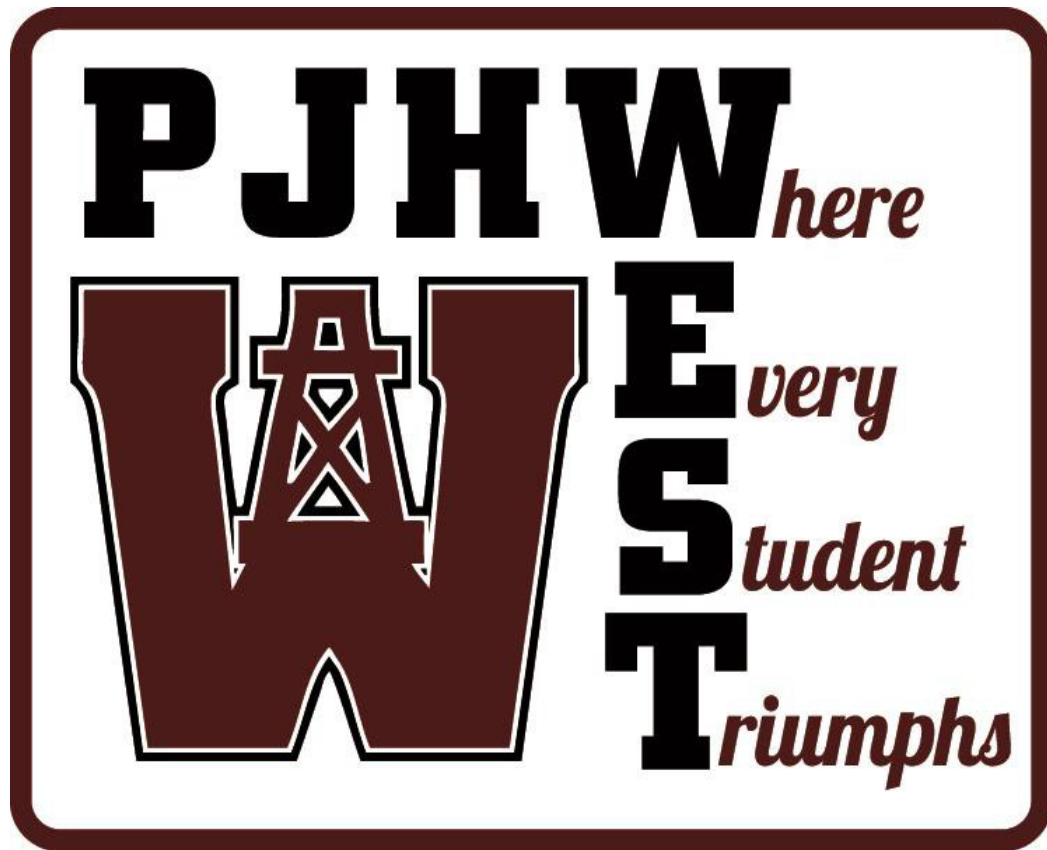


Pearland Junior High West



Student Handbook 2023 – 2024

Pearlandisd.org/West.cfm

STUDENT HANDBOOK 2023 - 2024
TABLE OF CONTENTS

Forward	3	V. GENERAL INFORMATION	24
Campus Goal	3	Bicycles and Skateboards	24
Mission Statement	3	Complaints	24
Vision Statement	3	Conference with Teachers	24
Five Guiding Principles	4	Email Guidelines	25
People You Should Know	5	Emergency Cards	25
Bell Schedule	5	Fees	25
I. ACADEMIC INFORMATION	6	Fire/Emergency Drills	26
Course Offerings	6	Health Fitness Uniforms	26
Grades – Academic	6	Law Enforcement Officers	26
Grades – Conduct	6	Parent Volunteers	26
Grades – Extracurricular	7	Parking	26
Homework	7	Personal Property	26
Failing Grades	7	Program/Assembly Guidelines	27
Make-Up Work	7	Student Identification Cards	27
Late/Missing Work/ZAP	8	Student Records	27
PE Exemptions	9	Summer School	29
Promotion Statement	9	Supervision	29
Progress Reports/Report Cards	9	Textbooks	29
Right of Waiver	10	Visitors	30
Schedule Changes	10	Withdrawal from School	30
Standardized Tests	10		
Systematic Review	10	VI. STUDENT ACTIVITIES	30
Tests	10	Clubs and Organizations	30
Tutorials	11	Field Trips	31
		Fundraisers	31
II. ATTENDANCE REGULATIONS	11	Honor Society	31
Compulsory School Attendance Law	11		
Early Release	14	VII. STUDENT SERVICES	31
Late Arrival	15	Athletic Insurance	31
Return from Absence	15	Bus Transportation	32
Tardiness	15	Cafeteria/Lunches	32
Truancy	16	Guidance Services	33
		Health Services	33
III. CODE OF CONDUCT	16	Illness at School	33
Discipline Plans	16	Medication Policy	33
Minor Offenses	17	Immunizations	33
Serious Offenses	17	Emergency Medical Cards	34
Consequences	19	Screening Programs	34
Academic Dishonesty	20	Library	34
Cafeteria Behavior	20	Lockers	34
Gang Related Issues	21	Lost and Found	34
Leaving School	21	Package/Message Delivery	34
Bullying	21	Substitute Teachers	35
Sexual Harassment	22	Cell Phones/Electronic Devices	35
Tangible Courtship/PDA	22	Personal Telecommunications	35
Transportation	22	Misuse of Technology	36
IV. DRESS CODE	23	APPENDIX	37
Accessories and Misc. Items	24	Medication Requirements	38
Confiscation of Contraband	24	School-Parent Compact	40

FORWARD

The purpose of any school is to enhance the growth and development of students and provide skills, knowledge and experiences that will equip them to operate successfully in society. This purpose is nurtured best where students, parents, and staff understand the purpose and structure of the school, and where the day-to-day operation of the school is smooth and efficient. This handbook has been compiled to outline the policies and procedures used to foster the smooth and efficient operation of the junior high schools in Pearland Independent School District.

