

TIPPIT MIDDLE SCHOOL

Student Handbook



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Tippit Middle School
1601 Leander Rd.
Georgetown, TX 78628

Phone: 512-943-5040
Fax: 512-943-5049
Nurse: 512-943-5041

2009 – 2010

GISD MIDDLE SCHOOL STUDENT HANDBOOK 2008 - 2009
FOR JAMES TIPPIE MIDDLE SCHOOL

A Special Message to Students and Parents:
USE OF HANDBOOK

Please read this handbook and keep it in a place where you can refer to it for help. Students are responsible for knowing the rules and regulations found within this handbook. Students and parents should have a working knowledge of the information within this handbook and, thus, be informed about how our school works. The handbook is organized alphabetically by topic. Throughout the handbook, the term “student’s parent” means parent, legal guardian, or other person who has agreed to assume school-parent responsibility for a student.

Students and parents also need to be familiar with the **Georgetown ISD Student Code of Conduct** which sets out the consequences for inappropriate behavior as required by state law, and is intended to promote school safety and an atmosphere for learning. The Secondary Student Code of Conduct is a separate document from this handbook and was distributed to the student at the same time as this handbook. Additional copies of this handbook and the Code of Conduct are available at the front office of your child’s school.

The policies and procedures outlined in these manuals are provided to assist your child in maintaining the highest standard of academic achievement and social development, which are an integral part of the philosophy of the Georgetown Independent School District.

Thank you for taking time to review both of these documents. It is important that you carefully read this manual to ensure the success of your child’s educational opportunities during the formative middle school years. **Please acknowledge receipt of both documents with your signature on the student registration form and return this completed form to your second period teacher by Wednesday, August 26, 2009.**

One last note – recent studies indicate that students most often fail because they neglect to complete assignments. GISD believes that education is the responsibility of both the home and the school. We expect all work to be completed neatly and in a timely manner. Parents, please become an active participant in your child’s education by:

- Stressing the importance of learning/education.
- Insisting that homework and study time come first.
- Inspecting your child’s work and expecting success.
- Ensuring that your child goes to bed at a reasonable hour and attends school every day.
- Responding to queries from the school promptly.
- Initiating contact with teachers at least once per nine weeks; more often if something is amiss. (If you aren’t able to reach the teacher, please contact an administrator to assist you.)

- Monitoring and limiting TV watching.
- Ensuring that students study at home and turn homework in neatly and on time. If your child is not bringing work, projects or books home, something is amiss. Please call the TEAM during their TEAM planning period and inquire about your child's progress.
- Encouraging your child to read for pleasure.
- Encouraging your child to plan ahead and make the right choices.
- Encouraging your child to resist negative peer pressure and dangerous situations.
- Encouraging your child to resolve issues non-violently.

IMPORTANT STUDENT INFORMATION

Please refer to this guide for answers to questions/concerns most frequently asked.

- 1. If you are absent – See “Attendance” page 4.**
- 2. If you are tardy to school – See “Tardies”: page 6.**
If you arrive after school begins, go to the front office, sign-in with your name and time of arrival. and get an admit (blue) slip.
- 3. If you need to leave school – See “Leaving During the School Day” page 6 and “Leaving Campus” page 40.**
- 4. If you lost a book and cannot find it:**
Request permission from your teacher to go to the discipline office and make arrangements to pay for the book. Your teacher will issue you another book when you pay for the lost textbook. If the book is found, your money will be refunded with a check from Central Office.
- 5. If you have found an article or have lost an article:**
Go to the front office and also check the lost and found bin by the library.
- 6. If you need to leave the classroom:**
You must ask permission from your teacher; get a hall pass stating where you are going. The pass will only authorize you to go where stated.
- 7. If you want advice about your schedule, personal problems, etc:**
Go to the counselor's office or the assistant principal's office with a pass from your teacher before school, during lunch, between classes or after school. Please do not ask to go during class, except for serious matters or emergencies.
- 8. If you need information concerning school functions or activities:**
See the sponsor of the activity or ask for information at the front office before or after school.
- 9. If you are hurt or ill:**
First report to the next period teacher, ask for a hall pass to go to the clinic. The school's registered nurse or another staff member should be on duty. If for some reason, no one is there, then go to the front office.

ACCELL CLASSES

Students who failed either the Math or English Language Arts TAKS test or who scored below the cut-off scale score on either test are required to participate in additional instructions that consists of TEKS-based activities designed to accelerate a student so that he/she is working on grade level and will be successful on all portions of the TAKS

test. This is a year-long placement, but students who demonstrate mastery of the TEKS-based material in the class may exit the program with the teacher's recommendation.

ANNOUNCEMENTS

Announcements to the student body will be made during the school day when necessary but primarily at the beginning of second period and at the end of eighth period. On certain days, special announcements may be made at other times as well. Please stop what you are doing and listen, as announcements provide useful information. Classes will not be interrupted during class time unless it is necessary. Parent messages are given to students during a.m. and p.m. announcements. To ensure your child receives a message, the front office needs to have the message information before 2:45 p.m.

ASBESTOS MANAGEMENT PLAN

GISD is working very hard to ensure compliance with all federal and state environmental regulations. As part of this effort, a copy of the Asbestos Management Plan for each school is available for public review in the principal's office. The plan for all of Georgetown Independent School District is also available for public review in the Facilities Maintenance Office at 500 CR 104 during normal school hours. For more information, contact David Biesheuvel, Georgetown I.S.D. Asbestos Designated Person, at (512) 943-5129.

ASSEMBLIES

From time to time, assemblies (pep rallies, awards, performances, concerts, etc.) will occur either in the gym or cafeteria. Students will conduct themselves with respect, courtesy and politeness at all times (for example, appropriate hand-clapping, positive responses to speakers or performers, etc.). Seating is usually assigned, and teachers will supervise students to, during, and from assemblies. Assemblies are usually presented for visitors and guests to our campus. Each student is personally responsible for the impression made by the school as a whole.

ASSIGNMENT NOTEBOOK

All students are required to purchase and to maintain an assignment notebook. **This notebook is to be utilized daily by the student to record assignments and may be used as the student's hall pass.** Parents should check the assignment notebook on a regular basis to monitor their child's success. The assignment notebook may also be used to communicate through written notes to and from parents and teachers. Some students at the middle school level experience a lack of success because of poor organizational skills. Parents can be a great help to their student by assisting and demanding good routines that promote completed work assignments and by keeping up with work and papers.

ATHLETICS AND ACTIVITIES

Our school takes pride in sportsmanship as well as the behavior of all students participating in or attending any school function. We expect all students to behave properly while in attendance. Please follow these guidelines.

1. Consider all opponents as guests.
2. Show compassion for an injured opponent.
3. Accept all decisions of the officials without complaint.
4. Never hiss, boo, or use offensive language toward players, coaches, officials, or visitors.
5. Loitering is not allowed. When an activity is indoors, students are expected to be inside the building and to stay inside while the activity is ongoing for safety reasons.
6. Play according to the rules of the game. Georgetown is known for good sportsmanship.
7. Food, drink, candy, and gum are not allowed in the gym.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, and to build upon each day's learning. We want our students at school on a consistent daily basis. Proper documentation provided to the school in the form of parents' notes and doctors' notes, as explained below, is required when your child is absent from school.

Compulsory Attendance - State law mandates children between the ages of 6-17 attend school unless otherwise exempted by law. School employees are required to ensure attendance at school, investigate, and report violations of the state compulsory attendance law. A student absent without permission from school, from any class or any required tutorials will be considered truant and subject to disciplinary action. Persistent violation(s) of the compulsory attendance law can also result in charges being filed against the parent and/or student. Students of school age must attend school.

Required Attendance - State law mandates that in order to receive credit in a class, students must attend 90 % of the instructional days. No distinction is made between excused and unexcused absences for purposes of this law. Students who fail to meet this standard may be denied credit for all classes. Warning letters will be mailed to parents informing them of the excessive number of absences at school. An attendance review committee will meet and determine if the excessive absences are the result of extenuating circumstances. Vacation trips and recreational activities do NOT qualify as extenuating circumstances and are NOT excused absences. Family trips should NOT be scheduled when school is in session. Please check the school calendar to schedule appointments and activities so they do not conflict with school attendance.

Extenuating circumstances could include:

- Extracurricular activities or public performances approved by the school district.

- Absence for the purpose of observance of certain religious holidays. Prior approval of principal is requested.
- Any required and documented screening, diagnosis and/or treatment for Medicaid eligible students.
- A documented healthcare appointment if the student begins classes or returns to school on the same day as the appointment.
- An absence resulting from any cause acceptable to the administration and/or attendance office including personal illness or illness or death in the immediate family.
- Any documented medical hospitalization or medical quarantine.
- A juvenile court proceeding documented by a probation officer or officer of the court.
- An absence required and documented by local or state welfare authorities.
- Any other absence that the principal pre-approves or approves as a family emergency or unforeseen and unavoidable incident. Communication and/or documentation between the parents and principal/designee are requested.

If the attendance committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. The committee will especially consider the academic and testing performance of the student and will determine if there are gaps in the student's learning. If the committee determines that there are no extenuating circumstances, the student or parent may appeal the decision through the principal's office, to the superintendent of schools, or his designee.

Attendance Committee - The attendance committee will be composed of a campus administrator, a counselor, and at least one classroom teacher. The campus nurse may also be appointed to the committee.

Absences - In those rare circumstances when a student must be absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence, the name of the student, grade, and a daytime phone number for verification of the absence, if necessary. A note signed by the student, even with the parent's permission, will not be accepted. When students are going to be absent, we ask parents to call the school at 943-5040, ext. 6428 (preferably between 8:30-9:30 a.m.) to give us the absence information (name, grade, and reason). All students must bring a note to verify each absence; make sure to include parent's name and a daytime phone number on all written communication.

After five consecutive or 10 cumulative absences, all students must present a doctor's note stating the reason for the absences in order to receive an excused slip and to assist with our documentation of absences as in accordance with local district policy FDD (LOCAL). It is a good practice to share doctor's notes with our nurse prior to the tenth absence in order for us to maintain medical knowledge of each child. It is a good idea to share information with the nurse about any medical condition or consideration for any student.

Upon returning to school after absences, students will deliver their note to the front office between 8:00 and 8:20 a.m. and will receive a permit-to-class (blue) slip. Failure

to acquire a blue slip during this time frame could result in an assigned D-hall after the 3rd infraction. This slip will be presented to each teacher whose class was missed and initialed by the teacher (see make-up policy below). A student must attend part of the school day to participate in extracurricular activities or performances. **Students will be allowed to make up their work due to any absences, excused or unexcused** (see make-up policy below and policy on truancy).

Tardies – We insist that our students are on time to their classes. In order for teachers to provide effective instruction it is very important that students get to class on time. Students should not be in the hallways beyond the normal passing periods. Any student in halls during instructional/classroom time should have a hall pass (or an assignment book) with the teacher's signature, to-and-from data, and time described on the pass. All students will be accounted for at all times during the school day. Also see section on Passing Periods and Detention.

Common sense and planning will prevent tardies. Students can request extra time from teachers if appropriate. Students who are tardy to class are subject to disciplinary action. **As a guideline, any student who is missing from class more than 15 minutes is absent from class and, thus, subject to discipline action as a truant if the absence cannot be documented. Any student is tardy from class if the student is missing or late 15 minutes or less.** Three or more tardies will generate a discipline referral.

Leaving During the School Day – Parents are asked to avoid removing students early or for part of the school day for non-emergency reasons. The parent must sign out the student in the front office. Try to schedule appointments after school and/or on holidays or weekends when possible. Any parent wishing to ask another adult to pick up a student should contact the school by phone and send a signed note or a fax that includes a daytime phone number in order for the school to be able to verify any withdrawal(s). **Thus, we want both a personal contact and a written request signed by the parent when children are leaving with another adult.** We must be able to document any student who leaves the campus, with whom they are leaving and why. Please do not be offended if we ask for identification or request this type of information. This is for the protection and safety of our students. **All visitors must report to the office with no exceptions. This also includes all PTA volunteers, mentors and community volunteers.**

Make-Up Work - Make-up work privileges are allowed for all students who miss work due to absences. **Students should ask the teacher for any make-up work when the student returns to class.** As a guideline, students are allowed one calendar day per day of absence to make up their work. For example, a student who is absent three days is allowed three calendar days to complete any make-up work. Students who do not make up assigned work within the time allotted by the teacher will receive a grade of zero. If a student is absent on the day a major project/assignment is due, the teacher has discretionary authority to decide if the project is due immediately upon the student's return to class. If there has been plenty of opportunity to complete the task prior to the due date and if the teacher determines it is appropriate, the student may not receive the opportunity for make-up work. If a student is absent three or more days, the parent may request assignments by calling the office. Please allow 24 hours for assignments to be

collected. If possible, the assignments will be available by the end of the school day. Parents may then pick the assignments up in the front office. We suggest you call the front office first to ensure assignments are ready. For more information refer to the GISD Grading Regulations in Appendix A.

Unexcused Absences – Unexcused absences may include but are not limited to:

1. No parent call or note
2. Missing bus
3. Waking up late
4. Traffic
5. Any appointment that is not related to a doctor's appointment
6. Refusing to attend (regardless of parent knowledge)
7. Vacation/travel
8. Multiple absent days without a doctor's note upon return

AUTHORITY OF PRINCIPAL

The principal shall be accountable for assuming responsibility and instructional leadership for the planning, operation, supervision, and evaluation of the educational program to include discipline of the area to which they have been assigned, under the supervision of the superintendent of schools (Texas Education Code No. 21.913).

The principal has the authority to design and to modify the regulations in this handbook, school policy, and practices at any time with the approval of the superintendent by announcing the change to the student body and posting any such change. Modification can occur if, as it applies to a certain student, such regulation will conflict with another policy or regulation. Such changes must not be retroactive except in situations where a technical injustice to the student might be corrected. Other modifications can and will occur as they relate to new district policy or are mandated by new law. Any appeal to the decisions of the principal or campus policy and practice can occur according to local district policy for appeal and/or state laws.

AWARDS AND HONORS

Each nine weeks teachers have the opportunity to recognize those students who exhibit outstanding citizenship or outstanding effort in the classroom. These students will receive recognition certificates.

Honor Roll - Honor Roll represents outstanding performance in the classroom academically and behaviorally. To be eligible for the "All A" honor roll, a student must have a 90-or-above average in all subjects in which currently enrolled and must not have a "U" in conduct. The "A-B" honor roll includes students with all "A's" and no more than one "B" and who have not received a "U" in conduct. Students on the "All A" Honor Roll all year will be recognized at the end of the year Academic Awards Assembly.

National Junior Honor Society - Seventh grade students who have a 90-or-above average for the spring semester are academically eligible for consideration for admission to the campus chapter of the National Junior Honor Society in the eighth

grade. Membership is not solely determined by grades but also by leadership, character, service, and citizenship. Membership is both an honor and a commitment. Members must maintain the standards by which they were selected.

Other Awards - A variety of other awards are presented to our students and may include recognition for perfect attendance, good effort in classroom, or other outstanding achievement at school. Awards are presented in an assembly by team, grade level, or school-wide basis. We want to recognize our students in such a way that all students have an opportunity to be seen in a positive manner. All students can learn, and all students can achieve.

BEFORE AND AFTER SCHOOL ROUTINES

The instructional school day starts at 8:25 a.m. and ends at 3:57 p.m. (see bell schedules). However, students often arrive earlier and stay later than the instructional school day.

Students brought to school by parents are to be dropped off at the front of the building. Once at school, all students will remain on campus unless permission from a principal is received and they have signed out properly. No student has permission to be in the areas surrounding our campus or to leave the campus for any reason after they arrive or are delivered by the bus. School buses deliver students to school between 8:00 and 8:20 a.m.

