

**2024 | 2025**



# **Student Handbook**

## **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

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

## **Attendance Expectations**

Attendance is critical to all students and their success. Texas law requires students ages 6-19 to attend school each day that instruction is provided. It also requires that students are present 90% of the time that classes are offered. This is known as the 90% rule. Texas Education Code 25.085-.086. If a student has unexcused absences on three days or parts of days within a 4 week period, parents will receive a warning notice to inform them that the student is subject to truancy prevention measures. After 10 absences, the court can impose civil consequences for students between the ages of 12 and 18, unless the failure to attend school is the result of pregnancy, being in a foster care program, homelessness, or being the principal income earner for the student's family.

### **Attendance Codes (most common)**

- Unexcused Parent contact absence (UPC) – When a student is absent from school for one or more days and the parent calls or emails and notifies the school that they will not be in attendance. The absence counts in the total number of absences.
- Unexcused absence (U) – When a student does not attend school for one or more days and the parent does not notify the school that the student will not be in attendance. If contact has not been made with the school within 48 hours of the absence, the code will not be changed. The absence counts in the total number of absences.
- Doctor (DOC) – When a student is absent from school for an entire school day, and the parent notifies the school and presents the school a note from the doctor regarding the absence. Doctor's notes for multiple dates for chronic illnesses will not be accepted. Each doctor's note must correspond with an office visit. The absence does count in the total number of absences.
- Health Care Professional (HCP) – When a student is absent for part of the school day to go to an appointment with a health care provider. The parent or student supplies a note from the doctor to the attendance office documenting the appointment time and date. The student is in attendance for part or parts of the school day. The student is then coded HCP and the absence does not count toward the number of absences as it relates to credit for a course and the state attendance law.

### **Attendance Exemptions**

- Documented health care appointments for the student including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health care provider must be submitted to the campus upon the student's arrival or return to campus.
- Mental health or therapy appointments
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school 18 hours, if the child is in the conservatorship of the Department of Family and Protective Services
- Accommodations for Children of Military Families
- Authorized school sponsored activities
- Religious holiday observance
- Required court appearances
- Activities related to obtaining United States' citizenship
- Service as an election clerk
- To sound "Taps" at a military honors funeral for a deceased veteran

Please note that the Excused (E) code will only be utilized in the cases listed above and in alignment with the CISD Student Handbook and with administrative approval.

### **Tardy Policies and Procedures**

- 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 (each tardy has a consequence) that correspond:

## **Tardy Policy per 9 Weeks**

- #1-3: Parent and Student Email
- **#4: Assistant Principal warning letter**
- #5-7: Parent and Student email
- **#8: Lunch Detention**
- #9-12: Parent and Student Email
- **#13: 1 Hour ASD**
- #14-17: Parent and Student Email
- **#18: 2 1 Hour ASDs**
- #20-24: Parent and Student Email
- **#25+: ISS and PBIS Referral**

## **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. No student will be allowed to be picked up by a rideshare company (ex: Uber).**

## **Arriving on Campus in the Morning**

- For their safety, students should not be dropped off at school prior to 7:45 a.m. unless they have an appointment or a scheduled extra-curricular activity where they will be supervised. Staff 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 unless it is 8:20, then they will go straight to class.

## **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 an email or a written note 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 4:05 p.m. Students will be released by announcement.
  - 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.

## **Bell Schedule**

## 2024-2025 York Junior High Bell Schedule

Doors Open at 7:45

	Start	End	
Students Move to Class	8:20	8:50	
1st/2nd Period	8:50	10:35	
<b>10:20-10:35 Broadcast and Announcements through Haivision</b>			
3rd/4th Period	10:41	12:41	
<b>Lunch</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
10:41-11:11	11:13-11:43	11:45-12:15	12:17-12:48
5th/6th Period	12:54	2:24	
7th/8th Period	2:30	4:05	

### 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.

### **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.
- Incorrectly Placed Students:
  - For students who are in an advanced class that is clearly beyond their academic ability (not that they don't want to do it or don't have time), the teacher should consult with the student's parents and explain the concern as well as a possible plan for support during tutorials before a student will be moved. If it is decided that a student is incorrectly placed, they can be moved into an on-level class. Correct placement is based on previous grades in the same subject and test scores.