Certain policies and procedures are unique to each campus. Further, though every effort has been made to clarify normal operating procedures, it is impossible to foresee every circumstance. The building principal on each campus shall make any and all other rules and regulations necessary to maintain an effective and safe academic climate.

To assure that you received this handbook and supplement, you and your parent will be required to sign and return to school the *Parent Acknowledgement Page*.

CAMPUS GOAL

Pearland Junior High West will strive to become a World Class School for the 2023 - 2024 school year.

MISSION STATEMENT

Pearland Junior High West is a community of learners, dedicated to academic excellence and committed to the development of the total student.

VISION STATEMENT

The students of Pearland Junior High West will receive an education in which learning extends beyond the classroom, creating an atmosphere of integrity, perseverance, and pride where excellence becomes a habit.

FIVE GUIDING PRINCIPLES

We at Pearland Junior High West are committed to educational excellence and believe that each individual is responsible for the well-being of our school and community.

- I. Students will exhibit self-pride by
 - a. Respecting all classmates
 - b. Respecting all adults in the school

- II. Students will be committed to learning by
 - a. Being on time to every class
 - b. Having all materials needed
 - c. Being ready to begin work when the bell rings
 - d. Doing their very best in every class everyday

- III. Students will foster a clean environment by
 - a. Leaving all food and drinks in the cafeteria
 - b. Not chewing gum anywhere on campus
 - c. Picking up all their trash
 - d. Leaving book bags in lockers

- IV. Students will exhibit good citizenship by
 - a. Being courteous at all times
 - b. Raising their hands to receive permission

- V. Students will be committed to excellence and safety by
 - a. Following all school rules
 - b. Following the dress code
 - c. Following discipline rules as outlined in the Student Handbook and Discipline Management Plan

PEOPLE YOU SHOULD KNOW

There are many people working in a school who help you achieve your goals. You will get to know your teachers well in the year to come. What follows is a list of other staff members who are available to you.

