

# **Peet Junior High School Student Handbook 2018-2019**



**“Excellence by Choice”**

**Chris Kuempel, Principal  
1895 Longmire Road  
Conroe, Texas 77304  
936-709-3700 / 832-482-6221**

The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding these non-discrimination policies:

**Title IX Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936)-709-7700 and the Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.**

El Distrito Escolar Independiente de Conroe no discrimina por motivos de raza, color, nación de procedencia, sexo, discapacidad o edad, de sus programas y actividades y ofrece acceso igualitario a los programas de Escultismo (*Boy Scouts*) y otros grupos juveniles autorizados. Las personas siguientes han sido designadas para atender las preguntas relacionadas con estas políticas antidiscriminatorias:

**Coordinador del Título IX, cito en el 3205 W. Davis, Conroe, Texas 77304; (936) 709-7700 y Coordinador de la Sección 504/ADA, cito en el 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.**

To Parents:

Thank you for taking time to review your child's Student Handbook. It is important that you carefully read this manual to ensure the success of your child's educational opportunities during the formative Junior High School years.

The policies and procedures outlined in this handbook are provided to assist the student in maintaining the highest standards of academic achievement and social development which are an integral part of the philosophy of the Conroe Independent School District.

Students will be held responsible for being knowledgeable of the contents of this handbook. Both the student and the parent must sign the pull-out page in the back of the book. The student must return this page to the teacher who issued the handbook.

Teachers, counselors, and administrators are available to provide clarification and guidance to students and parents concerning any phase of the school program. Please contact us if you need any assistance because it is essential that meaningful communication be established between the home and the school if your student is to realize his/her fullest potential.

Additionally, the safety of the Peet students is the highest priority of the Peet staff. In order to provide a safe school, it is extremely important that unsafe behaviors, situations, etc. are reported immediately to school officials by students and parents. Please report any safety concerns directly to the school. Anonymous tips about student behavior related to safety can be reported by calling Safe School Crime Stoppers 24 hours a day at 1-888-543-2428.

We hope the best for your child in the coming school year.

**The Administration and Staff  
of Peet Junior High School**



*Excellence by Choice*

**Peet Junior High School  
will be an organization  
where the choice  
is excellence!**

Peet Junior High School believes  
that every child can learn  
through a caring, supportive  
atmosphere that allows for  
individual differences.  
Learning and a commitment to  
excellence is a partnership of  
students, school, parents,  
and community.

**PJHS**  
**Excellence by Choice**

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of the district, as the contents now appear in the handbook or may be amended in the future.

The Conroe Independent School District does not discriminate on the basis of sex, color, race, handicap, or national origin in any of its educational or vocational courses, activities, programs, or employment as required by Title II, Section 504, or Title VI.

**Peet Junior High School  
Administrative and Support Personnel**

Principal .....	Chris Kuempel
Secretary .....	Wanda Gerber
Assistant Principal ( <b>A-Gr</b> ).....	Russell Corcoran
Assistant Principal ( <b>Gu-Pa</b> ).....	Dr. Leonard Brown
Assistant Principal ( <b>Pb-Z</b> ).....	Dr. Tiffany Jackson
Counselor ( <b>A – Gr</b> ).....	Kristen Brennan
Counselor ( <b>Gu – Pa</b> ).....	Deanna Withers
Counselor ( <b>Pb – Z</b> ).....	Karen Haase
Librarian.....	Laura Haifley
Nurse.....	Laura Celestino