Students are encouraged to come in at 8:00 – 8:15 a.m. to make lunch account deposits, to get admission (blue) slips, or to leave medication with the registered nurse. Students are also encouraged to ask permission to use the library before school or to take advantage of tutorials with individual teachers.

Restroom facilities are available in the cafeteria for use before school and at lunch. Students are allowed in many areas of the school building with permission from the front office. Students should not enter the library, classroom, etc., without permission. During inclement weather, students will be directed to various rooms within the school. Everyone is expected to act appropriately while waiting for classes to begin.

For the safety of your child, students waiting to be picked up by parents after school are to wait in the front area of the school buildings. GISD does not provide late buses. Students who remain after school for any reason, such as practices, detentions, clubs, etc., need to make PRIOR arrangements to be picked up at the time designated by the teacher. Students are not supervised beyond the pick-up time designated by teachers.

Parents picking up children after school are reminded that cars cannot be parked unattended unless parked in an official parking space. Also, by order of the Fire Marshall, please do not leave cars unattended between the fire lanes (marked in red). Please observe lanes marked school bus only. Students know to look for big, yellow buses and not cars. We do not want any child to be involved in an accident, and you do

not want to be involved in one in lanes marked for buses only!

After school all students are asked to leave school buildings as soon as possible in a timely and reasonable manner. Students who ride home on a bus are asked to go to the area behind the vocational building as quickly as possible to prevent missing their bus. Students walking or riding bicycles home are asked to leave the school grounds promptly. Students not under the supervision of an adult must be picked up no later than 5 p.m. Loitering after school is not allowed and there will be no supervision after 5 p.m. We also remind our walkers and bicycle riders to use one of the three supervised crosswalk areas on Leander Road and to abide by all safety rules, including the wearing of a bike helmet, at all times.

The street between Tippit and Pickett is to be used only for buses between the hours of 8:00 – 8:40 a.m. and 3:00 – 4:30 p.m. ***PLEASE OBSERVE THIS SAFETY REGULATION.***

BELL SCHEDULES

All of our students have nine classes that last approximately 43 minutes. One of the nine classes is a lunch period. (See bell schedules at the front of this handbook). Bell schedule on the left is the normal or regular bell schedule. All students are expected to pass to their next class in four minutes. If a student does not have time to use the restroom, he/she should report to the next class and ask the teacher for permission to use the restroom. Unless an unusual situation exists, four minutes is plenty of time to pass between classes including bathroom and water breaks. Additional bell schedules may be used for afternoon pep rallies, performances, or award assemblies.

BICYCLES

All bikes are to be parked and secured at the designated bicycle racks. Please secure your bicycle with a lock. The school district is NOT responsible for lost or damaged bikes. **Bike riders should never ride your bike while on campus.**

BOOK BAGS AND BACKPACKS

Book bags and backpacks are not allowed to be carried by a student from class-to-class during the school day. A student may bring a backpack or book bag to and from school and store it during the day in his/her locker. This is both a safety matter and a health issue for adolescents. GISD assumes no responsibility for property lost or stolen out of lockers.

BUSES/ BUS ROUTES

School bus routes are scheduled by the GISD Transportation Department. **Questions regarding bus situations should be referred to the Director of Transportation.**

The Georgetown I.S.D. Transportation Department is committed to ensuring the safety and well being of each student. Riding in a district transportation vehicle is a privilege offered to students who reside within the district. All students being transported are under the authority of the bus driver and must obey his or her requests. Approved transfer students must provide their own transportation to and from school. Students must live in the campus' attendance zone to ride buses. Permission must come from the superintendent to ride a bus from another campus. Students are not allowed to switch buses.

Procedures and safety rules help ensure the safety and protection of each student. Failure to meet these standards or follow these safety rules and procedures may result in student conflicts or injuries and may also cause delays or distractions for the driver. Any student failing to follow the rules and procedures will receive a Bus Conduct Report turned in by the bus driver to the transportation director. For a student with severe or repeated violations, the transportation director and the principal will determine the appropriate disciplinary measures which may include temporary or permanent removal of transportation privileges. Parents of students who damage GISD property (including bus seats) are responsible for retribution to GISD. Any questions dealing with bus routes or problems on the bus are referred to the GISD Transportation Department at 943-5126. **Absolutely NO FOOD OR DRINK is allowed on buses. No skateboards will be allowed on buses, and cell phones should not be used on buses. There will be no pets, insects, or any other type of animal allowed on the buses.**

BUS CARDS

Every student that rides a bus is required to complete and return a bus information card that will provide the driver with important information, should a problem or emergency develop. A student's address must be correct in the GISD computer system to be able to ride the bus to the current home address. If for any reason a student must ride home with a friend, a signed note from a parent/guardian must be presented to the driver.

BUS PROCEDURES AND SAFETY RULES

While waiting to load:

- Arrive at the stop earlier than the scheduled loading time. Remain out of the street and don't create a problem for the owner of the property where the stop is located or traffic in the area.
- When the bus approaches, stay away from the curb and the front wheel of the bus. Get in a line when the bus approaches. Wait until the bus has come to a complete stop, and wait for the driver's signal to cross or board.
- Board carefully. Be courteous and do not push or shove. Move quickly to your assigned seat.

While riding:

- Remain completely seated, facing forward, with all body parts inside the bus. Never extend arms, hands, heads, or objects through the windows. Standing or moving from seat to seat while the bus is in motion is not allowed.

- The bus driver will assign seats to all students, and students are responsible for vandalism that occurs to their seat; report any damages or vandalism to the driver.
- Respect the rights of other students. Do not violate their space, nor physically or emotionally harm them.
- Refrain from unnecessary conversation with the bus driver and from participating in any event that may cause the driver to be distracted.
- Store your carry-on book bags on your lap, against the wall at your seat or in the seat designated by the driver. Never allow bags to block an exit window or any part of the aisle. The aisle must remain clear at all times.
- Obey the bus driver's requests.
- Never throw anything while on the bus.
- Talk in normal tones without using loud or vulgar language.
- No food and/or drink is allowed.
- Possession or use of any form of tobacco is prohibited.
- Keep the bus clean.
- Glass containers and animals are prohibited.

While unloading:

- As the bus approaches your stop, gather your belongings, but remain seated until the bus has come to a complete stop. Exit carefully.
- Step down to the ground carefully and walk directly away from the bus at least two steps before turning to the left or right. Never walk alongside the bus or anywhere within 3 feet of the rear tires.
- If you must cross the road, move at least 15 feet in front of the bus and wait for the driver's signal to cautiously move into the roadway directly in front of the driver's side of the bus. You will check left, then right, then left and wait for the driver's second signal to cross the remainder of the road.

Students who refuse to obey the directions of the bus driver promptly or refuse to obey regulations shall forfeit their right to ride the bus. Failure to comply with the bus rules and regulations may result in the following consequences:

1 st offense	- bus report mailed home
2 nd offense	- call to parent by transportation department
3 rd offense	- removal from bus for 3 days
4 th offense	- removal from bus for 5 days
5 th offense	- removal from bus for 10 days
6 th offense	- suspension from bus for a minimum of 6 weeks
7 th offense	- suspension from the bus for the remainder of school year

Fighting or insubordination will result in additional consequences. Serious violations will result in immediate removal from the bus.

Changes in Routes/Stops

Students who plan/desire to go to another destination other than their regular destination must give the campus office a written request from their parents or

guardians. The permission request will be forwarded to the transportation department for approval or denial.

Video Cameras

A video camera recording of the ride has proven to be a valuable tool in maintaining safe student conduct. Generally, the camera is installed without the knowledge of the driver. In the event that an incident occurs, videotapes will be retained, and segments may be provided to the campus administrator. However, due to legal issues, the data on the videotape is considered confidential information and as matter of privacy, is not released outside the campus/department without the appropriate legal document.

Buses arriving in the morning unload in the front of the school or behind the vocational building. At the end of the school day students will board buses behind the vocational building. While students wait for the buses, we ask them to stay behind the yellow line painted on the sidewalk and attentively wait for their bus to arrive. Students must WALK to their bus in an orderly manner and line up single file in order to load the bus. No running is allowed as well as no horseplay. Students will follow directions of any adult on duty and must cooperate at all times. **Think safety first.** The same behavior is expected of students waiting at the front of the school for their personal ride home. Buses run on a tight schedule. All students must be aware of their pickup and departure schedule to avoid missing their bus.

CAFETERIA

Regular student lunch:	\$2.30
Adult lunch:	\$3.00
Regular student breakfast:	\$1.60
Adult breakfast:	\$1.65
Reduced lunch:	\$.40
Ala carte milk:	\$.50
Reduced breakfast:	\$.30

**Various snack items may be purchased at additional cost.

Students are offered nutritionally balanced breakfast and lunch meals. We encourage all students to eat a well-balanced breakfast and lunch daily. Breakfast is served from 8:00 - 8:20 a.m.

Free and reduced meals are available based on financial needs. Applications are available throughout the school year in the counselor's office or cafeteria to families who have a change of income status. Students may start receiving meals the day the application is approved.

- Money should be deposited into the student's meal account before school between 8:00 and 8:20 a.m. Exceptions are made for the 7th grade 1st period athletics class.
- Parents may make payments on-line into their child's account at www.georgtownisd.org. There is a small convenience fee added by the credit card company.
- No student should bring money on a daily basis.

- Customers may withdraw money from their accounts only if they are leaving GISD. The customer will need to give a forwarding name and address where a refund check can be mailed.
- Checks and cash will be deposited to meal account for the full amount (no change given). **There is a \$25.00 charge for each returned check.**
- All jackets, hooded sweatshirts or book bags are not allowed through the serving line. They are to be left at the dining tables or hung on the wall coat hooks.
- Students are responsible for their own personal belongings.
- Charging is a privilege and should be limited to three meal charges. Prompt payment of charges is expected. During the month of December and May, no charging is allowed after the first week of those months.
- A peanut butter/jelly sandwich or cheese sandwich and milk are available to those who forget their lunch or for those who are over the meal charge limit.
- Parents visiting during their child's lunch **must** sign in at the office and obtain a visitor's pass.
- **The Texas Department of Agriculture prohibits the sale of or give away of any foods or beverages from 30 minutes before or 30 minutes after meal periods or during the After School Snack Program served during ASAP. This policy does not restrict what parents provide for their own child's lunch or snack but does restrict items to other children at school. For example, a parent can not provide pizza and coke to any student other than their own child.**

All food, including all snacks, must be consumed in the cafeteria during lunch. No food or drink is allowed in the classrooms. Students will cleanup their eating area and place all trash in trash cans. Good manners and considerate behavior are expected. Inappropriate behavior may result in assignment of cleaning duty or other consequences.

IMPORTANT NOTE: Lunches are not to be brought directly to the student in the cafeteria. Parents are to come to the front office to obtain a visitor's pass before going to the cafeteria. Students are not allowed to order fast food to be delivered to the campus. Also, snack items are not to be taken out of the cafeteria – no exceptions.

GISD Nutrition Policy

On August 1, 2004, the Texas Department of Agriculture adopted a new policy for child nutrition programs. This adoption is intended to supplement federal policies defined by the U.S. Department of Agriculture's Food and Nutrition Services. This policy affects the following areas: fats and fried food, portion sizes, Foods of **Minimal Nutritional Value**, and competitive foods. We are already in compliance for most of these new regulations and they will be overseen by Child Nutrition Services. However, the regulations governing competitive foods will change the way schools, teachers, students and parents participate in classroom and school activities and fundraisers.

A secondary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises from 30 minutes before to 30 minutes after meal periods. This does not pertain to food items made available by the school food service department. The competitive foods included

in this policy do not include FMNV's which are not allowed during breakfast and during the lunch periods.

Since all of our middle schools have the After School Snack Program offered through ASAP, competitive foods may not be given or sold anywhere on school premises during the time the snack is served to the ASAP students, which is 4:00 – 4:20 p.m.

Competitive foods are food and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not limited to food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups or any other person, company or organization.

This means that parents, students, staff, etc. will no longer be able to provide food and treats for birthdays, classrooms, concessions, etc. except during the allowed time periods. All competitive foods sold or provided to students during normal school hours (at times other than 30 minutes before to 30 minutes after meal periods) must meet the nutrition standards found at the website www.squiremeals.org and must have administrative approval.

It is important to remember that these policies were not initiated by GISD and originated through the U.S. Department of Agriculture's Food and Nutrition Service and through Texas Department of Agriculture. A copy of the new nutrition policy and FAQ's are posted on the GISD website.

If you have any questions, you may call Karen Kovach, Director, GISD Nutrition Services at (512) 943-5119 or Texas Department of Agriculture, Food and Nutrition Division, P.O. Box 12847, Austin TX. 78711, (888) TEX-KIDS, or you may go to their web site at www.squaremeals@agr.state.tx.us.

CARE OF BUILDING

Our building is to be kept clean and attractive at all times. Please use wastebaskets. Never throw waste material on the floor or on the school grounds. Keep desks clean and never mark on any furniture or fixtures at school. Any graffiti or marking on school property will not be tolerated. The consequence for not taking care of the school or school property may include community service, Saturday School, working to clean or maintain the campus, or more severe consequences per GISD Student Code of Conduct. If any equipment is misused, abused, or broken, the student will be expected to pay for replacement and/or repairs.

Writing or marking on any school property will not be tolerated. In instances where school property is marked on, broken, or otherwise abused, students may be charged with vandalism and subject to the District Code of Conduct. Restitution of damaged property must be made.

CHEATING/ACADEMIC DISHONESTY

Cheating or academic dishonesty may take a variety of forms. Examples are: copying another student's work; plagiarism (which is the use of another person's original ideas as one's own or writing without giving credit to the true author); talking during a test; failure to follow teachers' directions about use of calculators, notes, books, etc.; and other forms of cheating not named here. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will conduct an investigation. The student found to have been cheating will be subject to academic and disciplinary action according to the Student Code of Conduct and determined by the teacher and/or the principal that may include but is not limited to one or more of the following:

- a zero for the entire assignment in question
- a call placed to the parent/guardian
- a BIC placement
- a demerit.

CHEERLEADING

Students participating in the cheerleader program qualify by tryout, and are subject to other special requirements. A copy of those requirements is found in the cheerleader team constitution, and is available from the office or the sponsor. Members of the cheerleader program must abide by the constitution, code of conduct, and school rules year-round. (Refer to the constitution for details.) Students are reminded that grades and conduct are important from the beginning of the school year, and may affect eligibility for tryouts. Parents are encouraged to review the constitution and requirements very carefully prior to tryouts. Students are reminded that their behavior and grades early in the school year could affect their ability to qualify for the cheerleader team program later in the year. All uniform expenses must be paid for by each cheerleader member before performing at the first athletic event. After qualifying for the cheerleader team, students must maintain a high standard to remain on the squad. Moving from one campus to another Georgetown middle school campus will result in dismissal from the squad.

All cheerleading members must maintain a 70% overall average in all classes with no failing grade(s) and no "U" conduct marks for each grading period to be eligible to try out and to continue to cheer. Any students with three (3) or more office referrals or who has been suspended from school will not be allowed to try out for the cheerleader team. Students involved in other extra-curricular activities may be held to higher standards.

CLINIC FOR HEALTH AND WELLNESS

GISD schools are committed to providing the best health care possible. The school nurse is a registered nurse and is on duty to care for you in case of sudden illness or injury. It is important that injuries or illnesses occurring away from school are treated at home and information about these be communicated with the nurse if it will affect the student's school performance.

All out of state students must present an up-to-date immunization record before enrollment can be completed. If your record indicates you are in need of a vaccine, you will not be allowed to officially enroll until your immunization record is up-to-date and on file with the school nurse. Texas students will not be permitted to remain at school if records are not complete within 30 days after enrollment.

