



# **STOCKTON JR. HIGH**

**STUDENT HANDBOOK SUPPLEMENT**

## **MISSION STATEMENT:**

At Stockton, we empower ALL to achieve excellence by creating unique experiences while celebrating unity and diversity.

## **SCHOOL MOTTO:**

We don't do easy, we do excellence!

## **COMMUNITIES IN SCHOOLS**

Communities in Schools of East Texas/Deep East Texas, Inc. (CIS/DET) will operate in the Conroe Independent School District (CISD) as an Agent of the School on the campus of Stockton Junior High School.

# **A LETTER TO PARENTS**

To Parents:

Thank you for taking time to review your child's Student Handbook. It is important that you carefully read this handbook 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.

Teachers, counselors, and administrators are available to provide clarification and guidance to students and parents concerning any portion 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 their fullest potential.

Additionally, the safety of the Stockton students is the highest priority of the Stockton 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 Kid Chat 24 hours a day at 1-888-543-2428 or contact us through Anonymous Alerts.

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

The Administration and Staff of Stockton Junior High School

# **SCHOOL COUNSELING SERVICES**

The Conroe Independent School District believes that guidance and counseling will function as an integral part of the total school program and contribute directly to the school mission. The guidance and counseling program is developmental in content and process. It supports the efforts of teachers and parents in promoting students' self esteem, academic readiness, social and interpersonal sensitivity, and awareness of future academic and career opportunities. The primary role of the counselor is to work directly with parents, students, and staff to facilitate their learning and growth and to help provide a safe and encouraging school. The counselor also serves as a liaison to outside agencies that serve the interests of children.

Our counselors are dedicated professionals, who work diligently with families and provide resources to help students achieve important developmental goals. If a parent/guardian has any questions regarding counseling services, please call the school counselors or one of the school administrators in the building the child attends.

# **RESPONSIBILITIES OF TEACHERS, STUDENTS, AND PARENTS**

## **Teachers will...**

- keeps parents informed when problems/issues occur.
- provide meaningful tasks that enrich, reinforce and supplement objectives taught during class.
- inform students and parents of guidelines for assignments and provide evaluation and feedback on all.
- make arrangements for extenuating circumstances that arise preventing completion of assignments.

## **Students will...**

- assume responsibility for completion of assignments in a timely manner and to the best of their ability.
- take initiative and be responsible for making up work when absent.
- communicate with teachers any trouble with assignments, whether it is not understanding it or situationally not being able to complete it.

## **Parents will...**

- send a note with or on an assignment if the child clearly did not understand it or if extenuating circumstances prevented the child from doing it.
- assist students in realizing that they are responsible for their work and its completion. Supervision is the responsibility of the parent while the work is the responsibility of the student.
- communicate with the school regarding any academic concerns.

Responsible, supportive parents are key ingredients in the development of an independent, self-reliant child. These parents are a valuable asset to a successful school.

# STUDENT PROCEDURES

## What to do in case...

- You are tardy to school:
  - If you arrive after school begins, go to the front office and get an admit slip.
  
- You have found an article or have lost an article:
  - Go to the Lost and Found in the cafeteria. Do not remove an article from lost and found if it does not belong to you. This is interpreted as stealing.
  
- You want to leave the classroom:
  - You ask permission from your teacher; get a pass stating where you are going.
  
- You want advice about schedule, personal problems, etc.:
  - Go to the counselor's office or the assistant principal's office.
  
- You need information concerning school functions or activities:
  - See the sponsor of the activity.
  
- You are hurt or ill:
  - Ask your teacher for a pass to the clinic - the school nurse or an aide is on duty there at all times. If, for some reason, no one is there, then go to the front office.

# National Junior Honor Society

Junior high students have two opportunities to be selected into the Stockton Chapter of the National Junior Honor Society—the spring of their seventh grade year (based on their first semester average) and the fall of their eighth grade year (based on their entire seventh grade year). An overall academic average of 95 is the initial criterion.

