

# Moorhead Junior High School Student/Parent Handbook



**Moorhead Junior High**  
13475 FM 1485  
Conroe, TX 77386  
Telephone: 936-709-2400  
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## Accessibility

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3205 W. Davis  
Conroe, Texas 77304  
(936) 709-7752  
[Conroe ISD Website](#)

## Mission Statement

Moorhead Junior High believes in its students, supports their achievements, and builds a positive learning community.

## Core Beliefs

- We will build relationships.
- We will meet our student's needs.
- We model Dignity.
- We believe everyone is Valuable.

“Moorhead Junior High is a student-centered school where learning comes first.”

## Administration

Principal: Robert Garcia

Asst. Principals/Counselors:

### **Alpha A – E**

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Dan Wheeler: [dlwheeler@conroeisd.net](mailto:dlwheeler@conroeisd.net)

## Main Office

Receptionist: Dayana Muniz

PEIMS/Registrar: Debra Jeane

Attendance: Dayana Muniz

Nurse: Toni Tomkavits-Lewis

Financial Secretary: Sherry McGrath

*This portion of the Moorhead Junior High Student Handbook is an addendum to the CISD Secondary Student Handbook. Students and parents are expected to read and understand all information included, and should sign the acknowledgement form at the back of the CISD Secondary Student Handbook.*

*Any questions may be referred to the campus administration.*

## Attendance

Attendance is critical to all students and their success. Students are allowed 9 days of absence per semester before promotion status is affected; however, after 7 days of absences from school, a student can be referred to court for failure to attend school. Please refer to all attendance guidelines in the CISD Secondary Handbook. If the student has attendance make up hours that have not been made up, it can affect a student's promotion status.

## Arriving on Campus in the Morning

For their safety, students should not be dropped off at school prior to 7:15am unless they have an appointment or a scheduled extra-curricular activity where they will be supervised. Teachers do not begin their morning duty until 8:15a.m. Once students arrive on campus, whether from the bus or private transportation, they may not leave (even to cross the street) under penalty of discipline. All students arriving before the first bell must report directly to the cafeteria area.

## Leaving Campus

### During the Day

Any student who must leave campus during the day must have parent/guardian permission to do so. The person providing transportation must report to the front office to sign the student out from school before they will be released. Parent identification is required. The school must receive notification from the parent prior to release if someone other than the parent will be providing transportation. It is very important that parents contact the office no later than 3:25pm.in order for us to have time to get passes delivered to students. The Attendance Office may not be able to get a student out of class in a timely manner if they are not given advanced notice. We will not release students after 3:30pm.

### At the End of the Day

At the end of the school day, all students must leave the building or be in a supervised activity by 4:15 p.m. Students riding a bus should wait in their seventh period classroom until their bus has arrived or all bus riders are called to the cafeteria. Students that are car riders may exit the front of the building and wait for their ride under the covered area. Students must remain on sidewalks and should not cut through the driveway, or in between or in front of vehicles.

All students are expected to wait for their ride at the front of school where supervision is available. Parents are not permitted to pick students up at the back of the school or on the road; this is dangerous for students. All car riders must be picked up by 4:25 p.m. in front of the school in student pick up line.

## Tardy Policies and Procedures

Punctuality is an important habit that shows consideration for fellow students and teachers. In a larger context, absence and lost time due to tardiness are the primary reasons for employee dismissal in the work place.

Tardiness is defined as arriving to class late without an approved pass after the tardy bell rings for the opening of class. Students arriving to class more than 15 minutes late will be counted absent. The following is the tardy policy and the consequences that correspond:

- Tardy 1-2: Free/per week - in case of emergency
- Tardy 3-4 Warning or 1 lunch detention
- Tardy 5+: Admin. Discretion (Sat.School, ISS)

Tardies counts reset each week.

## Truancy

A student shall be considered truant when:

- Absent from school without the consent of a parent or legal guardian or a school official.
- Skipping any full or partial class period (including lunch) during the course of the school day.
- Arriving to class more than 15 minutes late will be regarded as absent and could result in truancy.

Once a student is on campus, he/she may not leave unless they are checked out by a parent.