PEARLAND JUNIOR HIGH – WEST CAMPUS

Principal	Dr. Dana Miles
8 th Grade Assistant Principal	Ms. Jennifer Gabino
7 th Grade Assistant Principal	Mr. Brian Christensen
8 th Grade Counselor	Ms. Jamie Holbert
7 th Grade Counselor	Ms. KC Scarborough
Student Support Counselor	Dr. Dawn Hon
GT Specialist	Ms. Stacey Mueller
Health Care Assistant	Ms. Maristella Partin
School Secretary	Ms. Maria Salais
Registrar	Ms. Priscilla Gonzalez
Attendance Clerk	Ms. Tanya Roblyer
Discipline Clerk	Ms. Cheryl Crocker
Counseling Center Clerk	Ms. Lisa Beringer
Librarian	Ms. Courtney Weaver-Young
School Resource Officer	Officer Avina

I. **ACADEMIC INFORMATION**

Course Offerings

The following is a list of courses available for each student:

Seventh Grade

English, math, history, athletics/physical education, science, reading

Electives: art, band, choir, exploratory Spanish, Exploring Video Production, drama

Eighth Grade

English, math, science, history, athletics/Physical Education, reading.

Electives: art, band, choir, exploratory Spanish, Spanish 1, office aide, Career Connections, Video Production, drama

Information on programs for exceptional students (Gifted and Talented, English as a Second Language, Special Education, Dyslexia, etc.) is available from the counselor.

Grades – Academics

Numerical grades will be reported in accordance with State Law.

90 – 100	Excellent Progress
80 – 89	Good Progress
75 – 79	Average Progress
70 – 74	Poor Progress
50 – 69	Failure
I	Incomplete

Grade – Conduct

These marks should be taken seriously, as they can affect participation in school activities, i.e. *school representation, choir, band, and cheerleading.*

- E – Excellent. The student has an exceptional attitude, consistently cooperates, shows respect for self and others, and observes school rules and regulations.
- S – Satisfactory. The student has a good attitude, cooperates, and generally observes school rules and regulations.
- N – Needs to improve. The student’s attitude needs to improve and there have been infractions of school rules.
- P – Poor. The student’s attitude needs to improve greatly and there have been infractions of school rules.
- U – Unsatisfactory. The student’s attitude is poor and uncooperative. The student disrupts class and shows little respect for school rules and regulations.

Grade Requirements: Extracurricular Activities

Senate Bill 1, passed by the 74th Legislature, changed the rules regarding student participation in extracurricular activities. Based on this law, the following applies:

- During the initial six-week period of the school year, students must have been promoted into the next grade in order to participate in extracurricular activities.
- During the subsequent nine-week periods, a student who receives a grade below 70 in any academic class is suspended from participation in any extracurricular activity the first three weeks of the next grading period.
- A student suspended from extracurricular activities due to grades may practice or rehearse with other students for an extracurricular activity, but may not participate in a competition or other public performance.
- Students are permitted up to ten activity-related absences during a full-year course and five absences during a one-semester course in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision.
- Any student suspended from school, placed in In-School Suspension (ISS), or placed in the Alternative Learning Academy (ALA) for disciplinary reasons will not be allowed to practice or participate in any school activity nor will they be allowed in any after school function during the days of suspension/ISS or ALA.
- High School cheerleading requirements – an 8th grade student who has been suspended or had an ALA assignment will not be able to tryout for high school cheerleader. If a student has been assigned ISS for anything other than tardies or dress code, he/she will not be eligible to tryout. They must not have served more than 3 days total.

Homework

Keeping up with assignments and completion of homework is a major responsibility of all students. Students who do not keep up with all assignments and who do not complete all work by the date set by the teachers are endangering their chances of passing. An assignment book is required to assist students in keeping up with their assignments.

Failing Grades – Assignments/Quizzes/Tests

A student receiving a failing grade on a classroom assignment or a test with scores of 69 or below, has the opportunity to make corrections to earn a grade of up to a 70. The student must request from his/her teacher the opportunity to make corrections or schedule the retake of the test. The student has up to 3 days from the time the assignment is handed back to him/her to make corrections or retake the test. This guideline does not include projects, final or semester exams, or benchmarks.

Make-up Work

Students who miss work in class due to an absence are permitted to make up the work. Prior to the absence or immediately upon returning to class, it is the student's responsibility to make arrangements with the teachers for make-up work. All assignments, tests, homework, etc.,

should be made up within one week (see schedule below) after returning to school. Assignments not turned in due to absences may be recorded as missing until the time limit has been reached. After that time any assignments not turned in will be recorded as a zero. Tests should be made up before or after school (not during class time). Exceptions in extenuating circumstances may be granted by the teacher or the principal. An assignment book is available for purchase at time of registration.

Assignments missed due to out of school suspension must be turned in within 3 days of returning to school. Make-up work will not be given to the student until their period of suspension has been served.

