

HARMONY JUNIOR HIGH SCHOOL
STUDENT HANDBOOK/CODE OF CONDUCT

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FOREWORD

Harmony Junior High School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services. Harmony ISD does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact the Superintendent of Harmony ISD. He has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. The Superintendent also has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

Superintendent
Ray Miller

Principal
Perry Cowan

Counselor
Carolyn Duke

Harmony ISD
9788 State Highway 154 West
Big Sandy, TX 75755
(903) 725-5485

PREFACE

Dear HJH Students,

I want to take this opportunity to welcome you to Harmony Junior High School. It is my sincere hope and desire that you will want to become involved in the many activities offered at school and that you will take advantage of every opportunity to enhance your education. I want to encourage you to rise up and meet with honesty the many challenges that you will face. Do whatever it takes without excuses!

This handbook is designed to help you to know and understand the guidelines and procedures at Harmony Junior High School. You should read and become familiar with it; feel free to ask questions about any part you do not understand. The administration, faculty, and staff of Harmony Junior High School are committed to you and your education. It is my desire that we all show pride in ourselves in and out school as we strive to do our best. Don't accept mediocrity.... go above and beyond that which is required to be average. Remember that average is as close to the bottom as it is to the top!

To HJH Parents,

I encourage you to become a part of your child's experiences at Harmony Junior High School; I hope that you will be an active participant in the education process. Talk to your child about school; encourage them to be involved and to feel free to talk with administrators and teachers when they have problems. We are here for them and desire to have your support in our efforts to teach them.

By familiarizing yourself with this handbook, you will be better prepared to assist your child in making decisions that will have an effect upon his/her opportunities to learn. Please be aware that these guidelines are to be followed at any school sponsored activity. The administration, faculty and staff at Harmony Junior High School will continue to encourage your children to refuse mediocrity and to go above and beyond what is required of the average. I invite you to join us in that endeavor; let's work together!

Sincerely,

Perry Cowan, Principal

HARMONY JUNIOR HIGH SCHOOL STUDENT HANDBOOK

ACADEMICS

Sixth Grade Required Courses

English
Math
Physical Education
Reading
Science
Social Studies

Elective Courses

Art
Band
Choir

Seventh Grade Required Courses

English
Math/Pre-Algebra
Reading
Science
Social Studies

Elective Courses

Art
Athletics/P.E.
Band
Choir
Health
Home & Consumer Living

Eighth Grade Required Courses

Algebra/Pre-Algebra
Language Arts
Science
Social Studies
Technology

Elective Courses

Art
Athletics/P.E.
Band
Choir
Speech/Drama
Home & Consumer Living
Career Investigations

ACADEMIC DISHONESTY

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties on assignments and tests. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

ADMISSION

A student seeking enrollment in the District for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bonafide foreign exchange program should contact the principal. It is a violation of Texas Penal Code 37.10; and Texas Education Code 21.031 (g) to falsify school records. Students must be in residence with their parent, court appointed guardian or have a trustee approved transfer in order to enroll at Harmony Junior High School. A birth certificate and Social Security card for the student, as well as a copy of the parent/guardian driver's license may be required upon enrollment.

ANNOUNCEMENTS

Announcements of school activities will be made at the beginning of 2nd period. Requests for announcements should be given in writing to the office staff prior to the announcement times.

ARRIVAL AT SCHOOL

Students who arrive at school before 7:30 AM will be unsupervised. Upon arrival, students should report to the area designated for their class and follow the instructions of school personnel on duty.

ASBESTOS

We are pleased to let you know that Harmony I.S.D. is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the school's central administration office.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not abide by District rules of conduct during an assembly shall be subject to disciplinary action. All students must attend all assemblies unless exempted from attendance for good cause by the principal.

ATHLETICS

Athletes will be informed of the athletic policies at the beginning of the season by the respective coach.

ATTENDANCE

In Texas, a child between the ages of 6 and 18--depending on when the child's birthday falls--is required to attend school unless otherwise exempted by law. School employees investigate and report violations of the state compulsory attendance law. To receive credit in a class, a student must be in attendance for at least 90% of the days per school year that the class is offered.

A student who is in attendance for fewer than the required days shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances.

The district shall provide appropriate opportunity for the student to regain credit lost because of absences. The student may be required to make up time missed as assessed by the attendance committee. The District accepts the following as extenuating circumstances for the purpose of granting credit for a class; if extenuating circumstances are found to exist, the student may be required to make up time in Saturday school or other appropriate setting.

1. Medical and dental appointments.
2. An excused absence based on extended personal sickness, death in the immediate family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable to the principal.
3. Days of suspension.
4. Participation in court proceedings or child abuse/neglect investigation.
5. A migrant student's late enrollment or early withdrawal.
6. Completion of a competency-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his or her child.
9. Participation in a substance abuse rehabilitation program.

We strongly urge parents to call when they know that their child will not be attending school. We will be calling to verify all absences if the parent does not call.

When returning to school after an absence, a student must bring a note signed by the parent or doctor that describes the reason for the absence; notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. Students will have three days to bring a note to verify the absence. If no note is brought to the office, the student will be considered unexcused. The student must get an admit to class from the office before returning to class. **Students may be designated as tardy if they do get an admit before class starts and will receive the appropriate consequences.**

Students and parents will be notified when the student is close to the limit and again when they have gone over the 10% limit. If the attendance committee finds that there are no extenuating circumstances for the absences or if conditions established by the committee for earning or regaining credit are not met, the committee shall deny credit for the class and notify the parent in writing of their decision. A student whose petition for credit is denied may appeal the attendance committee's decision to the Superintendent and then the Board of Trustees.

Definitions:

Absent: A student who **misses more than 15 minutes** of any class will be counted absent. Mandatory attendance laws pursuant to Section 25.095 of the Texas Education Code state that a student required to attend school who fails to attend on **10 or more full or partial days within a six-month** period in the same school year or on **three or more full or partial days within a four-week** period commits an offense, regardless of parental consent. An individual committing such an offense may be prosecuted. The student's parent is subject to prosecution under 25.093 of the Texas Education Code and the student is subject to prosecution under section 25.094 of the Texas Education Code for conduct that violates this law. A peace officer has the authority to take an individual into custody according to a court order based on an affidavit showing probable cause of an offense.

