



2021 | 2022

Student Handbook

Table of Contents

Mission Statement	1
Administration and Main Office	1
Attendance	2
Arriving on Campus in the Morning	2
Bell Schedule	2
Leaving Campus	2
Tardy Policies and Procedures	2
Truancy	2
Counseling Center	2
Schedule Changes	3
Grading Policy	3
Make-Up for Absences	3
Make-Up Policy	3
Retest Policy	3
Library Media Center	3
Lunch and Cafeteria Procedures	4
Food/Drink/Candy	4
Parent Involvement	4
Parent Conferences	4
Parent Access Account	4
Safety and Security	4
Kid Chat	4
Visitors to the Building	5
Student Insurance	5
Student Responsibilities and Rights	5
Boyfriend/Girlfriend Relationships	5
Cheating/Violation of Testing Procedures	5
Discipline and Behavior Guidelines	5
Dress Code	6
Electronic Devices and Games	7
Forgery	8
Hallway Behavior	8
Student Services	8
Address/Phone Number Change	8
Backpacks	8
Bus/Transportation Changes	8
Clinic Services	8
Club/Organizations	8
Deliveries to Students	8
Lockers	9
Textbooks	9
Tutorials	9
Technology	9

Mission Statement:

York Junior High will provide knowledge, skills and respectful collaboration that will prepare all students to be meaningful contributors within their school and community.

Vision Statement:

Continued growth for all.

Core Beliefs:

We act with Integrity.
We embrace Diversity.
We model Dignity.
We believe everyone is Valuable.

Administration

Principal.....	Melanie Bujnoch
Principal's Secretary.....	Teresa Blackwell
7th Grade Assistant Principal (A-L).....	Steve Standefer
7th Grade Assistant Principal (M-Z).....	Demetra Phipps
7th Grade Counselor (A-L).....	Carol Ann West
7th Grade Counselor (M-Z).....	Mark Wilson
7th Grade Student Services Secretary.....	Monica Bellinger
8th Grade Assistant Principal (A-L).....	Brian Walker
8th Grade Assistant Principal (M-Z).....	Tien Koehnle
8th Grade Counselor (A-L).....	Sascha Grimes
8th Grade Counselor (M-Z).....	Jennifer Garcia
8th Grade Student Services Secretary.....	Athena Garcia

Main Office

Receptionist.....	Julie Rivera
PEIMS/Registrar.....	Annie Wilson
Attendance.....	Denise Hurd
Nurse.....	Tammy Weidner
Financial Secretary.....	Amy Lynn Park

York Junior High

3515 Waterbend Cove
Spring, TX 77386
Telephone: 832-592-8600
Fax: 832-592-8684

This portion of the York 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 acknowledgment 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 18 days of absence before promotion status is affected; however, after 5 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 8:00 a.m. unless they have an appointment or a scheduled extra-curricular activity where they will be supervised. Teachers do not begin their morning duty until 8:15 a.m. Once students arrive on campus, whether from the bus or private transportation, they may not leave campus or they will be subject to disciplinary action. All students arriving before the first bell must report directly to the cafeteria to be supervised. Students are not permitted to go in their lockers or other areas of the campus until all students are released to go to the first period.

Bell Schedule

Report to 1st Period	8:44 - 8:50	
1st Period	8:50 - 9:37	
2nd Period	9:42 - 10:29	
3rd Period	10:34 - 11:21	
4th Period	11:26 - 1:15	
	11:26 - 11:29	<i>Announcements</i>
A Lunch	11:29 - 11:54	<i>Class 11:59 - 12:59 Advisory 12:59 - 1:24</i>
B Lunch	11:59 - 12:24	<i>Advisory 11:29 - 11:59 Class 12:29 - 1:24</i>
C Lunch	12:29 - 12:54	<i>Class 11:29 - 12:29 Advisory 12:59 - 1:24</i>
D Lunch	12:59 - 1:24	<i>Advisory 11:29 - 11:59 Class 11:59 - 12:59</i>
5th Period	1:29 - 2:16	
6th Period	2:21 - 3:08	
7th Period	3:13 - 4:00	

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 3:25 p.m. 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. Parents will not be able to pick up students between 3:30 p.m. and 4 p.m.

At the End of the Day

At the end of the school day, all students must leave the building when dismissed from class 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. 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 not cut across Waterbend Cove, the driveway, or in between or in front of vehicles.

All students are expected to catch 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 4:30 p.m. in front of the school in the 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, absences and lost time due to tardiness are the primary reasons for employee dismissal in the workplace.