- Students Placed Correctly (student/parent request):
  - Students who are placed correctly but are struggling can only drop a course at the semester break if seats are available and the below process has been followed.
  - Process to drop a course:
    - First Step: The teacher should strongly encourage/facilitate student, parent, and teacher to discuss concerns either in person or by phone.
    - Second Step: The teacher will set up a plan for the student to attend 5 after school tutorial sessions. Communication about the plan for tutorials must be provided to the parent and documented in View IT. At least two communications regarding failing grades must also be communicated to the parent and documented in View IT.
      - \*If these steps have taken place and parents are in agreement that the student needs to be removed then the teacher will work with the student's counselor and AP to have the student removed from the advanced course and placed in the appropriate course. If these steps have been offered but the student has not followed the plan, then proceed to step 3.
    - Third Step: Students must demonstrate an attempt to be successful by attending tutorials, completing work, asking for help, and putting study time in. If these steps are not being completed with fidelity a Parent Teacher Conference with the counselor is required. Teachers should contact the student's counselor to arrange this. The PTC should focus on discussing the plan that was put in place, and what can be done to support the student and parent in implementing the plan.
    - Fourth Step: If the student then demonstrates good work habits and follows through with the proposed plan but is still unsuccessful and parents are in agreement that the student needs to be removed then the teacher will work with the student's counselor and AP to have the student removed from the advanced course and placed in the appropriate course at semester break.

### 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 will receive a minimum of one (1) week advance notice of any major grade assignment. Students will have 3 additional days to turn it in, but they will have 10 points deducted from the assignment's grade for each day late.
- A zero on a major grade assignment initiates a Parent-Teacher Conference

#### **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. Follow attendance procedures for absences.
- Daily grades will be accepted up to 5 days after the due date. Teachers may deduct points off for each day late for up to 50%. However, all teachers need to take mitigating factors into account and ensure that students are given the opportunity to master the material.
- The grading policy is the same for Honors and Level courses.
- Teachers will be using the "Z" as a placeholder in the Gradebook. "Z" means that an assignment is missing but can still be turned into the teacher.

### **Make-Up and Retest Policy**

- Students will be given the opportunity to make up work missed due to any absence. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. Students will be permitted one day for each day of absence to complete the assigned work. The absence days are based on the number of actual class days they missed, not calendar days. Base their turn-in date on the Orange/Blue class schedule.
- If a student was absent the day of the test, then they need to schedule a time with the teacher to make-up tests through the testing center or with the teacher.
- Late work is different from absent work. If a student is in class and does not finish the work, the teacher will use their discretion to help the student complete their work.
- Long term assignments are due even if the student is absent on that day. However, teachers will be flexible with students who have an emergency the day of.

**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**

- All students may choose to retake their failed major grade tests. If they decide to retake a test, their final grade for that test will be the higher of the two scores.
- Tutorials and test corrections are a best practice for student's that are retaking a test. Work with the student on the best plan for them to be successful on the retake.
- Retest must be done within the time frame set forth by the teacher and student.
- Students cannot retest a 9 week exam or a semester exam.

### **High School Credit**

- These classes will follow the Grand Oaks Retest Policy
- The highest grade a student can make on a retest is 85%.
- Subject teams can also decide to allow students to make "test corrections" which will count as a formative grade.
- Students are not allowed to retest semester exams

### **York Library Media Center**

- The library is open before school from 8:00- 8:20. 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.
- Students may check out three 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 or inside the library by the circulation desk. 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.
- NO cell phone use in the library during the instructional day, including at lunch. If you need to make a call or send a text, you need to step out into the cafeteria to do so.

### **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 on the CISD website. Parents are encouraged to apply if they qualify.

**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 3rd/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.
- 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.
  - No delivery services; however, family members can drop off food.
- 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.
  - Students are not allowed to leave the cafeteria unless given permission.
  - If a student needs to use the restroom, they will use a designated restroom.
  - If a student needs to get up, they need to raise their hand and ask permission.