Tardy: A student who arrives for class before 15 minutes has elapsed. You cannot be both tardy and absent (See Tardy Policy).

Unexcused absence: Absences not excused by law or by district policy, or for school-related activities, even if the student has parental permission to be absent. An unexcused absence may not be made up for attendance credit. Students with unexcused absences will be required to make up all schoolwork missed. **The highest grade a student may receive on this work is 85.**

Suspension: This is a forced absence for disciplinary reasons. This absence will not count as a day against attendance credit, but the **highest grade possible for work during this time is 85.**

Truancy: This is defined as being absent without the knowledge of the parent/guardian or leaving school without signing out through the office or having more absences than state law allows. A note must be brought to the office within three days of the absence to remove the truancy. **Students shall be given a grade of zero for** any assignments, class work, or test grade given on the day of the truancy. A truancy absence forfeits the student's privilege of make-up work. Truancies may not be made up for attendance credit.

It is strongly recommended that doctor's appointments be scheduled outside of the school day. If a student must leave school for an appointment, a doctor's note or receipt is required when the student returns. Absences for appointments are subject to the 90% attendance requirement and will be reviewed on an individual basis by the attendance committee.

It is the student's responsibility to check with each teacher the day they return to determine the work needed to be done as make-up work and to arrange specific dates for completing the work and taking tests if any tests have been missed from school. If a student is absent for one day, one day will be given to make-up assignments; absent for two days, two days to make-up, etc. Students who miss for school activities will be given the same opportunity as any student with an excused absence.

It is necessary that students, parents, coaches, and sponsors understand clearly that **PRIOR** arrangements should be made beforehand with students who are to participate in a school sponsored function such as UIL, or other academic activities. Assigned tests should be the only make-up work required in those instances.

A student who does not attend school at least one half day on the date of a scheduled school event will not be allowed to participate in school-related events on that day or evening unless an exception is approved in advance by the principal.

A student who must leave school during the day must bring a note from his or her parent, with a phone number, that morning. Students will not be allowed to leave school with anyone other than a parent or someone on an emergency list. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. Students will not be allowed to go home unless we have notified their parents. **Any student who leaves school during the day must sign out in the office before leaving school. Students who do not sign out will be subject to disciplinary action.**

BACKPACKS

Backpacks are allowed at Harmony ISD, however many of the teachers will require that they not be brought into the classrooms because of space and safety issues. Backpacks should be carried, not wheeled, in the halls.

CAFETERIA

There will be no charges allowed in the cafeteria. Applications for reduced or free lunches should be made at the beginning of the school year, when a student first enrolls, *or* when circumstances change. Family income and size of the family will determine the qualifications for this program. Standards for classroom behavior apply while students are in the cafeteria.

CALENDAR

Several calendars will be kept in the office for the purpose of scheduling school events. The various sponsors are responsible for scheduling each organization's events after it has been approved by the principal. If an event is not scheduled, it is not an official school event. There will be an activities calendar for club meetings, field trips, etc., and a fund raising calendar to schedule fund raising events. Periodically an official calendar of events will be issued from the office.

CHEERLEADERS

The purpose of the cheerleader is to promote and uphold school spirit, to develop a sense of good sportsmanship among the student body, and to establish better relationship between schools during athletic events.

Five cheerleaders will be chosen from the 6th grade and five from the 7th grade. The cheerleaders will represent the school at all Junior High football games and at home basketball games whenever scheduling of games allows.

Each cheerleader must maintain an overall academic average of 80 and passing all individual subjects with a 70 or better and have all "S" conduct grades. If at the end of a six-week period, a cheerleader's average is below 80, and/or is failing a subject then he/she will be placed on suspension for a three-week period or until his/her average is back to 80 and passing all subjects.

Cheerleader tryouts will be conducted in the spring. In order for a student to tryout for cheerleader he/she must have an overall average of 80 and must have passed all of his/her courses the six-week grading period prior to the date of the tryouts. Cheerleader candidates must be enrolled the full six-week period prior to tryouts. Cheerleader candidates must pick an application up from the cheerleader sponsor and turn it in complete by the predetermined deadline. A faculty committee headed by the principal will screen the applications to make certain all eligibility requirements are met.

Cheerleader selections will be made by impartial, independent judges who are trained in judging the qualifications for cheerleader based on NCA and UCA standards; their decisions will be final. Only the parents of the students trying out for cheerleader may attend the tryouts before the judges; however, candidates will perform before the entire student body with the public invited to attend. Although election results are confidential, a parent may be shown the judges total score for his/her child but for no other candidate.

Other cheerleading rules will be found in the cheerleader constitution. A complete copy of the cheerleader policy may be obtained from the sponsor.

CLASS RANK (Course Weighting System)

Because some **academic* classes require more demanding work than others and because we want to motivate students to work toward those more challenging classes, beginning in the school year 2002-2003 classes will be assigned weighted point values on a three-tiered scale for purposes of GPA and class ranking as indicated by the following:

ADVANCED: Any *academic* course offered as High School credit or as a pre-requisite of such course; pullout classes for Gifted & Talented. (7th Pre-Algebra; 8th Algebra I; G/T).

REGULAR: Any *academic* course that is not considered as Advanced or Basic.

BASIC: Any *academic* course in which an IEP modifies the *level of instruction* to be *below* the student's *grade level*... (such as any documentation of accommodations that would invalidate the TAKS).

For class ranking, a student's SEMESTER GRADES for the 7th and 8th grade years will be averaged. The fourth and fifth six weeks of the 8th grade year will be averaged and considered as the final semester.

All students with a non-rounded average of 90 or higher will be considered as "honor" students and will be ranked according to grade point averages.

The two students with the highest grade point average and that have been in attendance at Harmony Junior High throughout all the 7th and 8th grade grading periods will be considered as Valedictorian and Salutatorian.

Below are examples of how grade points would be calculated under this system:

<u>CLASS GRADE</u>	<u>ADVANCED</u>	<u>REGULAR</u>	<u>BASIC</u>
100	6.0	5.0	4.0
98	5.8	4.8	3.8
95	5.5	4.5	3.5
92	5.2	4.2	3.2
90	5.0	4.0	3.0
88	4.8	3.8	2.8
85	4.5	3.5	2.5
82	4.2	3.2	2.2
80	4.0	3.0	2.0
78	3.8	2.8	1.8
75	3.5	2.5	1.5
72	3.2	2.2	1.2
70	3.0	2.0	1.0

A grade below 70 in any class will earn no credit and no grade points.

