

Indian Springs Middle School



Student Handbook
2004-2005

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A message from the principal:

Dear Students and Parents,
Welcome to Indian Springs Middle School!
It is our sincere goal to provide each student a quality education in a safe and caring environment. This handbook was created to be a guide to assist you with current policies. If you ever have any questions, please give us a call. Working together will definitely provide the most success for each student.
Have a great year!

Mr. Don Cotten



Indian Springs Middle School Student Handbook

Residence Requirements

All students must be residents of the Keller Independent School District. All students must reside with a parent, court approved legal guardian, or in special cases, previously approved legal guardian, or a responsible adult. Address changes or changes in residence status must be reported immediately to the office. Failure to meet the above requirements can result in a student's immediate withdrawal from school.

Registration

Students who attend a KISD campus will register for courses during the spring for the following school year. Students who are new to KISD will contact the counseling office to schedule an appointment to register.

Attendance

Students are required to attend school every day. In the event of illness or a family emergency, parents are asked to notify the school prior to 9:30 am, and a note stating the reason for the absence signed by the parent upon the student's return is required. Visits to the doctor's office and dentist require an official statement of the student's visit. A student absent from school for any reason other than medical appointments will not be allowed to participate in school-related activities on that day or evening.

Compulsory Attendance Policy

Students who have not reached their eighteenth birthday are required by Texas Law to attend school for the entire period that the program is offered (FDC Legal). This attendance is expected every day in which school is in session. A student may not receive credit for a course at ISMS if he/she has been absent for more than 10% of the total days the class is in session each semester.

Truancy

Truancy is a violation of the school code and state law. Truancy, as defined here, is the illegal absence from one or more classes in the school day. If a student is truant, the parent will be notified. Truancy can lead to disciplinary action and the loss of credits.

Tardiness

Students are expected to be ready to begin class prior to the tardy bell ringing. If tardies become a problem, students will serve appropriate consequences. Tardiness to class in excess of ten minutes will be treated as truancy.

Early Dismissal

A note will be required on the morning the student requests to leave early. Please include a phone number for verification purposes. Students must wait until their parent/s sign them out of school in the office. No one will be allowed to check the student out if his/her name is not on that student's emergency card.

Students Leaving Campus

Once they arrive, students are not to leave the campus without permission from the office. Students are not to be in the building before 7:15 am or after 2:40 pm without prior permission or an acceptable hall pass.

Announcements

Daily announcements are made during homeroom time. All announcements must pertain to school activities.

Hallway Regulations

When classes are in session, all students who are in the hall must have a hall pass. Teachers give these passes as they deem it necessary for their students to be in the hall during class.

Quality Time

Every student will have a twenty-minute period from 1:20 – 1:40 pm to be used for a variety of activities including but not limited to tutorials, official school business, group activities, etc.

Textbooks and Materials

Textbooks and some other materials used in the courses offered at ISMS are furnished to students at no charge. Students will pay for any damaged or lost books. State law requires that textbooks are kept clean and covered

Lockers

Students have lockers assigned to them, and it is their responsibility to keep these clean and organized. Students are not to change or share lockers without permission. Lockers have built in locks and must be kept locked. All book bags and backpacks will be left in the lockers. If students have problems with their lockers, they should see their homeroom teacher. Since lockers remain the property of the school, students should not expect them to be private; they are subject to search at any time reasonable cause exists to believe that they contain any prohibited substance or property belonging to another. The school district is not responsible for items kept in lockers whether lockers are locked or unlocked.

Visitors

Student and adult visitors are allowed on campus after clearance through the office. All visitors will receive and wear a Visitors Badge. Student visitors will not be allowed to attend class.

Grades

Report cards will be sent home every nine weeks. Progress reports will be sent home after the third and sixth weeks of every nine-week grading period.

Teachers will contact parents via email, telephone, letter and/or the school hotline system if a student is making failing grades.

7th and 8th English, Science and Social Studies:

20% Daily

15% Quizzes

30% Other (includes Projects, Journals/Writing, Labs, etc.)

35% Tests

7th and 8th Math:

30% Daily/Other

30% Quizzes

40% Tests

Minimum # of grades per 9 weeks: 18

Minimum number of tests per 9 weeks: 3 not including 9 weeks or semester final

Semester Finals:

- **7th Grade:** 9 Weeks Test / 1 Test grade
- **8th Grade:** Comprehensive 18 weeks test / 10%

Make-up work: Students will have 2 days for every one day absent to complete missed work.

Ex. 1: Student A misses school on Tuesday and returns on Wednesday... Make-up work is due on Friday.