**Table of Contents**

Assignments for an extended absence	1	Once You arrive on Campus	4
Attendance	1	Parent Communication	4
Reporting An Absence	1	Parent Involvement	4
Time Limit on Excusing Absences	1	Parents Visiting Classrooms	4
Bus/Late Bus	1	Parent View-It	4
Cafeteria Rules	1	Parent-Teacher Conferences	4
Cell Phones, Cameras and Recording Devices	2-3	Participation in Physical Education	4
Change of Address, E-mail, or Phone Number	2	Permanent Ink Markers	4
Changing Schedules	2	Possession or Use of Prohibited Items	4
Counseling Center	2	Promotion	4
Closed Campus	2	Reporting an Absence	2
DAEP	2	Student Behavior	5
Deliveries to Students	2	Selling on Campus	5
Discipline Management Plan	2-3	Student Dress and Personal Grooming	5
Early Pull-Outs	3	Student I.D.'s	5
End of Day Dismissal	3	Student Interactions	5
Fighting	3	Student Planners	5
Food and Drink	3	Tardy Policy	5-6
Glass Containers	3	Telephone	6
Gangs	3	Textbooks	6
Grading	3	To Determine the Yearly Average	6
Hall Pass	3	Truancy	6
Leaving School during the Day	3	Use of Vending Machines	6
Lockers	3	Unwritten Regulations	6
Loitering After School	4	Visitors (Parent and/or Friends)	6
Lost and Found	4	What to do in case	6-7

**Assignments for an Extended Absence**

A student may request assignments when absent from school for more than three (3) days due to illness. This may be done by calling the Front Office or Assistant Principal’s Office. The assignments will be ready to pick up by the end of school on the day they are requested provided arrangements are made by 9 a.m. This will allow our office staff sufficient time to gather the work for the student. Front office number 936-709-3700.

**Attendance**

**Student Liability-Education Code 25.094**

A student who is required to attend school under the compulsory attendance laws and fails to attend school on ten or more days or parts of days within a six-month period in the same school year be cited for nonattendance and may have to appear in truancy court. This could impact summer school and/or possible retention as well as a possible court appearance. If your child is going to be absent please contact the Attendance Clerk at 936-709-3710.

**Reporting an Absence**

When a student is absent, the school should be notified the reason for the absence. Please call the Attendance Office at 936-709-3710 between 8 a.m. and 11 a.m. on the day of the absence. If no communication is made on the day of absence, the student must bring a signed note to the attendance office the day the student returns to school. The note must state the reason for the absence.

**Time Limit on Excusing Absences**

If a student’s parents did not contact the school and the student fails to bring a note from his/her parents or guardians on his/her return, the student normally has one more day to have his/her absence excused. After that time the absence will remain unexcused.

**Bus**

Riding the bus is a privilege. Students are expected to follow the rules and expectations listed in the district handbook. This includes obeying the bus drivers/monitors and safety rules. Any bus infractions may result in being removed from the bus for one or more days.

**Late Bus**

The late bus is offered to students who are participating in an extracurricular activity, tutorial program or attending after school detention. Only students who have a late bus permission form signed by a parent/guardian on file and a daily late bus pass signed by an administrator and/or teacher will be allowed to ride the late bus. The bus leaves at approximately 5:15pm and makes satellite stops. The following is the information regarding the late bus satellite stops:

Red Line	Blue Line	Gold Line
CRNR Wedgewood BLVD. & Woods Estates Dr.	CRNR N Frazier St & Hildred Ave  620 N FM 3083 (Valero)	CRNR Plantation Dr. & Hillcrest Dr.  Conroe High 9 <sup>th</sup> Grade Campus

13786 HIGHWAY 105 W. *Satellite Spot	Gas Station) *Satellite Spot	BB Rice Elem
CRNR McCaleb Rd. & Highland Ranch	Oxford Rd (Texas Tower Works) *Satellite Spot	CRNR Sherbrook Cir. & Brook Hollow*Satellite Spot
Stewart Flex School	11761 Douget Rd (Crystal Creek Shopping Center)	CRNR River Plantation Dr. & Stonewall Jackson
CRNR FM 2854 Rd and Felder Ln	CRNR Lakewood Dr. & FM 1485 Rd.	CRNR FM 1314 & Stidham Rd. (Chevron Gas Station)
	CRNR SI Terry Rd & FM 1485 Rd	Wilkinson Elem
	Jefferson Chemical Road & FM 3083 (Gas Station)	Armstrong Elem

**Cafeteria Rules**

1. Walk in an orderly manner to and from the cafeteria.
2. Do not push, break, save places, or crowd in the lines.
3. Clear tables when finished eating.
4. Talk at normal conversational levels. Loud noise is not permitted.
5. Food and drinks are not allowed out of the cafeteria.
6. Remain seated during lunch until returning to the classroom. You will be dismissed by tables after your area is cleaned up.
7. Deposit aluminum cans in the designated containers.
8. Throwing items in the cafeteria will not be tolerated.