**Academic classes do not include Art, Athletics, Band, Choir, or Physical Education.*

CLUBS AND ORGANIZATIONS

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

COMMUNICABLE DISEASES

The parents or guardians of students with a communicable or contagious disease are required to telephone the school nurse/principal so that other students who have been exposed can be alerted. Convalescing students are not allowed to return to school until the disease is no longer contagious. These diseases/conditions include: campylobacteriosis, chickenpox, common cold with a fever, diphtheria, fever of 100.4 F or greater, gastroenteritis, gardiasis, head lice, hepatitis (type A), impetigo, influenza, measles, (rubeols), meningitis (bacterial), mumps, pink eye (bacterial or viral conjunctivitis), poliomyelitis, ringworm of the scalp, rubella (german measles), salomellosis, scabies, streptococcal sore throat, scarlet fever or scarlatina, tuberculosis (pulmonary), and whooping cough (pertussis).

BACTERIAL MENINGITIS

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

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

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

HOW SERIOUS IS 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.

HOW IS BACTERIAL MENINGITIS SPREAD? Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days; weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED? Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS? Seek prompt medical attention. **FOR MORE INFORMATION:** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child's education is very important. It is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and school open houses or back to school nights, etc.

Communication also includes requests for conferences -- initiated by the school or the parent -- to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor or principal should call the school office at 725-5485 for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well. It is the responsibility of the parent/guardian to notify the school secretary of new addresses and emergency phone numbers.

CONDUCT (See attached Code of Conduct)

Students are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property and facilities, is essential to the maintenance of facilities, safety, order, and discipline. Attending all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class is expected of all students. Students are to be well groomed and dressed appropriately each day.

As required by law, the District has developed a Student Code of Conduct that establishes behavior standards for all school related activities -- both on and off campus -- and consequences for failure to abide by the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

A copy of the Student Code of Conduct and the discipline management plan are included as attachments to this handbook. The teacher will post class rules in classroom.

CORPORAL PUNISHMENT

Corporal punishment is limited to spanking or paddling the student and is governed by the following guidelines:

1. The administrator will be notified and approve all corporal punishment before being administered.
2. The student is told the reason for the corporal punishment.
3. The principal, assistant principal, or a teacher may give corporal punishment.
4. The instrument to be used shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and out of view of other students.

A record shall be maintained and filed in the office of each instance of corporal punishment.

COUNSELING

Academic Counseling

Students are encouraged to talk with the school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements in making preparations for high school.

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should come by the office before, after, or between classes to schedule an appointment. In some cases classroom teachers may deem it necessary to refer a student to the counselor during class time.

DETENTION – AFTER SCHOOL

A student may be detained after school hours for minor disciplinary infractions. Students assigned to after school detention (ASD) must report to the designated teacher before 3:30 and remain until 4:15. The student must bring schoolwork to do during this detainment. The teacher assigning the detention will attempt to contact the parent so that arrangements can be made for transportation. Students should be picked up at 4:15 and may be unsupervised after 4:30. Any student not attending an assigned detention may be assigned 2 days for the one missed, given swats (if permitted by parent), or assigned to SAC on the following day.

DISCIPLINE

A student who violates the District's Student Code of Conduct shall be subject to disciplinary action. The District's disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. In addition, when a student commits drug- and alcohol-related offenses or any other criminal act, he or she will be referred to legal authorities for criminal prosecution.

Disciplinary records are kept in the office on each student. Each time a student receives disciplinary action, it will be recorded. In most cases a copy will be sent home to the parent.

DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored newspapers and/or yearbooks are completely under supervision of the teacher and principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal. All such material over which the District does not exercise editorial control and that is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student shall have a reasonable period of time to present his or her viewpoint.

DRESS CODE

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. If students are dressed in a manner conducive to learning then that atmosphere should be prevalent during the school day. First impressions of individuals and of a student body are based largely upon the manner of dress and personal hygiene. It should be the desire of each student to create a favorable school image to the public. The school earnestly solicits the cooperation of the parents and students in achieving this goal. Therefore, students who attend Harmony Junior High School are expected to comply with the following dress code. The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.

When any questions arise or there is any doubt about appropriateness of clothing, students and parents are encouraged to consult with school officials. The support of parents and compliance by students is essential in order to have the best possible atmosphere for learning in school

If you are a participant, the Dress Code will be followed at all school-related activities, regardless of location. If you are a non-participant, the Dress Code will be followed at all HOME school related activities.

General Guidelines of the Dress Code

All Students:

1. Clothing should be of a nature to not cause a health and safety hazard to the student or others. The district prohibits pictures, emblems, or writing on clothing that is lewd, offensive, vulgar, or obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (L).
2. The District prohibits any clothing or grooming that in the principal's judgement may reasonably be expected to cause disruption of, or interference with, normal school operations.
3. Shorts or skirts must be of a length to reach to within **3"** off the floor when kneeling. The following types of shorts are not allowed: short shorts, wind shorts, sweat shorts, bicycle shorts or any tight fitting shorts, boxer shorts, jogging shorts.
4. Wearing clothing that is sheer or "see through" without proper undergarments is prohibited.

5. Sunglasses are prohibited inside the buildings unless prescribed by a doctor.
6. Students may not have caps, hats, headbands, or other types of head coverings while at school. Exceptions to this rule will be made for spirit days.
7. All clothing should fit in a manner to avoid comment. Tight fitting clothing that conforms to the body or extremely oversized clothing is prohibited.
8. Belts that are excessively long are prohibited.
9. Articles of clothing must be worn as they are designed to be worn, e.g., suspender straps of overalls on the shoulders, shirts buttoned completely with the exception of the top button, jackets or coats on the shoulder, etc.
10. Gang clothing - clothing that is known to be, or thought to be, clothing that is associated with gangs or gang activity is prohibited. Examples: “do rags”, bandannas (all colors), khaki work clothes, certain athletic apparel, inappropriate trench coats, etc.
11. Pajamas and/or house shoes are not allowed.
12. Severely torn or ragged clothing is prohibited.
13. Appropriate footwear is mandatory.
14. Students may not wear dog collars, heavy chains, or chains attached to billfolds. Heavy chains may not be worn as necklaces.
15. Appropriate undergarments should be worn but not seen at any time.
16. Appropriate dress is expected at all school-sponsored activities, on or off campus.