Seventh Grade Immunizations

- 3 doses of DTP, DTaP,DT, Td Tdap with one on/after 4th birthday, one dose of Tdap is required within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
- 4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
- 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1st birthday
- 3 doses of Hepatitis B
- 2 doses of Varicella on/after 1st birthday (if the child has **NOT** had chickenpox)
- 1 dose of Meningococcal

Eighth Grade – Twelfth Grade

- 3 doses of DTP, DTaP,DT, Td Tdap with one on/after 4th birthday, one dose of Tdap is required within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exist.
- 4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
- 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1st birthday
- 3 doses of Hepatitis B
- 1 dose of Varicella on/after 1st birthday (if the child has **NOT** had chickenpox)

The above vaccine requirements are from the Title 25 Health Services 97.61-97.72 of the Texas Administrative Code and does not list all exceptions or variations. Please take your child's complete vaccine record to your provider to ensure appropriate vaccine administration.

For immunization exceptions, please see the school nurse.

When a student is ill at school, the student should report to the clinic rather than calling a parent from the classroom. If it is necessary to come to school on crutches or in a wheelchair, please report to the nurse the first day for instructions. If a student needs to be excused from participating in P.E., a note should be brought to the clinic before first period. Then, the student may take the note to the P.E. teacher at the regular P.E. class period. Any absence from participation from P.E. or athletics that lasts longer than one day requires written documentation from a health care professional.

If in the opinion of the nurse, a student is too ill to remain at school the nurse will take appropriate measures to contact designated persons. Students with fever, oral temperature of **100.4 degrees or higher**, will be sent home. The school policy in regard to fever is that student needs to be free of fever (less than 100.4 degrees) for twenty-four (24)

hours without the use of Tylenol, Advil, or any product taken to lower temperature, before returning to school. This is to protect other students from transmission of a contagious condition.

When the student is picked up from school, please sign them out at the front desk. The above procedures are for students' health and safety.

The school requests that parents of a student with a **communicable or contagious disease** telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious.

Medication needed during the school day must be brought to the clinic by the parent in the purchased package with a permit from parent stating the name of the medication, amount to be dispensed, time to be dispensed, and under what condition the medication should be administered. In case of a non-prescription drug, bring no more than a five-day supply in the original container or prescription bottle. Long-term medications or prescriptions for the school year may be brought in the current prescription bottle with a written physician's order and parent permit. Please bring small containers only as we have limited space to store medications. **Medications will not be released to the student** to be transported home. The only exceptions are eye drops, ear drops, asthmatic inhalers, or any other medications that cannot be separated for home and school use.

Students that have asthma and need an asthmatic inhaler can now, with a doctor's order, carry and administer their own inhalers. Also, diabetic students will be allowed to carry the necessary diabetic medication and supplies. We need to have the appropriate paperwork on file in the clinic. Paperwork on medications needs to be updated annually. *House Bill 1688* defines the criteria for the student carrying his/her own inhaler and a copy may be obtained from the school nurse.

If you have a medical condition that could result in a medical emergency at school, please bring the appropriate medication or equipment to the school nurse (example: inhaler and nebulizer for asthma, glycogen emergency for diabetics, epipen kit for allergic reactions). Make plans to discuss your condition with the nurse and your child's teachers. We want to formulate an emergency care plan so that all involved will know how to respond.

We require that all parents complete an information form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents should update this information as often as necessary for their child's protection in case of an emergency. Please provide us with changes in phone numbers as they occur. We can only release your student with the persons that you authorize on the school forms.

Mandatory School Screenings

The sixth grade students will be screened for scoliosis. The seventh grade students will have a vision and hearing screening as well as checks for height, weight, and blood pressure. A screening for Acanthosis Nigricans will also require the nurse to check the nape of the neck for thick, darkened skin. This is a primary marker that may signal high

insulin levels, which can lead to insulin resistance and then Type 2 Diabetes. You will receive paperwork and notification from the school nurse if your son/daughter needs a follow-up evaluation following the screenings. Please provide the school with written information from your health care professional following these evaluations.

Coordinated School Health Program

GISD implements a coordinated school health program that includes health education, physical education, physical activity, nutrition services and parental involvement.

The School Health Advisory Council conducts at least 6 meetings per year to ensure compliance with state coordinated school health statutes. **See GISD policies EHAA (Legal) and FFA (Local) for elementary and middle school coordinated school health and physical education/activity requirements."**

CLOSED CAMPUS

Whether they enter the building or not, students are not allowed to leave school or the campus at any time once they have arrived without permission from the office or without supervision by a staff member. Students may not leave campus for lunch. Students cannot leave school with other minors including minor age brothers, sisters and relatives. Parents are always invited to visit our school, but our campus is closed to school age visitors. Anyone who visits our campus must check in at the front office and secure a visitor's pass. Any student leaving the campus without permission will be considered TRUANT and subject to serious disciplinary action.

CLUBS/ACTIVITIES/PERFORMANCE GROUPS

GISD schools offer a variety of activities, clubs and organizations that appeal to many students. Students are encouraged to participate in these organizations. Research clearly establishes a relationship with "involved" students and success at school. If interested, the student should check with the sponsor or coach to find out about membership. Please remember that learning and academics always come first at school.

Student groups such as band, choir, athletic teams, co-curricular groups, cheerleaders, clubs and organizations may establish rules of conduct and consequences for misbehavior that are more strict than those students who do not participate in student groups (see section on Extracurricular Activities; also Student Code of Conduct and Appendices). If a violation of regular school rules occurs, the consequences specified by the school rules shall apply in addition to any consequences specified by the organization or group. If a student is suspended or in BIC, the student is not permitted to participate in after school activities for the day(s) of suspension or BIC. The courts have consistently held that students who participate in extracurricular and co-curricular activities can be held to a higher standard. These types of activities are a privilege and not a right.

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between the home and school regarding a child's education is more than a request. It is essential for the parents to have quality communication between the school and home. Quality communication starts with informational documents such as this handbook and the Student Code of Conduct, progress reports, and report cards. It is imperative that parents show an interest in school and school work. Please ask your student about school and attend their school activities. Please be actively involved at school and helping your student succeed.

GISD established ParentCONNECT to help parents keep informed of their child's academic program on a daily basis. The web based program is available 24 hours a day on GISD web site (www.georgetownisd.org). By using the ParentCONNECT web site, you are able to access pertinent information about your child's attendance, grades and homework. To use this program you need to go to the GISD web site to register.

One of the best sources for information is our campus web site (see address below). School information is regularly sent via email to parents and community members. Other forms of good communication include parent participation in back-to-school night and open house, PTA membership and involvement, regular review of your child's assignment notebook, and attendance in other school/student activities. It is important to see your child participate in award assemblies and extracurricular events. Participation in quality communication might also include requests for conferences (initiated by the school or the parent) to discuss student progress, to find out more about instruction or curriculum, to prevent or resolve problems, to determine how parents can support learning, etc. You can access the teachers through our web site. Often just a note to or from the teacher can clarify or explain.

Our district and school have web sites.

The District web site is: www.georgetownisd.org

Tippit's web site is: www.georgetownisd.org/tippit

A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office (943-5040) for an appointment. Generally, a teacher will be able to meet or return calls only during his/her conference period. Appointments are usually easier to schedule than any form of "walk-in" conference or complaints. Our school is equipped with voice mail, and each teacher has a phone in his/her classroom. Simply leave a message for the staff member with whom you wish to speak. Each school employee may also be contacted through the email system. Email addresses can be found through the district and campus web page.

Again, quality communication is a priority for both the school and the parent. Both the school and the parent must and will cooperate for the best interests of each and every child at Tippit Middle School. We welcome your calls and questions. We very much appreciate and desire for all of our parents to communicate. We recognize that mutual trust and mutual respect will help both parents and school to provide the very best learning environment possible for all students.

COMMUNITIES IN SCHOOLS (CIS)

Communities In Schools (CIS) is a non-profit organization that provides school-based social services and links to community resources. Their goal is to help students manage non-academic issues that sometimes become a barrier to learning. A social service professional is located full time on the Tippit Middle School campus to provide counseling, crisis intervention, case management, academic monitoring and support, family involvement activities, and referrals to community resources for Tippit students and their families. Referrals to the CIS program can be made by school personnel, parents, students, or other community members. Referrals will be screened and prioritized by the CIS Program Manager at Tippit, and services will be provided to as many students as the Program Manager's schedule allows. CIS acts at the request and on behalf of Tippit Middle School and Georgetown Independent School District and may therefore access student information.

COMPUTERS AND NETWORKS **GISD POLICY FOR ACCEPTABLE USE**

The following policy for acceptable use of computers, networks, and system resources, including the Internet, shall apply to all GISD 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. In addition to any other disciplinary action taken, the Technology Department reserves the right to terminate access to system resources for any user who violates these guidelines.

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 use others' system accounts or try to discover another user's password.
4. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
5. Users shall not use system resources for any non-instructional or non-administrative purpose, including, but not limited to: personal email account access (e.g. Hotmail, AOL, Yahoo, etc.), instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.
6. Users may not install, download, copy, or distribute copyrighted materials such as software, audio or video, files, graphics, and text without the express written permission of the copyright owner and the permission of the site administrator.
7. 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.
8. 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 Horse, or other name.

9. 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.
10. 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. The District provides filtering mechanisms to help prevent accidental access to such materials. However, 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.
11. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
12. 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, altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
13. Users shall not remove technology equipment (hardware or software) from its location without written permission of the site administrator.
14. Users shall not use system resources to distribute or provide personal information or addresses that others may use inappropriately.
15. Users should be aware that electronic mail (email) and all other files stored on GISD's network are the property of GISD. Users should not send any messages or create any files they would not want to be made public. Users with email access must purge their email files on a regular basis in accordance with established retention guidelines and network limitations.
16. Users shall not use system resources for the forgery or attempted forgery of email 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.
17. Users with district email access shall not waste District resources by inappropriate use of the network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.
18. 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.

(Approved by the Georgetown ISD Board of Trustees on June 18, 2001. Additional information may be found in the *Board Policies and Administrative Regulations* and in the *Student Code of Conduct*.)

STUDENT AGREEMENT: I understand and will abide by the POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken. I agree not to hold Georgetown ISD nor any of its employees nor any of

the institutions or networks providing access to electronic information responsible for the performance of the system or the content of any material accessed through it.

Acceptance of this policy will be signed on the student registration form.

Student (TMS) Computer Access

Each grade level is provided with a computer lab on their wing and they also have computer access in the library as well as the career connections lab. All student computers are provided for students to complete assignments given by their teachers and are not available for non-academic use. While students are in a lab or on a school computer, they are expected to follow Georgetown's Acceptable Use of Computers Policy. Any student who has not agreed to and signed the policy will not be permitted on a school computer. Any student who violates their agreement to follow the A.U.P. will be subject to discipline, which could result in B.I.C. and/or loss of computer access.

Computer labs are available to students when teachers are present in the lab. At no time is a student permitted to be in a computer lab without direct, faculty supervision. If a student needs time on a computer beyond what the teacher provides, they can make arrangements with Mrs. Walker (Librarian) and/or Mr. Sprinkel (Technology Facilitator). When Mrs. Walker or Mr. Sprinkle is available and a student has a pass from his/her teacher, they may use the library computers or the computers in the lab connected to the technology office. If there are a large number of students needing additional computer access, the teacher who made the assignment will need to make arrangements with Technology to reserve additional lab time (lunch, etc.).

While students are in a lab, they should obey the following rules:

- Enter the lab with a teacher's permission, quietly find a seat, and wait for instructions from your teacher. Do not log in before you are told to do so.
- Check your workstation for anything that is out of place or damaged. Report it to your teacher before class begins so that you are not held responsible.
- Do not touch the computer screens at any time with pencils, pens, or even your fingers.
- Limit the number of items you print to conserve paper and toner. Color printing is available, but only with pre-approved permission from Technology.
- Computer speakers are only to be turned on with teacher permission. The knob is to the right of the speakers and when on a blue light is displayed. Keep the volume at a level where you can hear it, but it does not distract others in the lab.
- Remain in your seat while in the lab except to get items from the printer.
- If you ever have trouble with a computer or logging in, contact Mr. Sprinkel (Technology) to get help with the problem. Do not attempt to fix a computer on your own. It is never okay for a student to plug-in or un-plug any items from the back of a school computer.
- All items that you want to keep should be saved to your home folder on the network. You are welcome to bring blank CDs or flash drives if you need to save a file to complete work at home.
- It is recommended but not required that students have an inexpensive flash drive to store computer data. This will allow students to be able to work on classroom computer projects at home. These may be ordered through the school store

located in the cafeteria. If you choose to purchase a flash drive from an outside source, make absolutely sure it does not contain any preloaded software programs as the GISD computer system will block access. The up-keep of flash drives will be the student's responsibility. Tippit will not be responsible for lost or damaged flash drives.

- Before leaving a computer, make sure that you log out. You are still responsible for what is done with your account if you leave it logged in. Also, straighten your workstation (keyboard, mouse, and chair) and turn off your speakers. Report any problems that you had with your computer to your teacher for him/her to pass on to Technology.
- As with all school equipment, take care of your computers. We want our equipment to work as well as possible for as long as possible.

Computer Internet Content Filtering

The Children's Internet Protection Act requires that schools and libraries block access to obscenity, child pornography, and materials harmful to minors. Our district receives internet access through the network Sudden Link. Please be advised that the content filtering available through this network meets the requirements specified in the legislation.

CONFLICT RESOLUTION/MEDIATION PROGRAM

GISD middle schools are pleased to continue to offer the Conflict Resolution Program. An important goal of the mediation program is to help students learn alternative ways to manage anger and resolve conflict. This program is a great way to prevent small disputes from escalating into a serious matter that may require disciplinary action. Mediation is normally voluntary, and while adults sponsor and supervise, the actual mediations are student initiated and student led. All students who serve as mediators go through special training each year. In order to participate in this program, simply complete a mediation form. Forms are available from every teacher and in the counselor's office. Mediation works!

CONTESTS

Students are encouraged to participate in athletic, academic, and creative competition such as academic contests, Math Counts, music competition(s), talent shows, drama and/or choir presentations, etc. Students who participate in these types of events tend to be well rounded, more responsible, and generally more successful as learners. Specific information and details regarding these activities and competitions are available from the sponsor or the office.

COUNSELING

The purpose of counseling at Tippit Middle School is to support the students in education, career, and personal areas. The counselor may see students individually or in an appropriate group. Due to the school schedule, counseling must take place during the instructional day with the teacher's permission.

Tippit Middle School counselors abide by ethical standards of the American Counselors Association. Tippit Middle School Counselors will:

- Keep information confidential unless disclosure is required to prevent clear and imminent danger to the counselee or others or when legal requirements demand that confidential information be revealed. Counselors will consult with other professionals when in doubt as to the validity of an exception.
- Maintain and secure records necessary for rendering professional services to the counselee as required by laws, regulations, institutional procedures, and confidentiality guidelines.
- Provide parents with accurate, comprehensive and relevant information in an objective and caring manner, as appropriate and consistent with ethical responsibilities to the counselee.
- Make reasonable efforts to honor the wishes of parents and guardians concerning information that he/she may share regarding the counselee.
- Report any form of child abuse or endangerment to self or others.

