

HAL PETERSON MIDDLE SCHOOL

On behalf of the staff, we would like to welcome you to Hal Peterson Middle School. This handbook is designed specifically for students and their parents. Included is information that will be important to you throughout the school year. We encourage you to refer to this handbook to clarify any questions that may arise.

It is our intent to provide a total program designed to foster intellectual, physical, emotional and social growth for each student. Our staff strives to create an atmosphere of pride by setting high expectations of quality work for themselves and their students. We feel each student is a contributing member of our school and we look forward to working with each one of you.

Sincerely,

Sharon Mock – Principal

MISSION STATEMENT

This mission of Peterson Middle School is to provide:

- An atmosphere conducive to excellence in learning.
- Curricula that will strengthen student educational foundations, and provide opportunities for them to investigate various areas of study.
- Advice and compassion to help students deal with their emotions and changing needs at this critical age.

NON-DISCRIMINATION POLICY

It is the policy of the Kerrville Independent School District to make employment, program services, facilities, activities, and accommodations accessible to all persons.

Kerrville ISD does not discriminate on the basis of race, color, national origin, sex, or disability in the employment, programs, services, or activities offered by the District.

Superintendent, Dr. Dan Troxell, has been designated the District Title IX Coordinator for concerns regarding discrimination on the basis of sex. He is located at 1009 Barnett Street and may be reached at 257-2200. Mr. Ron Chew has been designated the District Section 504 Coordinator for concerns regarding discrimination on the basis of disability. He is located at 729 Tivy Street and may be reached at 257-2203.

SERVICES for the HOMELESS and for TITLE I PARTICIPANTS

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Sherry Eckhart, 257-2206 ex 227.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Sherry Eckhart, 257-2206 ex 227.

Phone 257-2204

Fax 257-1300

Principal	Sharon Mock	x-225
Asst. Principal	Steve Fry	x-223
Dean of Curriculum	Ed Miller	x-230
Counselor – 8 th grade	Sherry Eckhart	x-227
Counselor - 7 th grade	Susie McCalla	x-252
Registrar	Bobbie Bernhard	x-226
Attendance Secretary	Rebecca Easley	x-221
Nurse	Kay Thomas	x-228
Cafeteria	Pat Natus	x-268
Diagnostician	Barbara Taylor	x-229
Athletic Coordinator	Gary Jones	x-258
Band	Kevin Jordan	x-259
Choir	Karen Billingsley	x-250
Orchestra	Jacobi Caldwell	x-259
Library	Melanie Huckaby	x-249
Principal's Secretary	Lisa Smith	x-225

Academic Teams	7 th	Missions	x-267	8 th	Elite	x-265
		Tejas	x-258		Gladiators	x-266
		Texas Stars	x-247		Extreme	x-260

The HPMS web site is resource of information including the campus calendar, **student homework assignments**, athletic and U.I.L. events, etc. The HPMS web site is accessible through the Kerrville I.S.D. web site at www.kerrvilleisd.net. The District web site has information regarding the District calendar, District state assessment data, K.I.S.D. Board policy, K.I.S.D. Student Code of Conduct, and links to all K.I.S.D. campus web sites.

HPMS Bell Schedule

1st	7:45 – 8:34
2nd	8:38 – 9:31
3rd	9:35 – 10:24
4th	10:28 – 11:17
5th	A 11:21 – 11:51
	B 11:51 – 12:21
	C 12:21 – 12:51
6th	12:55 – 1:44
7th	1:48 – 2:37
8th	2:41 – 3:30

PREFACE

To Students and Parents:

Welcome to school year 2009-2010! For this school year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to accomplish this goal.

The Student Handbook contains information that both students and parents are likely to need during the school year and is designed to be in harmony with Board policy and the Student Code of Conduct (SCOC). Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the SCOC that were most recently adopted by the Board are to be followed. Both students and parents should be familiar with the Kerrville I.S.D. Board policy and the SCOC. These documents may be accessed on the Kerrville ISD web site at www.kerrvilleisd.net.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

YOUR INVOLVEMENT AS A PARENT

Working Together

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher or counselor, please call the school office at 257-2204 for an appointment.
- Becoming a school volunteer. For further information, contact Rebecca Easley.
- Participating in campus parent organizations. Parent organizations include P.T.O., Athletic boosters, and Band boosters.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents certain rights.

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

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

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

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated, and the school is given a copy of the court order terminating these rights.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls. Release to any other person or agency will occur only with parental or student permission as appropriate.

