days after the end of the six week grading evaluation period at the time the regular school day ends. Student's grades are again checked for eligibility on the last day of the first nine-week grading evaluation period. A student can either regain eligibility or lose eligibility

seven (7) calendar days after the end of the nine-week grading period at the time regular school day ends. To be eligible to participate in any extra-curricular activity, a student must not be failing any course or have a grade average lower than 70 in any course. For the remainder of the school year, suspended student's work is evaluated from the first class day of the new grading period to the end of the three (3) week evaluation period. If the student is not failing any course or does not have a grade average lower than 70 in any course for the work done since the end of the previous grading period, the student may regain eligibility seven (7) calendar days later at the time the regular school day ends.

The only time a student loses eligibility will be because a failing grade was recorded on the nine-week report card or at the end of the 1<sup>st</sup> six-week grade evaluation period. The student becomes eligible seven (7) calendar days after the last day of the three-week grade evaluation period at the time the regular school day ends if all courses are passing.

An Incomplete Grade or Blank Grade recorded on the report card is the same as a failing grade and the student is ineligible for the next grading period until the incomplete or blank grade is changed to a passing grade in the Registrar's Office. If a failing grade is recorded on the report card by the teacher and later changed in the Registrar's Office to a passing grade because make-up work was turned in by the student, the student remains ineligible until seven days after the current three-week grade evaluation period.

#### **VALEDICTORIAN AND SALUTATORIAN/HONOR GRAD SELECTION**

The student making the highest four-year scholastic grade point average (class rank) is declared the valedictorian of the graduating class, provided he/she is enrolled, in regular attendance and a graduating senior.

The student making the second highest four-year scholastic grade point average is declared the salutatorian of the graduating class provided he/she is enrolled in regular attendance, and a graduating senior.

Both the salutatorian and valedictorian are declared toward the end of the last grading cycle of the fourth year. Students must be completing their second full year in residence. Any transferred grades not in numerical form and not available in numerical form will be granted mid-point scale.

### **VISITORS TO THE SCHOOL**

Parents and other interested citizens are invited to visit the schools to observe and confer with principals and teachers concerning the instructional program or their children's progress in school. Such visits should be arranged in advance, if possible. Visitors must secure the approval of the principal or designee before going into any classroom or corridor area where classes are in session. Please do not plan to bring friends and out-of-town guests to school since students may not have visitors in the classroom. Visitors to the campus must sign in with the receptionist at the front office. Parents/visitors must register vehicles and display a visitor-parking pass issued by the office.

### **WITHDRAWALS**

When any student withdraws from school, the parent or guardian must sign a written permission form in the registrar's office. The student must at the time of withdrawal return all books and materials checked out to him by the school.

# **STUDENT CONDUCT** **DISCIPLINE**

One of the most important lessons education should teach is discipline. Without proper discipline, schools cannot discharge their primary functions of education and guidance, nor do students realize their greatest opportunities for growth and development. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency.

In order to form the basis of mutual understanding and enhance good behavior, the following principles and policies are as follows:

1. **Self-Discipline** is the best kind of discipline. Students should strive toward self-discipline by recognizing their responsibilities and using discretion.
2. ***Counseling by Teacher or Administrative Personnel***
3. **Parent/Guardian Conference**
4. **Withdrawal of Privileges (Including Extra-Curricular)**
5. **Written Behavioral Contract**
6. **Detention Hall and B.I.C. Lunch – See Section on Detention Hall and B.I.C. Lunch**
7. **Behavior Improvement Center (B.I.C.)** is designed to serve students who would normally be suspended from school for disciplinary reasons. Instead of being sent home for a certain number of days, a student is assigned to this special class. An experienced instructor is assigned to supervise this class. The supervisor will assist students with assignments and will see that an atmosphere conducive to learning is maintained.

Each student assigned will be provided with assignments from each class. Each student will be expected to have the necessary textbook and materials to do the required work.

Behavior Improvement Center class will begin at 8:55 a.m. and end at the same time as other classes. Students assigned to B.I.C. will not be

allowed in other parts of the building during normal school hours. The principal's office will determine the length of the assignment to B.I.C. Failure to report to and abide by this program, may result in referral to Georgetown Alternative Program by the principal. Students must eat their lunch in the B.I.C. classroom.