**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 Information**

**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 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 and leave through the front of the school.
  - All parents and visitors must present some form of identification, and sign the visitor login.
  - All visitors must wear a visitor badge.
  - All visitors must sign out/ check out of the building at the front office.
  - 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 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.

### **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.

### **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.

## **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. 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.

### **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 ISS room. Students will eat and work at the assigned desk for the student's entire lunch period. Note: An administrator or staff member will take their order, go get it, and bring it to them.
- If a student is more than 5 minutes late, they will be marked absent and assigned an additional day.

### **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 4:05 p.m. to 5:05 p.m. on Tuesdays and Thursdays only. Parents need to be at school promptly at 5:00 p.m. to pick up their students.
- 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 follow the rules will be assigned an additional ASD.

### **Saturday Detention (SD)**

- A student assigned to SD will attend from 9:00 am to 11:00 am. SD is a study time. 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 SD, 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.

### **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 4:05 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 assignments.
- Assistant Principals 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, 15 or more 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 ConroeISD Student Code of Conduct. 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.

## **2024-2025 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**

- Shoes must be worn at all times. Slides and Crocs are okay. Shoes with cleats, roller shoes, and house slippers are prohibited. Shoes must have soles.
- 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.
- No hats, except on special dress-up days.
- Heads must not be covered at all while in the building.
- Students may not wear strapless tops. All undergarments must be hidden.
- Sleepwear, pajamas, and costumes are not allowed at school.
- Pants should not be sagging. Pants must be worn at the waist or higher.
- Shorts and skirts must reach mid-thigh. Shorts must be visible and longer than the shirt worn.

- Leggings and bike shorts are allowed as long as the shirt covering you falls within the mid-thigh rule.
- All holes/distressing in jeans, shorts, skirts, tights, dresses, etc must be lower than mid-thigh.
- Backless, strapless, spaghetti strap, or low-cut blouses/shirts/dresses may not be worn.
- All shirts must be of appropriate length, no crop tops. Students' midsection may not be shown.
- School appropriate makeup may be worn.

### **ID Badges**

- Students must wear their ID badge at all times.
- If a student loses their badge, it is their responsibility to go to the front office to purchase a new one.
- Failure to comply will result in the following consequences:
  - 1st- 3rd Violation: Warning and temporary
  - **4th Violation: Assistant Principal Warning Letter and purchase of permanent badge**
  - 5th- 7th Violation: Warning and temporary
  - **8th Violation: Lunch Detention and permanent badge**
  - 9th- 12th Violation: Warning and temporary
  - **13th Violation: 1 hour ASD and permanent badge**
  - 14th- 17th Violation: Warning and temporary
  - **18th Violation: 2 1 hour ASD and permanent badge**
  - 19th- 24th Violation: Warning and temporary
  - **25+ Violations: ISS and permanent badge**

\* Consequences reset each 9 weeks.

### **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.

### **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.

### **Cell Phones**

- Cell phones may ONLY be out and used during arrival, dismissal, and lunch.
- NO cell phones may be used in hallways, bathrooms, locker rooms, or classrooms.
- All phones will be stowed during class time.
- No cameras, videos, etc. are permitted when in use.
- The school is not responsible for lost or stolen electronics.
- As students enter, students look for the teacher for direction. Some will have a designated place for phones, others will ask students to keep them in their backpacks during instruction.
- Students will be responsible for retrieving their phones and stowing them away during transitions.

### **Airpods/Earbuds**

- Airpods/Earbuds may be worn at arrival and dismissal only.
- No earbuds may be worn during class or hallway transitions.

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

## 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**

- 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, students 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.
- 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 and posted on the York JH website. Additional expectations and guidelines may be required by the sponsor or organization. If a student wishes to start a new club, he/she should go on the website and complete the Interest Form. 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. Students must pick up their items in the front office at their own time.
- If your student in any after- school event, food is allowed to be dropped off at the front office.

### **Lockers**

- Students can be issued a locker upon request, however, they are not required. 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 students in the classrooms of their teachers from 8:00 a.m. to 8:40 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.
- 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.
- The tutorial schedule for core classes will be posted on the York JH website.

### **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.