**Cell Phones, Cameras, and Recording Devices**

Students may have cell phones on in the cafeteria in the morning from 7:45 until 8:45am and turned off when dismissed to class until 4:00 p.m. each afternoon.

The use of cell phones to call or text during the day is prohibited without teacher permission. Failure to comply will result in a consequence and the phone will be confiscated until the consequence is served.

Students in after-school activities, including tutorials and detention, may not use a cell phone without permission from the supervising extra-curricular sponsor, coach, or teacher.

Students may not take pictures or make audio or video recordings at any time on campus without permission from Peet Administration.

Allowing your child's phone to have picture/video transmitting ability, although common is extremely dangerous. Talking with your child about your expectations and recent sexting law changes is highly recommended.

Any phone taken up with inappropriate pictures must be reviewed by the Montgomery County Juvenile Prosecutors office before they will return it to the parent or guardian.

Although it is rare for sexting cases to have any involvement with the school or a campus consequence, information brought forth to administration on these events which occur outside of school is required to be communicated with the police and the Montgomery County Juvenile District Attorney's office.

The consequences for violation of this rule are: referral written by teacher, item confiscated and turned into the Assistant Principal's Office and serve an after school detention. The ASD/Saturday School must be done before the electronic device will be returned. Multiple times of not following the rule will result in Saturday school.

**\*\*Bringing these items to school are at your own risk.\*\*** Electronics, cell phones, cameras, tablets, speakers, recording devices, etc. are high theft items and the **school is not responsible** for these items or investigations.

#### **Change of Address, E-mail, or Phone Number**

If you move to a new address in our attendance zone, please be sure to notify our registrar of the change immediately and be prepared to provide the necessary documentation. Accurate information is critical in the need or parent contact or emergency.

#### **Changing Schedules**

If for some reason the student and parent feel a schedule change is necessary, the principal requests that the parents and the student visit the school and discuss the matter with the counselors and teachers. No changes will be made in a student's schedule after the first two weeks of school. Changes in athletics for seventh grade students may be made during the first two weeks of school.

Some examples of legitimate schedule change requests for required and elective courses are provided below.

#### *For Required Courses*

In some cases students may be placed in the wrong level of a required course. Legitimate requests for course level changes are always honored.

#### *For Elective Courses*

Elective classes cannot be changed after the first two weeks of each semester.

#### **Counseling Center**

The Counseling Center is 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 counseling
- Scheduling/facilitating parent/teacher conferences
- Referrals to appropriate and/or community programs and agencies
- Small group presentations
- Parent Information
- Student Information

Students wishing to speak with a counselor should stop by the counseling center between class, before school, or after school to sign up. The counselor will then initiate a pass to arrange a conference in 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 (936-709-3700) and ask to speak to the school's counselor. The counselor will talk with you if they are available at that time. If they are not available, a message will be taken and the all will be returned as soon as possible.

Information that a student shares in a counseling situation is considered confidential unless the student suggests harm to him/herself or to others. In that case, the parents and/or appropriate guardian will be contacted by the counselor.

#### **Closed Campus**

All students in the Conroe Independent School District are required to remain on the school grounds during the lunch hours, unless picked up by the parent.

***Note: Once a student has arrived on campus, whether from the bus or private transportation, he or she is not allowed to leave campus under penalty of discipline.***

#### **DAEP**

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

#### **Deliveries (Flower, Gifts, Food)**

Due to our need to protect the instructional time, deliveries of flowers, balloons, gifts, etc. will not be accepted or delivered to students on the campus. It is suggested that you send these items to the student's home address as we also must be aware of allergies and potential risks of having these items delivered to school.

#### **Discipline Management Plan**

##### **After School, Lunch, and Saturday Detention**

A student requiring disciplinary action may be assigned to lunch, after school, or Saturday detention. Parents are responsible for transportation and will be notified in advance by phone or by detention slip given to the student

of the assignment in order for them to arrange transportation. Parents are responsible for contacting the Assistant Principal if a transportation problem exists. Times will also be specified. Lunch, After-school, or Saturday detention may be used as a discipline technique if the principal or his/her designee chooses.