Parents are encouraged to call or visit the counselor's office with their concerns. The counselor will be happy to explain student test scores, special programs, school policy and educational opportunities. The primary goal of the counselor is to provide these services so that each student may realize his/her potential at Georgetown Middle Schools. **Students needing to see the counselor may sign a request slip in the counselor's office for an appointment. Parents may schedule an appointment by calling the counselors' office at 943-5042.**

CURRICULUM

GISD's curriculum standards meet or exceed the Texas Essential Knowledge and Skills (TEKS) standards established by the Texas Education Agency (TEA). The TEKS specify what skills and concepts students should know and be able to do at each grade level. Teachers use the TEKS Scope and Sequence to plan and deliver a TEKS-based curriculum that is 100% aligned to the state assessment system. The Texas Assessment of Knowledge and Skills (TAKS) are administered to students in grades 3 through 11. The new state assessments are based on the more rigorous state-mandated curriculum (TEKS) and they are linked in difficulty to an exit-level testing requirement for high school graduation. All 8th graders in the state of Texas are required to pass both Math and Language Arts TAKS tests before being promoted to high school.

DANCES

Various clubs may sponsor dances as fund raisers for their activities. The following guidelines have been established for the benefit of all concerned and are strictly followed:

Attendance: Only current Tippit Middle School students may attend. Students attending dances will not be allowed to leave before 10:00 p.m. unless picked up at the door by a parent.

Time: All dances will begin at 6:00 p.m. and end promptly at 9:00 p.m. Students will not be allowed to attend after 6:30 unless they are accompanied by a parent and left with one of the chaperones. Please arrange transportation accordingly. School supervision will end at 9:15 p.m.

Dress: At no time will any organization at the Tippit Middle School sponsor a dance which requires students to dress formally. Parents are requested to cooperate by keeping in mind that the purpose of school dances is to encourage supervised socializing of all students. Special formal dress requirements should never interfere with dance attendance. The dress code outlined for the school will be followed. Coats and jackets will be checked in at the door and retrieved after the dance.

Cost: Tickets are \$5.00 at the door. Proceeds from the dances pay the cost of the music/disc jockey, with the remaining profits going to the sponsoring organization.

Sixth, seventh and eighth grades may have no more than 2 dances during the school year. Dances may be cancelled due to a lack of interest. Inappropriate behavior of any kind will result in the suspension of this privilege and may result in further disciplinary actions as outlined in the Student Code of Conduct.

DEFINITIONS

Alternative Education Placement (AEP): Students who accumulate four (4) demerits through the course of the school year are referred to AEP. The name of our AEP is the Georgetown Alternative Placement or GAP. Extended placement at the GAP could possibly affect a student's high school four-year plan. In the AEP school districts do not have to provide the exact courses students received at the regular campus. AEP shall enable students to perform at grade level and focus on English, math, science, history and self-discipline.

Behavior Improvement Center (BIC): Students assigned to BIC remain in school, are counted as present, and must complete assignments. Students are responsible for BIC assignments as well as class assignments. They are detained in the BIC room and must abide by the strict rules governing behavior of students assigned. Students will not be allowed to participate in extra-curricular activities while assigned to BIC until the student completes his/her term of assignment. The term ends at midnight of the last day of assignment to BIC. However, if a student is involved in an extra-curricular activities at the time of his/her assignment, he/she is required to attend practice before or after school, but not during his/her athletic period. Failure to attend practice will result in additional penalty from the coach/sponsor. When a student is assigned to BIC he/she will eat lunch in that setting.

Demerits: GISD utilizes a demerit system as a part of our discipline management program. Students that are issued four or more demerits are referred for placement at the Georgetown Alternative Program (GAP), or alternative campus, for a specified time period.

Detention:

1. Teacher, team, or administrative detention may be held before or after school and/or at lunch. Parents need to be given at least one day notice prior to after-

school detention. Faculty or staff will be responsible for supervision of those students, accurate record keeping and communication with the parents. Failure to show for assigned detentions could ultimately result in more severe consequences. Teachers or administrators may assign D-halls. Detentions will not last more than one hour, normally 30 - 45 minutes, and must be properly monitored. D-hall may be assigned for missing work, late work, zeroes, as well as for other infractions.

2. Failure to follow rules or non-attendance will result in more severe consequences. Students are responsible for their own transportation. Detention assigned by the administration may be before school or during recess for twenty minutes.

Students will receive a D-hall notice, and will have at least one school day to make the necessary arrangements to be picked up after the D-hall, if assigned for after school. Failure to attend D-hall may eventually result in a referral to the office and the student will be subject to the regular code of conduct. If a student cannot make the assigned D-hall, he/she should make the necessary arrangements with a teacher on that team. Students are requested to return signed D-hall notices. Parents may sign a written note in lieu of the notice or may call the school to acknowledge the D-hall. Also see section on Passing Period and Tardies.

District Jurisdiction: The District has authority and control over its students during the regular school day (while students are on campus waiting for the bus, waiting for their parents, serving a disciplinary consequence, visiting with students or teachers, etc.) and while transporting students to and from school. This jurisdiction over students includes any activity during the school day on school grounds and attendance or any school-related activity, regardless of time or location. The District rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action.

Prevention/Intervention (PIT): This program is a prevention measure for students who need redirection. The program involves specific skills that teach self-discipline. The PIT is set up to teach the student that physical fitness and self-discipline are important to the overall development of the individual. The student will not only work toward overall fitness, but will also learn self-esteem and integrity. The student will participate in role playing for social skills training. Any parent or guardian may request Prevention and Intervention Training (PIT) for their child through the campus administrator. Students who complete a full week of PIT will have one (1) demerit removed from their discipline record. Students may attend twice during the school year.

Suspension: Students that are suspended are required to complete work missed while suspended. Students will have the same make-up work privileges just as if they were absent. Students suspended may not participate in extra-curricular activity while suspended. The term of suspension ends the last day suspended at midnight. Students are not allowed on any school property while suspended.

DISCIPLINE

All GISD middle schools believe that maintaining good discipline is a necessary precondition to establishing a school or classroom climate conducive to learning. We must help students become decision-makers and critical thinking problem solvers. We must help them feel that they can contribute to society by making appropriate choices in their behavior. Our discipline plan will be firm, fair, and consistent when all the consequences are clearly understood. We also believe that a good discipline program involves open communication between the parent and the school in order to help teach students to accept responsibility for their actions as well as consequences for them.

All GISD middle schools believe that parent involvement in behavior and discipline issues is important to all parties. Parents will be notified of actions taken by the school for anything other than minor offenses and will be involved in developing plans to correct significant or chronic problems.

Good discipline in school is of primary importance to the educators and parents/guardians of the district. Students must maintain orderly conduct in every school situation so that maximum learning may occur. Effective discipline is a necessity for quality education.

The philosophical basis of good discipline is:

- Students in the school are expected to show respect and consideration for the rights of others, including but not limited to the right to take advantage of available educational opportunities without interference from others. This expectation is the basis upon which behavior expectations are formulated.
- The improvement of individual and group behavior shall be an instructional goal, with major emphasis placed upon the teaching of individual responsibility and mutual respect.
- The improvement of the individual's self-concept shall be through successful and authentic student achievement and learning.
- Discipline is thought of as developmental rather than punitive. Its function is to create and maintain an atmosphere conducive to academic and behavior learning, order and safety.

The principles of good discipline are predicated on the more basic principles governing interpersonal communication, courtesy, and democratic procedures.

Student Expectations:

Each student is responsible for helping to create and maintain a school environment which is safe and conducive to learning. He/ she shall:

- Model acceptable behavior at school.
- Be responsible for his/her own actions and the consequences of those actions.
- Show consideration and respect for fellow students, for the school staff members, and for school property.
- Display physical and verbal self-control and seek other methods of dealing with problems.

- Confer with his/her parents, teachers, and the principal in solving reoccurring discipline problems.
- Participate in the development of the school's student behavior expectations.
- Work toward understanding and displaying self-discipline.
- Recognize that students are in school to learn, and that order and structure help to create an environment where safe, productive and uninterrupted learning can occur.

Roles and Responsibilities:

The responsibility of maintaining positive, constructive behavior within the school is a cooperative effort shared by students, parents/guardians, teachers, administrators, and support staff. The active involvement of and support by teachers, parents/guardians, administrators and other school staff is critical in helping students to understand the value of good conduct and its relationship to individual learning and success. Teaching and assisting students to develop positive productive attitudes and behavior will enable them to be active learners and valuable contributors to the school community.

For the sake of brevity, only minor offenses/consequences are published in the Student/Parent Handbook. Consequences for most bus infractions are listed on page 15. Every child receives a GISD Student Code of Conduct published in a separate publication. Please refer to it for additional discipline information. **Students and parents/guardians must sign and return the acknowledgement form to their second period teacher.**

NOTE: Remember that persistent misbehavior means more occurrences have taken place and may cause the infraction to move from Level I to Level II.

Examples of Offenses:

GISD students at school, on buses, or at school-related events are prohibited from:

1. Cheating and/or copying work of others.
2. **Computer use without consent of owner or permission of teacher; gaining access to data, breaching a security system, causing a malfunction (by intent or accident); damaging, altering, or destroying data, software, or hardware.**
3. Classroom activities – failing to participate or follow instructions or cooperate with teacher or students.
4. Classroom procedures – failing to follow regular, normal or special procedures for classroom and school operation.
5. Disorderly conduct as defined by law.
6. Disrupting the school program or education 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.
7. Dress code violations (see section on dress code).
8. Eating or drinking in unauthorized area(s) or classroom(s).
9. Gambling or playing poker games.
10. Chewing gum on campus.
11. Horseplay/scuffling in halls or classroom.

12. Leaving classroom, campus, or school-sponsored event without permission.
13. Littering or causing a mess.
14. **Possessing or using matches, lighters, firecrackers, stink bombs, poppers, etc. Remember, anything that explodes could be considered a bomb and could therefore be very serious.**
15. Materials – failing to come to class or activities without required items (books, supplies, uniform, etc.)
16. Possessing or using paging devices, cell phones, telephones, electronic games, radio/CD players, tape recorders, TV or any other electronic, media listening or watching device and any other electronic devices.
17. Plagiarism.
18. **Public display of affection – inappropriate physical or sexual contact. Sexual harassment is very serious and will not be tolerated.**
19. Safety violations – creating conditions or engaging in activity that may cause harm or cause action or response by school officials to protect students, etc.
20. Failure to sign out at front desk or failure to secure admit-to-class slip.
21. Tardy to class, unexcused absence, or failure to attend practice, rehearsals or any other required activity.
22. Throwing objects that could or do cause damage or harm.
23. Unauthorized materials – producing, disseminating, selling, etc.
24. Possessing or using laser pointer/pens, chains, pocket knives, water guns, balloons, yo-yo's, die, dice games, trading cards, hair coloring products, rubber bands, "satellites" or "projectiles", and toys. The basic rule is to leave all personal belongings at home unless approved by principal or school official.
25. No riding or possessing skates, skateboards, or scooters on our campus.
26. Any action by a student that interferes with the instruction/learning or is a safety/health concern in the classroom or at school.
27. Selling or distributing items on campus. Students shall not sell, trade or barter items at school or conduct fund raising activities that are non-school related.
28. Body piercing of any kind. Students will not be allowed to have belly rings, nose rings, eyebrow rings, tongue rings, or any other piercing with the exception of earrings. For safety reasons, students may not have self-piercings of any kind, or piercings done by other students.
29. For privacy purposes, students may not take unauthorized photographs of other students.

Please see the GISD Secondary Code of Conduct for additional information on offenses.

Consequences for violations of the Code of Conduct may include but are not limited to:

1. Infraction documented.
2. Parent notification (to include possible parent conference).
3. Team or teacher detention (before school, lunch, after school).
4. Morning, lunch, after school detention in the cafeteria, office or B.I.C.

5. Loss of privileges (classroom or school) i.e., not allowed to attend dances, not allowed to be on campus after school day, banned from games or other events, banned from computers or computer labs, etc.
6. Community service (before/after school).
7. Referral to office for possible major offense.
8. Persistent misbehavior on a minor level can be referred to as a major offense.
9. B.I.C., Behavior Improvement Class (see next section).
10. Saturday school.
11. P.I.T. (Prevention and Intervention Training) and GAP Orientation.
12. Out-of-school suspension.
13. Other consequences as determined by team, teacher, principal and/or parents. Consequences at home strongly reinforce good behavior at school.

Please read the GISD Secondary Student Code of Conduct in its entirety in addition to the campus handbook with your child so there are no surprises.

DRESS CODE

The purpose of the student dress code for GISD middle schools is to assist, provide, and maintain a safe and disciplined environment as required by law as well as facilitate the best learning environment that is free of distractions for all of our students. The scope of this policy applies to GISD secondary schools. Campus principals may supplement this policy to meet the needs of their campus, but they may not reduce or eliminate any provisions. The parents of our community have consistently supported and requested a dress code for our students. There is a direct relationship in the way a student dresses and the way a student acts and performs. Yet, it is the responsibility of the school to develop and maintain the atmosphere, which encourages students to take pride in their school and themselves.

General Policy

1. The district prohibits clothing or appearance that in the principal's judgment may reasonably be expected to significantly interfere with student learning.
2. Students shall be dressed in a manner which is clean and neat that will not be a health or safety hazard to themselves or others.
3. The word "student" refers to both male and female students.

Enforcement

1. The principal has the right to require students to change their clothing or appearance if it is of such a nature that it significantly interferes with the learning process.
2. A violation of the dress code is a violation of the Code of Conduct (see Conduct section of handbook and Student Code of Conduct).

Campus Administrators shall have the final authority to decide on questionable modes of dress and appearance. Any mode of dress or physical appearance that would hinder or distract from the classroom learning situation or that would cause discipline problems will not be permitted. At GISD middle schools, clothes should be of an appropriate size, length, fit and worn properly. Students and parents may determine a student's personal dress and grooming standards provided that they comply with the following guidelines.

The following restrictions for **all students** will be enforced:

1. Clothes should be clean, of appropriate size and length, and worn properly. Clothes that are too large, too long, or so loose that they drop off the hips or drag the floor are a safety factor. Baggy and saggy clothes are not allowed at our campus.
2. No torn or ragged clothes with holes above the knee.
3. Outerwear that is unseasonable is not allowed.
4. **Shorts must have an inseam of at least 4 inches. Skirts must be fingertip length.**
5. Pants/jeans must be worn high enough (waistline) to cover the buttocks and not reveal undergarments.
6. No clothing that advertises the use of alcohol, drugs, tobacco products, violence, profanities or obscenities will be allowed.
7. No clothing specifically designed to be worn in private, such as boxer shorts, camisoles, and pajamas.
8. No exposed undergarments
9. Footwear is required. Students are not allowed to wear backless shoes due to safety concerns. No "heelies" (shoes that transition to rollers) are allowed on campus. Also, shoes will be tied properly.
10. Earrings are to be worn only in the ears. Nose rings, tongue, eyebrow rings, and belly rings are not allowed. Self-piercings are not allowed, nor are students allowed to pierce each other.
11. No chains will be worn except necklaces – **no spikes/collars.**
12. No outlandish or distracting hair color or hairstyle, including "Mohawk", "carvings", or "spiked" styles, deemed distracting by the school administrator.
13. Caps, hats, bandanas and any other form of head covering or adornment of any kind are not allowed on campus. They will be confiscated and returned only to parents.
14. No gang paraphernalia will be tolerated.
15. Tattoos will be covered.
16. No tear away pants.
17. No clothing with graffiti or signatures.
18. No halter-tops, midriffs or crop tops, strapless tops or spaghetti strap shirts unless a non-see-through shirt is worn on the outside, no muscle-style athletic shirts, and no backless outfits. Sleeveless shirts must cover at least 3 inches of the shoulder.
19. No excessively tight or body-hugging clothing, such as spandex or lycra as outerwear (must be covered).
20. No low-cut or plunging necklines.
21. Pants, shorts and shirts must cover stomach at all times. Short tops and low rise pants DO NOT mix well and should be avoided.
22. No tank tops or muscle shirts will be worn. **Shirts that extend longer than student's fingertips must be tucked in.**
23. Beards, mustaches, or excessive sideburns are not permitted. Students in violation, after a warning, will be given the option of going to BIC or shaving. They will be expected to shave before returning to class or face additional consequences.