## Counseling

Our counselors are available to parents and students needing assistance in academic, personal, or social situations. The following is a list of services offered by the counseling center:

- Academic counseling
- Short term crisis
- Scheduling/facilitating Parent/Teacher Conferences
- Referrals to appropriate school and/or community programs and agencies
- Small Group presentations
- Parent Information
- Student Information

Students wishing to speak with a counselor should stop by their alpha counselor's office between classes, before school, or after school to request an appointment. The counselor will then initiate a pass to arrange a conference. In the case of an emergency, the student should obtain a pass from the teacher to go directly to the counseling center.

Parents wishing to speak with a counselor should call the school's main number and ask to speak to their child's Counselor. If the counselor is not available, a message will be taken and the call will be returned as soon as possible.

Information that a student shares in a counseling situation is considered confidential unless the student threatens to harm himself/herself or others. In that case, the parents and/or appropriate agencies will be contacted immediately.

## Schedule Changes

Schedule changes are only permitted if the student meets one of the following criteria:

- The student has already taken the class; or
- The student has not met the prerequisite to be enrolled in the course.

Students who wish to change an electives class have until the third week of the fall / spring semester to do so. Students wishing to drop an honors class have until the sixth week of the fall/spring semester of school. After these deadlines the students will have to complete the semester in the currently selected class schedule.

Each decision is made on case by case basis, in which the student's past academic history, current academic standing in the class, attendance, and a variety of additional information will be reviewed. Students who are struggling in any course should attend tutorials for additional help.

## Grading Policy

The following grading weights apply to all junior high classes:

Percentage of Grade	Category of Grade
60%	Major Grades (Test/Major Projects, etc.)
40%	Quiz, Daily Grades (Homework, In-class assignments, etc.)

For classes that are also credit for high school:

Percentage of Grade	Category of Grade
60%	Major Grades (Test/Major Projects, etc.)
40%	Quiz, Daily Grades (Homework, In-class assignments, etc.)

## Make-Up for Absences

A student will be given the opportunity to make up work missed. It is the responsibility of the student to request and complete any assignments or tests missed because of an absence.

## Make-Up Policy

**Assignments:** Students must be given one day to make-up work for each day absent. If a student was absent the day the assignment was due, it is still due the day they come back to school if the assignment was assigned prior to the student being absent.

**Tests:** If a student was absent the day of a review but knew that a test was upcoming, the student must take the test with the rest of the class. However, if a student was absent the day of the test, then the student has a maximum of one week to make up the test. It is the student's responsibility to schedule a time with the teacher to make-up tests. The student may also report to the Student Success Center after school to make up tests.

*NOTE: Make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and collect homework. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing the tests/assignments before the class is missed. If an assignment is missed the day of an activity, that assignment is due the following day on the student's return to class.*



## Library Media Center

The library strives to supply students with the best sources for research, learning, personal interests, and for reading enjoyment. Student suggestions for purchases are always welcome.

Library hours are from 8:15 a.m. to 4:00 pm. Students will be able to visit their library with the Language Arts class during their scheduled book checkout time. If a student wants to visit the library at another time, they are welcome as long as they have an appropriate pass. This includes their lunch time.

Books may be checked out for three weeks, after which a fine will be issued for each day the book is overdue (\$0.10 per day). The library website provides instructions on how to prevent fines. Fine notices will not be printed out unless a parent requests a copy.

Food and/or drinks are not allowed in the library at any time. Appropriate conduct is expected at all times. Students who do not conduct themselves properly will have their library privileges revoked.

## Lunch/Cafeteria Procedures

Comprehensive food services including a cafeteria and short order line are provided. Menus are available online. Information is provided at the beginning of the school year regarding lunch prices. Applications for free or reduced-rate lunches are distributed through the registrar and can be found online. Parents are encouraged to apply if they qualify. An online application is also available under CISD Child Nutrition webpage.