Tardiness is defined as arriving late to class 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 regarded as absent. The following is the tardy policy and the consequences that correspond:

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 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, the student may not leave unless he/she is checked out through the front office by a parent or guardian.

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
- 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 the counseling center 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. The counselor will talk with the parent if they are available at that time. If they are 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 suggests harm to himself/herself or to 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 from one level to another, for example moving out of Pre-AP class, will not be considered for a schedule change until the sixth week. 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:

- 60% Major Grades (*test/major projects, etc.*)
- 20% Quiz Grades (*quizzes, minor projects, etc.*)
- 20% Daily Grades (*homework, in-class assignments, etc.*)

For classes that are also credit for high school:

- 70% Major Grades (*test/major projects, etc.*)
- 20% Quiz Grades (*quizzes, minor projects, etc.*)
- 10% Daily Grades (*homework, in-class assignments, etc.*)

Major Grades: All students have one (1) week window to turn in all major grade assignments. If a student does not turn in the assignment during the one-week window, then they have three additional days to turn it in, but they will have 10 points deducted from the assignment's grade for each day late.

Tests: All major grade tests are kept on campus. No tests are to leave the building. If a parent wishes to review a test, he/she can contact the counseling center to schedule a PTC with the teacher to go over the test.

Quiz Grades/Daily Grades: All quiz grade assignments are due on the date that the teacher assigns. Daily grade assignments will be accepted up to five days late for a grade no lower than a 50.

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. York offers a testing center four times per week for students to make up or finish tests. Students may attend the testing center either Tuesday or Thursday mornings from 7:45-8:45 and Tuesday, Wednesday, or Thursday afternoons from 4:15-5:15. Transportation will not be provided for students attending the testing center.

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.

Retest Policy

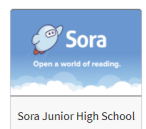
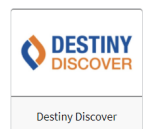
Students may choose to retake one test per 9 weeks that they failed. If they decide to retake a test, their final grade for that test will be an average of the two tests scores. For example, if a student scored a 58% on a Chapter 5 Test, then they can choose to take a retest. When they retake the test and they score an 84%, then their grade for Chapter 5 Test will be a 71%. Students may not retest for 9 weeks exams or final exams.

York Library Media Center

Our mission is to function as an integral part of the school by collaborating with teachers to inspire students to love literature, practice responsible digital citizenship, and become effective users of information in order to equip them to reach their maximum personal potential and to live successfully in an ever-changing society.

After examining the Conroe ISD Pandemic Library Guidelines and consulting with campus administration, we have decided that the library will not be open for in-person visits by students. However, books will be available for checkout as follows:

- EBooks/audio books: Checkout eBooks and audiobooks on any device with internet access through Destiny Discover or Sora (*Find my school: Conroe ISD OR enter Setup code: conroetx; Password: SSO password*). Both apps can be accessed through the student's CISD SSO Portal.
- Paper books: Request books by using the Hold option in Destiny Discover.



Students may checkout two books at a time and the checkout period is three weeks. Students should return books in the

library drop box located outside the library entrance doors. Emails will be sent out periodically to those with overdue books. Students are encouraged to log in to the Destiny Discover library catalog to keep track of due dates and hold requests.

York Junior High Library Canvas course is available where you will find additional helpful library resources and detailed instructions.

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

A more in-depth description of all policies can be found on the York library website. (<http://york.conroeisd.net/library/policies>).

Lunch/Cafeteria Procedures

Comprehensive food services including a cafeteria and snack bar 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. 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 the student's 4th period class. Students are asked to proceed to the cafeteria in an orderly manner without running.
- Students are free to sit at their table of their choosing. Tables are subject to be assigned by an administrator for any form of misconduct.
- 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 wear their ID badge daily and 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 violation of the student code of conduct and will result in disciplinary action.
- Students may not leave campus during lunch. York is a "closed campus".
- The throwing of any object in the cafeteria can result in immediate disciplinary action.
- Students are allowed to use electronic devices during lunch.

Food/Drinks/Candy

Food, drink (other than water), and candy are not allowed in any part of the building except the cafeteria.

Students are allowed to carry water with them throughout the day. The water should be in a container that can be sealed with a lid. If the student has a beverage other than water, they will be asked to pour it out. Students should follow the rules set by the classroom teacher for the appropriate time/place to consume water in the classroom.

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 located at <http://conroeisd.net/community/volunteer-in-cisd/>.