The administration has the final authority in determining whether student appearance is distractible to the learning environment.

Further, prohibitions against certain type(s) of gang-related or disruptive dress may be placed on students if such restrictions are necessary for peaceful operation of the school. These restrictions may apply to the wearing of clothing or other items if school administrators reasonably forecast that these items will incite students in such a way as to violate school regulations or to substantially disrupt school operations or to create a clear and present danger of the commission of unlawful acts on school premises.

Parents are asked to check their student's clothing and appearance. Please ensure that your student is not in violation of the student dress policy for our school. Students or parents who are in need of assistance for special items such as a winter coat are encouraged to contact the counselors or principals. The school, in some cases, can be of assistance to any student who is in need. The Georgetown community and GISD share several relationships that can provide for needs of children. Students are to be sent to the nurse's or principals' office for dress code checks. Normal consequences for a student's first dress code violation consist of the student changing their clothing. Persistent abuse of the dress code will result in a possible discipline referral for insubordination and the student receiving disciplinary consequences. We expect students to comply with the dress code and to understand that it is important to create a learning climate without dress code distractions.

ELECTRONIC DEVICES

IPods, MP3 players, sound or media recording devices of any kind including CD players are not allowed on campus. **Although we prefer that a student to not have a cell phone at school, it is mandatory that once the student arrives on campus, his/her cell phone must be turned off and put away until the end of the school day. The sending or acknowledging of a text message by students during school hours is also not permitted. Students who are not in compliance will have their cell phone and/or other electronic devices confiscated and turned in to the discipline office.** The return of the device **(to the parent only)** will be at the principal's discretion. GISD is not responsible for lost or stolen items and will not use administrative time to conduct investigations. Repeated violations of the cell phone policy could be subject to disciplinary actions.

EMERGENCY DRILLS/CRISIS PLAN(S) **Fire Drill, Tornado Drill and Other Emergency Drills**

Each campus has a Crisis Management Plan which explains all emergency procedures. GISD middle schools practice three basic types of emergency (crisis) plans that are flexible and adaptable to most scenarios. We have a "secure in place" or lock-down mode, a "building evacuation" or fire-drill mode, and finally a "site evacuation" or leave-the-property mode.

Emergency and fire drills are held periodically. Even though these are almost always for practice, it is very important to treat them seriously. Each teacher will explain the proper drill procedures in his/her class. Evacuation maps are posted throughout the building. Students should follow the directions of school personnel and cooperate in an orderly fashion. Each teacher has been provided an emergency procedures manual and he/she has been reviewed about our campus procedures for emergency, evacuations, calamity or other serious event(s).

Emergency Bells:

Disaster: PA announcement – “Secure in Place”, “Site Evacuation” Or “Building Evacuation”

Fire: Three short bells

Tornado: One long continuous ringing

All Clear: Two bells or PA announcement

EMERGENCY SCHOOL CLOSING

The Superintendent of Schools will notify local radio and television stations in the event the schools are closed due to bad weather or other emergencies.

EXTRACURRICULAR ACTIVITIES

A variety of extracurricular activities (both athletic and academic) are available. To participate, a student must have and maintain a passing grade (70 minimum) in **all** courses. Serious misconduct may result in restriction from extracurricular activities.

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. Promotion - Students must have been promoted into the next grade level in order to be eligible to participate in UIL activities, contests or games, the first six weeks of school. If they are passing all classes at that time, they become eligible on a specified date; however, they are eligible to practice.

2. Grades - At the end of each grading period, students who receive a grade below 70 may not participate in extracurricular activities for a three-week period. The suspension from extracurricular activities goes into effect seven days after the last day of the nine week grading period during which the grade below 70 was earned. Students shall be allowed to participate at the end of any suspension period in which the student earns course averages of 70 or above. Should a student have an incomplete grade in any class at the end of a grading period that student is ineligible until the grade is recorded. This grade must be above 70.

3. Attendance - Students will need to attend half day in the morning or afternoon to practice for events or games. Students arriving at school after having missed morning classes must have an excused absence permit before being permitted to practice. Students leaving school because of illness/injury will not be permitted to return to school on that day for practice. Participation in UIL or other events or games will not be

permitted unless students have been in attendance in classes a minimum of half a day (morning or afternoon) of school on the day of the event. Any absence during the day must be for excused reasons. Students with unexcused absences will not be permitted to participate on the day of the unexcused absences. Regular classroom/course activities (such as required field trips and assemblies) will take precedence over athletic practices. If at all possible, teachers, coaches, and sponsors shall avoid scheduling conflicts with games, performances, or practices/rehearsals (refer to school activities calendar in front office).

Students may not be absent from any class more than ten times during the school year due to any school-related activity on or off campus. All rules and regulations for extracurricular activities apply to members of 4-H clubs or any other non-school organization(s). Any absence resulting from a student's participation in an organization not on the following approved list shall be considered unexcused unless previously approved by the principal or superintendent of schools.

Band – 6th, 7th, 8th
Choir – 7th, 8th
Orchestra – 6th, 7th, 8th
Cheerleading – 7th, 8th
Boys' Football – 7th, 8th
Girls' Volleyball – 7th, 8th

Boys' & Girls' Basketball – 7th, 8th
Boys' & Girls' Tennis – 7th, 8th
Boys' & Girls' Track & Cross Country – 7th, 8th
Math Counts Competition – 6th, 7th, 8th
Student Council – 6th, 7th, 8th
National Junior Honor Society – 8th

Restrictions on behavior are included in the appendix of the Student Code of Conduct for all students involved in extracurricular activities. The regular Student Code of Conduct is in effect for all students while attending school or involved in a school-sponsored event on or off campus. Please examine the Code of Conduct and the appendices very carefully as the possible consequences for certain misbehaviors can be quite severe. Extra copies of the Code of Conduct are available in the front office.

NOTE – All students involved in other extracurricular events may be held to higher standards. **Student' signature on the Registration Form acknowledges students agreement of said higher standards.**

After-school extracurricular events are usually over by 7:30 or 8:00 p.m. Parents are urged to pick up students immediately after events are over. By school policy, no school activity or rehearsal will occur on Wednesday after 6:00 p.m. except with permission of the Superintendent, or on Sunday.

EXTRACURRICULAR/ACTIVITY TRIPS

School trips will be arranged through the office. A sponsor/chaperone will be on each bus. Students may not be released to friends or any person except the sponsor or the student's parent unless prior arrangements have been made in writing with the campus principal/personnel prior to the trip. While the driver is responsible for the overall safety

of each student, the sponsor/chaperone is responsible for the management of the students while at the event or in route to/from the event.

Classes, groups or grades of students may periodically participate in school-sponsored trips. Field trips are usually instructional but may also be recreational. Field trips may include an excursion to points of interest near our campus or may require bus transportation. Such trips are planned and have the permission of the principal. Parents will be made aware of any trips requiring use of transportation. All school rules and regulations apply to any student who participates in a field trip. Sponsors will secure written permission and emergency authorization from parents before students will be allowed to attend the field trip.

FEES

Materials that are part of the basic educational program are provided without charge to students at GISD middle schools. Students are expected to provide their own supplies of pencils, papers, pens, and notebooks, etc. Students may be required to pay certain other fees or deposits including:

1. Club dues
2. Library fine(s)
3. Security deposits
4. Materials for classroom projects
5. Personal physical education and/or athletic apparel/uniform
6. Student accident insurance or insurance on school-owned instruments
7. Instrument rental and uniform maintenance
8. Fees for lost or damaged library books, textbooks, and/or school- owned equipment (to include repair on such equipment)
9. Assignment notebooks (replacements)

FOOD AND DRINK IN THE CLASSROOM

Because of the necessity of creating the proper environment for students, drinks, food, candy, and gum will not be allowed in the classroom. Food should only be eaten in the cafeteria. Drinks, other than water, must stay inside the cafeteria. **Gum is not allowed on campus.**

Any food brought in for a class must have prior approval of the classroom teacher and the principal. Please allow enough lead time for the GISD Nutrition Service to review and approve this request. **No food of Minimal Nutritional Value is allowed during school hours and during the ASAP snack time.**

FORFEITURE OF HONORS

All school activities are based on their contribution to educational objectives. The privilege of participation or of holding offices or positions of honor shall require that the student maintain high standards of conduct and strictly observe rules, regulations, and policies. Students may be removed from office organizations/positions of honor for various infractions.

FUND RAISING / BUDGET

Tippit Middle School will have one major fund raising events. This is the annual QSP Magazine renewal, which takes place in September. If you subscribe to magazines and wish to renew your current subscription, please consider QSP. You will be offered great savings. Fund raisers are designed to generate funds earmarked by the Site Based Committee to supplement the school budget. The funds help to buy those “nice to have” items. Fund raising activities are limited to middle school projects. No other fund raising activities are permitted on campus without prior approval of the campus principal. No outside, non-school related person or company shall be allowed to advertise or sell goods or services at school. The principal shall have the final decision-making authority over any and all budget considerations or expenditures for the campus. This may include PTA or Booster Club purchases as well as employees, etc. Any and all fund raising projects must have the prior approval of the principal.

GANG AFFILIATION

Gang related dress, grooming, language, and/or behavior on district property and at district events is contrary to the educational mission and purpose of the GISD, and therefore such dress, grooming, language, and/or behavior are prohibited where they:

- Threaten the health/safety of persons or the security of property.
- Create an atmosphere of threat, intimidation or undue influence.
- Disrupt or may disrupt the educational environment or interfere with curriculum goals or educational objectives.

Evidence of such gang related dress, grooming, language and/or behavior may include but is not limited to:

- Clothing, hats, bandanas, hairnets, or other paraphernalia that is associated with a gang or gangs.
- Gestures, drawing, tattoos, symbols, emblems, or graffiti.
- Gang-related language: including any claim of gang membership and any threatening words or intimidation.

The responsibility for determining codes and rules concerning dress and grooming rest with the school principal or designee.

Students who violate this policy are subject to disciplinary action which may include but is not limited to expulsion, suspension, or BIC. Gang activity of any kind could be reported to the Georgetown Police Department.

GIFTED AND TALENTED

The Georgetown Independent School District provides services for Gifted and Talented students in grades K-12. The district believes that highly able students exist at all age levels and in all ethnic and socioeconomic groups. The purpose of the GISD Services for the Gifted and Talented is to provide learning experiences that meet the educational needs of students whose academic and/or intellectual abilities and thinking processes are **significantly advanced for their ages**. Students requiring these services will have

teachers who are trained in methods of differentiating for gifted students and will give opportunities for identified gifted students to demonstrate their abilities. For more information about these services and how to refer a child for evaluation or about the screening process, please contact one of the school counselors or the GISD Administration Office. All policies and guidelines for Gifted and Talented can be found on-line at the district website as well.

Numerical grades will be given in all high school credit courses and their final averages used in determining a student's high school grade point average.

GRADING PROCEDURES (See Appendix A)

HALL PASSES

A student must use his/her assignment book as a hall pass or a written hall pass to leave any classroom or instructional area. Students are to be in classes during class time. Students, who need to see an administrator, nurse, counselor, etc., need to have permission and a pass from their teacher first. As a rule, students can use the restroom before school, at passing periods (by permission), at lunch, during P.E., etc. It shall be an exception for students to be found in hallways during instructional times. Students shall move through hallways in an orderly fashion. Running is not allowed in the hallways for safety reasons. PARENTS MAY WANT TO VIEW THEIR CHILD'S ASSIGNMENT BOOK PERIODICALLY TO OBSERVE THE NUMBER OF TIMES THEIR CHILD IS OUT OF CLASS.

HIGH SCHOOL CREDIT

Middle school students may receive up to one and one-half high school credits prior to ninth grade. One of the courses is an advanced honors course, Algebra, and one is a regular course, Career Connections, a one-semester, one-half high school credit course available only to eighth graders. All students are eligible to enroll in Career Connections in eighth grade.

IDENTIFYING STAFF

Teachers and staff at all middle school campuses will wear name/picture badges to identify themselves. If students identify a strange person on campus who is not wearing either a GISD personnel badge, name tag, or a visitor's badge, they should notify a teacher immediately.

INCLEMENT WEATHER

Two days have been scheduled as Inclement Weather Days. If school is cancelled because of weather, the students will make them up on February 16 and/or May 25. Tune to Austin television or radio stations for school closings/delays.

LEAVING CAMPUS

If a student needs to leave for any reason, he/she must be picked up by a parent/guardian or designee or have the permission of an administrator. A parent **MUST SIGN OUT THE STUDENT IN THE FRONT OFFICE**. The receptionist will then call the student from class. After a student has been signed out, they will be called from class. **DO NOT ASK** to leave the campus or to call home during the school day for materials that have been left at home. Parents who ask someone else to pick up your child must contact the school by phone (943-5040, ext. 6428) and send a signed note, with your home and work phone numbers and name of person picking up your child, prior to the time that the student needs to leave.

LIBRARY USE

GISD middle schools provide a complete library for students' use. Books, periodicals, technology applications, as well as other media are provided to enhance and supplement the educational experience. The Tippit library is a pleasant place in which to read, study, and research. In order to maintain such an environment, respectful behavior is expected at all times.

Library books may be checked out for a period of two weeks, and may be renewed for an additional two-week period. A limit of two books may be checked out at a time. This limit may be increased to four books if needed for a class assignment. Reference books and periodicals are to be used in the library only. However, in special instances, certain reference materials may be made available for overnight check out, one volume at a time, and are due back by 8:30 a.m. the following school day.

Students are expected to be responsible library patrons. **All students must pay for lost or damaged books, as well as any late fines.** Late fines may be assessed at 10¢ per day, with a ten-day grace period (not including weekends or school holidays). Overdue books not returned within the grace period may be assessed fines starting with the first date overdue. Library privileges may be suspended if books have not been returned or paid for.

Library computers are reserved for educational use only. This includes access to A.R. tests, the library catalog, subscription database services, and the Internet for class assignments. Computer games are not permitted in the Tippit library unless assigned by a classroom teacher to supplement current class work.

Students, who come to the library during the class day, either individually or in small groups, must have a pass from their classroom teacher. The library is also open during recess for check out, reading, and to complete class assignments. A pass is needed during recess as well.

Subscription databases and district-wide interlibrary loan (ILL) are available to students. See the librarian for additional information about these and other library services.

LOCKERS AND LOCKS

All lockers are the property of the GISD and are loaned to students for student use. Each student will be assigned a hall locker to store books and other belongings (see section on Book Bags and Backpacks). Lockers are the property of GISD and are subject to inspection without the student's permission. Authorized school personnel have access to lockers at any time. **USE ONLY THE LOCKER ASSIGNED TO YOU.** Do not share lockers or give other students the combination or key. Lockers are to be kept clean and orderly. School personnel will conduct periodic inspections of all lockers. Each student should have some form of combination lock or key lock for his/her locker. **It is a good idea to write your name on the back of your lock and write down the combination and/or give an extra key to the office.** There shall be no contraband of any form or fashion within the locker, at school, on the bus, or on your person. **Do not tape, glue or mark on any locker unless by special permission for certain events.** If any illegal material is found, it will be seized and proper authorities notified. Lockers (hall and P.E.) should be secured by a lock to prevent theft. A padlock placed on the wrong locker will be cut off. Do not place locks on any other lockers that do not belong to you.