The principal is the custodian of all records for currently enrolled and withdrawn students.

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

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. Records may be reviewed during school hours upon completion of the written request form.

Certain information about District students is considered directory information and will be released to those who follow procedures for requesting it. If the parent objects to the release of any directory information about the child, objection must be made in writing to the Principal within 10 school days after the issuance of this handbook.

Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Parents also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests those have been administered to your child.
- To review your child's student records when needed. These records include:
 - Attendance and disciplinary records,
 - Grades, test scores, and state assessment scores,
 - Counseling records,
 - Psychological records,

- Health, immunization, and other medical information, and
- Teacher and counselor evaluations.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety,
 - When it relates to classroom instruction or a co-curricular or extracurricular activity, or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. A student who will need to leave school during the day must **bring a note from his/her parent**. Students will not be released from class until a parent arrives to sign them out. 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.

VISITORS TO THE SCHOOL

Parents of Peterson Middle School students are welcome and encouraged to visit any time. For the safety of those within the school and to avoid disruption of instructional time, all visitors are required to sign in at the office, where a visitor's pass will be issued. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. The Principal may request identification from any person on school property and may ask any person not having legitimate business to leave. To visit H.P.M.S. for the day, principal approval 24 hours in advance is required. The school requests that their parent accompany same age visitors, siblings are subject to the same restrictions as parents.

WITHDRAWAL FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the registrar's office.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary

action. Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the counselor.

CRITERIA FOR G/T AND HORIZONS CLASSES

Reading	Must have 3:	GT Reading	TAKS Reading Commended	90 Cumulative Grade Average Reading		A score of 5 or higher on the Performance and Motivation Survey
English	Must have 4:	GT Reading	TAKS Reading Commended	90 Cumulative Grade Average Reading	Writing Benchmark Score 3 or more	A score of 5 or higher on Performance and Motivation Survey
HORIZONS Math 7th or 8th	Must have 4:	GT Math	TAKS Math Commended AND Mastery all objectives	90 Cumulative Grade Average Math	Stanine 6 or above on IAAT Test	A score of 5 or higher on Performance and Motivation Survey
Algebra I: 8th grade for HS credit	Must have 4:	GT Math	TAKS Math Commended Mastery all objectives	88 Cumulative Grade Average in 7th Horizons Math	Stanine 8 or 9 on IAAT test	A score of 5 or higher on Performance and Motivation Survey
Social Studies	Must have 3:	GT Reading	2300 Scale Score or Higher on TAKS Reading	90 Grade Average Social Studies		A score of 5 or higher on Performance and Motivation Survey
Science	Must have 3:	GT Math	TAKS Math Commended Mastery all objectives	90 Grade Average Science		A score of 5 or higher on Performance and Motivation Survey

EXIT CRITERIA FOR REMOVAL FROM HORIZONS CLASSES

Students must demonstrate continued academic success to remain in the Horizons/GT cluster classes.

Students whose report card grade is 79 or below are required to have a conference with the teacher and parent to discuss a plan for improvement.

Students must maintain their grades the rest of the school year. If the student receives a grade of 79 or below on a second report card, the student will be removed from the Horizons/GT cluster class and reassigned to an on-level class. Students may be reassigned to an on-level class at parent request at any time.

The principal, teacher, and parents may agree to override the exit criteria and have the student remain in the Horizons/GT cluster group under special circumstances.

SPECIAL EDUCATION

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Barbara Taylor

Phone: 257-2206 x-229

INFORMATION FOR STUDENTS AND PARENTS

ATTENDANCE

Hal Peterson Middle School is committed to providing students with the highest quality education possible. Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to

avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class or required special program will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent and/or student may be filed in the appropriate court if the student is:

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be required to make up class time. Parents may petition the attendance review committee in writing to determine whether there are extenuating circumstances for the absences and how the student can regain credit. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student—upon returning to school—**must bring a note, signed by the parent which describes the reason for the absence.** A note signed by the student, even with the parent's permission, will not be accepted. If no written reason is provided within three school days after the student's return, the absence shall be recorded as unexcused.

Excused Absences

Excused absences may be approved for the following reasons in accordance with state law and regulations:

- Personal illness.
- Illness or death in the family.
- Medical or dental appointments.
- Quarantine.
- Weather conditions making travel dangerous.
- Educational travel approved by the Principal.

Other unusual acceptable causes shall be approved by the Principal and may include, but not be limited to:

- Unavoidable family emergency.
- Court ordered or legally related absence.