Parent Conferences

Parents are encouraged to contact the counseling center to arrange a parent conference. Conferences are scheduled before school or during team planning periods, or during a teacher's conference period. If the administrator, counselor, or teacher is unavailable, the parent can leave his/her name and number, and someone will return the call. If possible, parents should contact the school at least 24 hours prior to a requested conference time 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 <http://conroeisd.net/parents/> 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 Kid Chat

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 Splendor School Districts. These tips are then provided to enforcement personnel responsible for that area.

Visitors to 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 login.
- 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 a 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.

Student Responsibilities & Rights Boyfriend/Girlfriend Relationships

Students should always conduct themselves in a dignified manner. 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 others property and rights, practice honesty, and show respect to York students, staff, and guests. The academic and extra-curricular 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. 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 regarding the health, safety, and general well-being of all York 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 the District Code of Conduct in the CISD Secondary School Handbook for more detailed information. Please see Appendix A for common infractions and minimum consequences that may be issued.

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. on Tuesdays and Thursdays only. 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 York 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 8:50 a.m. to 4:00 p.m.

Students assigned to ISS report to ISS bringing schoolbooks, 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 tardy bell.
- 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.

- Students are required to turn in their cell phones to the ISS teacher at the start of the day. The device will be secured and returned to the student at the end of the day. If the student is not willing to turn in their device for the day, the device should be left at home. Additional consequences will be assigned for failure to comply with this requirement.

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.

Discipline Alternative Education Program (DAEP)

DAEP placement can be for 5, 10, or 15 school days. It is located at 701 N. 3rd Street in Conroe. Assignment to DAEP is the consequence for serious or persistent behavior identified in the Student Code of Conduct and/or the York 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.

2021-2022 York JHS Dress and Grooming Guidelines

The York Junior High Administration will address any dress code concerns that are not written in the handbook. Administration has discretion to what is or is not appropriate.

Dress Code

Any clothing or grooming that in the judgment of a school administrator, that may reasonably be expected to cause disruption of or interfere with normal school operations, is prohibited. The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out in Conroe ISD policy and the campus dress code for students (listed below). Since it is difficult to predict in advance what the problem dress will be, guidelines will be interpreted to the students as needed, either on a group or on individual basis.

To be able to ride school transportation, a student must be in dress code. The dress code regulations are in effect from the first day of school through the last day of school. If a student

is absent, because of dress code violation, he/she may be considered truant and unable to make up work missed. Any form of extreme or conspicuous dress is unacceptable. Clothing that is obviously inappropriate for classroom activities will not be allowed.

Disciplinary action may result due to dress code violation.

General Dress Code Guidelines

- The student dress code is always under consideration and is subject to change during the school year.
- Clothing, badges, and/or tattoos which display obscenities, sexual innuendos, depict violence or weapons, advertise or promote alcoholic beverages, narcotics, tobacco, or other prohibited substances, or items that could be viewed as offensive to others are not permitted.
- No student may wear gang related apparel.
- Pins/Safety Pins may not be worn as decorations or jewelry.
- Shoes must be worn at all times by all students. Shoes with cleats, roller shoes, and house slippers are prohibited.
- Hats, caps, du-rags (do-rags), and bandanas of any color are not to be worn in the building. Any hat/cap worn in the building will be confiscated and given to the Assistant Principal's office or front office staff. Confiscated hats/caps may not be returned to the student until the end of the semester. In some instances, the parent will need to come to school to get the hat/cap. A student is not to have their head covered by a hoodie inside the building.
- Shorts may be worn to school if the length is no shorter than the student's mid-thigh. Boxer shorts that are designed as sleep wear or underwear are not allowed. In addition, these types of apparel are not allowed over other clothing.
- Pants, shorts, slacks, skirts (any garment with a waistband/waistline) must be worn around the waist. Excessively baggy pants or pants that are excessively long and dragging the ground are not permitted. Students who are wearing their pants so that any undergarment is exposed will be sent to their Assistant Principal's office to call a parent. Parents will need to bring clothing that properly fits.
- Pants, shorts, slacks, and skirts with holes or tears are not allowed if the holes/tears are higher than the student's mid-thigh. Students can wear leggings under clothing when they are wearing something with holes above their mid-thigh.
- Sleepwear (pajamas, slippers, blankets) is not permitted for school clothing.
- The length of skirts, split skirts, slits in garments, and dresses must be no shorter than the student's mid-thigh.
- When a student is sitting, none of the midriff or lower back can be exposed. Muscle shirts, tank tops, tube tops, spaghetti straps, and crop tops will not be permitted. Shirts and blouses must cover the shoulder

(front and back) and fit closely under the arm. Off-shoulder, bare shoulder, backless, and/or see-through attire are not permitted. Low cut shirts or blouses are inappropriate for school and should not be worn. Tops exposing midriffs, back area or cleavage are prohibited.