Ex. 2: Student B misses 4 days of school. She has 8 days to turn in all the make-up work.

*Make-up work will be available in the front office at the end of the 2nd consecutive day missed upon the request of the parent or guardian.

Re-Take Policy: A student who scores below a 70 on a test may retake for no more than a 70.

Ex. 1: Student B makes a 54 on a test. He retakes and makes a 67. His grade on the test is a 67.

Ex. 2: Student C makes a 54 on a test. He retakes and makes a 75. His grade is a 70.

Late Work:

- 7th Grade - For each day that a student's work is late a maximum of 10 points per day late may be taken from the grade.
- 8th Grade - For each day that a student's work is late a maximum of 15 points per day late may be taken from the grade.

Re-teaching/Retesting Policy

As teachers monitor student progress and check for understanding as part of their daily teaching, they will re-teach as needed. The opportunity to retest will occur when the teacher deems it appropriate.

Conduct Grades

Conduct grades will be reported each nine weeks on the report card.

Address Changes

All address and phone number changes must be reported to the school office to ensure that emergency contact numbers and other important student information are correct.

Damage to School Property

Students and their parents are financially responsible for loss, damage or destruction of school or personal property, including textbooks and media center materials. If the damage is malicious, other disciplinary action may be in order.

Student Organizations

The following are examples of organizations in place at ISMS: National Junior Honor Society, Student Council, Cheerleading, FCA, Junior Historians and UIL Academics. Others may be added during the year.

Schedule Changes

Schedule changes may be addressed through the SAVE committee process after parent conferences with the student's teacher. The SAVE committee becomes an option on the first day of the fourth week of school.

Counseling Services

Counseling services are available for all students through the Counseling Center. Both academic and personal issues may be addressed with the school counselor. Students may be encouraged to consider appropriate individual or group counseling programs. Referrals of concerns from teachers, parents, and the student themselves are also welcomed. Students who want to see the counselor may request a pass to the Counseling Center for an appointment. The Academic Associate may assist you in class registration, SAVE committee information, administering tests and in several other areas. The Keller ISD website features an ISMS home page where current counseling topics and activities are detailed.

Library

The library is available to students from the first passing period of the day until thirty minutes after the last bell. When not in the library with a class, students must have a pass to enter the library during school hours. A fine of ten cents (\$.10) per day, excluding weekends and holidays, is charged for overdue materials. Students are responsible for paying for lost or damaged materials. Until all library fines or lost texts are cleared each nine-week reporting period, library books and textbooks will not be issued.

Lunchroom

Indian Springs Middle School is a closed campus for lunch. All students are expected to eat in the lunchroom, whether they bring their lunches or buy them. Charging lunch is not allowed, but a peanut butter sandwich and milk will be provided. Students are expected to adhere to the lunchroom rules for safety and health purposes. Students will be expected to clean up after themselves in the lunchroom.

Soft Drink and Candy Machines

Soft drink and candy machines on the entire ISMS campus are off-limits to students during class time. Students may purchase soft drinks and candy without teacher permission before and after school, as well as during lunch. Open soft drink containers and food items are not permitted in the halls or classrooms at any time without teacher approval.

Lost and Found

Lost and found items are kept in the front office. If a student loses an item, he should ask the receptionist.

Bus Regulation

Durham Transportation Company contracts bus service with KISD. Some ISMS students live outside the two-mile limit and will be eligible for regular bus service. All other students desiring transportation should contact Durham about their "pay for ride" program. You may contact Durham Transportation at (817) 337-3725.

Fire Drill Regulations

The State of Texas has adopted the following fire drill signals, which are standard in most of North America. Students should walk out of the building in a quiet orderly manner; quickly, but not running.

Fire Drill: Fire alarm will sound

Return: 2 long bells, return to your room

Halt: 1 long bell, stop and wait for instructions.

Students setting off false alarms will be penalized according to the State penal code and may be ticketed, fined, and/or suspended. Maximum penalty may include felony charges brought against the student or students who deliberately cause a false fire alarm.

Tornado Drill

A rapid series of bells will be the alert for violent weather. Students should quietly but quickly move to a designated area and assume the duck-and-cover position.

Weather

In the event of inclement weather, you are asked to listen to radio WBAP 820 AM for school closings or delayed starting times. No announcement will be made when school will remain open as usual.