LOST AND FOUND

Items found in a classroom should be given to the teacher in that room. Items found elsewhere should be given to the receptionist in the front office. Also, check the Lost and Found Bin located by the library for lost items. Valuable items such as eyeglasses and watches should be turned into the office when found. All unclaimed items will be donated to a charity periodically throughout the year. **ITEMS FOUND BUT NOT TURNED IN PROPERLY MAY BE CONSIDERED STOLEN. A GOOD RULE OF THUMB IS "IF YOU FIND IT AND YOU COULD USE IT OR SELL IT, YOU'D BETTER TURN IT IN".**

MAKE-UP WORK POLICY

See section on Grading Regulations, Appendix A, page 58 and Attendance, page 4.

MESSAGES

As a rule, and in order to maximize instructional time, messages are not delivered to students unless an emergency situation exists. If it is necessary for a student to receive an important message during school hours, the student's parent may call the office and explain the situation (no later than 2:45 p.m.). Students will be called to the office to receive messages during morning and afternoon announcements, not during instructional time unless, of course, an extreme emergency does indeed exist.

Messages cannot normally be delivered after the last period class begins at about 3:00 p.m. It is difficult to contact and/or deliver messages to students late in the school day. **Please do not call to speak to students during the school day.** Students will not normally be called from class for phone calls or for any visitors without approval by one of the principals. Do not encourage your student to page or make phone calls to home/work from school for routine or normal purposes.

Although we prefer that a student to not have a cell phone at school, it is mandatory that once the student arrives on campus, his/her cell phone must be turned off and put away until the end of the school day. They will be confiscated and turned in to the discipline office if exposed, heard, or displayed. The return of the device **(to the parent only)** will be at the principal's discretion. GISD is not responsible for lost or stolen items and will not use administrative time to conduct investigations.

NON-DISCRIMINATION

GISD does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in providing education, access to services, activities and programs and equal employment opportunities in accordance with *Title VI and VIII of the Civil Rights Act of 1964*, as amended; *Title IX of the Education Amendments of 1972*; *Age Discrimination Act of 1975*; *Section 504 of the Rehabilitation Act of 1973*, as amended; *Individuals with Disabilities Education Act of 1997*; and local Board policies ED (LEGAL) and EB (LOCAL). GISD uses board-adopted procedures set out in FNG (LOCAL) for prompt and equitable resolution of complaints alleging discrimination, Title IX violations or sexual harassment. Copies of procedures can be obtained upon request or at the GISD website, www.georgetownisd.org. For more information contact Dr. Abbe Boring, Superintendent, at 603 Lakeway Drive, (512) 943-5000.

OBLIGATION LISTS

Obligation lists are compiled each nine weeks. Students are placed on these lists for failing to assume school related responsibilities, such as missing or damaged textbooks, library books or unpaid lunch charges. **Failure to pay obligations will result in loss of privileges.** Students with obligations at the end of the year will not receive a take-home set of books at the year's beginning of the next school year until the obligation has been settled.

PARENT TEACHER ASSOCIATIONS (PTA)

GISD middle schools have very active Parent Teacher Associations. PTA is a group of parents working with school staff who are primarily concerned with maintaining a great environment for our students. They meet together, assess needs, support teachers and volunteer in the school. They sponsor school dances, host special event receptions, organize end of the year functions, facilitate the school store, and assist with numerous activities through the school. Family Fun Night, which has become a great event involving parents and students, is their big fund raiser which takes place in late winter or early spring.

To accomplish all of this, the PTA relies on each of our school's families to join PTA by returning the membership envelope along with the \$4 membership fee to your child's 2nd period teacher. But more importantly, it is the volunteers' working with the PTA that has made our school a great place for learning. **Please contact the school office or indicate your desire to volunteer on the membership dues envelope.**

President – Cindy Behling
Vice President – Michele Tate

Treasurer – Radona Wagner
Secretary – Kristee Watts
Parliamentarian – Karen Smith

PASSING PERIODS

Passing periods are 4 minutes long, and in the majority of cases, that is sufficient time to allow students to get to their next class (with the necessary materials) on time. Students who are tardy (after the tardy bell rings) will receive a tally mark. Three tardies from any teacher on the Team will result in 1 Team detention (4:00 – 4:30 p.m.) A Team teacher will conduct detention on Wednesdays.

Students will receive a D-hall notice and will have at least 1 school day to make the necessary arrangements to be picked up after the D-hall. Failure to attend D-hall will result in a referral to the office, and the student will be subject to the regular code of conduct. If a student cannot make the assigned D-hall, he/she should make the necessary arrangements with a teacher on that Team. No student will attend D-hall without parent permission on the D-hall notice that will be turned in at the beginning of the D-hall. A signed note by the parent giving permission to attend will suffice if the student loses the D-hall notice.

Also see the section on Detention and Tardies.

PEST CONTROL PROGRAM see Appendix B

PRE ADVANCED PLACEMENT CLASSES

Pre Advanced Placement courses in grades 6-8 are available for students who desire a rigorous curriculum designed to prepare them to take college level Advanced Placement courses at the high school level. Pre AP courses are not restricted to identified Gifted and Talented students but are open to all students who are capable of handling the challenge. Students who enroll in these courses may expect in-depth critical thinking and problem solving, deeper discussion, more writing and reading, and more challenging assignments.

Although Pre-AP courses are **open to any student who desires the increased academic challenge, the following should be considered** for a student who is contemplating enrollment in Middle School Pre-AP courses.

- Earning an average of a 70 or better in the previous Pre-AP course in the same subject area or an 80 or better in the previous regular level course.
- Teacher recommendation
- Mastery of the TAKS related objectives in the related content area course(s)
- Commended TAKS performance in the related content area
- Careful consideration of demands of extracurricular activities, employment, community service, religious activities, and homework.
- Successful completion of an Honors or GT course in related content area

Pre-AP Courses are open to all students.

Pre-AP/GT Courses are open to identified Gifted and Talented students.

Exit Information Regarding Pre-AP Courses

Students and parents should carefully consider the increased academic rigor of Pre AP and GT courses as well as the demands of extracurricular activities, employment, community service, religious activities, and homework.

After enrolling, any requests to exit a GT or Pre AP course will be considered by a committee of a parent, counselor and teacher who will determine whether it is in the best interest of the student to exit the course. Final approval must be given by the principal.

PROGRESS REPORTS

All students will receive a progress report the third (except for the 1st nine weeks) and sixth week of each nine-week grade reporting period. These will come home in the "Parent Information Folder" (PIF). This is done in an effort to better communicate the students' standings in school. It is imperative that parents call teachers if they have questions regarding progress reports. Parents/guardians are required to sign progress reports/reports cards and returned them promptly along with the PIF. Parents should expect a progress report from their student. Ask your student about the reports and discuss your student's grades.

PROMOTION, RETENTION, AND PLACEMENT

Students shall be promoted from one grade to the next on the basis of academic achievement. Middle school students must have an overall average of 70 or above, 70 or above in math and language arts, and pass either history or science. Students in grades 6-7-8 who are not promoted shall be retained in the same grade. Summer school is available for students at parent expense and on a limited basis. Students who fail all four academic courses will not be allowed to attend summer school and will be retained.

A campus placement-retention committee composed of a campus administrator, a counselor, and a teacher(s) shall determine the placement or retention of a candidate for retention. Placement retention decisions shall be based on the students' strengths and weaknesses, and strategies to be used for acceleration at the appropriate grade level the following school year must be indicated. The focus of this committee will be to reduce the number of retentions and at the same time assure that strategies are in place to accelerate student achievement to grade level.

(Also see Retention and Promotion listed in the Grading Policy Section, Appendix A.)

REGISTRATION FORM

A parent is required to complete and/or update a student registration form at the beginning of each school year that has been computer generated by the school.

Attendance without a properly completed registration/emergency care form will not be permitted after **September 8, 2008**. A parent will complete this information only once through our SASI System and the information will be on file for all users. **It is critical that the information be accurate and legible and updated throughout the year as information changes. Please notify the office when there is a change in address or telephone number.** This information will be used for contact(s) by the school to home, but more importantly will serve for emergency purposes. This form is available in English and Spanish on-line or at the campus. We must have a completed form for every student.

REPORT CARDS

Written reports of students' grades, absences, and conduct shall be issued to parents every nine weeks. Progress reports shall be sent home at regular intervals (see section above on Progress Reports). It is requested that if a student receives a grade of below 70 or a "U" in any academic or elective course, a conference should be scheduled with the teacher in that subject or with the team of teachers for that student. Team meetings are more often helpful in determining solutions for the student, especially if a trend of low grades or a behavior problem exists. Tutorials are recommended for a student who receives a grade below 70 in a class or subject.

A copy of the report cards must be signed by the parent and returned to the school the next day. The dates that report cards are issued are found on the school calendar that is included in this handbook. Parents are asked to expect progress reports and report cards based on those dates. It is imperative that parents show care and concern for grades, and that improvement and success be recognized.

End-of-year report cards will be mailed home at end of the school year.

S.A.I.L. (STUDENT ASSISTANCE & INTERVENTION LIAISON)

SAIL is a process that helps students who are experiencing problems at school. This may include academic, attendance, or behavioral problems, or other issues that can interfere with learning, such as peer conflicts, trauma, or family distress. When appropriate, students are connected to existing on-campus services and/or community resources that will help the student overcome their problems. Students can be referred by concerned staff, parents, community members, or self. All referrals are kept strictly confidential. Contact a principal, campus guidance counselor, SAIL team coordinator, classroom teacher, or other member of the SAIL team if you have questions.

SCHOOL PICTURES

Fall school pictures will be taken on September 11th with retakes being taken on November 13th. Students will receive an order packet prior to that date. Order packets and money must be returned on the day of pictures.

Spring pictures will be taken on February 5th. Pictures proofs will be sent home with students approximately 3 weeks later.

SECURITY CAMERAS

An added security measure to Tippit is the use of surveillance cameras. These are located inside the buildings as well as outside. These cameras will be monitored on a daily basis. Please be aware of the district requirement to sign in at the office if you are on campus for any reason. We thank you for your attention to this important safety matter.

SEX EDUCATION

Sex education is a state mandated curriculum and is offered in Georgetown Independent School District at all three grade levels in the middle schools. GISD has adopted the Scott and White Sex Education Program, which offers an abstinence only curriculum called *Worth the Wait*®. The curriculum is a comprehensive two week unit based on the medical and legal facts regarding teen sexual activity. This program does not address contraception, homosexuality or masturbation issues. It also does not imply or try to influence morals, values, ethics, or religion.

Georgetown ISD is currently participating with Scott and White Sex Education Program in a federal grant. The grant provides all training of school personnel and curriculum materials free of charge. A requirement of the grant is that all middle school students take an anonymous pre/post survey. The pre-survey is administered during the fall semester, and students take the post-survey at the end of the course work.

Georgetown ISD will host a parent information night during the fall semester. Parents will have the opportunity to preview the curriculum content and address questions and concerns. Parents will be notified by mail of the date and time for the parent information night. If you would like to preview the curriculum at school, please set-up an appointment with the school nurse.

SPECIAL EDUCATION

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact **Marcia Carter, the Special Education Coordinator, at 943-5040, ext. 6493**, 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 general 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 an 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 that 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*. Additionally, you may obtain contact information for district support services by consulting *Staff and Staff Information Guide to GISD Services and Programs* a www.georgetownisd.org.

SPECIAL OCCASIONS, HOLIDAYS, HOMECOMING, 8th GRADE PROMOTION

No delivery of flowers, balloons, food or gifts may be sent to students from a business, a parent or friend for any occasion. These items will not be accepted as they are considered a possible distraction to instruction. No homecoming events will be allowed at the middle school level as this is reserved for high school students. Homecoming mums are not allowed on campus.

Eighth grade students who meet the requirements for promotion to the 9th grade are allowed to participate in the Promotion Celebration at the end of the school year. This is a special event held in the gym. Student dress should reflect the pride this occasion represents by wearing acceptable attire. Any student dressing to make a fashion statement that is in violation of school dress code will not be allowed to participate. All phases of the dress code apply and will be enforced.

STUDENT COUNCIL

Many student activities are planned, managed, and lead by the Student Council, which is an active and useful organization. The main purpose of the Student Council is to develop leadership abilities in students. The student council members hold elective and appointed offices and meet regularly. Students may be removed for unsatisfactory participation, failing grades and/or persistent misbehavior. For further information about student council elections, policies, or procedures, please contact the student council sponsor.

STUDENT RECORDS

The district operates in full compliance with the student confidentiality requirements of the federal Family Educational Rights and Privacy Act (FERPA). For a full explanation of district practices and procedures regarding student confidentiality, see district policies FL (LEGAL) and FL (LOCAL).

El distrito escolar opera en conformidad completa con los requisitos de confidencialidad de acuerdo con el Acto de Derechos Educativos y Privacidad (FERPA). Para una

explicación completa de las prácticas y los procedimientos tocante a la confidencialidad de los estudiantes, vea las pólizas del distrito de FL (LEGAL) y FL (LOCAL).

Rights: Parent and Student

The Georgetown ISD maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is:

**Georgetown I.S.D.
603 Lakeway Drive
Georgetown, TX 78628**

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's record. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, or cooperatives of which District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering a disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The district forwards a student's record on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Records are also released pursuant to court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the district shall make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

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

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

Copies of student records are available at a cost of 10¢ per page, payable in advance. Parents may be denied copies of student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during the regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

The district's complete policy regarding student records is available from the principal's or superintendent's office.

STUDENT SCHEDULES AND CHANGE REQUESTS

Course selection for each student is made in the spring and every effort is made to honor the student's requests for course selections. In some cases, substitutions must be made by the counselors at the time of scheduling.

Schedules are based on student selections, facility and staff availability, etc. Therefore, it is difficult to change schedules after the schedule is in place. Schedule changes will be made only for instructional purposes and needs. The counselor must receive a

written request from the parent requesting a schedule change that includes reason(s) for the change. All changes must be approved by the principal.

Athletes who do not participate in the seasonal sport will remain in off-season athletics until the end of the semester. Students who make a commitment to the athletic program will be asked to honor the commitment they make.

Exit Information Regarding Pre-AP Courses

Students who desire to exit a Pre-AP course must complete a Pre-AP drop form which they can obtain from the campus counselor. **Before a student can exit a Pre-AP course, a conference must be conducted. All parties (the student, the parent/guardian, the teacher, and the counselor) must sign the exit form and submit it to the principal or assistant principal for final approval.** Please consider carefully your child's prior related course grades, work habits, and time demands in extracurricular activities before deciding to enroll your child in a rigorous Pre-AP course.

STUDENT SUCCESS INITIATIVE

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade, and to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade. Beginning with the 2007–08 school year, Grade 8 students must pass the TAKS reading and mathematics tests to be promoted to ninth grade.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

STUDENT SUPPORT SERVICES

Contact the school counselors' office for more information regarding Student Support Services such as after school programs, support groups for parents and students, behavior specialists, special programs, crisis intervention services, mentoring and mediation. You may reach them at 943-5042. Additionally, you may obtain contact

information for district support services by consulting *Staff and Staff Information Guide to GISD Services and Programs* at www.georgetownisd.org.

SUMMER SCHOOL

The Summer School program for GISD middle school students is designed to assist students in reaching grade level proficiency in language arts and mathematics.

Campuses will identify the students with the greatest academic need. **Because space is limited, students must be recommended in order to attend summer school.**

Students who fail any portion of their TAKS test will be required to attend summer school: there will be no tuition charge for these students. (See "Student success initiative" section.) A registration form will be sent home to students who are recommended. Siblings cannot automatically attend unless there is space available. Tuition is \$50 for students who are not attending because of failing TAKS tests. Bus service will be provided to in-district students. Bus information for summer school will be sent home during the last week in May. Middle school students must remain at summer school the entire time unless they have a means of private transportation. The GISD Summer Breakfast and Lunch program will serve free breakfast and lunch to students attending Summer School. Students are expected to abide by the GISD Student Code of Conduct. A positive attitude, cooperative behavior, and respect for others will insure students with the best possible learning environment. Serious or persistent misbehavior will result in dismissal from summer school.