All other requests for excused or pre-approved absences under the “unusual cause” category beyond the two specified immediately above must be submitted in writing to the Principal at least two (2) days in advance.

Unexcused Absences

Missing school, all or part of a day, without approval of either parents or school is considered truancy. The student will be given an unexcused absence. Additional disciplinary consequences may be considered.

Late Arrival to School

A student who is more than 15 minutes late to class will be considered absent from that period.

Make-up Work

Students are expected to complete work missed during an absence, excused or unexcused, and shall receive the grade earned on the make-up assignment. The completed work must be submitted in three days unless other arrangements are made with the teacher. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

Teachers may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment.

Closing of School

In the case of inclement weather or other emergencies, local radio stations will carry all school closing announcements by 6:30 a.m.

Tardies

Students are expected to move from one class to another in a prompt, orderly fashion. Loitering or standing in the halls between classes is not permitted. Students who are late to a class violate the HPMS Discipline Management Plan. Students who are more than fifteen minutes late to class are counted absent.

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form in the assistant principal's office.

BACKPACKS

Due to safety concerns, backpacks are not permitted in the classroom. Students may bring backpacks to school, but they must be left in the student's locker.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the school counselor to apply.

HPMS has a NO CHARGING policy. A student with no lunch money will be given an alternative meal of fruit and milk. No alternative meal is offered at breakfast.

All school meals or a la carte purchases must be paid in advance. Prepayment of several days or weeks or months is encouraged. A drop box will be available in each school cafeteria for early morning deposits. Payments must be deposited before 7:55 am. Payments may be made at any cafeteria for any student with proper ID numbers. The student's name and ID number must be on the check or on an envelope if cash is sent, to ensure proper credit to the correct account.

NO CASH WILL BE ACCEPTED AT MEALTIME. NO CHANGE WILL BE GIVEN. ALL MONEY SENT WILL BE DEPOSITED TO THE STUDENT'S ACCOUNT.

IN ORDER TO MAINTAIN A CLEAN AND FUNCTIONAL CLASSROOM, FOOD AND DRINKS WILL NOT BE ALLOWED IN THE HALLWAYS OR CLASSROOMS AT ANY TIME.

CONCERNS BY STUDENTS AND/OR PARENTS

Usually student or parent complaints or concerns can be resolved simply—by a phone call or a conference with the teacher. In general, the student or parent should first discuss the complaint with the teacher. If unresolved, a conference with the Principal can be requested within ten (10) calendar days of the event or events causing the concern. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy. A copy of this policy may be obtained in the Superintendent's office or on the District's web site.

COUNSELING

Counselors: 7th grade: Sherry Eckhart
8th grade: Susie McCalla

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about the curriculum, course offerings, and promotion requirements. Each spring, students will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment with the counselor's secretary, Bobbie Bernhard.

Student Assistance Team

The Student Assistance Team (SAT) is designed to provide individual crisis intervention by a trained counselor. Contact with the SAT counselor may be facilitated through a counselor. All referrals are confidential.

Credit By Exam

Students are provided the opportunity to receive course credit through advanced placement testing. Parents or students interested in credit by exam should contact Mrs. Castillo in the office.

DELIVERIES

Items to be delivered to students should be labeled and brought to the main office for proper distribution. Deliveries for Tivy Homecoming, Valentine's Day, birthdays, etc. are discouraged. Those items will be held in the office and may be picked up by the student after school. **Students may not call out to order any food.** Parents delivering food to their child should sign in at the office and obtain a visitor's pass.

FOODS of MINIMAL NUTRITIONAL VALUE (FMNV)

Effective August 1, 2004, all Texas public schools participating in the federal child nutrition programs (National School Lunch Program, School Breakfast Program, and the After School Snack Program) must comply with the nutrition policies outlined by the Texas Department of Agriculture. These policies are intended to supplement federal policies defined by the U.S. Department of Agriculture's Food and Nutrition Services.

You may contact the Texas Department of Agriculture Food and Nutrition Division at P.O. Box 12847, Austin Texas, 78711, or by phone at 512-463-2076 or on the web at healthykids@agr.state.tx.us. Specific State of Texas guidelines that apply to Middle School are:

- (1) No outside food may be brought in at lunchtime that is intended for more than your child. (I.e., bring only enough food for one, not food to be shared with friends).
- (2) No candy may be accessible until after the last lunch period of the day.
- (3) No competitive foods may be served to students during meal periods (no outside vendors/fundraising foods should be accessible).