Female Students

1. Dresses, skirts, skorts, and shorts must come within 3" off the floor when kneeling.
2. Sun dresses and like apparel may be worn provided they are not cut too low in the front, lower armpit area, or the back for proper decorum. Shoulder straps must be at least two inches in width.
3. All tops must completely cover the back, midriff and armpit area during normal school day activities. Halter tops, crop-tops and tops that are backless or with a bare midriff or sports bra cut are not allowed.
4. Clothing which exposes the midriff when the student goes through the normal activities of the school day (bending, stretching, reaching, etc.) is prohibited.
5. No body piercing is allowed except for a maximum of two sets of earrings per ear.
6. Hair must be clean, well groomed and out of the eyes. The style and color of the hair must be of a nature as to not cause a classroom disruption.

Male Students

1. May not wear tank tops or like apparel without a t-shirt under the garment.
2. Shirts with the sleeves torn out or cut out may not be worn.
3. All pants, shorts, and similar type clothing designed to be worn at the waist may not be worn below the waist or made to sag so as to allow the underwear to show. Shirts may not be worn untucked with baggy clothing.
4. Earrings or any form of body piercing is not allowed.
5. Hair must be clean, well groomed and out of the eyes. The style and color of the hair must be of a nature as to not cause a classroom disruption. Examples: braids of any type, unnatural color such as blue or green, tone color, etc.
6. Young men must be clean-shaven with the exception of a neatly trimmed mustache.

Violations of the dress code

If the student's dress or grooming is objectionable under the above provisions, the teacher and/or the principal shall request the student to make appropriate corrections. Students will be given the opportunity to make corrections at that time. If class time is lost the teacher will give an unexcused tardy/absence. If the student refuses, the principal shall notify the student's parent or legal guardian and request that the necessary correction is made. If this does not work, the student will be placed into SAC for the remainder of the day. The school will try to provide some appropriate T-shirts or warm-ups that a student can change into. Students will not be allowed to go home and change clothing.

Students who violate the dress code will be subject to disciplinary action that could result in SAC or suspension.

DRUG/ALCOHOL USE

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises, during any school term, on or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by state or federal law, without regard to amount, including, but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any useable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. *"Under the influence"* means a student's faculties are noticeably impaired, but the students need not be legally intoxicated. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this rule. A student who uses a drug authorized by a licensed physician through a prescription specifically or that student's use shall not be considered to have violated this rule.

Students who participate in extracurricular activities may be subject to a random drug test.

EMERGENCY DRILLS

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Fire Alarm.....fire; leave the building quickly and quietly

1 bell.....halt; stand at attention.

2 bells.....return to room

Tornado: Wail.....; go to designated area in classroom

Shelter in Place: Announcement.....move to area of room away from doors and windows; remain quiet.

Threat of Disaster: Emergency/Fire alarm...move to designated area (baseball or football field)

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Signed consent will allow Harmony ISD personnel to call emergency medical services such as an ambulance if necessary without financial liability to the school. This form must be completed and returned to school secretary within 10 days of the student's enrollment. Parents are required to notify school nurse/principal regarding accidents, diseases or any matter that might jeopardize the student's health during the school year.

EMERGENCY SCHOOL CLOSING INFORMATION

Emergency school closing shall be broadcast over a number of local radio and television stations. These include but are not limited to the following:

RADIO STATIONS

KYKX-FM 105.7

KNUE-FM 101.5

TELEVISION STATIONS

KLTV-TYLER...CHANNEL 7

KETK-LONGVIEW...CHANNEL 56

KSLA-SHREVEPORT...CHANNEL 12

EXTRA-CURRICULAR ACTIVITIES

A student's participation in extra-curricular activities is subject to the following restrictions:

During the initial grading period of the school year, a student must have been promoted into the next grade level or must have accumulated the required number of units toward graduation.

During the initial six-week period and each additional three-week period, a student who receives a six-week grade below 70 in any course or subject or a handicapped student who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities during the following three-week period. At three weeks the student's grades will be monitored, and, if the student is passing, then he/she will be allowed to participate in extracurricular activities.

A student suspended due to grades may practice or rehearse with other students for extra-curricular activity, but may not participate in competition or other public performance. The suspension from extra-curricular activities goes into effect seven days after the last day of the six week period during which the grade lower than 70 was earned and ends seven days after the three week check.

A student is permitted up to ten activity-related absences during a full-year course and five absences in any one-semester course in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision, as do all extracurricular club activities. Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused. The superintendent may give an extension to this number if a hardship is created on the student.

FEES

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

1. Club dues.
2. Security deposits.
3. The materials for a class project the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance and insurance on school-owned instruments.
7. Instrument rental and uniform maintenance.
8. Textbooks or other materials or objects that are school owned and checked out to the individual student.
9. Fees for damaged library books and school-owned equipment.
10. Art lab

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

FIELD TRIPS, PEP RALLIES, ASSEMBLIES

Field trips, academic pep rallies, athletic pep rallies, and special assemblies are a privilege - they are not a right. If a student has excessive absences, excessive tardies, or is failing or in danger of failing, they will not be eligible to attend or participate in these extra activities sponsored by the school. Students who are discipline problems may not be able to attend field trips without the approval of the principal. Student participation will be evaluated on an individual basis.

If the student is to receive medication while on a field trip, the principal or school nurse may delegate a person that has been properly trained to administer medication.

FIGHTING (ASSAULT) and DISORDERLY CONDUCT

Students are prohibited from assaulting (fighting with) anyone on school property or at any school related event.

An **assault** is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Disorderly conduct is defined as:

1. Pushing and shoving an individual in such a way as to cause a possible injury or create a classroom disruption.
2. Verbally attacking someone (teacher or student) by using inappropriate language (cursing).