Notification of specific rules and guidelines for students going to B.I.C. will be given to parents as quickly as possible.

Failure to report to B.I.C. on time or ejection from B.I.C. for any misbehavior will most likely result in suspension from school or, at the least, being assigned additional B.I.C. days. Upon completion of suspension, a student will be returned to B.I.C. so they may complete that assignment. Continual problems could result in placement in the GAP. **A student's four year graduation plan may be altered as a result of extended GAP placement. In the GAP, school districts do not have to provide the exact courses students received at their regular campuses. The GAP shall enable students to perform at grade level and focus on English, math, science, history and self-discipline.**

8. **Suspension:** It is recognized that, on occasions, suspension of a student will be necessary in order to provide an environment which enhances the educational functions and programs of the district and the school. Suspension is defined as suspension from all classes and school activities for a period of three days or less. Suspension will be treated as an excused absence, and students shall be expected to complete any course work assigned by teachers. All students shall be afforded due process and the right to appeal. Students that are suspended are prohibited from attending extra-curricular events and are banned from all G.I.S.D. property. Failure to abide by this restriction will result in criminal trespass charges being filed against the student.
9. **Detention Hall:** Detention Hall may be assigned to students before or after school or during lunch by individual teachers to be held in their room. Failure to report to the teacher as directed will result in a referral to the principal's office. Detention time may not exceed one hour per day (before/after school).

10. **B.I.C. Lunch:** B.I.C. Lunch may be assigned to students during their lunch period. Students report to the B.I.C. room and are prohibited from entering the cafeteria. Students have the option of ordering a sack lunch or bringing a sack lunch from home. Students are required to write an essay of 75 or more words before being dismissed from B.I.C.
11. **Community Service:** Students may be assigned after school community service in lieu of after school d-hall if the administrator deems it appropriate and the student is willing to perform the service.
12. **Forfeiture of Privileges:** Any student who is found guilty of misconduct may, in addition to the punishment given for such offense, be declared ineligible to participate in or attend any extracurricular activities or hold any position of honor or trust within the school organization.

### **DRESS AND GROOMING**

At the Georgetown High School Ninth Grade Campus, students are expected to dress and groom themselves appropriately for school according to the guidelines below. These guidelines have been put in place to make sure that all students can learn in an environment that values the importance of making good choices, taking responsibility for actions, respecting self and others, practicing good hygiene and safety, and preparing for their future employability. Any clothing or grooming that the principal judges may cause disruption or interference with normal school operations and the education of other students will not be allowed. The Dress and Grooming Guidelines will be enforced at all times, including before and after school, at evening activities, at extracurricular events, at dances, etc.

Any student who violates the Dress and Grooming Guidelines will be sent to the principal for disciplinary action that may range from a conference to GAP placement. If a student is in violation, the principal may recommend that the student's parent or guardian be contacted so that the parent may bring suitable clothing to school or so that the student can go home to change. If this is not possible, the student may be placed in B.I.C. or change into clothing that the school provides (such as "sweats"). Repeated violations may mean that the student will be referred to the GAP. Students should understand that a violation of the Dress and Grooming Guidelines is a violation of the G.I.S.D.'s Code of Conduct.

## GENERAL POLICY

The following dress code items are to be viewed as guidelines and is not all-inclusive. Interpretations of these guidelines shall be the authority of the campus administrator or designee.