Students assigned to detention should bring work or a book to read. Students are not allowed to be on cell phone or use any other electronic devices or sleep in detention.

Should the student continue to have problems, future Saturday detention, In School Suspension and/or DAEP may be assigned.

The following rules exist for detention assignments:

1. The student must be on time. If late, the student will not be admitted.
2. The student should bring own books.
3. The student must be seated and quiet.
4. No food, drink or related items (exception: lunch detention).
5. The student cannot leave the room or seat.
6. The student is responsible for transportation.
7. There will be no sleeping.

Failure to follow the above regulations will result in dismissal from detention and further disciplinary measures.

#### **Early Pull-outs**

Any disruption of class is considered unacceptable. Pulling students out of class during the last 30 minutes of the school day is disruptive and should be done only in cases of extreme emergencies. The date and time for when your child has been checked out of school can be tracked via parent access.

#### **End-of-Day Dismissal**

All car riders and walkers will be dismissed by the 4:00 bell. These students will exit the building through the front doors. Walkers need to exit the campus immediately upon their dismissal. Bus riders will be released as buses arrive and will immediately go to the bus ramp to board their bus. All bus riders will exit from the cafeteria and board their bus. Students are expected to be in assigned area at all times. Students caught out of area at dismissal will be assigned a discipline consequence.

#### **Fighting**

Any type of altercation involving physical contact is considered a fight. Fighting is considered a serious violation of the school behavior management plan. Students that engage in fighting at school, on the school bus, or during extra-curricular activities will be suspended and/or assigned to ISS or DAEP, and may be referred to CISD police officer for investigation. Students who engage in repeated fighting on campus or at school-sponsored activities will be recommended for expulsion.

#### **Food and Drink**

No open food and/or drinks will be allowed in the hallways or other areas away from the cafeteria at any time. Food or drinks may be allowed in the classroom with teacher permission only.

#### **Glass Containers**

Glass containers are not allowed on the campus, parking lots or athletic facilities. Students who bring their lunch to school are allowed to bring thermos containers.

#### **Gangs**

The school has a zero tolerance policy against student gangs on campus. Any gang dress, language, signs, or behavior will not be tolerated. Students violating this policy are subject to school consequences.

#### **Grading**

The school year is divided into 2 semesters; a semester will contain approximately 18 weeks. A report card will be issued to each student at the conclusion of each nine-week period. The semester grade will be determined by averaging the numerical average from each nine-week period. To determine yearly averages, the two semester grades will be averaged numerically. All grades will be reported numerically on report cards.

The grade scale is as follows:

90	-	100	A
80	-	89	B
75	-	79	C
70	-	74	D
0	-	69	F

Daily Grades 20%

Quiz Grades 20%

Major Grades 60%

#### **Hall Pass**

Students will not be allowed in the halls during class time or before or after school without a hall pass signed by a teacher or school staff member. Administrators, teachers and campus security will check passes. If a student is leaving class to enter a restroom on campus, they will have a special color coded pass for the restroom that is assigned for that particular classroom. Student priority is to be in class during the period.

#### **Leaving School During the Day**

A student who must leave school during the day must sign out at the attendance office. Students who leave should be accompanied by a parent. In instances where the parent cannot come to school to pick up the student, the student must have a note from the parent or guardian stating the date, time and reason for needing to leave the campus. The parent will be contacted by telephone to verify the note before the student is released. Students who fail or refuse to sign out before leaving the campus, or who leave on a forged note will be considered to be truant.

### **Lockers**

Lockers are issued only by request of parent/guardian. Please see the Assistant Principal's Office for a locker request form.

### **Loitering After School**

Students are to vacate the campus by 4:30pm. If they are still present at that time they will be asked to contact a parent/guardian to pick them up from campus.

### **Lost and Found**

It is your responsibility to keep up with your personal property. Any items found will be turned in to the AP's Office. All items not claimed by the end of the semester will be donated to the Community In Schools program.