Harmony schools have a zero tolerance policy for fighting and disorderly conduct. Students guilty of assault or disorderly conduct will receive appropriate disciplinary action that may include suspension from school, SAC and/or AEP. A complaint may also be filed with local law enforcement officials.

FIREWORKS

In accordance with Article 1775, Section 8, Texas Statutes, *"It is unlawful to explode or ignite fireworks within 600 feet of any public school grounds."*

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the Principal at least TEN days before the event. Except as approved by the Principal, fund raising is not permitted on school property.

FOOD AND DRINK

All students are required to eat their lunch in the school cafeteria even though they bring their lunch to school. The principal may exempt a certain organization in order to give the organization an opportunity to hold an organizational luncheon or reward part.

GIFTED AND TALENTED

1. **Nomination**: Students may be nominated for the Gifted and Talented program by teachers, parents, counselors or other interested person. Nominations will be accepted in February of each year for currently enrolled students. New student nominations will be accepted upon the student's enrollment at Harmony Junior High.
2. An informational assembly will be held for each nominated student and their parent to explain the Gifted and Talented program and determine if the student is interested in the program. Nominated students who have received parental consent for the program shall be administered the following screening instruments:
 - A. CAT5 – California Achievement Test – fifth Edition (Achievement Test)
 - B. TONI 3 – Test on Non Verbal Intelligence – third Edition (Intelligence Test)
 - C. TORRENCE – Test of Creativity - (Creativity)
 - D. SAGES – Screening Assessment for the Gifted Elementary StudentsThe scores of each of these instruments will be placed on an identification matrix and the selection committee will determine the top 5-10 % for each grade level.
3. **Selection Committee**: The Gifted and Talented Final Selection Committee shall be comprised of the Principal, the GT Teacher, and the counselor. The committee will meet once all nominated students have completed the screening process. The screening process should be completed by early March. The committee will discuss and evaluate each identification matrix and determine which students shall be accepted to the program.

The committee will inform in writing each student and their parent on their acceptance or denial into the program. Individual conferences will be scheduled upon request by the parent. The committee will obtain permission, in written form from the student and parent and a letter indicating desire to be placed in the Gifted and Talented Program.

4. **Probation**: A student's progress in the Gifted and Talented program shall be monitored throughout the six weeks period. At the end of the six weeks grading period, a student who has dropped below an 80 will be placed on probation and the parent will be notified. If a student received below an 80 for the next grading period, the selection committee may choose to reschedule the student to a regular program when possible.
5. **Exit Provisions**: A student may be removed from the Gifted and Talented Program at any time should the

selection committee determine that it is in the best interest of the student. The student or parent may also request removal of a student. Harmony Junior High shall honor this request after the selection committee holds a conference with the student and parent.

6. Transfer Students: Students new to Harmony Junior High who have previously been enrolled in a Gifted and Talented Program at another district may be placed in the program subject to available space. The selection committee will review records from the previous district, and screening may be recommended. The selection committee will determine appropriate placement.

GOVERNMENTAL AUTHORITIES

Questioning of students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.

The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.

The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students taken into custody

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

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

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not have the authority to block a custody action,

notification will most likely be after the fact. The district is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

Notice Concerning Disclosure Of Educational And Criminal History Records

Under authority of Texas Education Code 37.084 and Texas Family Code 58.0051, the Harmony Independent School District and the Upshur County Juvenile Probation Department have entered into an agreement to disclose to each other educational and criminal history records of students who are at risk of involvement or have become involved with the juvenile justice system. Persons wishing to review the terms of the agreement may request a copy from the office of the Superintendent of Schools.

GRADING POLICY – Verify with principal

Progress reports will be issued each three weeks. Grades are determined by the following method.

Six Weeks Grade

Daily Grades $\frac{1}{2}$
Major Test $\frac{1}{4}$
Six Weeks Test $\frac{1}{4}$

Semester

1st Six weeks $\frac{2}{7}$
2nd Six weeks $\frac{2}{7}$
3rd Six Weeks $\frac{2}{7}$
Semester Test $\frac{1}{7}$

Year

1st Semester $\frac{1}{2}$
2nd Semester $\frac{1}{2}$

GYMNASIUM

Students must wear gym shoes (used only for this purpose, no rubber soled street shoes) or play in sock feet or bare feet when playing on the gym floor.

HALL PASSES

A student who leaves a class for any reason must have a hall pass in their possession with the following information:

- Student's name
- Date
- Class period
- Destination
- Time left
- Teacher's signature

Any student who is out of class without a hall pass will be subject to disciplinary action.

HANDICAPPED PARKING

It is against the law to block or park in a handicapped-parking area without proper identification. Violators will be subject to having their car towed.

HAZING

Hazing means any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include other students. The term includes but is not limited to:

- *Any type of physical brutality, such as shoving, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- *Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
- *Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health of the student.

- *Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a district school, or that may reasonably be expected to cause a student to leave an organization or the school rather than submit to the acts described above.
- *Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code.
- *Students shall have prior approval from the principal or designee for any type of "initiation rites" for a school club or organization. No student shall engage in any form of hazing and failure to report known hazing can result in criminal penalties, as well as school discipline.

HOMEWORK

Homework is independent practice of a skill or content previously taught and practiced. If a student does not turn in a homework assignment, the teacher may give a zero or require the student to stay after school in their room for make-up. This zero represents failure to do the work, not inability or non-mastery. The teacher may document mastery of the assignment by:

- A. Asking the student questions over the assignment.
- B. Requiring the student to do the assignment in tutorials, during lunch, after school, etc.
- C. Documenting what action the teacher followed to ascertain if the student could do the assignment.

Failure to complete and turn homework in on time will result in loss of any break privileges.

HEAD LICE

A student being found to have live lice or eggs will be sent home for treatment. That student shall not be readmitted to school until proof of proper treatment is provided to the school nurse. If a student does not return to school the next day after being sent home for lice, that student will receive an unexcused absence unless such absence was the result of medical complications arising from the lice infestation and is properly documented by a practicing medical doctor.

IMMUNIZATION

All students entering our schools for the first time must have proof that the required immunizations have been administered. Students will be allowed to enter school provided that the immunizations have been started and will be completed as soon as possible. A 20-day period is allowed for transfer of immunization records from one school to another.