1. Shoes must be worn at all times.
2. Bare feet and house shoes are not permitted. Sandals and flip-flops are allowed.
3. Beards and goatees are not allowed and mustaches must be neatly trimmed. Sideburns shall not extend below the earlobe. Curlers are not to be worn to school.
4. Should a student need a shave, he will be furnished a razor and cream but must pay **25 cents** for its use. Repeated violators will be referred for disciplinary action.
5. Clothing that is excessively revealing such as tube tops, bare midriff, half shirts, halter tops, low cut tops/dresses, mesh shirts, strapless dresses, spaghetti straps are not permitted. Tank tops are not allowed and sleeveless shirts must cover a minimum of four inches of the shoulders and not be excessively revealing. Shirts must be long enough to cover waist/back when student is sitting or reaching. Excessively tight shirts are not allowed.
6. Shorts and skirts must be mid-thigh length. Bicycle and tight shorts, leotards, wind or loose shorts, body suit tops, torn or ragged clothes with holes in them, etc. are considered inappropriate for school and are not permitted. (Includes jeans purchased with holes in them.)
7. Clothing featuring pictures, emblems, writings, or slogans that are lewd, offensive, vulgar, obscene, provocative, or that convey hate messages or racially or ethnically demeaning messages may not be worn. Clothing that advertises or promotes alcohol, drugs, or tobacco products are not permitted.
8. Shorts and pants must be worn at the natural waistline, and belted if necessary to keep them at the waistline. Overalls must be worn with the buttons on the straps buckled on and covering the shoulders.
9. Shorts must be hemmed or cuffed. No look-alike cutoffs are permitted.
10. Earrings are to be worn on the ear only.
11. Body piercing and attaching inanimate objects to the pierce, or to the skin, other than the ears, is not permitted.

12. Unusual or unconventional hairstyles (i.e. Mohawks) and/or unnatural hair colors that are, in the judgment of the principal, causing a disruption or distraction are not allowed.
13. Hats, caps or other headgear are not permitted at school during normal school hours by either boys or girls.
14. Chains, other than appropriate necklaces, are not allowed in school. Wearing spiked wristbands/chokers, wrist/hand/forearm apparel is prohibited.
15. Tattoos must be covered.
16. Pant length must be appropriate and not dragging the floor.
17. Pajamas are not to be worn to school or in school related activities.
18. Bandannas or bandanna-type shirts are not allowed on campus at anytime.
19. Arm bands and wrist bands are prohibited.
20. Wearing trench coats or dusters is prohibited.

### **DUE PROCESS**

1. The student will have an opportunity to know school rules and regulations.
2. **NOTICE OF RULES VIOLATION:** A student charged with an infraction of policy, rules, or regulations shall be appraised of the specific nature of the violation and the circumstances which constitute the violation.
3. **MINOR INFRACTIONS:** A brief informal conversation between the student and teacher or school official will suffice for minor infractions for which minor penalties are considered.
4. **MAJOR INFRACTIONS:** A more formal procedure on suspension or alternative placement shall be adhered to by school employees and officials. The levels are school teacher, assistant principal, principal, and superintendent, Board of Education.

### **TRUANCIES/TARDIES**

**TRUANCY** is the illegal absence from school or from a class. Failure to report to a class without prior permission is considered truancy, even if that student does not leave campus. For disciplinary measures, an unexcused absence from detention hall may be considered truancy. Disciplinary measures include: demerit accrual, Saturday School, B.I.C, GAP referral, and/or referral to truancy court.

## **TARDIES**

- 1<sup>st</sup> Teacher Warning
- 2<sup>nd</sup> Office Warning and Written Notice Mailed Home
- 3<sup>rd</sup> Lunch Detention and Written Notice Mailed Home
- 4<sup>th</sup> One day of Saturday School\*\* or Parental Conference\*  
in order to exchange Saturday School\*\* for Lunch Detentions.
- 5<sup>th</sup> Principal Discretion. Parental Conference is recommended and should take place within three days. A student may be suspended until a conference is held. Consequences resulting from the conference include, but are not limited to additional Saturday School(s), 3 Days of BIC, suspension or Disciplinary Alternative Education Placement (GAP).
  - \* The goal of a parental conference is to enlist parents to help curtail this problem.
  - \*\* Saturday School takes place from 8:00 a.m. – Noon. Students will be required to work quietly and silently at their desk. Failure to attend an assigned Saturday School will result in a demerit and additional Saturday School. Repeated misses may result in other disciplinary actions at administrative discretion.

## **ZERO TOLERANCE POLICY**

**VERBAL ABUSE** Verbal abuse is the use of offensive, indecent, profane or vulgar language (to include all profanity), whether it be oral, written or gestured, and is intentionally directed to a person(s) or is reasonably assumed to be offensive to those hearing, reading, or seeing the language gesture.