When students are absent one or more days, make-up assignments and tests must be completed according to the following schedule:

- 1 day absence – day following return to school
- 2 consecutive days absence – within 2 days after return
- 3 consecutive days absence – within 3 days after return
- 4 consecutive days absence – within 4 days after return
- 5 consecutive days absence – within 5 days after return
- 6 consecutive days absence – within 5 days after return unless prior approval is received

Assignments may be requested when a student is absent. The parent should request assignments through the Attendance Office. Once requested, assignments may be picked up from the Attendance Office between 3:45 and 4:00 **the day after the request is made.**

Students who miss assignments due to truancy or unexcused absences must complete the work in order to stay current in the subject. If work is not completed within the above time frame, a zero will be issued.

Most teachers give major assignments at least a week in advance. Therefore, students who are absent know what class work is in progress during their absence and will be able to complete it in a timely manner.

Late Work/Missing Work/ZAP

It is very important for students to complete all assigned work. Any work not completed and turned in by the assigned due date will result in points deducted from the assignment as follows:

- 1 day late: - **11 points**
- 2 days late: - **20 points**
- 3 days late: - **30 points**

P.E./Health Fitness Exemptions

A student suffering from illness or injury should not participate in strenuous physical activity. A note from the parent to the PE/Health Fitness teacher stating the nature of the student's illness or injury will obtain a one-day exemption from strenuous physical activity. If the exemption must exceed one day, a doctor's written explanation is necessary. All students, including those with exemptions, must dress out every day.

Pearland I.S.D. Promotion Statement

Promotion to the next grade level shall be based on an average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for the following subject areas: math, English language arts composite, science, and social studies. In addition, students must have a grade of 70 or above in each of the following areas: mathematics, English, and reading. In order to be promoted to 9th grade, 8th grade students must perform satisfactorily on the Math and Reading portions of the STAAR exam.

If a student in 8th grade is enrolled in a course that earns high school credit and for which an end-of-course exam is administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements stated above for that assessment.

Progress Report/Report Cards

Reporting grades each nine weeks is a method to communicate student mastery of course content. Report cards include academic and conduct evaluations. This year Progress Reports and Report Cards will be posted online to view through Skyward Family Access. The same Skyward Family Access login will be used to access these reports. Term grades, class attendance and teacher comments will all be included on the report card. Students can also view report cards when they log in.

Progress Reports and Report Cards will be posted according to our district school calendar. Parents and students will have the option to view, save and/or print any of their reports posted online. These will be located under the student's Report Card link in Family Access.

An email will be sent to notify parents when Progress Reports and Reports Cards have been posted.

- If an error exists on the report card, parents should notify the counselor.
- Cumulative semester grades are reported at the end of each semester.
- Incomplete grades are shown as an "I." This work must be completed during the two weeks following the reporting period or it becomes an "F." It is the responsibility of the student to see that all work is made up.
- If a student's grade is lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.
- Comprehensive final exams will be required at the end of each semester.

- Semester averages will be determined as follows:

First Nine Weeks	42.75%	Third Nine Weeks	42.75%
Second Nine weeks	42.75%	Fourth Nine Weeks	42.75%
Semester Exam	14.5%	Semester Exam	14.5%

Right of Waiver

The principal, after review of relevant data, has the prerogative to waive guidelines to assure each student's opportunity for success.

Schedule Changes

Student-parent course selections and academic criteria determine the overall academic program. The building principal requests the number and kinds of teachers for the following year based on course selections by May 1. After that date, the only courses students may drop or add are those necessary to work out errors or conflicts. The counselor with the approval of the principal makes schedule changes for the purposes of correcting errors in schedules, leveling classes (removing students from overloaded classes and adding them to small classes), and making adjustments to eliminate conflicts.

Standardized Tests

Standardized tests are administered by or under the direction of the principal to aid in placement of students and to help students gain insights regarding their abilities and potential. The following tests are administered during junior high school:

Grade 7	STAAR (Mathematics, Reading Language Arts)
Grade 8	STAAR (Mathematics, Reading, Social Studies, Science) End of Course Exam (Only those students enrolled in Algebra I)

Systematic Review

Academic Review on a regular, systematic basis to monitor student performance will be done by the school counselor. This process will also involve the teacher(s), principal and/or principal designee.