After the candidates are academically screened, the sponsors talk with their teachers and they provide feedback to the faculty advisors. Character, scholarship, leadership, service, and citizenship are considered. If a student is selected, he/she is formally inducted in an evening ceremony that is held in May.

# ATTENDANCE

## Legalities

A student may not be given credit for a class unless the student is in attendance for at least 90% during a semester. An attendance committee may give class credit to a student who is in attendance fewer than 90% during a semester if the committee determines that a student's nonattendance was due to extenuating circumstances. An appellate process is provided if a student is not given credit for a class by the attendance committee.

SB1112 allows local school boards to make rules allowing some alternative ways for students to make up work or regain credit due to absences.

For those whose absences exceed this limit, Student Absence Make-up Classes are held on Saturdays from 9:00 am-12:00 pm beginning in the late fall of the school year. Parents must notify the school assistant principal of their student's intent to attend a Student Absence Make-up Class. Students may also arrange to attend after-school detentions for the purpose of attendance make-up. Four hours of Student Absence Make-up Classes constitutes a full day of absence.

## Once You Arrive on Campus

Once you arrive on campus, you may not leave. Upon arriving, students should report to the cafeteria for breakfast or the attendance office if class has begun. No student should be brought to school before 7:40 a.m.

## Medical Appointments

Students who attend medical appointments during the school day and return on the same school day, within a reasonable amount of time, will not be counted absent, provided the student returns with a note from the health-care provider. The note from the health-care provider must be returned to the attendance office.



### Reporting an Absence

When a student is absent, the school should be notified of the reason for 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.

### 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 considered out-of-area. 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.

On the 5th tardy of a grading period, students will automatically receive a referral sent from our operating system. On the 10th tardy and subsequent tardies, students will receive further disciplinary consequences. All tardy warnings and referrals automatically generate an email to the student, parent, and assistant principal.

### 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 ISS.

### Time Limit on Excused 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 additional school day to have his/her absence excused. After that time, the absence will remain unexcused.

### Assignments while Absent

A student may request assignments when absent from school. This may be done by contacting the student's teacher via email or calling the main office.

### Leaving School During the Day/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. A student who must leave school during the day must be signed out by a parent/guardian no later than 3:30 p.m. at the front office. After 3:30 p.m., students will need to wait until 4:10 p.m. to be dismissed.

### Withdrawals

Any parent or guardian wishing to withdraw their student should see the attendance clerk in the front office.

## Grading

Every 3 week Progress Report must reflect at least 1 Major Grade and 4 Minor grades in order to give the student a fair and accurate assessment of progress. Additional grades during the 3 week Progress Report period are encouraged as it gives the student every opportunity to demonstrate mastery of the assessed objective and hopefully guards against losing UIL eligibility.

Each semester is divided into two nine-week increments. A report card will be issued at the end of each nine-week period. Teachers should have a minimum of 3 Major Grades and 12 Minor Grades each nine-week period. One major grade per nine weeks can be a project-based assessment. A student's report card can be viewed on the Parent Access Center on the District website.

### **Nine-week grading is determined as follows:**

- Major Grades (Exams, Projects) - 60 percent
- Daily/ Quiz Grades – 40 percent
- A final semester exam worth 10% will be administered each semester.
- High School credit courses (Algebra, Speech, Health, Spanish) will have a final exam worth 15% of the semester average.

### **Grade breakdown will be assigned as follows:**

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

Grades will be published weekly. These grades should indicate all work which has been graded at that time.

### Determining Yearly Average

The yearly average will be determined by averaging the two semester averages plus the final exam. A final semester exam worth 10% will be administered each semester. High school credit courses will have a final exam worth 15% of the semester average.

### High School Courses

Students who successfully complete Algebra, Geometry, Health, Communications Applications, and Spanish in junior high will receive high school credit.

### Tutorial Services

Tutoring will be available by Monday-Friday before school from 8:15-8:45 in teacher classrooms. A tutorial schedule will be released at the beginning of each academic year. Mandatory STAAR tutorials will be assigned by the school and will take place after school from 4:15-5:15 and on designated Saturdays from 9:00-12:00.