TAKE HOME INFORMATION/ FOLDERS

In an effort to unify all the various parent/student information that comes through GISD, Tippit's PTA has purchased a Parent Information Folder (PIF) that will be used to send home important information to includes progress reports and report cards. Please check with your child(ren) periodically for papers requiring parent signature or attention and be sure your student returns the required information to the proper faculty member. It is the student's responsibility to return the folder along with the required signature and/or information forms. **Students who do not return information as required may lose privileges.** Replacement folders are available for purchase at the school store.

TELEPHONE USE

The school office phones and classroom phones are business phones and are not for student use except for emergency. Never use a school phone for any purpose without permission. Any student wishing to use any classroom phone may do so only with teacher permission. A teacher can request that students use the phone in the office. Students do not have a right to use classroom phones. **Please note that personal cell phones must be turned off and put away once the student arrives on campus until the end of the school day.**

TESTING

Standardized tests are administered annually to all students. All students will take the criterion-referenced Texas Assessment of Knowledge and Skills (TAKS) test or a state approved special education version of the TAKS test, unless exempted by law. Additionally, all eighth grade students will take the OLSAT (Otis-Lennon School Ability Test) and will be given a career interest assessment using the Career Cruising Program so they can use this information to plan which elective courses they might consider taking in high school. The Texas English Language Proficiency Assessment System (TELPAS), is designed for students with limited English proficiency, indicate a student's progress in developing the ability to read and understand English. Other tests may also be administered, such as the PSAT. Counselors provide feedback to parents on the results of these tests.

TEXTBOOKS

Textbooks belong to the State of Texas and are loaned to students for use in class. The following rules apply to the use of textbooks:

1. Students are responsible for all textbooks issued to them.
2. Students will use book covers. Covers are free and may be obtained from the teachers.
3. Place the student's name on the inside of the front cover in ink.
4. Do not mark or write in book or on book. Students will be charged for any damage to textbooks.
5. Lost books must be paid for by the student. Books are paid for in the discipline office. In the event a lost book is paid for and then found, the student's money will be refunded.
6. The law allows for a school to refuse to issue additional books until such time as the debt to the school is cleared for any previously lost or damaged books.
7. Students may receive a textbook to be kept at home in science, social studies, math and language arts and returned at the end of the school year.

THREAT/ INTERFERENCE TO AN EDUCATIONAL INSTITUTION

Safe schools are a priority to GISD. Safety and security are the essential elements of an effective learning environment and are central to student achievement and academic success. Clear and consistent expectations for appropriate behavior contribute to a peaceful, caring student culture and help to establish a safe learning environment. Students need to be held accountable for misconduct, especially behaviors that threaten the safety and security of students and staff members. Severe ramifications will follow should a student be found behaving in such a manner as to threaten an educational institution or interfere with or disrupt by engaging in any one or more of the following:

1. Threatening to cause physical injury to any employee or any person attending the educational institution

2. Threatening to cause damage to the institution, the property of the institution, the property of an employee or the property of any personal attending the institution
3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others
4. Refusing to obey a lawful order to leave the property of an educational institution.

A student who is determined by the administration to have threatened an education institution could be recommended for expulsion based upon certain circumstances. The following categories of misconduct may fall within and be included with the general category of "Threatening an Education Institution" depending upon the circumstances of each individual case:

- Assault
- Extortion
- Endangerment
- Bomb Threats
- Incitement
- Sexual Misconduct
- Explosive Devices
- Weapons
- Arson/Reckless Burning
- Bus Misconduct
- Destruction/Defacement of Property
- Aggravated Assault/Assault on Staff Member
- Threat/Intimidation/Verbal Abuse of Other Student
- Threat/Intimidation/Verbal Abuse of a Staff Member

Police will be called to investigate serious violations. School official will notify parents/guardians in this case. Any action taken by law enforcement officials will be in addition to the action taken by the school.

GISD schools are required by law to report to local law enforcement any suspected crimes against persons or properties and incidents that could potentially threaten the safety and security of students, teachers and/or administration.

We remain highly committed to our partnership with parents as we work together to create a safe, healthy environment for our children, and to develop young people in our community who respect themselves and others, who make wise choices, and who learn resiliency skills for life.

VALUABLES

Students should not bring valuable items to school. Students are responsible for all personal possessions. Personal belongings should never be left unattended or unsecured. All items should be stored in student lockers and **LOCKED**. **Never give someone else your combination or share a locker.** Students should not bring toys or electronic devices such as CD/cassette players, cell phones or CD's to school. They will be taken up and held in the office. Expensive clothes and/or jewelry do not belong

at school. Never bring excessive amounts of money to school. **The school is NOT responsible for lost or stolen items and will not use administrative time to conduct investigations.**

VISITORS

It is very important for the safety of all students and teachers to follow these procedures:

1. **All visitors must report to the front office with no exceptions. This also includes all PTA volunteers, mentors, and community volunteers.**
2. All visitors must present a valid driver's license at the reception desk upon entering the school. The license will be scanned by Raptor, our Visitor Management System. The visitor must wear an ID badge while on campus. Please remain in the front office until a school representative comes to meet you. Minor-age persons are not allowed on campus unless escorted with an enrolled student's parent/guardian.
3. Teachers cannot take time away from their students to visit with parents during class time. Appointments can be made by leaving a message for the teacher on their voice mail or email to call and/or schedule an appointment during their conference period (or mutually agreeable time).
4. Students from other campuses are not allowed on our campus unless by permission of the principal. **Unauthorized persons who come onto campus and/or visit our campus and/or cause a disturbance will be subject to prosecution.**
5. We invite any parent or community member to visit our campus to see all of the great things that occur on our campus. However, **parents should never go to a teacher's classroom or the cafeteria for any reason without first checking in at the front office.**

VOLUNTEERS/MENTORS

GISD middle schools welcome all parent and community volunteers at our school. There are many instructional and non-instructional volunteer opportunities available on campus. Please contact the PTA, counselors, or principal to find out more information about helping on campus. All volunteers and mentors are required to complete a criminal background check by GISD before they can volunteer or mentor. This includes all who work extra curricular events. This can be completed on the GISD web site, www.georgetownisd.org or ask the front office personnel for assistance.

WEB PAGE

Please log on to the campus' web page, www.georgetownisd.org/tippit for current school information. Each classroom teacher has his/her own webpage with information on homework, lesson plans, projects, etc.

WITHDRAWAL FROM SCHOOL

Parents should notify the school as soon as it becomes certain a student will be withdrawn and should report to the registrar's office with the student on the day withdrawal is to be completed. The student will be required to clear all accounts and

records, including library, cafeteria and textbook. At the time of withdrawal, the necessary records will be given to the parent to carry to the next school.

ZERO TOLERANCE

Georgetown ISD takes a position of ZERO TOLERANCE on weapons, illegal drugs and alcohol, gang activity, violent acts or abusive behavior against any student or employee in any school environment, which includes all district facilities or any school sponsored activity. All state and federal laws relating to offenses of these activities will be enforced and prosecution pursued to the fullest extent possible.

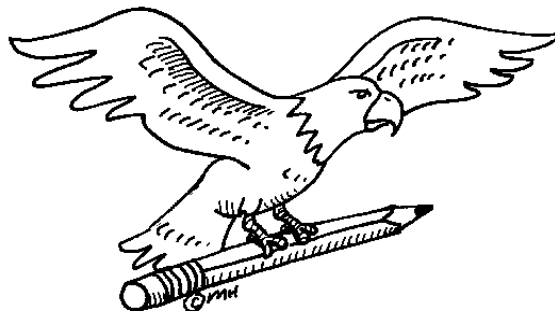
ZERO TOLERANCE means that we will be as strict as School Board Policy and state and federal laws allow (up to and including expulsion) if a student comes to school or a school event with a weapon. Weapons are defined as a gun, whether loaded or unloaded; a knife, whether it is a pen knife, a pocket knife or a switchblade and whether it is pulled on someone or is simply in a pocket, backpack, locker or vehicle; and any other instrument that is used to injure or threaten or attempt to injure another person.

ZERO TOLERANCE means that we will bring the full force of district policy and state law (up to and including expulsion) on any student who brings, sells, or uses illegal drugs or alcohol at school or comes to a school sponsored event under the influence of or is in possession of any amount of illegal drugs or alcohol. A student who has “only sipped” a drink, “only puffed” a marijuana roach or “only sampled” any type of drug; or is in possession of a marijuana seed, flake, residue (burned or unburned); or a drop of an alcoholic drink, will be dealt with firmly and decisively.

ZERO TOLERANCE means that we will remove a student immediately and for as long as the law will permit (up to and including expulsion), when there is evidence that the student is involved in any type of gang or group that is intent on terrorizing anyone or ridiculing or mistreating anyone because of their race, their beliefs, or a handicapping condition.

ZERO TOLERANCE means that we will remove a student immediately, and for as long as the law will permit (up to and including expulsion), when there is evidence that the student is engaged in making or assisting in making threats including threats against individuals and bomb threats.

ZERO TOLERANCE means that fighting is absolutely prohibited. Fighting could result in a police citation and will be dealt with swiftly and decisively.



APPENDIX A

ACADEMIC ACHIEVEMENT: GRADING REGULATIONS

GRADES

1. All grades (taken) on assignments, tests, and/or projects shall be recorded in the SASI InteGrade-Pro electronic grade book.
2. Grades (taken) on assignments, tests, and/or projects shall be calculated and recorded to reflect students' mastery of the curriculum/TEKS. Grades may be calculated on assignments, tests, and/or projects in one of the following methods.

- a. Actual numerical grade earned FOR THE NINE WEEKS: 100 is the highest grade that can be recorded. The lowest passing grade is 70. The grading scale is:

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

- b. Grade equivalents:

1)	A+	=	100
	A	=	95
	A-	=	90
	B+	=	88
	B	=	85
	B-	=	80
	C+	=	79
	C	=	77
	C-	=	75
	D+	=	74
	D	=	72
	D-	=	70
	F	=	Failing 69 and Below

2)	E	=	95-100	SASI equivalent	97
	S+	=	90-94	SASI equivalent	94
	S	=	80-89	SASI equivalent	85
	S-	=	75-79	SASI equivalent	76
	N	=	70-74	SASI equivalent	70
	U	=	69 and Below	SASI equivalent	60

3)	P - Pass=	70-100
	F - Fail=	69 and Below

4) +	Mastered	SASI equivalent 95
✓	Making Progress/ Satisfactory	SASI equivalent 85
\	Having Difficulty/ Improvement Needed	SASI equivalent 70
☐	Not Assessed	NA

5) Holistic Scoring Equivalent

4 = 95

3 = 85

2 = 70

1 = < 70

- For each nine-week report card period, the minimum number of grades to be used in calculating the nine-average for each core subject and/or course is as follows:
 - Grades PK-2: A minimum of 8 grades per nine weeks per subject
 - Grades 3-5: A minimum of 10 grades per subject with three being major/test/project grades.
 - PK-5 Elementary Art, Music, and PE/Health: A minimum of 3 grades per nine weeks
 - Grades 6-12: A minimum of 12 grades per subject with three being major/test/project grades.
 - At least 8 daily grades (with a minimum of 2 of the 8 being major test/project grades) must be recorded and reported by the 6th week progress report and eligibility progress period of a nine weeks.
- Daily Work: Method of grading daily work will be left to the discretion of the teacher.
- Make-up work: Students will be given 1 day for each day absent to complete and turn in make up work. Students at campuses with block schedule will be expected to complete daily make up work and major grades within 4 calendar days per absence. Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. Within this framework, the maximum time allowed shall be determined at the discretion of the teacher according to the individual circumstances.
- Make-up tests: Make up tests should be administered and supervised by the teacher. It is recommended that make up testing be done before or after school, or during the student's lunch period. Teachers do have the discretion to allow students to complete a make up test during class time; however, the student may miss important instruction while making up the test during class time. Students shall receive a zero for tests not made up within the allotted time.
- Make-up work for truant students: The grade for make up work after a truancy shall be zero. For purposes of this regulation, truancy is defined as being absent from school without the parent's permission or absent from school without the principal's permission.
- Unexcused Absences: For elementary campuses, the grade for make-up work after an unexcused absence that is not because of truancy shall be a maximum of 70 for each assignment and/or test missed. Unexcused absences include but are not limited to parent-planned trips, vacations, and non-school sponsored events/activities that occur during school days. Students who are counted present

for the day are not penalized for leaving after attendance is taken. The late work regulations do not apply to unexcused absences. For secondary campuses, contact the campus principal regarding unexcused absences.

9. Homework: Homework is for the purposes of repetition, enrichment, or reinforcement of topics covered in class. Grades for homework are considered daily grades. Excessive homework is discouraged and teachers are not to overburden students with redundant tasks. Assignments should be related to the TEKS objectives taught and be an extension of the lesson. Parents are encouraged to oversee homework assignments. The key to successful homework is quality not quantity.
10. Homework will not be assigned as punishment.
11. The teacher is responsible for assigning effective, well-planned, homework assignments that aid the student in the mastery of the Texas Essential Knowledge and Skills (TEKS).
12. Late Assignments/Late Work: Late work is classified as work not turned in on time, but not due to an excused or unexcused absence. The penalties for late work apply to students not turning work in on time. For clarification regarding assignments and tests due to excused and unexcused absences (not truancy), please see Make-Up Work, Make-Up Tests, and Unexcused Absences above. Late Assignments/Late Work penalties do not apply to Make-Up Work/Tests unless the Make-up work is not turned in according to Make-up work time allocations for excused absences. The Late Assignment/Late Work penalties do not apply to unexcused absences or truancy, only to students who are in attendance but fail to turn work in on time.

PK-1 1. No penalties for late work

Grades 2-5 2. For late assignments that are not considered make up work, the following penalties apply:
 -10 for the first day
 -20 for the second day
 -30 for the third day
 0 for the fourth day

Grades 6-12 3. For late assignments that are not considered make up work, the following penalties apply:
 -10 for the first day
 -20 the second day
 0 for the third day

Teachers **must** accept a maximum of 2 late daily assignments with a deduction of ten points per day per nine-week grading period. This regulation does not apply to major/test grades. (See page 2 Major Grades.)

13. The following items are options for the teacher and/or campus:

14. Dropping grades: Teachers may drop one daily grade per nine weeks. This policy does not apply to test grades.

15. Major grades: Major grades may be accepted up to two days late with a deduction of points in accordance with the late work policies. For major projects for which students receive notification of at least two weeks, teachers may refuse to accept late work. Being absent will not excuse a student from meeting this deadline; and therefore, students are encouraged to complete and submit their projects prior to the due date.
16. Retesting: Teachers may retest except on a semester exam. If retesting is offered for the purpose of allowing students another chance to show mastery, it must be available to all students at the campus, and it shall be optional on the part of each student. If the retest is administered, the second grade must replace the first. The campus should make the determination if retesting is permissible.
17. Extra Credit: Extra credit is permitted as an option for the teacher. However, the maximum grade of a nine week average is 100. Extra credit must be related to the TEKS in that subject. Extra Credit may not be given for clerical tasks such as giving a student "100" for returning a report card or progress report.