Student Health Services

Unless previous arrangements have been made, students must have a pass from their teacher to go to the nurse. Students may not go to the nurse's office during passing periods to be seen by the nurse except for emergency situations. Students who are ill or injured must come to the nurse's office to use the phone if they need to call a parent. After being assessed by the nurse, every attempt will be made to contact parents when a student is in need of going home. When leaving school due to illness or injury, a parent or a person on the emergency contact card must come in to the office and sign the student out.

Parents of a student with a communicable disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be notified. A student who has certain diseases is not allowed to come to school while the disease is contagious. Please contact the school nurse if you have any questions.

Every student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The school nurse can provide information on required immunizations.

A student who must take medication (prescription or nonprescription) during the school day must bring to the nurse's office a written request from his/her parent with the medicine in its properly labeled container. All medication should be in its original container (never brought to school in a baggie). Non-prescription medication may not be given for longer than seven (7) consecutive days without a note from the physician.

Discipline Management

Most students make their way through middle school without any discipline problems. An emphasis is placed on teacher-parent communications and positive reinforcement. If student behavior still does not meet expectations, they will be assigned appropriate consequences such as detention. If necessary, students will receive a disciplinary and be sent to the assistant principal. The student will receive consequences which include, but are not limited to, before and after school and lunch detentions, Saturday detentions, In-school suspension and Challenge Placement Center.

Detention-Hall Rules

Students who have been assigned before or after school detention (D-Hall) are expected to adhere to the following rules:

- Complete D-Hall Assignments
- Bring schoolwork to D-Hall.
- No talking.
- No eating or drinking.
- Be on time.

Hazing

Hazing is the harassment of a student by another student or students. All students have the right to attend school without harassment. Those responsible for this harassment will be disciplined. If such activities continue, the students responsible may be removed from the school setting.

Improper Equipment

Any object not necessary to the instructional program is to be left at home. Items such as skateboards, roller blades, roller shoes, scooters, radios, CD players, electronic games, beepers, recording devices, headphones, laser pointers, etc. are not to be brought to school or school events. These devices will be confiscated, the student may be disciplined and parents may have to pick-up the item.

Middle School Liaison Officer

A Keller Officer has been employed by KISD to serve as a school liaison officer. This officer can and will be brought into matters regarding violations of both the Education Code and the Penal Code, that occur at school. The involvement of this officer does not always mean police action will be taken, but that the offense is serious enough to warrant police involvement in some way.

Police Questioning of Students

The following guidelines shall apply when law enforcement officer(s) or other lawful authorities desire to question or interview a student at school:

- The principal or assistant principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
- The principal shall ordinarily make reasonable efforts to notify the student's parent or person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified.

The principal ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

Public Display of Affection

Public display of affection, such as hugging and kissing, is not allowed on ISMS property or at any school activities.

Firearms, Weapons, Drugs, and Alcohol

See KISD Student Code of Conduct

Fireworks/Stink Bombs

Possessing and/or shooting fireworks or stink bombs of any kind in the building is illegal. Students are subject to disciplinary and police action.

Dress Guidelines

Appropriateness and moderation in all things, concern for health and safety of students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress is highly controversial; opinion among people varies. The individual schools will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being and general welfare of students.

All students should be neatly and cleanly groomed at all times.

Students are not to wear “tee” shirts or other items of clothing with pictures, logos, phrases, letters, or words printed on them that are obscene, pornographic, or disruptive in the judgment of the school administration. This shall include, but shall not be limited to:

- Clothing considered to represent illegal gang paraphernalia, including bandannas, “colors”, oversized saggy pants (all pants must be worn at the waist)
- No nude/semi-nude figures
- Clothing or jewelry or other symbols that contain satanic, witchcraft-related, or other occult wording or images
- Pictures or logos of alcoholic beverages or tobacco, obscene gestures or words, or pictures that depict prohibited substances

Hair should be of natural color.

Extreme hairstyles are not permitted

Students are not to wear hats of any kind within school buildings unless approved by the administration for special occasions. “Hats” should be interpreted broadly and shall include caps, visors, bandannas, scarves, or kerchiefs and similar hat-like apparel.