### **Once You Arrive on Campus**

Once you arrive on campus, you may not leave, even to cross the street, under penalty of disciplinary measures. Upon arriving, students should report to the cafeteria and should not enter the building without written permission from a teacher. **No student should be brought to school before 7:45 a.m. unless he/she has an appointment with a teacher. It is an expectation that students who attend tutorials should be picked no later than 5:30 p.m. If this can't be arranged, students should ride the late bus.**

### **Parent Communication**

At Peet JHS, communication with parents is a vital part of the success of our students. If you have any concern about your child, do not hesitate to contact your child's teacher in the class where the area of concern lies. This contact can be made by telephone or e-mail. Staff e-mail addresses can be accessed through the CISD homepage [www.conroeisd.net](http://www.conroeisd.net). Our staff is committed to responding to your concerns in a timely manner. However, please keep in mind that each teacher has only one designated conference time each day when he or she is not teaching a class. Therefore, some calls and e-mails may not be returned until the following day if the teacher's conference time has passed. Although concerns in a specific class should be conveyed directly to that teacher, any immediate safety concern should be addressed immediately to a school administrator or counselor.

### **Parent Visiting Classrooms**

A parent must contact their child's assistant principal in order to visit any class on campus. A minimum of 24 hour notice is required.

### **Parent View-It**

Additionally, school information that your child receives by announcement or written memo to convey to you is periodically e-mailed home to parents by the school. **You are encouraged to register to be a part of parent access. Registration for parent e-mail can be accessed through the CISD homepage, as well. This is the quickest way to get student report cards and progress reports. Contact our webmaster Courtney Watson at 936-709-3700 or [cwatson@conroeisd.net](mailto:cwatson@conroeisd.net)**

Peet Junior High

### **Parent-Teacher Conferences**

Parent-teacher conferences are a great way to find out how your child is doing in school. To schedule a parent-teacher conference, call the Counseling Center (936-709-3742) at least two days in advance of the meeting. Your child's four academic teachers will be present at the conference unless you request meeting with them individually. Elective teachers will be included in parent conferences upon parent request. You will receive a written copy of the highlights of the conference to help you pinpoint concerns and solutions. Before requesting a teacher change, the student and/or parent should schedule two conferences.

1. Conference with the teacher.
2. **If concerns are not resolved, the student and/or parents should request a conference with the counselor or assistant principal, and the teacher.**

### **Participation in Physical Education**

Students in physical education may be excused from participation for not more than two days if the parent provides a written excuse including the date, reason for non-participation, parent's signature, and phone number. Excuses from participation for more than two days should be provided by a physician. Failure to provide such written documentation will result in a loss of grade points.

**If a student is under the care of a physician and must be excused from physical education for more than one week, alternate arrangements for class assignments will be made.**

### **Permanent Ink Markers**

Students may not possess permanent ink markers on campus. Students with permanent markers may receive disciplinary consequences.

### **Possession or Use of Prohibited Items Alcohol/Drugs/Tobacco or other Illegal Substances or Paraphernalia**

Lockers may be searched for tobacco, alcohol, drugs or other prohibited items in accordance with Board Policy FNF. Non-prescription drugs, prescription drugs or natural herbal products or any type stimulants are specifically prohibited from campus. Students possessing or using such drugs will receive disciplinary action. Any student in possession of and/or use of any substance identified by law enforcement agencies as a substance that is or has been used as a drug to illicit a behavioral change may result in disciplinary action. Possession and/or use of any drug paraphernalia as identified by law enforcement agencies may result in disciplinary action. E-cigarettes are included in drug paraphernalia not permitted on campus.

### **Promotion**

In grades 7—8, promotion to the next grade level shall be based on the following:

- 1) Attaining an overall yearly average of 70 or above in all classes taken

- 2) Passing Language Arts and Math in addition to a 3<sup>rd</sup> academic core class (History or Science)

Both these conditions must be met to be promoted to the next grade.

### **Selling on Campus**

Students may not sell magazine subscriptions, candy, or any item or service on campus. Unauthorized fundraising is not allowed.