CALCULATING NINE WEEK/PROGRESS REPORT GRADE AVERAGES:

Determining Averages:

For the **report card and/or progress report average:**

- | | |
|---------------------|---|
| PreK-Grade 2 | <ol style="list-style-type: none"> a. In grades PK-2, in each nine-week , grades (including homework, class work, projects, and tests) are considered equally when the grade is computed; however, no test and/or project should make up more than 25 percent of the grading period grade. b. Report Cards will be SASI generated reports and progress reports will utilize specialized progress report forms. |
| Grades 3-5 | <ol style="list-style-type: none"> c. In grades 3-5, the following percentages apply for report card/ progress report grade calculation: <ul style="list-style-type: none"> 40% homework and class work 60% assessments/tests d. The Language Arts grade will be weighted as follows: <ul style="list-style-type: none"> 80% writing and grammar, listening, speaking 20% spelling e. Grades 3-5 will use SASI generated Report Cards and progress reports. f. In grades 3-5, in each nine-week, grades in Art and Music are considered equally when the grade is computed. |

Grade 6

- g. In grade 6, no test and/or project should make up more than 25 percent of the grading period grade and the following percentages apply for report card grade calculation:

40% homework, daily, and class work

60% assessments/tests/ term papers/projects

- h. Grade 6 will use SASI generated Report Cards and progress reports.

Grades 7-8

- i. In grades 7-8, the following percentages apply for report card grade calculation:

33.3% homework, daily, and class work

66.7% assessments/tests/ term papers/projects

- At least one cumulative nine-weeks test (covering more than one concept and/or TEKS shall be administered each nine weeks in all English, math, science, and social studies courses.
- No single test, term paper or project shall count more than 33% of a nine-week grade.
- In high school courses offered at middle school, Algebra I and Career Connections (high school credit), 25% of the grade will be homework/daily grades and 75% will be tests and major projects.

- j. Grades 7-8 will use SASI generated report cards and progress reports.

Grades 9-12

- k. In grades 9-12, no test and/or project should make up more than 25 percent of the grading period grade and the following percentage apply for report card grade calculation:

25% homework, daily, and class work

75% assessments/tests/ term papers/projects (major grades)

- If a semester test is administered, the semester average of grading period grades shall count 80 percent of the semester average, and the semester test shall count 20 percent. If no semester test is administered, the semester grade shall be the average of the grading period grades.
 - If an end of year numerical grade is determined, it shall be the numerical average of the two semester grades.
- l. Nine week grades at GHS will be determined by using 75% for tests and major grades and 25% as daily work. Teachers will

- apply standards that are consistent with policies and local grading regulations.
- m. The minimum grade recorded for each nine week report card will be 50.
 - n. All students will receive the actual grade earned on semester exams. Semester averages less than an actual grade of 50 will be recorded as 50 on the report card.
 - o. Grades 9-12 will use SASI generated report cards and progress reports.

Recording Averages for Report Cards and Progress Reports

- PreK-Grade 1** 1. PreKindergarten, Kindergarten, First Grade: All nine week averages shall be reported and recorded as E, S+, S, S-, N, and U all subject areas.

E	=	95-100	SASI equivalent	97
S+	=	90-94	SASI equivalent	94
S	=	80-89	SASI equivalent	85
S-	=	75-79	SASI equivalent	76
N	=	70-74	SASI equivalent	70
U	=	Failing 69 and Below	SASI equivalent	60

2. For PK-K, additional information reported to parents on report cards will use a mastery, non-mastery symbol system (all campuses will utilize the same symbolic system)

- + Mastered
- ✓ Making Progress/ Satisfactory
- \ Having Difficulty/ Improvement Needed
- Not Assessed

- 3. Conduct grades shall be reported recorded as E, S+, S, S-, N, and U.
- 4. Grades will be entered into the InteGrade Pro electronic grade book using E, S+, S, S-, N, and U. The grade book will calculate the nine-week averages and semester and/or final average based on SASI equivalents. The nine-week report card averages will be uploaded into SASI for report cards to be printed at the campus.

- Grades 2-5**
- 1. All nine-week averages in foundation courses (Reading, Language Arts, Spelling, Math, Science, and Social Studies) shall be reported and recorded on the report cards as numerical grades earned.
 - 2. The Health, PE, Handwriting, enrichment, and elective course grades will be recorded using E, S+, S, S-, N, and U. The computer will calculate the averages and final average based on SASI equivalents.

E	= 95-100	SASI equivalent	97
S+	= 90-94	SASI equivalent	94
S	= 80-89	SASI equivalent	85
S-	= 75-79	SASI equivalent	76
N	= 70-74	SASI equivalent	70
U	= Failing 69 and Below	SASI equivalent	60

3. Conduct grade averages shall be recorded as E, S+, S, S-, N, and U.
4. Grades will be entered into the InteGrade Pro electronic grade book using E, S+, S, S-, N, and U. The grade book will calculate the nine-week averages and semester and/or final average based on SASI equivalents. For grades 3—5, the nine-week report card averages and progress reports will be uploaded into SASI for report cards to be printed at the campus.

Grades 6-12

1. All nine-week averages and progress reports for all courses (including electives) shall be reported and recorded as numerical grades using a numerical scale from 0-100.
A grade average of 70 or above will be considered a passing grade.
Students with a grade of less than 70 shall be ineligible to participate in extracurricular activities.

2. Conduct grade averages shall be recorded as E, S+, S, S-, N, and U.

E	= 95-100	SASI equivalent	97
S+	= 90-94	SASI equivalent	94
S	= 80-89	SASI equivalent	85
S-	= 75-79	SASI equivalent	76
N	= 70-74	SASI equivalent	70
U	= 69 and Below	SASI equivalent	60

3. Grades will be entered into the InteGrade Pro electronic grade book using E, S+, S, S-, N, and U. The grade book will calculate progress report averages, the nine-week averages and semester and/or final average based on SASI equivalents. The nine-week report card averages will be uploaded into SASI for report cards to be printed at the campus.

Grades PK-12

INCOMPLETES

An “I” recorded on the nine-week report card indicates an **incomplete grade** that must be cleared up within the appropriate specified time or will become a failing grade.

1. It is recommended that an incomplete should be cleared within 5 days. If an incomplete is not corrected within 3 weeks, it becomes a 50. It is the student’s responsibility to make arrangements with the teacher to clear any grade of incomplete.

For U.I.L. purposes, an “I” has the same effect as an “F”. Therefore, a student who receives an “I” could become ineligible for play and/or performance.

2. A student receiving an incomplete for a grading period has 3 weeks to convert the incomplete to an earned grade.

Report Card

**Subjects
weeks for**

The following subjects are reported on report cards each nine the grade levels listed below:

PK

Language Arts; Handwriting; Math; Science, Health; Social Studies, PE. (Art and Music if schedule permits.)

Kindergarten

Reading/Language Arts; Handwriting; Math; Science; Health; Social Studies; Art; PE; Music

Grades 1-2

Reading; Language Arts; Spelling; Handwriting; Math; Science; Health; Social Studies; Art; PE; Music

Grades 3-5

Reading; Language Arts; Handwriting; Math; Science; Health; Social Studies; Art; PE; Music

Grades 6-12

See course description catalog for courses offered at each middle school, ninth grade campus and high school.

REPORT CARD CONDUCT GRADES

Conduct grades are to be given each nine weeks based on behavior, work habits. Conduct grades are not based on the TEKS, but may include personal responsibility such as returning report cards on time, bring materials to class, and other work habits.

PK-12 REPORT CARD COMMENTS

1. Required Special Designations

- a. ALL teachers must mark the appropriate COMMENTS on the SASI report card for students who receive:**
 - 1) Limited assignments on grade level work.
 - 2) Below grade level work.
 - 3) Gifted and Talented instruction
- b. IT IS CRITICAL TO MARK APPROPRIATELY THE SPECIAL EDUCATION STUDENTS WHO ARE ON LIMITED ASSIGNMENTS AND/OR ARE COMPLETING**

BELOW GRADE LEVEL WORK. Use the comments list and mark the report cards appropriately because they will be a part of the ARDs for these students.

- c. Each campus has a list of the possible report card comments that can be used with the SASI report card. please review the campus list carefully to mark report cards appropriately.

Grades PK-12 Grade Changes

- Teachers will not change grades unless an error has been made. Grade changes for grading periods are subject to principal review.
- Averages of secondary students who transfer from a PreAP, GT, Honors, or AP course into a core course will not be adjusted. The actual average that the student earned in the advanced course will be reported on the student’s transcript. This grade will be used to average with the core course grade for the overall average. For example, if a student withdraws from PreAP Algebra I with a 72 average for the first nine-weeks and transfers into Algebra I, the 72 would be used to average with the 2nd nine-weeks average toward the final average. Students’ grades in courses may not be changed because the course is a “weighted” course.

PK-12 Transfer Students

Transferring from private, public, in state or out of state or home school with a transcript and grades will follow the following guidelines.

Grade Averages

- 1) Numerical equivalent for report card averages recorded for students transferring into the District with letter grades:

A+=	98	A=95	A-=90
B+=	88	B=85	B-=80
C+=	79	C=77	C-=75
D+=	74	D=72	D-=70
F=	60		

(+)	=	95-100	SASI equivalent	97
(√+)	=	90-94	SASI equivalent	94
(√)	=	80-89	SASI equivalent	85
(√-)	=	70-79	SASI equivalent	74
(-)	=	69 & below	SASI equivalent	60

2)

E	=	95-100	SASI equivalent	97
S+	=	90-94	SASI equivalent	94
S	=	80-89	SASI equivalent	85
S-	=	75-79	SASI equivalent	76
N	=	70-74	SASI equivalent	70

U = 69 and Below SASI equivalent 60

3) P - Pass= 70-100
F - Fail= 69 and Below

4) + Mastered SASI equivalent 95
✓ Making Progress/Satisfactory SASI equivalent 85
\\ Having Difficulty/Improvement Needed SASI equivalent 70
☐ Not Assessed NA

5) Holistic Scoring Equivalent

4 = 95
3 = 85
2 = 70
1 = < 70

6) For students who transfer in with a 6 week, 9 week, or semester average below 50, the 6-week, 9-week, or semester average will be recorded as a 50.

7) Grades for transfer students who enter during a 9-week grading periods will be considered as follows:

0-3 Weeks	Transfer students' averages and report card nine-week averages The 9 weeks average for students who transfer in during the first three weeks of a nine-week grading period will be issued by the GISD teacher. The transfer grades from the sending school will not be used to calculate the 9-week average.
4-6 Weeks	The 9 week average for students who transfer in between weeks 4-6 of the nine weeks grading period will include the average from the sending school. The average will be the grade average from the sending school calculated in each of the assignments for the missing weeks or if the GISD teacher allows the student to make up the first three weeks work, then the makeup grades will be used in calculating the 9 week average.
7-9 Weeks	Students who transfer into the school during the last 10 days (2 weeks) of the nine weeks will not be issued a report card for that nine weeks. The average from the sending school will count as that nine week grade.

INTERIM PROGRESS REPORTS TO PARENTS

Campuses will send written notice reports to parents of all students regarding the student's progress in each subject area. The notice must provide for the signature of the student's parent and be returned to the district.

Grades PK-5 All PK-5 students will receive a progress report during the fifth week of each nine-week grading period beginning with the fourth week of the first nine-week grading period. The progress reports must be signed by the parent/guardian and returned to the teacher.

Grades 6-12 All students will receive a progress report, normally on a three-week cycle, each nine-week grading period BEGINNING the sixth week of the first grading period. Campuses will send written notice reports to parents of all students regarding the student's progress in each subject area at the end of every three-weeks between grading periods. The notice must provide for the signature of the student's parent and be returned to the district; however, these requirements do not apply to married students, emancipated minors, or an adult living apart from his parents. Parent includes a guardian, conservator, or other person having lawful control of a student. (TEC 28.002)

By Senate Bill 858, parents of students whose progress is "consistently unsatisfactory" (failing or borderline failing - 75 or below) in foundation courses must be notified by teachers, in writing, at least once every three weeks.

Progress reports may be used at any time to notify parents that a student's grade has fallen to a level that places the student in jeopardy of failing.

District personnel responsible for extra curricular activities will utilize status reports for the purpose of student eligibility.

*Except in very rare cases should a student be failed without prior parent notification.

PK-2 Progress Reports are generated on district developed paper forms. Please see your campus secretary to obtain the correct forms for your grade level.

Grades 3-12 Progress Reports will be generated through IG Pro and SASI and printed at the campus for distribution to students/parents.

REPORT CARDS TO PARENTS

Teachers shall send out a written notice (report card) to parents every publicized grading period. The notice provides a place for the signature of the student's parent who will return the notice to the district. Teachers shall request a conference with parents any time the student is in jeopardy of failing a course.

APPENDIX B

PEST CONTROL PROGRAM

According to House Bill 853 of the Texas Legislature, school districts are required to notify parents, guardians, or managing conservators of children attending school of the following data found in the “Texas Structural Pest Control Act”.

1. The school periodically applies pesticides indoors and outdoors; and
2. Information on the application of pesticides is available at the Maintenance Office upon request of the parents, guardians, or managing conservators. Please call David Biesheuvel at 943-5129. The Maintenance Department of Georgetown Independent School District will continue to take careful health precautions in administering such materials.

APPENDIX C

Bacterial Meningitis

What is meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord – also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

1. ***Strep pneumoniae*** causes pneumococcal meningitis; there are over 80 subtypes that cause illness.
2. ***Neisseria meningitidis*** – meningococcal meningitis; there are 5 subtypes that cause serious illness – A, B, C, Y, W-135

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

Children (over one year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

How serious is bacterial meningitis? If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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

The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system.

APPENDIX D: HANDLING SUSPICIOUS PACKAGES

TX Department of Health Guidelines for Handling Suspicious Letters, Packages

In light of recent anthrax-related incidents and scares around the country, the Texas Dept. of Health (TDH) is providing the following steps for handling suspicious letters and packages. Individuals should do the following if they receive such a package or are contacted by the public concerning a suspicious package or envelope.

If you receive a suspicious package:

Step One: Stay calm. Do not get excited or excite others. Most threats are not genuine. However, you must treat each incident seriously.

Step Two: If the letter/package is not open or is not leaking anything, put the letter on a stable surface and call your supervisor. Wash your hands with soap and water. Everyone who had any contact with the letter must also wash his or her hands with soap and water.

If, however, a powder spills from the letter, either because it was opened or has torn open, follow these steps:

- Put the letter on a stable surface.
- Do not clean up the powder. Do not sniff, touch, taste, or look closely at the spilled contents.
- Leave the room promptly and prevent anyone from entering. Everyone who touched the letter should wash their hands. Do not leave the area. There is no need to evacuate the floor or building.

Step Three: Contact your principal. He/she will make a list of all persons who touched the letter or envelope. **(Be sure the list includes work and home phone numbers for each person in case follow-up is necessary).**

Step Four: Your supervisor will call **911**. After law enforcement has received the information they need, ask to go home to wash your clothes and take a shower. No special precautions are needed. Do not use bleach on your skin.

If you receive a call from the public regarding a suspicious package:

Step One: Stay calm: do not get excited or excite the caller. Most threats are not genuine. However, you must treat each incident seriously.

Step Two: Ask where the letter is now. If the letter is still near the caller request that he or she make sure no one else handles the letter and place the letter on a stable surface. If a powder or substance spills out or is found in the letter, instruct the caller to follow these steps:

- Put the letter on a stable surface.
- Do not clean up the powder. Do not sniff, touch, taste, or look closely at the spilled contents.
- Have everyone leave the room promptly and prevent anyone from entering the room. No need to evacuate the floor or building.

Step Three: Inform the caller they must wash his or her hands with soap and water. Everyone who had any contact with the letter **MUST** also wash his or her hands with soap and water.

Step Four: Instruct the caller to dial 911.

A risk assessment for those persons involved in the incident will be coordinated by appropriate law enforcement personnel with decisions about the need for decontamination and initiation of antibiotic prophylaxis being made by the appropriate local health department staff.