The Texas Department of Agriculture has created these new nutrition guidelines to promote a healthier environment in schools. Foods available on school premises should provide for the nutritional wellbeing of children and be considered as carefully as other educational support services. Nutritious meals can improve students' concentration and help them succeed academically.

DISCIPLINE AND CONDUCT

Applicability of School Rules

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

Disruption of Classes

Disruption of classes or any school activities by students 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.

Radios, CD Players, Cell Phones, and other Electronic Devices and Games

Students shall not display, turn on, or use a cellular telephone or other telecommunications device on school property during the academic school day, 7:40 am and 3:30 pm. If violated, disciplinary action will be in accordance with the Student Code of Conduct and an administrative fee of \$15 will be assessed.

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. An administrative fee will be assessed for the return of pagers.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or the principal. A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the counselor or assistant principal. The allegations will be investigated and addressed according to the nature of the offense and the Student Code of Conduct.

Bullying or Taunting Behaviors

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Sexual Harassment

The District believes that every student has the right to attend District school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options according to the nature of the offense and the SCOC. All students are expected to treat one another courteously, with respect for the other person's feelings, to avoid any behavior 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.

HPMS DISCIPLINE MANAGEMENT PLAN

Hal Peterson Middle School, committed to excellence in its school program, considers discipline essential to the educational process. General classroom rules and consequences as established by the staff are as follows:

HPMS Success Expectations

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

Severe Clause

Students will be sent to the Principal's office for infractions such as fighting, use or possession of tobacco, profanity, possession or under the influence of alcohol or drugs, and other infractions as deemed severe by the teacher.

A teacher may remove a student from class who repeatedly interferes, or is so disruptive that it seriously impedes the teachers' ability to communicate effectively with the students in the class, or with the ability of the student's classmates to learn. The campus Placement Review Committee will determine the appropriate placement for the student.

There are also established rules and procedures for out of classroom behavior such as while in the lunchroom, hallways, and before and after school. The choice of behavior is the student's. Appropriate student behavior will be rewarded. Deserving students will receive from their teacher and/or Principal praise, awards, special day activities, positive phone calls and notes to parents. The administrator will determine consequences for student misconduct according to severity and frequency of misbehavior and in accordance with the Student Code of Conduct. The following consequences may be utilized when misbehavior occurs.

Detention

Students may be detained outside or during school hours on one or more days. The teacher or administrator may assign detention. Failure to serve detention hall, or violations of detention hall rules, will result in further disciplinary action. Detention notices will be in written form and a copy will be given to the student. A reasonable effort will be made to notify the parent.

Administrative Detention

Administrative d-halls will be held on Monday, Tuesday, Wednesday, and Thursday afternoons from 3:40 – 5:40. It is the responsibility of the parent to provide transportation. There will be no adult supervision after 6:00 pm.

Saturday Detention

Saturday d-halls will be from 8:00 am – 12:00 noon. It is the responsibility of the parent to provide transportation to and from Saturday d-hall. There will be no adult supervision after 12:15 pm.

C.H.I.L.L.- Character, Honesty, Integrity Learning Lab

C.H.I.L.L. (In School Suspension) is a highly structured program in which students will focus on the choices that placed them in a disciplinary situation. It also promotes and supports the student in making better choices in the future. Character, honesty, integrity, responsibility and respect for the rights of others will be emphasized. A student placed in C.H.I.L.L. will not be counted absent from class and will receive class assignments beginning on the second day of placement. Once assigned to C.H.I.L.L., a student is ineligible for extracurricular activities until the placement is successfully fulfilled.

Suspension

A student placed on out of school suspension will be counted absent from class, but the absence will be excused. The student must turn in work assigned during the suspension or receive a zero.

Disciplinary Alternative Education Program

The DAEP provides a restrictive setting for students who display the inability to comply with general campus procedures. Students are placed in DAEP for a period no less than fifteen (15) days of attendance. Curricula at the DAEP include Math, Science, Language Arts, and Social Studies. In accordance with the SCOC, students engaged in conduct punishable as a felony may be placed in the DAEP even if the offense occurs outside of school.

LAW ENFORCEMENT AGENCIES

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 at school.
- The principal ordinarily will make reasonable efforts to notify the 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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 engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.

- By an authorized representative of Child Protective Services, Texas Department of Family and Protective 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 released 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. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

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

DRESS AND GROOMING CODE FOR STUDENTS

The dress code for the Hal Peterson Middle School campus is established to teach grooming, hygiene, respect for authority, instill personal discipline, prevent disruption, avoid safety hazards, and establish a career-pathway, business-like atmosphere. In general, students should wear clothing that would be appropriate for most job situations.