Tests

Exams, benchmarks and Standardized tests will be given periodically throughout the year to assess student academic progress. Examinations covering a semester of schoolwork will be given twice a year. For a student to receive credit for a semester's work, he must take the semester exam in that course.

A semester exam will not be given early. Permission to take an exam late due to exceptional circumstances should be secured from the building principal by requesting such permission in writing in advance of the test.

Tutorials

The school provides tutorial services for students who fail in the basic areas of English, reading, math, science, and social studies.

According to state law, any student whose grade is lower than a 70 is required to attend. Tutorials are provided at no charge to the students. Transportation, however, is the responsibility of the parent.

All teachers will offer at least one morning tutorial time, one afternoon time, and another time of the teacher's choosing. These times will be posted in the teachers' rooms. Each student will need a written pass to attend morning tutorials. These passes MUST HAVE THE DATE, the name of the receiving teacher, and the parent or teacher's signature. Passes are not needed for afternoon tutorials.

//. ATTENDANCE REGULATIONS

TEXAS COMPULSORY SCHOOL ATTENDANCE LAW STATES:

A child who is required to attend school shall attend school each school day for the entire period the program of instruction is provided.

A child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. Policy FEA (LOCAL) requires a person over 18 years old and who is under 21 years of age to attend school until the end of the school year.

A student enrolled in a school district must attend:

1. an extended-year program (summer school) for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district;
2. an assigned accelerated reading instruction program for kindergarten, first grade and second grade students;
3. an assigned accelerated instruction program designed for satisfactory performance on the state assessment instrument;
4. an assigned basic skills program designed for ninth grade students;
5. an assigned summer program provided at DAEP (Disciplinary Alternative Education Program).

A child is **exempt** from the requirements of compulsory school attendance if the child:

1. attends a private or parochial school (includes home schooling);
2. is eligible to participate in a school district's special education program and cannot be appropriately served by the resident district;
3. has a physical or mental condition of a temporary and remediable nature that makes the child's attendance infeasible and holds a certificate from a qualified physician;
4. is expelled;
5. is at least 17 years of age and:
 - a. is attending a course of instruction to prepare for the high school equivalency examination, and:
 - i. has the permission of the child's parent or guardian to attend the course;
 - ii. is required by court order to attend the course;
 - iii. has established a residence separate and apart from the child's parent, guardian, or other person having lawful control of the child;
 - iv. is homeless; or
 - v. has received a high school diploma or high school equivalency certificate;
6. is at least 16 years of age and is attending a course of instruction to prepare for the high school equivalency examination, if recommended to take the course of instruction by a public agency that has supervision or custody of the child under a court order; or the child is enrolled in a Job Corps training program or is enrolled in a high school diploma program under Chapter 18.

A school district shall count a student **present** for the following purposes, including travel for those purposes:

1. Observing religious holy days;
2. Attending a required court appearance if the student commences classes or returns to school on the same day of the appointment;
3. A temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment;
4. Attending a citizenship ceremony;
5. Qualifies as an election worker; or
6. A student in grades six through twelve for the purposes of sounding "Taps" at a military honors funeral held in this state for a deceased veteran.
7. Any other updates recognized by TEA.

School employees must investigate and report violations of the state compulsory attendance law. A student with excessive absences will be considered in violation of the compulsory attendance law and subject to disciplinary action unless otherwise excused or exempted.

A court of law may also impose penalties against both the student and his or her parents. A complaint may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six month period in the same school year without excuse, or

- Is absent on three or more days or parts of days within a four-week period without excuse.

The court may order the defendant to attend a program for parents of students with unexcused absences that provides instruction designed to assist those parents in identifying problems that contribute to the students' unexcused absences and in developing strategies for resolving those problems if a program is available.

The parent with criminal negligence fails to require the child to attend school as required by law; commits an offense of "Parent Contributing to Non Attendance." Policy FEA (LEGAL) An individual commits an offense of "Failure to Attend School" if the individual is required to attend school and fails to attend school. If the student is over the age 17, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law.

Parental Duty

It is the parent's duty to monitor the student's school attendance and require the student to attend school. School districts are required by law to notify the parents of the state compulsory attendance law prior to each school year (handbook) and after three days of absences without excuse (3 day letter). School officials also must request a parent conference to discuss excessive absences.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days, required court appearances, and documented health-care appointments will be considered days of attendance for this purpose (See policy FEB Legal).
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for the reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit. (See Policy FEC Local).