### Late/Make Up Work Policy

All work will have a 10 school day (maroon and silver) late policy from the original due date.

10 Points may be deducted per day late with a cap at 30 points deducted,

Ex;

- 1 Day late - max grade is 90%.
- 2 Days late - max grade is 80%.
- 3-10 Days late - max grade is 70%.
- 11+ Days late - the teacher has the right to refuse the assignment.

## 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, contact your child's counselor or teachers. Your child's four academic teachers will be present at the conference unless you request a meeting with them individually. Elective teachers will be included in parent conferences upon parent request.

## 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. Normally 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. Notice how these requests are handled.

### 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 the first semester and will not be changed during the second semester.

## Textbooks

Textbooks are a resource that supplements each subject area. Most newly adopted textbooks come with an online edition. In certain situations, textbooks may be issued to individual students. The students and parents are responsible for the books. If a book is lost or damaged the parent or student must pay for the

book before a new one is 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 issue is resolved.

### Promotion

To be promoted, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects: Language Arts, Mathematics, History, Science, and pass their 8th Grade STAAR exams.

### Summer School

Summer School information is provided in late spring of each year. Courses will be offered for students who fail basic courses during the regular school year.

### End-of-Day Dismissal

All car riders and walkers will be dismissed at the 4:10 p.m. bell. These students will exit the building through the front doors or the academic wing exit, whichever is closer to their class. Walkers need to exit the campus immediately upon their dismissal. Bus riders will be released as buses arrive. Students will immediately report to the bus ramp to board their bus. Students are expected to be in an assigned area at all times. Students who are caught out of their designated area at dismissal will be assigned a discipline consequence.

### Changing Transportation Arrangements

Students are not permitted to ride any other bus other than the one they are assigned for any reason. Parents may fill out an Alternate Transportation Form online if a permanent change of transportation is needed.

### Loitering After School

Students are to vacate the campus by 4:30 pm unless they are in tutorials or a supervised school activity.

### General Dress Code Guidelines

The following is the Stockton dress code. However, any form of dress code or hairstyle that the principal or another administrator deems inappropriate or disruptive to the educational process, a health or safety hazard, will not be allowed.

The student dress code is always under consideration and is due to change during the school year. 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 throughout the last day of school and are in effect for all school activities.

### General Policies

1. Shoes must be worn at all times. Shoes with cleats, roller shoes, and house slippers are prohibited.
2. No student may wear articles of clothing which are gang related, display obscenities, advertise alcoholic beverages, narcotics or other prohibited substances, depict violence, sexual innuendos, curse words, pornography, or are offensive in any nature. No students may wear any accessory that may be offensive to others or that expound or advocate the use of prohibited substances or actions.
  - a. Ex: No “cookies” or “playboy” apparel
3. Hats, sunglasses, durags, or bandanas (of ANY COLOR) are not allowed to be worn on campus or displayed in any way.
  - a. Any hat/cap worn in the building will be confiscated and must be picked up by a parent or guardian.
  - b. A student is not permitted to have their head covered by a hoodie inside the building.
4. Appropriate undergarments **MUST** be worn at all times.
  - a. Undergarments **MUST NOT BE VISIBLE AT ALL!**
5. Any form of dress, hairstyle, colors that identify a student with a gang or other unauthorized group may not be worn.
6. Sleepwear (pajamas, slippers) are not permitted for school clothing. Blankets are also not permitted at school.



## Pants and Shorts

1. Pants should NOT BE SAGGING. PANTS MUST BE WORN AT THE WAIST OR HIGHER.
2. Shorts must be longer than each individual student's fingertips while they are standing straight up. NO biker shorts. Shorts must be visible and longer than the shirt worn.
3. Leggings and tights should not be transparent to where undergarments can be seen through them. (Squat proof)
4. When ripped/frayed jeans have holes above the fingertips when standing, tights must be worn underneath.
  - a. No paper, tape, etc. may be used to cover skin.