*1st OFFENSE* -- (Depending on severity). One (1) to three (3) days in BIC to a three (3) day suspension. May refer to law enforcement agency for assault or disorderly conduct. If directed toward an employee, a placement hearing to the GAP will be held. (1-2 demerits)

*2nd OFFENSE* -- Suspended three (3) days: If directed toward an employee, a placement hearing to the GAP will be set. May refer to law enforcement agency for assault or disorderly conduct. (1-2 demerits).

*3rd OFFENSE* -- Hearing for placement in the GAP. May refer to law enforcement agency for assault or disorderly conduct. (1-2 demerits).

**PHYSICAL ABUSE** Assault and/or fighting.

*1st OFFENSE* -- Minimum 3 days of suspension, 2 demerits and possible assignment to PIT or GAP Orientation. Possibly refer to GAP. At the discretion of the administrator, the incident may be referred to law enforcement agency for assault or disorderly conduct.

*2nd OFFENSE* -- Placement hearing to GAP. The incident will be referred to law enforcement agency for assault or disorderly conduct. (2-3 demerits).

Two or more students are considered to be fighting if they are actively and physically involved (pushing, hitting, etc!).

**GANG AND GANG ACTIVITY** See District Code of Conduct

1. Gang activity including wannabe gang activity is prohibited. No gang graffiti or gang-type drawings are allowed at anytime; this includes backpacks, notebooks, papers, and personal items that are brought to school.
2. Showing colors with bandannas or other apparel is prohibited-- for example, an extra shirt or towel over the shoulder.
3. Any other activity that the principal deems as gang activity is prohibited.
4. Students exhibiting/possessing gang or secret society paraphernalia may be referred to a law enforcement agency.

## **GENERAL INFORMATION**

If a positive learning environment is to be achieved, each student must fulfill certain responsibilities. Principals and teachers are obligated to maintain a learning atmosphere within the school. The following are some of the behaviors or items not allowed:

1. **Drugs and alcoholic beverages:** Any student known to have dangerous drugs, narcotic drugs, controlled drug substance, alcoholic beverage, or other intoxicant in his/her possession, or known to be under the influence thereof, while in school or while attending a school sponsored activity, will be subject to GAP placement or expulsion. Possession of illegal drugs or substance or alcohol will result in police involvement.
2. Students are prohibited from loitering outside the building before, during, and after school. Students must enter the building and remain inside unless prior permission is obtained from the office.
3. Once arriving at school, students are not permitted to leave without the principal's approval except through the attendance office with a note from a parent. Loitering in the parking lots before or after school will be cause for disciplinary action.
4. Students will remain in the cafeteria area during lunch and until they are dismissed for class. Students may buy a snack from the vending machine in the hallway during lunch but must return immediately to the cafeteria.
5. Inappropriate or disruptive display of affection--kissing, hugging, etc.
6. Truancy.

7. Physically assaulting (fighting or hazing) or threatening an employee of the district or another student.
8. Cheating, forgery, or lying
9. Defacing or destroying school property, including desks and chairs.
10. Theft or gambling.
11. Playing cards of any kind unless under a teacher's supervision.
12. Unauthorized use of school forms.
13. Defiance of school authority, disobedience.
14. Possessing, using, handling or transmitting any weapon, knife, firearm, instrument or article (including fireworks that may be injurious to persons or property, water guns, smoke and/or stink bombs, and any sort of projectile propelling devices) are not allowed at school.
15. No radios, tape players, "boom boxes," skateboards, laser pens, or roller blades are allowed on campus and hallways. MP3/IPODS/Cell Phones may only be used/seen before and after school and during lunch. Students are responsible for the security of these items.
16. Uncovered textbooks.
17. Sunglasses may not be worn in the building.
18. Eating and drinking are not allowed in the classrooms and hallways at anytime. Prior permission must be obtained by a teacher for an activity that includes food and drink in the classroom.
19. Unless attending a scheduled high school class, students are prohibited from being on the high school campus before, during, and after school.
20. Students must report to the cafeteria, regular classroom, or library when arriving at school each morning.
21. Once a student enters a room, he/she must remain. No returning to the hall to visit.
22. No running in the halls, on the sidewalks, or in the classrooms.
23. Any disruptive activity as defined by the Texas Education Code.
24. Students desiring to go to the library during lunch must obtain a pass from the librarian in the morning.
25. Lighters, matches, or any other combustible items.
26. All posters, flyers, and announcements must be approved by the principal before being distributed or announced to the student body. All approved posters and flyers must be removed the day after the announced event or program.
27. Students are prohibited from roaming the building either before or after school. All students must be under staff/sponsor supervision if on campus after school hours.
28. Driving a motorized vehicle to school by any ninth grade student is prohibited. A student violating this policy will be referred for disciplinary action and will have his/her vehicle towed at their expense.