### **Student Behavior**

**Peet students are expected to exhibit Peet Pride at all CISD campuses and facilities. The basic expectations of Peet Pride include:**

- Be Responsible
- Be Respectful
- Be Safe
- Be a Problem Solver
- Be Accountable for Your Decisions

Further information on the Peet Pride program and the student incentive system associated with it will be available on the Peet webpage.

### **Student Dress and Personal Grooming**

The Conroe Independent School District recognizes the importance of encouraging high standards in manners of dress and personal grooming. In establishing appropriate standards of school dress it is not the intention of the school system to attempt to regulate fashion or to determine what is or is not in style but to encourage good grooming. It is important to remember that school is a formal experience, and appropriate apparel should reflect that fact.

All students are expected to be within the dress code at all times to remain eligible to attend classes. The dress code regulations are in effect through the last day of school and are in effect for all school activities. If a student misses a class because of a dress code violation the absence will be considered unexcused.

The following is an outline of the Peet student dress code. However, any form of dress or hairstyle that the principal or his designee deems to be disruptive to the educational process, a health or safety hazard, or inappropriate in any way will not be allowed.

1. No student may wear articles of clothing which are gang related, display obscenities, advertise alcoholic beverages, narcotics or other prohibited substances, depict violence, or are offensive in nature. No student may wear badges, patches, decals, or emblems of any kind or in any place that may be offensive to others or that expound or advocate the use of prohibited substances or actions.
2. Hats are not allowed on campus from the time students arrive on campus in the morning until they leave in the afternoon.
3. Baggy, oversized clothing or clothing with oversized pockets is not allowed.
4. Students may bring backpacks to school. Any athletic or extra-curricular bags must be taken immediately to

the locker room or appropriate storage area upon arrival at school.

5. Hoodies are not to be worn on the head while in the building.
6. Tattoos are not permitted.
7. No disruptive hairstyles will be allowed.
8. Appropriate footwear to be worn. No house shoes allowed.

### **Pants and Shorts**

1. Shorts must not be shorter than 3" above the knee and must not fit too "tightly."
2. Boxer shorts or pajamas are not allowed.
3. No tight pants, stretch pants, leggings, etc. are allowed unless worn with a shirt, skirt, or dress that covers the student's bottom.
4. Holes are permitted below the 3" line above the knee. Any holes above the 3" line should not show any visible skin.
5. Pants must be worn at waist level.

### **Skirts and Dresses**

1. Skirts and dresses must not be shorter than 3 inches above the top of the knee. If skirts or dresses have slits, the top of the slit must not be higher than 3 inches above the knee.
2. Backless dresses or dresses with small shoulder straps are not allowed.

### **Shirts and Blouses**

1. Shirts and blouses worn untucked must be long enough to be tucked in.
2. Backless blouses or blouses with small straps may not be worn.
3. Tank tops or muscle shirts may not be worn **unless** they have a strap that is wider than 1.5".
4. Tops exposing midriffs, back area or cleavage is prohibited. Low cut blouses/shirts are inappropriate for school and should not be worn.

Students out of dress code are subject to disciplinary consequences. Students out of dress code will be suspended or placed in ISS until they have appropriate dress.

### **Student Interactions**

Student interactions are expected to be appropriate for school and respectful of others.

**PDA**-Public Display of Affection (i.e. holding of hands, hugging, kissing) is not appropriate at school.

**Bullying** is disrespectful of others and will be addressed with individual students accordingly.

### **Student Planners**

Students will be issued a student planner, which will be used to maintain a daily record of classwork and homework assignments. The log will also be used to communicate with parents regarding student academic and behavioral progress. If the provided planner is lost, a replacement must be purchased in the counselor's office.



## Tardy Policy

Tardiness is defined as arriving to class after the tardy bell rings without an approved pass. Students arriving to class more than 10 minutes late will be regarded as skipping. Students tardy to class should report to their classroom where the teacher will mark them tardy.

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. Hence, this is a trait that is developed at an early age.

The following is the tardy policy and consequences that correspond:

Tardy 1-2	Warning
Tardy 3	After School Detention
Tardy 4+	Saturday School / In School Suspension

Tardies are counted on a weekly basis. Every week, the tardy count will start over.