- HAIR must be clean and neatly groomed. Only natural (in humans) hair colors are acceptable. Any hairstyle that disrupts the learning atmosphere is prohibited (e.g., shaved patterns, asymmetrical designs, horns, or spikes).
- CHAINS as part of a wallet or watch or as a visible part of any clothing are prohibited.
- PIERCED JEWELRY may be worn only in the ears; no other visible pierced jewelry/decoration (or portions/pieces of such) is allowed.
- Inappropriate visible tattoos are prohibited.
- Clothing may NOT contain holes; clothing may not be torn, cut, or frayed (unless frayed edges are hemmed).
- SHIRTS with split sides, crop tops, tank tops, and clothing with spaghetti straps are prohibited as sole outer garments. SHOULDER STRAPS on shirts and blouses must be at least 3" in width (about 4 finger-widths).
- Proper UNDERGARMENTS must be worn at all times and must not be visible at any time. The TORSO (waist section) of the body must be covered at all times. With arms extended to either side horizontally (parallel to the ground), the torso must remain covered.
- PANTS, SHORTS, SHIRTS, AND SWEATERS must be an appropriate size and length. Extremely OVERSIZED or BAGGY clothing is prohibited. Baggy pants are defined as pants, which have seams that touch at the knee when pant seams are pulled to the front.
- SHIRTS AND T-SHIRTS that visibly extend below the bottom of the buttocks may not be worn--regardless of the number of shirts worn.

- The WAISTBAND for pants, shorts, skirts, and skorts must be worn at the top of the hipbone. Sagging pants and shorts are prohibited. Pant legs must not drag the ground.
- The test of the acceptable LENGTH OF SHORTS, SKIRTS, and AND SKORTS is at the fingertips with arms extended and hands at the side. Any slits in skirts or shorts may not extend up past the fingertips.
- Spandex shorts or other SKIN-TIGHT, lower body coverings are not allowed as outer garments.
- CUT-OFFS (short pants with un-hemmed legs) are not permitted.
- Students must wear SHOES OR BOOTS— house shoes, metal-toed boots or shoes, and roller shoes are prohibited.
- CAPS/HEADWEAR are not allowed on campus.
- BANDANAS, PACIFIERS, OR BABY BOTTLES may not be worn, carried, or possessed.
- TRANSPARENT CLOTHING is prohibited as sole outer garments.
- Clothing that is GANG-RELATED is prohibited. "Gang-related" is determined by the school administration and may include caps (color, style, position), logos, jewelry, artifacts, slogans (words), symbols, colors, shapes, or any other signal that identifies gang affiliation.
- Clothing and accessories that ADVERTISE or hint at alcoholic beverages, tobacco, drugs, violence, that are sexually explicit, or that exhibit suggestive pictures or statements are prohibited. Any clothing exhibiting crude, vulgar, profane, or occult pictures, words, signs, or symbols is prohibited. "WORD PLAY" or double-entendre slogans, pictures, drawings, or jokes that hint at sex, sexuality, sexually transmitted diseases, profanity, or prohibited (at school) substances are not permitted. Any clothing containing elements that disparages, criticizes, or otherwise promotes negative attention to/toward any race, religion, nationality, age group, or sexual orientation is prohibited.
- Students inappropriately dressed will be asked to correct the violation, wear clothing that is provided by the school for the remainder of the day, or call home for appropriate clothing.
- Dress/grooming code violations will be documented, and repeat offenders will be subject to progressive disciplinary action (and may be required to wear a prescribed uniform for a period of time (i.e., white T-shirt, blue jeans, belt, and shoes).

The school administration at the campus has the right to determine whether a student's dress is acceptable if this dress code does not specify applicable guidelines. School sponsors of school or school-related events, with administrative approval, have the right to regulate dress and grooming at their on-campus or off-campus events. Final decisions regarding dress and grooming acceptability rest with the campus administration.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal.

Student Non-school Materials

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Unapproved materials will be removed.

Non-student Non-school Materials

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee.

DRUGS AND ALCOHOL

Students who come onto the campus, or to a school function after drinking an alcoholic drink or taking an illegal drug, or who bring any kind of alcoholic beverage or illegal drug onto campus, are subject to disciplinary action in accordance with the SCOC and/or criminal prosecution. Drug detection dogs will be used to help prevent drugs and alcohol on campus.