- Leggings are permitted; however, students must wear another garment (skirt, shirt, blouse, dress, etc.) that covers the groin area and bottom area.
- Trench coats, dusters, ponchos, blankets, etc., are not allowed and are not to be worn on campus.
- Sunglasses are not to be worn in the building.
- Spikes, heavy chains, and dog chains are not to be worn as jewelry, belts, or wallet extensions.
- Application of make-up or cosmetics, brushing or combing hair, and any other grooming procedures are not to take place in the classroom.
- Body piercing that is distracting is inappropriate for school and school activities.

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 and Games

The policy includes but is not limited to devices that emit an audible signal, vibrate, display a message, or otherwise summon or deliver any form of communication, including photos and videos, to or from the possessor. This may include, but is not limited to, cell phones, smart phones, iPads, tablets and smart watches.

The use of electronic devices at York Junior High School will be permitted ONLY in the common areas of the campus (hallways, cafeteria, & courtyard); before school; during passing periods; during the student's lunch period; and after school. Use of electronic devices in any area of the building during instructional time is strictly prohibited. Instructional time is defined as the time between the tardy bell and the dismissal bell for all class periods. All electronic devices must be turned off, silenced, and not visible prior to a student entering any classroom or other instructional environment including but not limited to the auditorium and the gymnasium. A student leaving the building to use an electronic device is strictly prohibited.

A teacher may allow students to utilize their electronic devices for instructional purposes. Students must follow the teacher's guidelines in regards to its use and may not use the device for any other purpose during that time; this would include, but not be limited to texting, phone calls, unauthorized web browsing, and social media.

Electronic devices are strictly for personal use and should not be audible to others. Portable speaker devices are not allowed at school. The student's ability to hear and/or comply with verbal direction should never be impaired. Ear bud use (1 only) is acceptable, but headphones that cover the ears are prohibited.

Cell phones should never be used as a camera or video camera while on campus. The use of any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at school-related or school sponsored events. Electronic devices used for inappropriate purposes that include but are not limited to academic dishonesty, cyber-bullying, and sending or receiving inappropriate pictures/videos, are strictly prohibited. The unapproved or inappropriate use of electronic devices will result in confiscation and disciplinary consequences for each violation of this policy. In limited circumstances and in accordance with the law, authorized personnel may search a student's personal electronic device prior to reclaiming the item.

The student assumes all responsibility for any electronic devices brought to school. Confiscated electronic devices are not the responsibility of the school or its personnel. York Junior High School and Conroe ISD will not be responsible for damaged, lost, or stolen electronic devices.

*** Failure to relinquish an electronic device to a staff member will be treated as defiance of authority and may result in increased consequences.*

Forgery

If a student forges any school related documents, the student will be subject to disciplinary action.

Hallway Behavior

Running, pushing, shoving, or any type of horseplay in the hallways is not allowed.

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 may also be corrected through the Registrar.

Backpacks

Backpacks are allowed. Students are encouraged to use their backpacks to take what is necessary to the classroom. 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.

Bus Transportation is a service provided to all eligible students. The expectation of the student code of conduct will be applied as an extension of the school. For student safety, student will be assigned a designated seating arrangement, subject to change, as the driver sees fit. All disciplinary protocols will be set and enforced based on the Transportation Student Code of Conduct as an extension of Conroe ISD.

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 reasons, are obtained through the clinic.

Club/Organizations

Opportunities to join clubs/organizations on campus will be made through morning announcements. 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 front office to obtain the appropriate paperwork. Students 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. There will be no food deliveries made to students on campus unless special administrative approval is obtained.

Lockers

Students will be issued a locker upon 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 all available online. If you want a hard copy of textbooks, please make a request to the appropriate assistant principal who will forward it to the proper administrator.

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 8:45 a.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, they should contact their specific teachers to see when they are available to help at a different time.

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).

Computer Labs

The lab in the library is the only lab available for individuals. Teachers may sign up to bring their classes to any lab for a variety of purposes. The computers are all equipped with Microsoft Office as well as other programs for student access.

Teachers can bring classes for Internet research since all computers are Internet connected over the district network. Hardware and software problems can be directed to library staff. When computers in the library are available, individuals may use a variety of software programs and the Internet may be accessed with permission from a teacher and a valid research topic. All students wishing to use a computer in the library must bring a valid pass and sign in for a computer at the circulation desk. The lab is open during normal library hours only if a class is not using it. Students will have a student email and Google Doc account with CISD. These accounts allow students to transfer data between home and school without a USB flash drive. They will also have access to a calendar function and many more useful items to enhance their education and organizational skills.