**Specific cafeteria procedures will be covered the first few days of school, but a few to remember are as follows:**

- Lunches are assigned based on student's 4th or 5th period class. Students are asked to proceed to the cafeteria in an orderly manner without running.  
Students must have a pass if the student will not be in the cafeteria during lunch.
- All food and drink must remain in the cafeteria area of the building.
- Students are expected to clean up after themselves.
- Students may not order food to be delivered to the campus at lunch or at any time.
- Lunch is a good time to visit with friends, but there will be several hundred students in a relatively confined area. No shouting or "horseplay" of any type is permitted. What starts in fun may end in a difficult situation for all concerned.
- Students should not share their student ID number. If a student is caught using another ID number, the student will receive consequences. Theft of items sold in the cafeteria or school is a criminal act. Individuals caught may be ticketed and prosecuted.
- Students may not leave campus during lunch. Moorhead is a "closed campus".
- The throwing of any object in the cafeteria can result in immediate disciplinary action.
- Anyone desiring to have lunch with a student must first have permission from the student's parent, but also must have permission from the administration. Parents must make arrangements at least 24 hours in advance.
- Students are allowed to use electronic devices during lunch.

## Food/Drink/Candy

Food, drink, and candy are not allowed in any part of the building except the cafeteria.

## Parent Involvement

Parent support is an integral part of a student's total education experience. Parents are encouraged to become active participants by visiting the school, volunteering time whenever possible, and by attending parent meetings and student activities. All parent volunteers must have an approved Volunteer Application on file with Conroe ISD. Parents interested in volunteering must complete the [Volunteer Application](#).

## Parent Conferences

Parents are encouraged to contact the counseling center to arrange a parent conference. Conferences are scheduled before school, during team planning periods, or during a teacher's conference period.

If possible, parents should contact the school at least 48 hours prior to a requested conference time in order for school staff to be adequately prepared for the requested conference. Counselors and administrators will also assist in conferences with teachers as facilitators and as extended resources if requested. Parents should report to the main office of the school to check in.

## Parent Access Account

All parents are strongly encouraged to sign up for a Parent Access account to access information about their student. All parents need to go to [Conroe ISD – Parents website](#) to sign up for this account. This is an outstanding way for all parents to be up to date on report card grades, attendance, discipline, and test scores.

## Safety and Security

### KidChat

The district police department provides a 24 hour phone line to receive and react to information relating to drugs, weapons, fighting, bullying, and other crimes or fears of possible crimes occurring on our campus. The 1-888-Kid-Chat (543-2428) phone line provides students, parents, and personnel an avenue for becoming a Silent Hero. The process ensures confidentiality and anonymity of the caller's identity. The Safe School Crime Stoppers is affiliated with the Montgomery County Crime Stoppers Program. Additionally, this department answers Kid Chat calls for the Willis, Montgomery, and Splendora School Districts. These tips are then provided to enforcement personnel responsible for that area.

## Anonymous Alerts

Conroe ISD will continue implementation of the Anonymous Alerts – anti bullying app. Anonymous Alerts is a patented student anti-bullying app that helps combat bullying and other negative activity in schools by empowering students to come forward to help themselves and other students. Social and peer pressures are some of the hardest obstacles for students to overcome, now they can report bullying and safety issues quickly using Anonymous Alerts mobile app.

Students or parents in the school community can anonymously submit alerts about suspicious activity, safety threats, bullying, alcohol or drug use, harassment, family issues, school shooter, campus safety concerns, and self-harm issues to school administrators or counselors. The app is free from the Apple Store, Google Play store, and the Chrome store

## Visitors in the Building

Visitors are parents, family members, and friends.

- All parents and other visitors must enter through the front of the school, present some form of identification, and sign the visitor log-in.
- All visitors must wear a visitor badge.
- Students' friends/classroom visitors are not permitted on campus. Students from other campuses are not allowed on our campus during school hours or during arrival/dismissal time.

*Note: If a visitor is not listed on the student's View-It information and is not accompanied by a person listed on the View- It screen, that person cannot have lunch or visit with the student without a written note from a parent or guardian.*

## Student Insurance

Student insurance is available to all students. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. Additional information will be given to the students each year. The insurance available is for either 24-hour or at-school coverage.

Student Accident Insurance will add additional coverage to the policy parents now have in force within reasonable or customary charges. It will cover deductibles in the parent policy and picks up when the parent schedule of benefits has run out. It pays as primary carrier if parents do not have coverage or lose coverage.

Accidents occur in every school every day. We highly recommend a careful review of the information on the student insurance program made available. The uniqueness of this program is that it can be purchased at any time and it will take effect when the insurance carrier receives the check.