EXTRACURRICULAR ACTIVITIES

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

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

- During the first grading period, a student is eligible if he/she was promoted at the end of the previous year. See PROMOTION sections in this handbook or the Principal for information regarding promotion.
- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks. A student regains eligibility at the end of any three (3) week period in which a passing grade (70 or above) is earned in all subject areas.
 - An ineligible student may practice or rehearse.
 - A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

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

HALL PASSES

During class time, a student must have a hall pass properly filled out and in their possession to be outside the classroom for any purpose. Failure to obtain and possess a valid hall pass will result in disciplinary action.

HOMEWORK

Homework is a vital part of the educational process and should have a definite positive influence on a students' achievement. It should be supportive of classroom activities in that it:

- Reinforces skills and concepts being taught at school.
- Utilizes reading assignments to prepare for future lessons.

- Develops student responsibility and good study habits.

Parents are encouraged to become involved in helping their children develop these good study habits. To maximize the benefits of homework, assignments must be turned in promptly. Should a student be absent, make-up work must be submitted within three (3) days unless other arrangements are made with the teacher. Homework assignments may be accessed from the KISD web site. Click on HPMS and then on the student's team.

For assignments turned in late, but not due to absences, 20 points will be deducted from the mark earned for being late.

HUMAN SEXUALITY CURRICULUM

The Kerrville ISD Human Sexuality Curriculum is based on the Texas Essential Knowledge and Skills, which has been adopted by the Texas Education Agency for all Texas public schools. Hal Peterson Middle School's curriculum, which has been implemented for several years, is abstinence based, per State requirement. The curriculum has been approved by the Kerrville ISD Board of Trustees at the advice of the KISD School Health Advisory Council, comprised of local teachers, parents, and community representatives.

As the time approaches for this instruction, an information letter describing the basic content of the instruction will be sent home with your child. Parents are always welcome to preview the curriculum materials at any time and have the right to remove their child from any part of the instruction. If you are interested in previewing the curriculum, please contact the counselor.

INSURANCE

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the attendance office. Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury. Before participating in a school sponsored trip outside the District, or in school sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading pleasure. Students are free to visit the library before or after school. The library is open each school day from 7:30 a.m. – 3:45 p.m. During classroom hours, students must have a valid hall pass and sign in at the circulation desk. Students are allowed to check out two (2) books at a time. Regular library books are checked out for 2 weeks. Reference books are checked for overnight use only. Students are to return books through the slot in the library desk. Fines for overdue books are: 5 cents per school day for regular library books and 25 cents per school day for reference books.

Library computers are for book searches and research only. Checking email, surfing the web, playing games, etc. are not acceptable uses of the library computer lab. In order to use the Internet, students must have a pass from the teacher assigning the research; have an Acceptable Use form on file, and an Internet barcode.

LOCKERS

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

LOST AND FOUND

The lost and found area is located in the attendance office. Unclaimed items left longer than three weeks will be donated to an appropriate charity.

NURSE AND MEDICAL INFORMATION

Immunizations

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Medicine at School

Students may not possess prescription or non-prescription drugs or medications at school. If a prescription or over the counter medication must be taken by a student at school, the medication must be kept in the school clinic and be administered by specified school personnel according to established procedures:

- All medications must be brought to the school clinic by the parent or guardian.
- The medication must be FDA approved, in the original container, labeled with the student's name, with directions for the dosage to be administered.
- A medication permission form, signed by the parent or guardian, must be received by the school prior to school personnel giving any medication to a student.
- Any medication not used by the student should be picked up by the parent or guardian. Medication not picked up will be destroyed at the end of the school year.
- See Board Policy FFAC (LEGAL, (LOCAL), (REGULATION) for additional information, including self-administration of asthma or anaphylaxis medication.

Communicable Diseases and Conditions

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

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

BACTERIAL MENINGITIS

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. 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 cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

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

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

WELLNESS AND HEALTH SERVICES

FFAC-R

MEDICAL TREATMENT

SCREENING PROCEDURES For state-required screening procedures, see FFAA(LEGAL)

INJURY OR ILLNESS AT SCHOOL A student who is injured or becomes ill at school or a school activity will be evaluated, and the student's parents will be notified if appropriate. If the parent cannot be reached, the parent's instructions on the KISD Emergency Care Authorization Form will be followed if necessary.

MINOR FIRST AID Minor first aid may be administered by the school nurse, if available, or by other appropriately trained persons.