## Shirts, Blouses, and Dresses

1. Backless, spaghetti strap, or low-cut blouses/shirts/dresses may not be worn.
  - a. Shirts must cover the chest area well enough so that no cleavage can be seen.
2. All shirts must be of appropriate length.
  - a. No crop tops are allowed at all on campus.
  - b. Shirts must be long enough that when a student sits or stretches, or raises their arms, mid-section will not be seen.
  - c. Students will not be allowed to use an outer layer as a solution for dress code violations.

## Makeup

1. School appropriate makeup may be worn.
2. Any eye makeup that extends past the eyebrow will be considered excessive.
3. Vibrant color on lips and eyelids only.
4. NO drawing or painting anywhere on the face.

## Consequences

If parents are unable to bring a change of clothes for the student, administration will:

- Ask the student to change into their PE shorts/shirt.
- Ask them if they have a change of clothes in their backpack/locker.
- Provide them with a clean LOANER shirt/sweats (that MUST be returned at the end of the day).

Failure to comply will result in additional consequences by administration.

## Cell Phone Policy

Students may possess a cell phone while on school property or while attending a school-sponsored activity on or off school property.

- Students may use their phones/headphones during breakfast, lunch, and after school ONLY.
- All students must stow their phones in their backpacks or the area designated by the teacher during class time.
  - Students cannot keep their phones on their person.
- Students may not take their phones to the restroom.
- All other electronics should be powered off and stowed.
- The school is not responsible for lost, stolen, or damaged items.

A student in possession of a cell phone that is turned on during academic time is in violation of this policy.

## Cafeteria Procedures:

- Walk in an orderly manner to and from the cafeteria.
- Upon arrival at the cafeteria, students are to sit at assigned tables.
- Do not push, break, save places, or crowd up in the lines.
- Talk at a normal conversational level.
- Remain seated during lunch until returning to the classroom.
- Clear tables when finished eating.
- Recycle aluminum cans and plastic bottles.

## Shouting, Running and Horseplay

Running, shouting and horseplay is not allowed in the hallways or in the classrooms. Horseplay is not allowed at any time in any circumstance.

## Public Displays of Affection

Public display of affection (PDA) is inappropriate at school.

### Toys/Speakers/Cameras/Etc.

Students may not bring toys, bluetooth speakers, cameras, etc. If these items are brought to class, the teacher may take them up and must be picked up by students at the end of the day.

### Food and Drink in Classrooms

No food and/or drink will be allowed in the classroom or other areas away from the cafeteria at any time unless the teacher has already prearranged a supply of food and/or drink prior to the students reporting to class. Students may have a clear plastic water bottle in class.

### 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. Students who engage in repeated fighting on campus or at school sponsored activities will be recommended for expulsion.

### 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 DAEP.

### Selling on Campus

Unauthorized fundraising is not allowed.

### Participation in Physical Education

Students in physical education may be excused from participation for up to two days with a written note by the parent 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, other arrangements for class assignments will be made. Alternative assignments may include library or class reports along with observations and written assignments according to the teacher's discretion.

### Failure to dress out in PE/Athletics:

A penalty may be deducted from daily grade for each day that a student does not dress out in the specified PE uniform. An additional penalty may be deducted if the student does not participate in clothes worn to school on that day. Parents will be contacted by teachers if failure to dress out becomes a habitual problem. Dressing out is not optional.

### PE/ Athletic Lockers

All students in PE and athletics are provided a locker. School combination locks are on all lockers. Students should keep the combination to their lockers confidential. Students may not share their lockers with other students. It is the students responsibility to see that his/her locker is kept locked at all times. Lockers are subject to being searched in accordance with Board Policy FNF.

## Terminology/Definitions

- ASD – After School Detention (1 hour and 30 minutes) – Monday-Thursday
- LD – Lunch Detention – Cafeteria or designated room during the student’s lunch.
- ISS – In-School Suspension – In the ISS room for the entire school day
- DAEP - District Alternative Educational Placement – 5, 10, or 15 day placements.

On Campus or school related felonies will result in an automatic expulsion.

Off campus felonies will result in a 15-day (DAEP) placement or possible expulsion.