An envelope containing the information about the insurance will be sent home with students during the first few weeks of the new school year. If this information is not received, please contact the school.

If you have any additional questions about student insurance, you may contact the District's athletic director at 936-709- 7888.

## Students Responsibilities & Rights

### Boyfriend/Girlfriend Relationships

Students should conduct themselves in a dignified manner at all times. School is a place of business. It is considered inappropriate for students to have their hands on one another or to kiss in public. This includes holding hands.

### Cheating/Violation of Testing Procedures

Any type of unauthorized communication or sharing of information or materials with others (verbal, nonverbal, or written) is considered cheating. A student should follow all of the individual teacher's testing procedures. All students involved in either type of incident will receive academic and disciplinary consequences (see CISD Secondary Handbook for more information). To maintain test confidentiality, common assessments and/or district benchmark exams are not permitted to be sent home for parent/student review.

### Discipline and Behavior Guidelines

Teaching good citizenship is a primary goal of the school. All students should respect other's property and rights, practice honesty, and show respect to Moorhead students, staff, and guests. The academic and extracurricular benefits and privileges received by students are dependent upon the good behavior of each student. Behavior that threatens the welfare and morale of the school will be referred to the student's assistant

principal. Students should also realize that teachers have the authority and the responsibility to correct inappropriate behavior when correction is needed. Every effort will be made to help the student in overcoming his/her problem.

Assistant principals will work hard to help students control their behavior as well as develop good decision making skills. The goal of a referral to the office is to correct inappropriate behavior as well as teach appropriate behavior and problem solving skills. In order for the assistant principals to accomplish their job, the support of the parent in the school's decision is vital.

The following procedures may be used separately or collectively to modify student behavior in correction of problems. Consequences are based on the frequency and severity of the offense with regard to health, safety, and general well being of all Moorhead Junior High School students and staff.

All discipline referrals that a student has received will be used in determining the consequences for a new referral being handled. Consequences will be elevated for students that have been referred to the assistant principal's office for previous incidents.

District policy and all applicable laws will be followed regarding all complaints. Police may be contacted and charges may be filed on major infractions.

### Definition of Misconduct

Misconduct is defined as, *any physical, spoken, or written act of abuse, violence, bullying, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature towards any other person, and any restriction or prevention of free movement of any individual.* The term "misconduct" applies whether the act is deliberate, intentional, or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and Texas law (rules and regulations) will apply.

### Disciplinary Consequences

The following are the different disciplinary options the school may utilize. A student will be assigned to one of the consequences for violations of the student code of conduct. The assistant principal must remain consistent in how they handle situations and violations. The assistant principals and principal will continually examine all consequences with infractions to determine consistency. Please refer to District Code of Conduct in the CISD Secondary School Handbook for more detailed information. Please pay close attention to the sections that mandate a consequence.

### Lunch Detention (LD)

A student can be assigned lunch detention for minor infractions including tardies. If a student is assigned a lunch detention, the student will know at least one day in advance. The student will report directly to the cafeteria and sit at a designated lunch table assigned for lunch detention. Students will eat and work at the assigned table for the student's entire lunch period. Note: An administrator or staff member will walk the students to the lunch line to purchase school lunches.

### After School Detention (ASD)

A student assigned to ASD for disciplinary problems is expected to serve for each time assigned. ASD is held after school hours from 4:15 p.m. to 5:15 p.m. Monday - Thursday. Parents need to be at school promptly at 5:15 p.m. to pick up their student.

ASD is a study period. The student is required to stay busy with school assignments the entire time and will be dismissed for failure to comply with this requirement. A student who fails to attend ASD, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject for further disciplinary action.

*Note: Detentions are assigned on the next available day. No changes will be allowed without assistant principal approval. Students that are sick or have a previously arranged Doctor's appointment will be allowed to reschedule with a parent phone call or written communication.*

### **In-School Suspension (ISS)**

ISS (located on the Moorhead campus) is provided as a disciplinary action for repeated offenses, dress code violations that cannot be resolved, or offenses of a serious nature. A student assigned to ISS will attend school from 8:40 a.m. to 4:00 p.m.