Exclusions from compliance are allowed on an individual basis for medical or religious conflict. Students seeking exclusion must submit affidavits as described below.

The student must present an affidavit signed by their parents or legal guardian stating that the immunization conflicts with the practice of a recognized church or religious denomination of which the student is an adherent or member, provided, however his or her exemption does not apply in a time of emergency or epidemic declared by the commissioner of health. This affidavit must be renewed yearly.

The student must present a statement signed by a physician, duly registered and licensed by the Medical Practice Act in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of their family. Unless a lifelong condition is specified, the statement is valid for one-year from the date signed by the physician and must be renewed at that time for exemption to remain in effect.

Immunization requirements

- A. Diphtheria, pertussis and tetanus: DPT series must be completed by grade kindergarten/first. Booster injection since age four years. Thereafter, booster injection at 10-year intervals. Pertussis deleted after age six.
- B. Poliomyelitis: Series plus a booster since age four.
- C. Mumps: Vaccination since age one.
- D. Rubeola (Red Measles): Vaccination since age one.
- E. Rubella (German measles): Vaccination since age one.
- F. Varicella (Chickenpox): Children born between September 2, 1988 and September 1, 1992 must show proof by 30 days after their 12th birthday.
- G. Hepatitis B. Vaccine: Children born between Sept. 2, 1988 and Sept. 1, 1992 must show proof by 30 days after their 12th birthday of having received three doses of hepatitis B. vaccine. (The three doses are given at intervals with the 2nd dose given 1 month after the 1st and the 3rd dose given 4-6 months after the 1st dose).
- H. Tuberculin Skin Test: One negative on file. Chest x-ray will be needed if the test is positive.
- I. Haemophilus Influenza Type B (HIB) Vaccine: Children over 5 years usually do not need HIB vaccine unless recommended by a physician for special health conditions. Children below age five one dose of HIB vaccine on or after 15 months of age, unless a primary series and booster have been completed.

INSURANCE

During the school year, the District will make available to students a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims. Claim forms are available in the principal's office. The District shall not be responsible for costs of treating injuries or shall not assume liability for any other costs associated with an injury.

The school shall furnish supplemental insurance for students who participate in extra-curricular activities. However, this is supplemental insurance, the parent must file on his/her personal insurance first. In all circumstances, the parent is responsible for medical bills incurred by their student while at school and while participating in school activities. **The school is not responsible for a student's injuries or medical bills.**

LIBRARY SERVICES

Library books may be checked out for two weeks. Students may return the book and recheck it for another two weeks if there is no waiting list for the book. Overdue books will carry a fine of five cents per day except for reference books, which carry a fine of 10 cents per day. Lost and/or damaged books must be paid for by the student responsible for such misuse. Should a lost book which has been paid for be returned, a fine will be conducted for the days the book was overdue, and before payment was made for the missing book. Some older sets of encyclopedias have been set aside for overnight check out. If they are not returned the next day, there will be a fine of five cents per day until the book is returned. Reference books and periodicals are not to be taken from the library. Refusing to pay fines or continued damage to books or magazines may result in loss of library privileges and withholding of grades. Computers are for academic use only. CDs available include SIRS, CAN News, a World and U. S. Atlas, Discovering Authors, a magazine subscription service with 120 magazines in full text, a reference library, and an illustrated encyclopedia. The card catalog and the Internet are also available on computer. Unauthorized use of the Internet will result in loss of library privileges, possible fines, and disciplinary action. Unauthorized printing of materials will carry a fine of 25 cents per page.

LOCKERS

No personal stick-on stickers by students will be permitted to be placed on the lockers. The only decorations on lockers should be by a school organization, i.e., cheerleaders, student council, etc. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers at any time without permission of the student. A student has full responsibility for the security of the locker. Students may install **only school issued** locks on their lockers. The combination to the lock will be filed in the Principal's office.

Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. The school will not be responsible for items taken from lockers by someone other than the owner, including textbooks. Textbooks are issued to individual students and it is the responsibility of each student to keep up with the book and return the book in good condition.

LOITERING

In accordance with Article 295, Act. 1907, Texas Statutes, any person, including suspended students, who loiters or loafs on school property after being warned by the person in charge to leave such grounds, shall be subject to prosecution by the local courts.

LOST AND FOUND

Lost and found articles will be kept in the principal's office. Students who find lost articles are asked to bring them to the office.

LUNCH

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the principal's office or the cafeteria. Students may eat in the cafeteria, or in the case of organizations, in the sponsor's room. Students are not to be in the building hallways or in a teacher's classroom without permission. Students may keep their packaged lunch in their lockers until their lunch period. Members of an organization must have a pass from the sponsor to be in the building at lunch. A teacher may also make arrangements for students to receive tutorial help during lunch. These students must also have a pass to enter the building at lunch.

There is to be no food or drink in the classrooms without prior approval from the principal. Glass containers are not to be brought into the building at anytime. Cups from the cafeteria are not to be brought outside the cafeteria. Gum chewing is not allowed in the building. Open containers should not be brought on campus.

MEDICINE AT SCHOOL

All medications that a student needs to take during the school day will be administered by the nurse or other designated school personnel. The school will furnish no medicine. Students will not be allowed to have any medication with them unless specified by a doctor's order, properly labeled with the student's name, physician's name and strength of the drug, dosage and instructions for administering the drug.

If a student will be taking medicine at school, the nurse will dispense it under these conditions:

1. All medications, prescription and non-prescription, must be brought to the office in their original containers.
2. Prescriptions drugs must include the pharmacy label with the student's name, physician's name, name and strength of the drug, dosage, and instructions for administering the drug.

3. A note must accompany medications from the parent or guardian stating the name of the medication, the condition for which it is being taken, and the time it is to be given, (See Nurse for form).
4. All medication must be accompanied by a doctor's order prescribing the medication.

The student is responsible for coming to the nurse when it is time to take their medication, preferably between classes or at lunch.

If the student has a health condition requiring an adjustment of his/her class schedule or limitation of activities, they will need to bring a statement from his/her doctor to the office. Parents should make the school aware of any special medical considerations for the student.