## **PRINCIPAL'S AUTHORITY**

The principal shall be responsible for assuming responsibility and instructional leadership, under the supervision of the superintendent, for discipline, and the planning, observation, supervision and evaluation of the educational program of the membership area in which he is assigned. (Texas Education Code No. 21.913). Therefore, the principal has the authority to modify any regulations in this handbook if, as it applies to individual student, such regulation will conflict with the above duties and responsibilities. He may also change any regulations, with the approval of the superintendent, by announcing the change to the student body and posting such a change, or changes, on the official bulletin board. Such changes must not be retroactive except in situations where a technical injustice to the student might be corrected.

This handbook and code of conduct is not inclusive and is not to take the place of, or serve as a complete guide to, the Georgetown I.S.D. policies. District Board Policies are available for review in school offices. District Code of Conduct policies are given to each student for review with his/her parents/guardians. The procedures of the Discipline Plan may be altered at the discretion of the acting administrator based on the (a) seriousness of offense, (b) student's age, (c) frequency of misconduct, (d) student's attitude, (e) potential effect of misconduct on the school environment.

## **DEMERIT SYSTEM**

Georgetown High School Ninth Grade Campus uses the demerit system as part of the discipline plan. In cases of persistent offenses that are minor, one demerit is usually given. The more serious offenses could result in two or more demerits. After four demerits are accumulated in the school year, the student is subject to placement in the GAP.

**NOTE:** A campus administrator may issue a demerit at any time in cases of persistent misbehavior. The District defines repeated or persistent as two or more violations of the Code of Conduct in general or two or more occurrences of the same violation.

## **OFFENSES**

### **CHEATING: Major exams/projects**

Cheating will be considered a serious offense. Should a student be accused of cheating, a hearing panel composed of the principal or his designee and two ninth grade teachers will meet with the student, parent and the G.I.S.D. employee making the accusation. Should a parent be

unable to attend, the hearing will still proceed. If found guilty, the panel will administer discipline according to the severity of the offense. The options are as follows:

**1<sup>st</sup> Offense**--One to five days B.I.C. and/or P.I.T. assignment. The student will also be issued 1-2 demerits and have 30-60 points deducted from his/her grade.

**2<sup>nd</sup> Offense**--Five days in B.I.C. or placement at the GAP. Student will receive a zero on the assignment plus two demerits.

Cheating on daily work and minor assignments will be handled by the teacher and/or team.

**MINOR OFFENSES:** Students are prohibited from:(listed but not limited to)

1. Failing to participate in classroom activities.
2. Failing to comply with classroom procedures.
3. Disrupting the school program or educational process or engaging in any conduct that gives school officials reasonable cause to believe that such conduct will disrupt the school program or educational process.
4. Dress Code violation.
5. Eating or drinking in unauthorized areas.
6. Gambling
7. Horseplay or scuffling in halls or classrooms.
8. Leaving campus or school sponsored events without permission.
9. Littering
10. Matches or lighters -- possession or using on campus
11. Failing to bring required materials to class
12. Paging devices, beepers, electronic games, radios, tape recorders, TV, or other similar devices need to be turned off and kept out of sight during classes and passing periods. These items may be used in the cafeteria during lunch, before 1<sup>st</sup> bell, and after the final bell. **On the first offense the item will be confiscated and only be returned to a parent/guardian. On the second offense parent can pick up item after 5 school days OR pay a \$15 fine. The third offense parent can pick up item after 5 school days, \$15 fine, and Saturday School.**
13. Plagiarism
14. Inappropriate Public Display of Affection (PDA).
15. Safety violations -- creating conditions or engaging in activity that may cause harm.
16. Excessively loud noises such as screaming, yelling, whistling, etc., is not allowed except at pep rallies or other activities that warrant such display.
17. Signing in or out -- failure to do so.