Students assigned to ISS report to ISS bringing school books, lunches, and needed study materials. In this supervised class, the student studies regular schoolwork, receives assistance from the teacher and takes all required tests. All school rules and regulations will be in effect for students during the ISS assignment. Failure to abide by ISS rules will result in further disciplinary consequences up to, and including, DAEP.

The student will also be required to follow additional rules set by the ISS teacher. The following are basic rules to help a student get started:

- Students must bring all materials and supplies necessary for the day to ISS prior to the first tardybell.
- Students are not permitted to participate in any school/extra-curricular activities while assigned to ISS.
- Students are not permitted to talk without permission.
- Restroom breaks are provided for the group at the discretion of the ISS Teacher.
- Students are required to be on task throughout the day working on school related assignments.
- All assignments given through the ISS teacher must be returned to the ISS teacher upon their completion.
- Additionally, students are expected to follow and comply with all teacher requests and any/all school policies/procedures while assigned to ISS.

Regular classroom teachers make ISS assignments for the duration of a student's stay in ISS. A student who fails to complete a full day in ISS, who is absent on the assigned day, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. For example, leaving ISS for a physician's appointment without a doctor's note will result in additional ISS assignment.

Assistant Principal's will work closely with the counselors and ISS teachers to evaluate the student's progress.

### **Out of School Suspension (OSS)**

The number of days of a student's suspension shall be determined by the appropriate administrator, but shall not exceed three school days. The student will not participate in any extra-curricular activities, school related functions or attend any school during this time. Additionally, any work missed during suspension must be made up in accordance with campus and classroom rules. Note: If a student is suspended and shows up to campus, the student can be ticketed for trespassing by our campus police officer.

### **Saturday School**

Saturday school is held each Saturday of the month except on holiday weekends. Saturday school hours are 8:30am – 11:30am. Students assigned to Saturday school should be dropped off by the cafeteria doors before 8:30am.

## Discipline Alternative Education Program (DAEP)

DAEP placement can be for 5, 10, or 15 school days. DAEP is located at the Old Anderson Elementary School (3<sup>rd</sup> and Pauline Street) in Conroe. Assignment to DAEP is the consequence for serious or persistent behavior identified in the Student Code of Conduct and/or the Moorhead Disciplinary Management Plan. If a student is placed in DAEP, there is a strict dress code, and the student must ride CISD transportation. The student's Assistant Principal will make sure the student and parent are aware of all rules and regulations.

## Dress Code

School is a place of business, and dress code regulations will provide appropriate standards for the general appearance of students, foster good physical and mental health, and encourage students in appropriate dress habits.

The faculty and administration will enforce the policy governing dress and grooming uniformly. It shall be the responsibility of the professional staff to determine that appropriateness of attire for all school occasions. All students have the responsibility to wear clothing that contributes to their health and safety as well as those of others.

The student's dress and grooming:

- Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
- Shall not create a health or other hazard to the student's safety or to the safety of others.

If the student's dress or grooming is objectionable under these provisions, the principal (or designee) shall request the student make appropriate corrections. Parents will be notified of the dress code violation and will be asked to correct the issue so that it does not happen again. Appropriate disciplinary action will be a minimum of one (1) detention assigned for knowingly violating the dress code. If the dress or grooming of a student is serious or immediately impeding the education process, the student will be placed in ISS for the day or until the infraction is resolved. Students may be suspended for a period of time determined by an administrator for violations of the dress code. All students shall be accorded due process safeguards before any disciplinary action is taken. (CISD Policy FNCA-2)

Repeated violations may cause additional appropriate disciplinary action to be taken.



## Dress and Grooming Guidelines

The following outline shall serve as a guide for junior high school students. However, “appropriateness of dress and appearance” will be determined and enforced by the administration on an individual basis. Administrators have the final decision regarding appropriateness of dress. **Please remember that a school is a professional business environment.**