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG Legal.

The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

- Completing additional assignments, as specified by the committee or teacher.
- Satisfying time-on-task requirements before and/or after school.
- Attending tutorial sessions as scheduled.
- Attending Saturday classes.
- Maintaining the attendance standards for the rest of the semester.
- Taking an examination to earn credit.

In all cases the student must also earn a passing grade in order to receive credit. (See Policy FEC Local)

Early Release

Students must remain on campus once they have arrived. Please refer to the school calendar for early dismissal days. Early dismissal time for junior high students is 1:45 p.m.

Students leaving school for any reason other than school sponsored activities without checking out through the office will be subject to disciplinary action.

From the Office:

The student should present a written statement signed by the parent/guardian stating the reason and time of request for the early dismissal from the Attendance Office prior to his first class. Any time out of class spent securing the slip will be considered unexcused. The Attendance Clerk will issue a student pass only when the parent/guardian arrives. At that time, the student will be sent for to come to the office to leave with the parent/guardian. Please try to schedule appointments, i.e. medical, dental, during non-school hours or at some time other than second period of the day.

From the Clinic:

The student who receives dismissal from the clinic will meet his parent/guardian in the Attendance Office and sign out before leaving campus.

Late Arrival

When coming to school after class has begun at 8:35 AM, the student must go directly to the Attendance Office and sign in. An admit (excused or unexcused) will be issued to the student and he will be sent to class.

Only reasons listed on the previous page under “Excused Absences” will be considered for excused tardiness to school. Unexcused tardiness will result in disciplinary action.

Returning from Being Absent

Admits are necessary when a student misses **one or more class PERIODS. Before the bell rings to go to first period**, a student must present the Attendance Clerk a note from a parent or guardian stating the date and reasons for the absence. At that time, the student will be issued an admit. Even if a student forgot to bring his/her written excuse, they still must obtain an admit from the Attendance Clerk before school begins! Failure to bring an excuse from home or failure to obtain an admit from the attendance clerk before school can result in disciplinary action (after school detention).

When a student receives three or more absences, the student’s parents will be sent a letter notifying them that the student has three or more absences and informing them of the state law.

Tardies

Each student is expected to be in his/her assigned area when a tardy bell sounds. With a hall pass and/or note, teachers or administrators may give a student permission to arrive to class after the tardy bell rings. Without such permission, however, students are considered tardy. The following is important information regarding tardiness:

- Students will be considered tardy in the event of car trouble, oversleeping, missing the bus, or if riding to school with others who are tardy.
 - An unexcused tardy in which the student misses more than half of the period will be counted as an unexcused absence and the time will be made up.
 - Individual class tardiness is dealt with immediately.
 - Tardy policy and consequences:
 - 1st – 3rd - Warning
 - 4th – 6th - Lunch Detention
 - 7th – 11th - 1 hour after school detention
 - 12th – 14th – 2 hour afterschool Friday detention
 - 15th or more - A day of ISS will be assigned for each tardy after the 15th
- *Student tardies and consequences will start over every nine weeks**

Truancy

Absence from school without the knowledge and approval of a parent will be considered truancy and will be unexcused and subject to disciplinary action as deemed necessary by the principal. A teacher will deny academic credit for the day's assignment if all other members of the class received a grade. Students who "skip" class, or any part of a class period, will be considered truant and the appropriate consequences will be given.

III. CODE OF CONDUCT

Students attending PJH West are expected to conduct themselves properly. Such appropriate behaviors include:

- Attending all classes, regularly and on time
- Being prepared for each class with appropriate materials and assignments
- Being appropriately dressed and groomed (see "Student Dress Code")
- Not bringing contraband or disruptive items to school
- Showing courtesy and respect toward self and others
- Behaving in a responsible manner
- Paying required fees and fines, unless these are waived
- Obeying all school rules, including safety rules
- Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels
- Cooperating with District staff in investigation of disciplinary cases and volunteering known information relating to a serious offense

Teacher/Classroom Discipline Plan

Our school has campus-wide expectations. This is posted in every classroom on our campus. Each teacher will also have a discipline management plan posted in his/her classroom. The expectations of behavior as well as privileges and corrective consequences will be included. Teachers will communicate these expectations to students as well as provide the information to parents.