18. Tardiness, unexcused absence, or failing to attend D-hall.
19. Throwing objects.
20. Unauthorized materials -- disseminating or producing.
21. Being out of class without a properly signed pass.
22. Food or drink in academic areas.
23. Bullying or intimidating other students.
24. Racial slurs/jokes

**TOBACCO:** Students shall not possess or use tobacco or clove products including, but not limited to, cigarettes, cigars, pipes, snuff, or chewing tobacco on school property or while under the school's jurisdiction.

1. 1st Offense -- 3 days in B. I. C. plus one demerit.
2. 2nd Offense-- 3 days in B. I. C. plus 2 demerits.
3. 3rd Offense – Possible GAP placement
4. 4th Offense -- Refer to GAP

All violations will be reported to the police and will be subject to a fine of between \$1-\$250 plus court costs for possession and \$89 for smoking plus court costs.

**MAJOR OFFENSES:** Level 1, 2, 3 -- See District Code of Conduct.

### **PREVENTION AND INTERVENTION TRAINING**

Any student receiving three demerits, or who has received two demerits and has been assigned at least one time to the Behavior Improvement Center, can be recommended to go through the Prevention and Intervention Training (P. I. T.) program. Also, a student recommended by the parent with approval of the principal can participate. A student may participate one time per school year.

The P.I.T. program consists of five consecutive one-hour sessions held after school. Students will do calisthenics and participate in behavioral discussions with the instructor and other participants. The sessions will be conducted by a qualified instructor trained in the program. After completion, the participant will have one demerit removed.

### **GAP ORIENTATION**

See District Code of Conduct.

## **POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

The following policy for acceptable use of computers, networks, and system resources, including the Internet, shall apply to all Georgetown ISD administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions as specified in the Student Code of Conduct and Board Policy.

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized staff members).
3. Users shall not store or display their system resource passwords anywhere except on their person (e.g. wallet, purse) or in an otherwise secure location (e.g. locked cabinet or file drawer).
4. Users shall not use others' system accounts or try to discover another user's password by any method.
5. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
6. Use of non-instructional / non-administrative internet games, Multi-User Domains (MUDS), Internet Relay Chats (IRCs), and unapproved commercial email or webmail (e.g. Hotmail, Yahoo, AOL) is prohibited. This includes, but is not limited to, instant messaging or personal use of streaming media such as online radio stations or video broadcasts.
7. Users may not copy or distribute copyrighted materials such as software, audio, video, files, graphics, and text without the express written permission of the copyright owner and the permission of the site administrator.
8. Users may not download, upload, install, or otherwise use programs or software of any type without prior express written permission (Software Approval Form) from the GISD Technology Department. This includes, but is not limited to, executing "portable" applications located on mobile media or devices.

9. Users shall not use the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy and guidelines.

10. 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. Such software is often called a bug, virus, worm, Trojan, or other name.

11. Users shall not use system resources to purposefully distribute, create, or copy messages or materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.

12. Users shall not use system resources to purposefully access materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal. GISD provides filtering mechanisms to help prevent accidental access to such materials; however, filters are not all-inclusive and will not block all inappropriate sites. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident to the supervising teacher or site administrator.

13. Users shall not bypass or attempt to bypass GISD security measures through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.

14. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.

15. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to, removal of parts, intentional destruction of equipment, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.

16. Users shall not relocate or remove technology equipment (hardware or software) from its location without express written permission of the Technology Department.

17. GISD does not support personal equipment or software. Users shall not install personal software on GISD-owned computers. GISD personnel shall not attach personal devices to GISD resources unless listed in the

approved section of the Staff Personal Equipment Policy. Students shall not attach personal devices to GISD resources, with the exception of approved flash (thumb) drives containing no "portable" applications or software.

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18. Users shall not use system resources to distribute or provide personal information or addresses that others may use inappropriately.