1. Students may not wear garments that allude to, advocate, or display gangs, racism, sexual messages, religious discrimination, harassment, display obscenities, violence, alcoholic beverages, drugs, narcotics, or any other prohibited substances.
2. Sleeveless shirts are allowed as long as undergarments are not showing and cleavage is covered. Spaghetti straps, small straps, racer back tank tops and halter tops are not allowed.
3. Shirts must cover the chest area as well enough so that no cleavage can be seen.
4. No sheer or see through garments (including see-through laced clothing) can be worn if the undergarment is visible.
5. All garments including shorts, skirts, and dresses must be an appropriate and modest length. No skin may show more than 4 inches above the knee.
6. Holes or tears above the knee are allowed on jeans. No holes above mid-thigh. There should be no holes high enough that it would be considered immodest. Leggings may be worn under jeans to cover skin on holes above mid-thigh. Staff have the discretion to ask a student to change clothing.
7. Pants should not be sagging. Pants should be worn at the hip or higher; no undergarment or shorts should be visible.
8. Clothing/pants with words across the behind are not allowed.
9. No boxers, or sleep apparel are allowed. Thick, flannel pajama pants are allowed. Undergarments should not be visible.
10. Students must wear appropriate underclothing and undergarment should not be visible.
11. All students must wear shoes. Students are not allowed to wear house shoes or slippers.
12. Sunglasses and shades are not to be worn on the students while in the building.
13. No hats, caps, bandanas, do-rags, or any other form of head coverings are allowed in the building. Please leave them at home.
14. Students may not wear any kind of chains or spikes on their clothing or person. Clothing, or items intended to be worn by animals are not allowed.
15. One facial piercing is allowed.
16. No tattoos should be visible.

## Pants and Shorts

1. Undergarments must never be visible.
2. Pants or shorts with holes above the knee may be worn but should be appropriate for a school environment. Leggings or bike shorts may be worn under pants.
3. Shorts must not be shorter than 4 inches above the knee.
4. Boxer shorts and bicycle shorts are not allowed.
5. No tight pants, yoga pants, stretch pants, leggings, etc. are allowed unless worn with a skirt, shirt, or dress of fingertip length. No Bike shorts are allowed.
6. No sagging, oversized pants allowed.

Pants for boys and girls must be worn at the waist and should never expose the underwear, whether by accident or intent. Students who are deemed to be “sagging” must tuck their shirt and use a belt. If the student does not have a belt, the student will be asked to change.

## Skirts and Dresses

1. Skirts and dresses - no skin may show more than 4 inches above the knee. We recommend students wear shorts under a skirt or dress.
2. Strapless, backless, or spaghetti strapped dresses are not allowed.

## Shirts and Blouses

1. Stomachs must be covered at all times. Shirts must completely cover the midriff.
2. Undergarments must never be visible.
3. Backless or see-through blouses, skirts may not be worn. No cleavage can be revealed.
4. Tank tops or muscle shirts may not be worn unless worn over a shirt that meets the dress code.
5. Blouses or shirts of see-through material without the wearing of an appropriate vest or shirt/blouse are not permitted.
6. Young ladies must remember that the neckline of their shirts/blouses should be appropriate.
7. Dress code applies to all before/after school functions.

**Any other dress code issues that are not written in the handbook will be dealt with by the Moorhead Junior High Administration. Administration has discretion as to what is or is not appropriate.**

## Co-Curricular/Extra Curricular Dress and Grooming

The principal (or designee), in conjunction with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

1. Creates a hazard to the student's safety or to the safety of others; or
2. Will prevent, interfere with, or adversely affect purpose, direction, or effort required for the activity to achieve its goals.
3. Interferes with the reputation and standing of the group or school.

Violation of the policies set by the program may result in suspension or removal from the program or activity.

*\*Please refer to your Extra Curricular Handbook.*



## Electronic Devices

Cell phones, eReaders, tablets, and personal laptops are permitted and may be used in accordance with rules outlined by the administration. We have a phone in every room and office in the school that any student may ask for permission to use.

- Electronics may be used before school until 8:40 a.m., during lunch, and after school beginning at 4:00 p.m.
- Electronics should be off at all other times during the day. Silent is not off.
- Electronics may NOT be used in the hallway between classes.
- Classroom teachers will determine the rules for use of electronic devices in their individual classrooms for instructional purposes only.
- Policies are intentionally vague to support the integration and appropriate use of technology in the school setting.
- A child's electronic device(s) will be confiscated for parent pick up if it is determined they are in violation of the administration or classroom guidelines.

Note: The school is not responsible for lost or stolen cell phones and/or electronic devices.

## Forgery

If a student forges any school related documents, the student will be disciplined.