A sample of a teacher plan follows:

Privileges:

1. Academic success
2. Praise and recognition
3. Short term "reward" developed by teacher
4. Long term "reward" developed by teacher
5. Positive parent/office contact

Consequences for choosing otherwise:

1. Warning/withdrawal of privileges
2. Student-teacher conference
3. Parent contact

4. Afternoon detention
5. Assistant Principal

NOTE: SEVERE OFFENSES WILL BE REFERRED TO THE ASSISTANT PRINCIPAL IMMEDIATELY.

The teacher will make every effort possible to contact a student's parent before referring a student to the assistant principal except in the case of a severe disruption.

School-Wide Discipline Management Plan

Violations of the Code of Conduct will be dealt with in the most expedient manner possible. Every effort will be made by the school administration to contact parents when a student is referred to the office. A copy of discipline referral reports will be sent to the parent via the student within 24 hours.

Minor Offenses

Any violation of the code of conduct that is not listed as a serious offense can be considered a minor offense. Two or more violations of the same code or rule will be considered a "persistent" discipline problem. Repeated violations of minor offenses will be treated as serious offenses. The difference depends on the severity of the offense, the circumstances involved, and the discipline record of the student involved.

The following are considered minor offenses:

- Tardiness
- Minor class disturbances (talking out, talking to classmates, unnecessary noises)
- Out of seat without permission
- Lack of supplies and/or books for class
- Dress code violations (first offense ONLY)
- Failure to follow check-in/check-out procedures
- Hall Pass violations
- Gum or candy violations
- Violation of classroom policies

After the teacher follows the classroom management plan, he/she refers the student to the assistant principal. Depending upon the offense and the student's discipline record, the administrator may choose to exercise one of the following **options** as a consequence: *student conference, parent phone call and/or conference, Friday detention hall, Saturday detention hall, In-School Suspension (minimum 3 days), Out-of-school suspension, ALA (minimum 30 day).*

Serious Offenses

Serious offenses will be referred to the Assistant Principal immediately. An investigation on campus will take place following the reported violation. The School Resource Officer may assist district personnel with the investigation. Upon conclusion of the investigation, an appropriate consequence will be assigned and parents will be notified. If the offense committed by the

student is also in violation of the law, a citation may be issued by the School Resource Officer. Examples of serious offenses are listed below but are not limited to:

Violation of state/federal penal code including:

- a. Assaulting a teacher or other individual
- b. Selling, giving, or delivering to another person, possessing, using, or being under the influence of:
 - i. Marijuana or a controlled substance as defined by the Texas Controlled Substance Act
 - ii. A dangerous drug as defined by Vernon's Annotated Texas Statutes (V.A.T.S.)
 - iii. An alcoholic beverage, as defined by the Texas Penal Code
- c. Possessing a firearm, an illegal knife, a club, or other weapon listed as a prohibited weapon under the Texas Penal Code
- d. Committing arson, as defined by the Texas Penal Code
- e. Vandalism
- f. Robbery or theft
- g. Extortion, coercion, or blackmail

Other serious offenses:

- h. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with the school environment or incites violence
- i. Verbal abuse, i.e. name-calling, racial or ethnic slurs, or derogatory statements that may disrupts the school environment or incite violence
- j. Bullying and/or cyberbullying
- k. Failure to comply with lawful and reasonable directives
- l. Exhibiting disrespect or profanity, vulgar language or obscene gestures toward teachers or other school employee
- m. Fighting
- n. Engaging in conduct that constitutes felony criminal mischief, as defined by the Texas Penal Code
- o. Unexcused absences
- p. Three or more detention assignments
- q. Chronic infractions of school rules
- r. Multiple discipline referrals
- s. Leaving campus or class without permission
- t. Failure to attend detention hall
- u. Cheating/plagiarism
- v. Causing a disturbance for a substitute teacher
- w. Dress code violation (after the first two offenses)
- x. Any other conduct that substantially disrupts the school environment or educational process
- y. Public display of affection (PDA)/Tangible Courtship
- z. Truancy/Skipping class

Assaults/Harassment: Students are prohibited from assaulting or harassing anyone on school property or at any school related event

For serious offenses, students will be immediately referred to a school administrator.