## Detentions

The purpose of detentions are to deal with minor disciplinary problems. Detentions are assigned on the next possible day. No changes will be allowed without assistant principal approval. Students that are sick or have a previously arranged doctor appointment will be allowed to reschedule.

## After-School (ASD) and Saturday Detention

A student requiring disciplinary action may be assigned to an 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. After school or Saturday detention may be used as a discipline technique if the principal chooses.

Students assigned to detention should provide work to complete during the assigned time.

The following rules exist for detention assignments:

1. The student must be on time

2. The student should bring own books
3. The student must be seated and quiet
4. No food, drink or related items
5. The student cannot leave 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.

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

In-School Suspension is for students experiencing severe or persistent disciplinary problems. ISS is located in a classroom on the Stockton campus. The student is allowed to complete all work which is missed by being in ISS. All regular school rules are in effect for students referred to ISS. Assignments for each subject are sent to the student by his/her teacher.

Students referred to ISS are required to attend during regular school hours. Any student currently serving an ISS assignment is ineligible to attend or participate in school sponsored extracurricular activities. The assistant principal will work closely with counselors and the ISS teacher to evaluate the student's progress.

### **Disciplinary Alternative Educational Placement (DAEP)**

DAEP is for students experiencing severe disciplinary problems. The school is supervised by certified teachers. Students report to class with work assigned to him/her by his/her teachers. The student is allowed to complete all work which is missed by being suspended. All regular school rules are in effect for students referred to DAEP. Students referred are required to attend daily during regular school hours. Any student currently serving a DAEP assignment is ineligible to attend or participate in school sponsored extracurricular activities.

### **Dress Code for DAEP**

1. No piercings, jewelry, backpacks, wallets, watches, purses, graphing calculators, cosmetic articles, or cash exceeding \$5.00 are allowed.
2. One plain white shirt/blouse that extends below the waist is allowed. Low-cut apparel will not be allowed. No sleeveless shirts, tank tops, or hoodies will be allowed. Logos, writing, pictures are not allowed to be on the shirt or jacket. These garments will only be worn in a modest way, as

determined by the principal. If cold, students may wear a jacket that zips or buttons completely down the front. All shirts must be tucked into the pants and remain so for the entire day.

3. Fitted blue or black solid colored denim ankle-length jeans with no stripes, designs, or holes. All jeans must be worn at the waist. Baggy jeans will be zip tied.
4. Only tennis shoes are acceptable. No boots, sandals, dress shoes, etc. are permitted.
5. No visible undergarments are allowed.
6. Do-rags, hats, caps, and hair nets are not permitted.

The assistant principal will work very closely with the DAEP teacher, counselors, and principal to evaluate the student's progress. The DAEP staff will assist parents in maintaining their student in school and overcoming the student's discipline problems.

When the student has satisfied school authorities that he/she is ready to become a regular student who will obey school rules, he/she will be allowed to return to Stockton to attend his/ her regular classes.

### Visitors on Campus

1. All visitors must report to the main office. A visitor's badge, available in the main office, must be displayed while on campus.
2. Parents wishing to discuss problems with teachers email them directly. Should concerns continue, make an appointment for a parent-teacher conference with the school counselor.
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.

### Deliveries

Students are not allowed to receive deliveries such as flowers, balloon bouquets, etc. If these are sent to school, the child will not receive the delivery until the end of the school day. All other items delivered to students during the school day must be brought to the front desk.

### Sexual Harassment

Sexual harassment will not be tolerated. If a student feels he/she is being sexually harassed by another student or a school employee, he/she should report the incident to the grade level principal.

### Drug Dog Searches and Metal Detectors

Stockton Junior High School participates in district sponsored drug dog searches and metal detector use as a part of our safe school initiatives. Both programs are conducted as unannounced, random checks and in strict accordance with district policy.

Violations of any of the above policies will result in disciplinary action.



## **Pest Control**

**This school periodically applies pesticides. Information concerning these applications may be obtained from the Director of Maintenance (936-756-3183 or 281-353-6628).**