## Hallway Behavior

Running, pushing, shoving, or any type of horseplay in the hallways is not allowed. Students should keep their hands to themselves at all times.

## Student Services

### Address/Phone Number Change

When the address or telephone number of a student has been changed, it is the student's/parent's responsibility to notify the Registrar regarding all such changes. This notification of change is critical to the maintenance of a safe and ordering school environment. If an emergency arises during school hours, it is critical that the school has the correct information about parent telephone numbers for notification. Email address changes can also be corrected through the Registrar.

### Backpacks

Backpacks are allowed. Due to space constraints, string backpacks are preferred.

### Bus/Transportation Changes

If a student needs to ride a different bus other than his or her assigned bus due to a special situation or need, the student must bring a note from a parent or guardian to the Assistant Principal's (AP) office at the start of the school day. The school will need to contact the student's parent or guardian to verify the note and contact transportation for approval. Students may check back with the AP's office during lunch to see if the request has been approved. If a student is approved to ride an alternate bus, the Assistant Principal's office will provide the student with a note to ride the alternate bus.

### Clinic Services

The school nurse provides clinic services in the event of illness or injury occurring during the school day. A student may go to the clinic only after obtaining a clinic pass from a teacher or administrator. Students who think that they need to go home due to illness must first report to the clinic with a pass, prior to parent notification. Students who feel ill and leave school without going through the clinic or attendance office will be considered truant. It is important that the school be able to account for all students' whereabouts during the school day.

Students are not allowed to transport medication to or from school; a parent must bring all medications to the clinic and provide parental permission for use at school.

Note: Any medication brought to school must be picked up by the last day of the school year or it will be discarded. Any student with a fever of 100 or more degrees should not be in attendance until free of fever for 24 hours.

For student safety, students needing crutches must have a doctor's note stating that crutches are necessary. Elevator passes, if needed for medical reason, are obtained through the clinic.

## Clubs/Organizations

There are opportunities to join clubs/organizations on campus. Additional expectations and guidelines may be required by the sponsor or organization. If a student wishes to start a new club, he/she should visit the principal to obtain the appropriate paperwork. Student are also encouraged to talk with their counselor or assistant principal if they have any questions about starting a club.

## Deliveries to Students

Because of the interruption of the school schedule, the delivery of flowers, balloons, etc., is not permitted. Food deliveries made to students on campus are permitted.

If a student forgets a lunch, class project, money for pictures, etc., deliveries can be made to the front office. All items are distributed during lunches. Class instruction will not be interrupted with notifications and/or deliveries.

*Note: If food is delivered or brought to the school for a student by their parent during lunch time, it can only be for that student and cannot be given or shared with another student.*

## Lockers

Lockers will be issued at student or parent request. Students keep their assigned locker until the end of the year. Any property, money, and other valuables left in the lockers are the responsibility of the student to whom the locker is assigned. Students should not share a locker or their combination with anyone other than their parents. Any item found in a locker is considered that student's possession. Lockers are the property of Conroe Independent School District and are subject to periodic inspections by authorized school personnel.

## Textbooks

Textbooks are used as classroom sets only. If you want a hard copy of textbooks please contact Mr. Jackson, asst. principal.

Delinquent charges assessed for lost/damaged/stolen textbooks must be cleared before a student's record can be completed. A student whose textbook record is not clear will not be issued any additional textbooks until delinquent charges have been collected.

Payment of a lost book is required before a new book will be issued.

## Tutorials

Tutorials are available for all students in the classrooms of their teachers from 8:15 a.m. to 8:40a.m. Students do not need a pass to attend. Students should check with their specific teachers to see what days of the week their teachers will be available for tutorials. Students are responsible for signing in with the tutorial teacher. In the event that a student needs to attend more than one tutorial session on the same day, he/she is responsible for signing in with each teacher.

If students are unable to attend tutorials in the morning, we offer tutoring in the library every Monday - Thursday each week.

*Note: Often tutorials are not one-on-one sessions with students but a group session to reinforce what is being taught in the classroom.*

## Technology

CISD offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange. Any inappropriate or unauthorized use of the Internet, technology equipment, software, etc. may result in disciplinary consequences and/or having technology privileges revoked (also see CISD policy).