19. Students of GISD shall not utilize any district technology resource without direct supervision at all times by a teacher or administrator.

20. Users should be aware that electronic mail (e-mail) and all other files stored on GISD's network are the property of GISD. Users should not send any messages or create any files that they would not want to be made public. Space restrictions will be implemented according to district guidelines.

21. Users shall not use system resources for the forgery or attempted forgery of e-mail messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send/receive email, or the use of another person's email account is prohibited.

22. Users with GISD e-mail access shall not waste district resources through inappropriate use of the network including use of GISD group e-mail distribution lists to send non-administrative or non-instructional messages to other users (e.g. chain letters, broadcast messages, personal advertisements).

23. Limited personal use of the system shall be permitted if the use imposes no tangible cost on the district, does not unduly burden GISD's computer or network resources, and has no adverse effect on an employee's job performance or on a student's academic performance.

24. Users who identify or know of a security problem on the system must notify a System Administrator, Principal, or teacher immediately and must not demonstrate or verbalize the security problem to other users.

25. Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state or federal laws. Violations can lead to prosecution.

## CONSEQUENCES FOR INAPPROPRIATE USE COULD INCLUDE:

- Suspension or limitation of access to the system
- Revocation of the computer system account
- Other disciplinary or legal action, in accordance with GISD policies and applicable laws.

## COMPUTER USE REGULATIONS

### Acceptable Usage Policy (see District Code of Conduct)

If a student is working in an area not prescribed by the instructor, it will be considered a serious offense. "AREA" is defined as software usage, directories on the LAN (local area network) and WAN (wide area network, GISD intranet), and sites on the Internet.

Should a violation of the policy occur, a hearing panel, comprised of the principal or his designee and two ninth grade teachers will meet with the student, parent, and the GISD employee making the accusation. Should a parent be unable to attend, the hearing will proceed.

If found guilty, the panel will administer discipline according to severity of the offense. The options are as follows:

**1<sup>st</sup> Offense**—1-5 days in BIC, and/or PIT/GAP Orientation plus the termination of computer usage for a period ranging from 5 to 120 days. The student will also be issued 1-2 demerits.

**2<sup>nd</sup> Offense**—5 days in BIC plus the termination of computer usage for the remainder of the school year. The student will also be issued 2 demerits.

Should the incident occur during the last nine weeks of a semester, the student will not be allowed use of the computer for the remainder of that semester or the next one as well.

# August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 District & Campus Inservice	18 Campus Inservice	19 Campus Inservice	20 Campus Workday	21 Campus Inservice	22
23	24 <b>A</b> Begin 1 <sup>st</sup> 9 weeks	25 <b>B</b>	26 <b>A</b>	27 <b>B</b>	28 <b>A</b>	29
30	31 <b>B</b>					

# September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 A	2 B	3 A	4 B	5
6	7 Labor Day Holiday	8 A	9 B	10 A	11 B	12
13	14 A	15 B	16 A	17 B	18 A	19
20	21 B	22 A	23 B	24 A	25 B	26
27	28 A	29 B	30 A			

# October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <b>B</b>	2 <b>A</b>	3
4	5 <b>B</b>	6 <b>A</b>	7 <b>B</b>	8 <b>A</b>	9 Campus Inservice	10
11	12 Comp Day	13 <b>B</b>	14 <b>A</b>	15 <b>B</b>	16 <b>A</b>	17 End of 1 <sup>st</sup> 9 weeks
18	19 <b>B</b> Begin 2 <sup>nd</sup> 9 weeks	20 <b>A</b>	21 <b>B</b>	22 <b>A</b>	23 <b>B</b>	24
25	26 <b>A</b>	27 <b>B</b>	28 <b>A</b>	29 <b>B</b>	30 <b>A</b>	31

# November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <b>B</b>	3 <b>A</b>	4 <b>B</b>	5 <b>A</b>	6 <b>B</b>	7
8	9 <b>A</b>	10 <b>B</b>	11 <b>A</b>	12 <b>B</b>	13 <b>A</b>	14
15	16 <b>B</b>	17 <b>A</b>	18 <b>B</b>	19 <b>A</b>	20 <b>B</b>	21
22	23 <b>A</b>	24 <b>B</b>	25 Comp Day	26 Holiday	27 Holiday	28
29	30 <b>A</b>					