MESSAGES

Student messages received in the office will be delivered to students in a timely fashion so as not to disrupt classes. Emergencies will be handled immediately. During 7th period (athletics) it is very difficult to get messages to some students and they may not get these messages. Please make your calls as early as possible.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

1. Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the student handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment forms. A parent with questions is encouraged to contact the principal at 725-5485.
3. Become familiar with all of the child's school activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
4. Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
5. Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological reports, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, (11) state assessment instruments that have been administered to his or her child.
6. If an instructional activity in which the child is scheduled to participate conflicts with the parent's religion or moral beliefs, the parent may temporarily remove the child from the classroom. The child would be placed into an alternate setting acceptable to the parents. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and the Texas Education Agency (TEA).

7. Become a school volunteer. For further information contact the principal at 725-5485.
8. Participate in campus parent organizations. The activities are varied--ranging from band, choir, and athletic boosters to district and campus planning committees formulating plans to improve student achievement. For further information contact the principal at 725-5485.
9. Attend board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. The Board normally meets on the third Monday of each month. More information can be received by calling the school secretary at 725-5492.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Maintenance Department or the Superintendent's Office.

PHYSICAL EXAMINATIONS

Physicals are required of some students who participate in some school activities. Coaches and sponsors will provide this information to the students when this is a requirement. See the Athletic Director for any further questions.

PLAGIARISM

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student shall be subject to disciplinary action that may include loss of credit for the work in question. (See ACADEMIC DISHONESTY).

POSTERS

Signs and posters that a student wishes to display at school must be approved by the principal.

PROGRESS REPORTS

Progress reports will be sent out every three weeks that report cards are not sent out. You child will receive a progress report on any course with a 75 average or below. Parents are asked to sign the report and return it to the appropriate teacher. If the progress report is not returned, a copy of the report will be mailed home.

PROMOTION, RETENTION, AND PLACEMENT IN GRADES 6 – 8.

A student shall be promoted from one grade to the next on the basis of academic achievement.

To be promoted from one grade level to the next, a student shall achieve an overall average of 70 or above for the year in all academic courses taken. In addition students shall achieve a course average of 70 or above in four of the following subjects: English, Reading, Mathematics, Social Studies, and Science. Campus assignments shall be at the discretion of the district. (See SUMMER SCHOOL).

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from any type of public display of affection such as hugging, kissing and/or close body contact.

RELEASE OF STUDENTS FROM SCHOOL

1. A student shall not be released from school at times other than regular dismissal hours except with the Principals' permission.
2. The teacher will determine that permission has been granted before allowing the student to leave.
3. Students must sign out in the office before they leave school at anytime during the school day.
4. Failure to sign out will be treated as an unexcused absence and will be subject to disciplinary action.
5. Students will not be allowed to leave unless the office actually hears from one of the parents either by phone call or a note signed by the parent. Only the parent/ guardian's permission will be used to dismiss the student.
6. Students will not be allowed to leave with a friend or family member without verbal or written permission from a parent, regardless of student's age.

If the child is contagious as stated by Texas Department of Health Communicable Disease Chart guidelines and parents fail to pick up the child after a reasonable amount of time, this could be interpreted as neglect and further services may be notified. If the school nurse determines that the student should be sent home for health reasons, a parent or guardian must pick up the student. The student may not drive him/herself home nor will he/she be allowed to ride home with another student. The school nurse cannot take the student home.

REPORT CARDS

Written reports of student grades and absences shall be issued to parents every six weeks.

SECRET SOCIETIES (GANGS)

Students shall not become members, or promise to become members, of any organization composed wholly or in part of students of public schools below the rank of college or junior college which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its membership, rather than upon free choice of any student in the school, who is qualified under the rules of the school to fill the special aims of the organization. A gang is defined as three or more individuals acting together as a group.

SCHOOL BUSES OR OTHER VEHICLES

A student being transported in school-owned vehicles is required to comply with the Student Code of Conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

Bus transportation is a privilege not a requirement. Students riding the bus are considered to be under the jurisdiction of the school from the time they board until they are discharged from the bus. The same type of conduct and discipline measures are expected of the students as would be of them while they are in the classroom. The bus driver has the authority and responsibility to maintain proper conduct and safety standards on the bus. The driver will take necessary actions to maintain proper discipline on the bus. Students who refuse to obey promptly the directions of the driver or refuse to obey the regulations of the school while on the bus will forfeit riding privileges for a specific period of time.

Students will be disciplined for any actions against our bus drivers or students.

DISTRICT BUS RULES

1. Students will wait for the bus at the designated loading and unloading spot.
2. The driver may assign seats.

3. Students are expected to be courteous. Fighting, profanity, vulgarity, loud noises, and other aggressive behaviors will not be tolerated on the school bus.
4. Remain seated.
5. No smoking or tobacco use.
6. Keep hands and head inside the bus.
7. Do not destroy property.
8. For your own safety, do not distract the driver through misbehavior..

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1 st offense	Verbal warning by the bus driver documented and filed with the campus principal.
2 nd offense	1 to 3 days after school detention
3 rd offense	5 days suspension from the bus.
4 th offense	15 days suspension from the bus.
5 th offense	30 days suspension from the bus.
6 th offense	Suspended from the bus for the remainder of the year.

In case of serious misconduct that endangers the safety of other passengers or the driver, the principal and parents shall be notified of the situation as soon as possible and step one may be skipped. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504.

SEARCHES BY TRAINED DOGS

Periodically the grounds, buildings, classrooms and vehicles in the school parking areas will be searched by a trained "sniffer dog". Should the dog "set-up" on an automobile, locker, or other item, the appropriate student or owner will be notified and the area or item will be thoroughly searched by school personnel. The trained dogs will conduct no personal searches.

SEXUAL HARASSMENT

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

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about expectations in this area with the teacher, the principal, the counselor, the Superintendent, who serves as the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or counselor or with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCF (LOCAL).

If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

SPECIAL ASSIGNMENT CLASS (SAC)

It is the purpose of Harmony I.S.D. to provide a quality education in a safe and wholesome environment for all students. Occasionally, a student must be removed from the general population in order to maintain an overall environment conducive to learning. Students assigned to SAC will have no contact with the general student population during the school day. It will be the student's responsibility to complete all assignments given them by their teacher and/or SAC supervisor before being dismissed to regular classes.