ADMINISTERING MEDICATION Administration of medication to students will be strictly governed by FAC(LEGAL), FFAC(LOCAL) and the following:

1. Only school administrators may assign to District employees the task of administering medication by any mode, including injectible medication, oral medication, inhalant, topical medication, or rectally administered medication. Only designated District employees may administer medication to students. School nurses may not delegate but will oversee administration of medication.
2. District employees designated to administer medication will be provided orientation, instruction, and supervised practice appropriate to the task. The nurse will explain to the principal or designated building administrator and to the student's teachers any adverse side effects of the medication and the recommended action to be taken.
3. Medication will be provided and brought to school by the parent of the student. Students may not possess prescription or non-prescription drugs or medications at school.
4. The principal or designee will appoint one responsible person, such as the school nurse, to supervise the storage and administration of medication and to maintain records of the administration of medication. Any District employee administering medication to a student must record each dose given. Records will include the parent's written request and the record of medicine administered.
5. The principal will provide locked storage space where all medication may be maintained apart from office supplies and accessible only to authorized employees.
6. Each student's medication will have a label including the student's name, the name of the medication, directions concerning dosage, and the schedule for administration.
7. All continuing requests for the District to administer medication will be reviewed at the beginning of each school year. Renewed, written permission for treatment will be required from the parent.
8. Hypodermic injections may be administered by a registered nurse, if available. The student's parents will be instructed to furnish sterile, disposable syringes and needles. Used syringes and needles will be disposed of in accordance with rules of disposal of sharp instruments.
9. When the course of treatment is complete, or at the end of school year, parents will be asked to pick up unused medication. Unclaimed medication will be destroyed at the end of the school year.

PERSONAL ITEMS

Items such as, but not limited to, beepers, portable radios, tape players, caps, skateboards, sunglasses, paint pens, trading cards, permanent markers, and any other item not needed for instructional purposes **will be confiscated and kept in the office** at the discretion of the administrator. Repeated violations of this policy will result in disciplinary action. Selling and/or trading of such items is not permitted. Any personal items not needed for instruction, which turn up missing, or stolen will not be pursued by the administration.

PESTICIDE APPLICATION

Hal Peterson Middle School periodically applies pesticides as a part of an integrated pest management program. All persons applying pesticides at this school are required to receive special training in pesticide application and pest control. In addition, Hal Peterson Middle School has a policy that requires use of non-chemical pest control tactics whenever it is possible that pesticides may periodically be applied.

Information regarding pesticide use, timing and treatment can be obtained by contacting Mr. Billy Taylor. He is located at 1313 Stadium Drive and may be reached at 257-2216.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PROMOTION, RETENTION, AND PLACEMENT

Students shall be promoted from one grade to the next on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To be promoted from one grade level to the next, a student shall obtain an overall average of 70 or above, based on course-level, grade-level standards (essential knowledge and skills) for the year in all courses taken. The overall average is derived by averaging the final numerical grade for all courses taken. In addition, students must attain an average of 70 or above in three of the following subjects, two of which must be mathematics and language arts (English and Reading combined): Language Arts, Mathematics, Social Studies, and Science. And finally, students must meet attendance standards in order to be promoted to the next grade. Please see Attendance for Credit.

Grade-level assignment shall be at the discretion of the District in the event the student passes some, but not all courses.

*Due to changes in state and federal law, District policy regarding promotion criteria may be updated without prior notice. The District policy may be accessed at www.kerrvilleisd.net.

Spring School: Tutorial services will be provided for those students who are not academically successful. Students will be selected based on projected TAKS success and current grades. **Attendance in this program is mandatory for those students in danger of retention.** Please reference Board Policy EHBC.

REPORT CARDS

Report cards with your child's grades and absences in each class or subject are issued to the student every six weeks. Please refer to "Report Cards" on page 2. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject. Report cards must be signed by the parent and should be returned to the school within 2 days. At the end of the first three weeks of each six-week grading period, you will be mailed a written progress report of your child's current performance in all courses.

SCHOOL HOURS

Before School

Supervision will be provided in the cafeteria drop off area for students arriving at school no sooner than 7:15 a.m. Students may enter the cafeteria for breakfast at 7:15 a.m. Students needing to turn in absence notes from parents should do so at the attendance office between 7:30 and 7:45 a.m. Students are expected to be in their first period class at 7:45 a.m.

After School

The student's school day ends at 3:30 p.m. Supervision is provided in the courtyard, bus pick-up areas until 3:45 p.m. Only students who are bus riders, waiting for a ride, or participating in an extra curricular activity or tutorial may remain on campus after school hours. All other students must leave campus immediately or a disciplinary consequence may be assigned. Parents are to drop off and pick up their children during the times supervision is provided (not before 7:15 or after 3:45).