# December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 B	2 A	3 B	4 A	5
6	7 B	8 A	9 B	10 A	11 B	12
13	14 A	15 B Regular Day Exams 5 <sup>th</sup> & 8 <sup>th</sup>	16 Exams 1 <sup>st</sup> & 2 <sup>nd</sup>	17 Exams 6 <sup>th</sup> & 7 <sup>th</sup>	18 End of 2 <sup>nd</sup> 9 weeks Exams 3 <sup>rd</sup> & 4 <sup>th</sup>	19
20	21 Winter Break	22 Winter Break	23 Winter Break	24 Winter Break	25 Winter Break	26
27	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break		

# January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <b>Winter Break</b>	2
3	4  Teacher Workday	5 <b>A</b>  Begin 3 <sup>rd</sup> 9 weeks	6 <b>B</b>	7 <b>A</b>	8 <b>B</b>	9
10	11 <b>A</b>	12 <b>B</b>	13 <b>A</b>	14 <b>B</b>	15 <b>A</b>	16
17	18  Holiday	19 <b>B</b>	20 <b>A</b>	21 <b>B</b>	22 <b>A</b>	23
24	25 <b>B</b>	26 <b>A</b>	27 <b>B</b>	28 <b>A</b>	29 <b>B</b>	30
31						

# February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <b>A</b>	2 <b>B</b>	3 <b>A</b>	4 <b>B</b>	5 <b>A</b>	6
7	8 <b>B</b>	9 <b>A</b>	10 <b>B</b>	11 <b>A</b>	12 <b>B</b>	13
14	15 Campus Inservice	16 <b>A</b>	17 <b>B</b>	18 <b>A</b>	19 <b>B</b>	20
21	22 <b>A</b>	23 <b>B</b>	24 <b>A</b>	25 <b>B</b>	26 <b>A</b>	27
28						

# March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <b>B</b>	2 <b>A</b>	3 <b>B</b>	4 <b>A</b>	5 <b>B</b>	6
7	8 <b>A</b>	9 <b>B</b>	10 <b>A</b>	11 <b>B</b>	12 <b>A</b>	13
14	15	16	17	18	19	20
	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	
21	22 <b>B</b>	23 <b>A</b>	24 <b>B</b>	25 <b>A</b>	26 <b>B</b>	27
	Begin 4 <sup>th</sup> 9 weeks					
28	29 <b>A</b>	30 <b>B</b>	31 <b>A</b>			

# April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <b>B</b>	2 Comp Day	3
4	5 <b>A</b>	6 <b>B</b>	7 <b>A</b>	8 <b>B</b>	9 <b>A</b>	10
11	12 <b>B</b>	13 <b>A</b>	14 <b>B</b>	15 <b>A</b>	16 <b>B</b>	17
18	19 <b>A</b>	20 <b>B</b>	21 <b>A</b>	22 <b>B</b>	23 <b>A</b>	24
25	26 <b>B</b>	27 <b>A</b>	28 <b>B</b>	29 <b>A</b>	30 <b>B</b>	

# May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <b>A</b>	4 <b>B</b>	5 <b>A</b>	6 <b>B</b>	7 Holiday	8
9	10 <b>A</b>	11 <b>B</b>	12 <b>A</b>	13 <b>B</b>	14 <b>A</b>	15
16	17 <b>B</b>	18 <b>A</b>	19 <b>B</b>	20 <b>A</b>	21 <b>B</b>	22
23	24 <b>A</b>	25 <b>B</b>	26 <b>A</b> Regular Day Exams 1 <sup>st</sup> & 4 <sup>th</sup>	27 Exams 5 <sup>th</sup> & 6 <sup>th</sup>	28 Exams 2 <sup>nd</sup> & 3 <sup>rd</sup>	29
30	31 Memorial Day Holiday					

# June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 End of 4 <sup>th</sup> 9 weeks  <b>Exams</b> <b>7<sup>th</sup> &amp; 8<sup>th</sup></b>	2  Teacher Workday	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			