All students should be dressed in a manner that does not distract others from learning:

- No half-length or midriff tops, tank tops, body suits, or see-through garments.
- No spikes, chains (wallet or leash type).
- No visible ink, graffiti, or tattoos are allowed on student's skin.
- Earrings may be worn **in the ears only**. Body piercing on other body areas is not permitted.
- The **minimum length** of any type of shorts is below the palm of the hand.
- Skirts must be at least fingertip length.
- Shorts or skirts must allow students to be able to stand, sit, and/or bend with modesty.
- Any garment that reveals the back is not acceptable.
- Cutouts or holes in any garment will not be permitted.
- Cut-off shorts or cut-off shirts shall not be worn.
- Biking shorts or tights are not to be worn except during athletic periods or activities as approved by coaches.
- Slits in skirts should be no higher than fingertip length.
- Students shall wear shoes.
- Shoes with built in rollers are not permitted.
- No "wild-eye" or other similar contact lenses may be worn.
- Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team shall be governed by the immediate person in charge of these activities, under the direction of the principal.
- Mums or corsages shall be permitted in high schools only.
- "Banquet attire" at the middle schools (grade 7 & 8) shall be limited to "Sunday attire". No formals, tuxedos, or other such formal attire shall be worn.

Dress Code Violation

If the student's dress or grooming is objectionable under these provisions, the administrator or counselor shall request the student make the appropriate corrections and/or provide a one day dress code violation pass. If the student refuses, the administrator shall notify the student's parent or legal guardian and request that person to make the necessary corrections. If a parent contact or alternative clothing is not available, the student will be removed from the academic setting. If both the student and parents or legal guardian refuse to correct the violation, the administrator shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant, and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the administrator determines.

Pay Phones and Use of Office Phones

All pay phones are off-limits during school hours unless a student receives specific permission from an adult. Office phones are reserved for school personnel use only except in emergencies.

Plagiarism and Cheating

Plagiarism and cheating will result in the lowering of a grade to a zero and / or other disciplinary action.

Electronic Communication Devices

Students may possess electronic communication devices including, but not limited to cell phones, pagers, PDA's, etc. during the school day from the first bell to the last bell under the following conditions:

- Must be turned off at all times
- Must be out of sight at all times
- May not be used at any time during the school day

Electronic devices may be possessed and used after school and at school-sponsored or school related events subject to appropriate rules of usage.

If an electronic device is seen or heard from the first bell to the last bell, the following steps may be taken:

- 1st Offense Confiscated by the teacher and turned over to administration.
Student may pickup after school with a phone call to parent.
Student may sign for the electronic device.
- 2nd Offense Confiscated by the teacher and turned over to administration.
Phone call to parent. Parent must pick up and sign for the device.
- 3rd Offense Confiscated by the teachers and turned over to administration.
Phone call to parent. Electronic device may be held until the end of term. Parent must pick up and sign for device. Disciplinary action may be taken in accordance with the Student Code of Conduct or campus handbook.

Based on recommendations from crisis experts, during a school-wide crisis situation, all student cell phones may be collected. These phones will be used to prolong the school's ability to maintain communication. The KISD Crisis Management Plan provides for necessary, controlled communication in times of school-wide crisis.

Physical Education

All students in PE are expected to wear shorts and shirts purchased from ISMS during class every day. The PE department sells the shorts and shirts for a nominal fee at the school orientation and beginning of the school year. Dressing appropriately for PE is necessary for the students to be able to participate in the various activities and is a safety issue. Therefore, it is a part of the student's grade.

Athletic Program

Physical Required: A physical for all seventh and new in-coming eighth graders by a medical doctor is required for participation in the ISMS Athletic Program, which includes Tennis. The results of the physical must be documented on the UIL Physical Form, which can be obtained from the athletic coaches of the ISMS office.

Insurance: Students may purchase insurance directly from a company that provides insurance for students throughout the state. Forms are available in the ISMS office. KISD does not provide insurance for athletic injuries.

Transportation: Transportation is provided by KISD to and from athletic events from the ISMS campus. Parents must provide transportation to practice for the seventh grade students before school. Eighth grade parents must provide transportation for students from after-school practice.

Athletics: Seventh and eighth grade girls will have athletic teams in volleyball, basketball, track, and cross-country. Seventh and eighth grade boys will have athletic teams in football, basketball, track, and cross-country. Students not in athletics may participate in tennis. The parents must provide transportation to and from practice before and after school. All athletes are required to actively participate in one of the sports.

Soaring To Excellence

Indian Springs Middle School



Established 2001

Daily Bell Schedule

1 st Period	7:30-8:15
2 nd Period	8:20-9:15
3 rd Period	9:20-10:05
4 th Period	10:10-10:55
5 th Period	11:00-12:25
A Lunch/Class	11:00-11:25
B Lunch/Class	11:30-11:55
C Lunch/Class	12:00-12:25
6 th Period	12:30-1:15
Quality Time	1:20-1:40
7 th Period	1:45-2:30

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We received a copy of the 2003 – 2004 Student Handbook.

Student Signature

Parent Signature

Date

Printed Student Name

Printed Parent Name