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the specified areas. Students present in non-approved areas will be subject to disciplinary action.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for participants established by the sponsor in accordance with Board policy.

SCHOOL SOCIAL EVENTS

All school rules of good conduct, dress code, and grooming shall be observed for all school social events. Students attending a party, dance, or social will be asked to have a parent sign them out when leaving before the end of the event. Anyone leaving before the official end of the event will not be readmitted. Attending a school social function is a privilege, not a right; therefore, disciplinary and attendance standards must be met to be eligible to attend.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

STATE ASSESSMENT (T.A.K.S., T.A.K.S.-I, and R.P.T.E.)

Students will take state assessment tests (Texas Assessment of Knowledge and Skills) in the following subjects, as well as routine testing and other measures of achievement. These tests may be used to determine promotion or placement into the next grade or into classes designed to help those students who are not proficient in the required subject matter.

March 3	Grade 7	Writing
	Grade 8	Reading
April 6	Grade 8	Math
April 27	Grade 7	Math
April 28	Grade 7	Reading
	Grade 8	Reading (retake)
April 29	Grade 8	Science
April 30	Grade 8	Social Studies
May 18	Grade 8	Math (retest)
June 29	Grade 8	Math (retest)
June 30	Grade 8	Reading (retest)

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when the District provides uniforms.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Replacement of student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for lost or damaged textbooks.

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.

SUMMER SCHOOL

A TAKS remediation summer camp will be offered for those students not passing their TAKS testing in the 8th grade. They will be required to retake the reading and math tests in July.

Summer school is not offered at HPMS for promotion. Please see Promotion, Retention, and Placement regarding Spring School on page 22. Students who are in need of help will be identified by using district wide benchmarks and will be required to attend spring school.

TELEPHONES

Office phones are reserved for emergency situations only. Students may not dial long distance.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. Students should write their name in all textbooks issued to them. However, a student will be provided textbooks for use at school during the school day.

TOBACCO

Possession or use of tobacco products is prohibited on all District property including any vehicle in which students are transported. Antler Stadium and Baseball Field, and all District gymnasiums used for extracurricular events, are included as District property.

This policy applies to all persons including students, employees, parents and visitors. Persons who fail to comply shall be asked to leave by District employees or removed by law enforcement officials. Students shall be disciplined as outlined in the discipline management plan.

TRANSPORTATION

General Statement Kerrville Independent School District will employ bus monitors to assist route drivers and the Director of Transportation in maintaining a safe, orderly environment aboard buses operated by the district.

Bus Route Assignments At the beginning of each school year, bus monitors will be assigned to random routes within the district by the Director of Transportation. The director will move monitors from route to route, ensuring each route has been monitored by the last day of September.

If a route driver has issued 10 Bus Conduct Reports, the Director of Transportation will assign a monitor to ride with the driver. The monitor will remain on the assigned route until a change is made by the director.

**Bus Driver
Bus Monitor
Relationship** The driver and monitor will work as a team to establish and maintain a safe and orderly environment for the passengers who ride their bus. The driver will serve as team leader, and will work with the campus administrator, who is responsible for resolving Bus Conduct Reports and communicating with parents.

Both the driver and the monitor will have the authority to redirect inappropriate behavior, change passenger seating, and issue Bus Conduct Reports if necessary. Passengers are expected to follow instructions given by the bus driver and the bus monitor.

Expectations For Passengers Passengers will abide by Kerrville Independent School District Transportation Department Rules and the Kerrville Independent School District Code of Student Conduct.

Violations of Transportation Department Rules and/or KISD Code of Student Conduct will result in disciplinary action being taken.

Any disciplinary action or changes in transportation for a student with a disability will be made in accordance with provisions contained in the student's Individualized Education Plan.

For additional information regarding discipline, please consult Board Policy FO (LEGAL), (LOCAL).

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Questions concerning bus transportation or bus routes should be addressed to the Rob Middleton, Director of Transportation. He is located at 505 Yorktown and may be reached at 257-1344.

Students being transported in school owned vehicles should comply with the Student Code of Conduct. Students who fail to comply with the rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

School-Sponsored Activities

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent.

Buses and Other School Vehicles

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

TUTORIAL CLASSES

Tutorial classes begin at 7:30. When teachers are not on duty, they are available for tutorials. Please see your teachers for specific days. Arrangements for additional tutorials may be made with individual teachers.