Any student assigned to SAC may not practice, participate in, or attend any extracurricular or co-curricular activities until 8:00 AM of the day after being dismissed from SAC.

SPECIAL PROGRAMS

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

STUDENT COUNCIL

The purpose of the Student Council is to represent their class through leadership and service, promote good relationships between classes and serve as ambassadors for the Junior High at a variety of events.

Requirements:

The Student Council member must maintain an 80.0 or above in each individual course and maintain all "S" citizenship grades. If at the end of a six-weeks period, a member's grade falls below those requirements in any class, they will be placed on probation for the next three weeks. If at the end of the three-week probation period the member's grades have not risen to the above expectations, they will be suspended from serving until the grade has risen to these expectations.

Student Council members will be required to attend monthly meetings (held during school hours) and assist with daily school activities. They will be expected to attend special school events and programs. Student Council members must maintain the highest personal and academic standards since they will serve as representatives of their class and Harmony Junior High.

Elections:

Student Council elections will be held in the fall of each year after the 1st six-week grading period. The election rules below will be followed:

1. Nomination forms must be filled out completely and correctly.
2. Students must turn in the nomination form and parent approval form by the deadline date or they will not be placed on the election ballot.
3. There will be no election campaigning such as posters, candy, stickers, etc. at any time.
4. Officers (President, Vice-President, Secretary, Treasurer) will be 8th grade students selected by the Student Council members.

STUDENT AND/OR PARENT COMPLAINTS

A student or parent who has a complaint should first bring the matter to the appropriate teacher or other staff member within ten (10) school days of the event or act that is the subject of the complaint. If the outcome is not satisfactory, a conference with the principal can be requested within ten (10) school days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within ten (10) school days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of sex should contact the Superintendent of Harmony I.S.D.

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student should be brought to the school office.

STUDENT RECORDS

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the Superintendent and principals are listed on the front cover of this handbook.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's

records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, or cooperatives of which the District is a member, or facilities with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
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 records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else.

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

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 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 the student are not allowed to contest a student's grade in a course through this process.

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

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

STUDENT SCHEDULES

The student will have an opportunity to change his/her schedule after reviewing it with his/her parent/guardian.

Students will be given an opportunity through the first full week of school to change their schedules. Students must meet with the Counselor and have approval of their parents/guardian and the Principal to change their schedules.

SUMMER SCHOOL (See PROMOTION, RETENTION, AND PLACEMENT IN GRADES 6 – 8)

Harmony Junior High offers summer classes for students who are in danger of being retained. Summer school will be mandatory for students with a possibility of being retained and for the students who the Attendance Committee is requiring to attend. The counselor will provide parents and students summer school information upon request.

TARDY POLICY

The accumulation of three (3) tardies in a semester will lead to the student being assigned to after school detention which is held from 3:30-4:15 Monday through Thursday. Parents will be notified that the detention has been assigned and will be responsible for the student's transportation home. Students in extra-curricular activities after school will have to be late to practice. Students who are assigned but do not report to after school detention will be assigned to a Special Assignment Class (SAC) the following day unless parental permission is given for swats. Tardy detention will be assigned for the third and fourth tardy of a semester. A fifth or sixth tardy = two detentions; seventh + = one day in SAC. Tardy detention may be assigned by a teacher, by the principal, or by office personnel.

TELEPHONES

The school telephones in any office are for school business only. Telephone use will be limited to those calls dealing specifically with emergencies or illness. Students will not be allowed to call home for personal reasons, such as missing assignments, left textbooks, permission to go home with friends, etc. Students may not receive calls on the school phone unless it is an emergency.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class; a student is required to use these books carefully. The student, as directed by the teacher, must cover their textbooks; a student who is issued a damaged book should report that fact to the teacher in writing. Students will be required to pay for subsequent damages to textbooks issued to them. Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian. A student shall be given textbooks for use at school during the school day; however, the student shall not take these loaner books home. It is the responsibility of the students to keep up with their textbooks. Students have a choice of having a lock on their locker to prevent anyone from getting into their locker. The average cost of a textbook is near \$50.00.

TOBACCO USE

A student shall not smoke, dip, otherwise use, or **possess** tobacco products of any type on school property or at any school-related or school sanctioned activity, on or off school property, as provided by law. Use of tobacco products by minors has been declared a misdemeanor by the 1997 state legislature and violators will be turned in to the local law enforcement authorities. The fine imposed could be as high as \$200. The student will also receive 3 days in-school suspension (SAC) for the first offense.

TUTORIALS

A student may be required to attend tutorial sessions as required by the District unless he or she is exempt under the compulsory attendance law.

VALEDICTORIAN/SALUTATORIAN (See CLASS RANK)

For class ranking, a student's SEMESTER GRADES for the 7th and 8th grade years will be averaged. The fourth and fifth six weeks of the 8th grade year will be averaged and considered as the final semester. All students with a non-rounded average of 90 or higher will be considered as "honor" students and will be ranked according to grade point averages. The two students with the highest grade point average and that have been in attendance at Harmony Junior High throughout all the 7th and 8th grade grading periods will be considered as Valedictorian and Salutatorian.

VISITORS

No student visitors will be allowed at anytime during the normal school day. Parents and other visitors are welcome to visit District schools but must first report to the principal's office and pick up a "**Visitor's Sticker**."

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Only parents of students may be a student's lunch guests. All lunch guests should check in at the Junior High School office prior to going to the cafeteria for lunch.

VANDALISM AND DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any school property, including furniture or any other equipment belonging to or used by the school district. Parents/guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students may be subject to criminal penalties if damage exceeds \$50.00. Students shall be responsible for the care and return of state-owned textbooks and may be charged for the replacement of lost or damaged textbooks.

WEAPONS

A student shall not go onto school premises with a firearm, explosive weapon, or a knife. The student shall not interfere with normal activities, occupancy, or use of any building or a portion of the campus exhibiting, using, or threatening to use a firearm, explosive weapon, or knife. Students are also prohibited from bringing to school or a school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include but are not limited to: explosive device of any kind, clubs or night sticks, razors, metallic knuckles, chains, any other object used in a way that threatens to inflict bodily injury on another person, knives of any size, including pocket knives.

The possession or use of articles not generally considered weapons might be prohibited when, in the principal or designee's judgement, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.