## Telephone

The school telephone is for school business. Students may use the telephones only in case of an emergency. Students must receive permission from school staff before using a phone on campus. Students should use the phone in the assistant principal's office.

## Textbooks

Costs for textbooks currently utilized by CISD/Peet JHS are listed below:

Book	Cost
7 <sup>th</sup> History	\$83.25
7 <sup>th</sup> Literature	\$72.74
8 <sup>th</sup> History	\$83.25
8 <sup>th</sup> Literature	\$72.74
Algebra	\$96.00
Geometry	\$98.00

General Information – Textbooks are provided to the students by the State of Texas and remain the property of the state. Each textbook is bar-coded with a unique number on the back of each book. The bar codes are not to be removed for any reason. All books are required by law to be covered at all times. The students and parents are responsible for the books. If a book is lost, damaged, or missing, the parent or student must pay for the book(s) before a new one will be issued. In the event that a textbook is not returned or paid for, the parents and student forfeit the right to free textbooks until the book is paid for or returned. A student's record is not considered clear for release until all books are accounted for.

## To Determine the Yearly Average

The yearly average will be determined by averaging the two semester averages.

Example of Determining Yearly Grade:

1st Nine Weeks Grade	70
2nd Nine Weeks Grade	84
Total	$154 \div 2 = 77$ (First Semester Average)
3rd Nine Weeks Grade	82
4th Nine Weeks Grade	76
Total	$158 \div 2 = 79$ (Second Semester Average)
Total	$156 \div 2 = 78$ (Yearly Average)

## Truancy

A student shall be considered truant when absent from class without the consent of a parent or legal guardian or school official. Students who are truant from school will be assigned to ISS.

## Unwritten Regulations

Behavior or misconduct not covered specifically in this handbook or the CISD Student Code of Conduct will be handled by an administrator. Appropriate action will be taken with the student. While every potential fad, nuisance, or problem cannot be covered in this handbook, each will be dealt with immediately when they arise and with the appropriate action. Anything that detracts from the spirit or dignity of Peet Junior High School will be regulated to maintain a positive and safe learning environment for students.

## Visitors (Parents and/or Friends)

1. All visitors must report to the Front Office. A visitor's badge, available in the Front Office, must be displayed while on campus. Parents and adult relatives of students must check-in and present a valid Texas ID to the Front Office.
2. Parents wishing to discuss problems with teachers should make an appointment with the teacher through the Counseling Center for a conference during the teacher's conference period or before school. Teachers cannot take time away from their students to visit the parents during class. Parents wishing to visit the building should report to the school office.
3. Students' friends or visitors are not allowed to visit on campus. Unauthorized persons who come onto campus and cause a disturbance will be subject to prosecution.

## What to do in case...

1. *You are absent.*  
Have your parent/guardian notify the attendance office by telephone. If no communication is made on the day of absence, you need to bring a signed note to the attendance office stating the reason for being absent.
2. *You are tardy to school.*  
If you arrive after school begins (8:50 a.m.), go to the attendance office, sign in and proceed to class. Students with unexcused tardies are subject to discipline consequences.

3. *You have found an article or have lost an article.*  
Go to the Lost and Found in the assistant principal's office. Do not remove an article from lost and found if it does not belong to you. This is interpreted as stealing.
4. *You want to leave the classroom.*  
Receive permission from your currently assigned teacher and get planner signed or receive a permit stating where you are going.
5. *You want to go to the Counselor's Office or the Assistant Principal's Office.*  
Receive permission from your currently assigned teacher and get planner signed or receive a permit stating where you are going.
6. *You want to put up a poster.*  
Get approval of the principal.

7. You need information concerning school functions or activities.  
See the sponsor of the activity.

8. *You are hurt or ill.*

**Go to the clinic - the school nurse or an aide is on duty at all times. If, for some reason, no one is in the clinic go to the front office.**

#### **Handbook Acknowledgement**

This 2018-2019 Peet Junior High Supplement is an addendum to the CISD Secondary Student Handbook. The signatures on the Acknowledgement page of the 2018-2019 CISD Secondary Handbook indicate acceptance of the Peet Junior High Supplement. A copy of the supplement is available upon request.