Consequences:

After being referred to the office, the administrator or designee will determine the consequence for inappropriate behavior. Based on the seriousness of the student offense and/or the student's previous discipline record, a student may be given:

1. **After school detention:** A classroom teacher monitors detention hall during which students are expected to complete homework or other assignment and remain seated and quiet for the duration of the detention. Any student removed for talking or disrupting in any way will receive additional consequences (i.e. Friday detention). Because of extensive numbers and scheduling logistics, students not attending one-hour detention will be assigned a two-hour Friday detention. Students not attending a two-hour Friday detention will be assigned ISS.
2. **In-School Suspension:** ISS is an alternative to suspension and is held on our campus under the supervision of a certified teacher. Students will receive assignments from his/her regular classroom teachers and are expected to complete the assignments given, prior to returning to the regular classroom setting. Students assigned to ISS are expected to follow the rules, as given by the ISS teacher. Students failing to comply will be suspended for the remainder of his/her ISS assignment, or be assigned additional days. While in ISS, students are not allowed to participate in extracurricular activities or attend any "after hours" functions held on campus during their assignment.
3. **Alternative Learning Academy (ALA):** ALA is held in an alternative setting, separate from our campus, under the supervision of a certified teacher and administrator with a minimum assignment of 60 days. Students are able to earn credit for good behavior and returned to their home campus early. Students will receive assignments from the ALA teachers and will be expected to successfully complete the work prior to returning to the regular classroom setting. Students assigned to ALA are expected to follow the rules (including dress code), as given by the administrator at the time of assignment. Students are required to wear khaki pants and purchase 2 ALA shirts. While in ALA, students are not allowed to participate in extracurricular activities or attend any "after hours" functions held on or sponsored by Pearland ISD during their assignment.
4. **Suspension:** According to state law, a student may be suspended for three consecutive school days. During suspension, students are not allowed to participate in extracurricular activities or attend any "after hours" functions held on campus during their assignment. It will be considered an excused absence. (Fighting will result in a minimum three days suspension, five days in ISS, and may also result in additional consequences from the School Resource Officer).

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Behaviors defined as cheating:

- Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work during an exam, test or quiz.
- Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
- Use of unauthorized resources such as notes during an exam.
- Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
- Copying work assigned to be done independently or letting others copy one's work.

Behaviors defined as plagiarism:

- Any misrepresentation of another's work as one's own, including the copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

Academic Dishonesty will result in academic and/or behavioral consequences.

Cafeteria Behavior

Students are allowed to talk unless otherwise directed. There will be no running, shouting, or any other poor dining room manners exhibited in the cafeteria. Cafeteria monitors will report inappropriate behavior. Students are expected to enter the cafeteria from the main doors in the hallway. They should enter and directly be seated. Students will be dismissed by rows to the different lines to purchase their food. Students will exit the cafeteria from the rear doors of the cafeteria and may not bring food or drink out of the cafeteria when their lunch time is over. When leaving the cafeteria to go to their next class, students are expected to pass through the hallways quietly so that they will not disturb the classes in session.

Students are allowed to sit at any table in the cafeteria. We may provide assigned seating for students, if necessary, to reduce misbehavior in the cafeteria. Students will be required to throw all of their trash away prior to the end of their lunch period. Students will remain seated until their table is dismissed.

No student is allowed to leave the campus for lunch except those cleared by the office.

Gang Related Issues

The faculty and staff at PJH West believe that the presence of gangs and gang activities can cause substantial disruption of, and materially interfere with school and school activities. A “gang” is defined as any group of two or more persons whose purposes include the commission of illegal acts. The staff acts to prohibit existence of gangs and gang activity as follows:

No student on or about school property or at any school activity:

- Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership in or affiliations with any gang;
- Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang;
- Shall use speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - Soliciting others for membership in any gangs
 - Requesting any person to pay for protection or otherwise intimidating or threatening any person
 - Inciting other students to act with physical violence upon any other person

Gang-related issues are considered serious offenses and students will be disciplined accordingly.

Leaving During the School Day

Under no circumstances is a student to leave the campus without checking out through the Attendance Office. Before a student may leave campus during the day, a parent or guardian must sign the student out. Students are not allowed to leave campus in the morning once they arrive (either from the bus or parent drop-off). It is considered truancy and will be disciplined accordingly.

Bullying

Bullying is defined as a single significant act of physical, verbal, and/or cyber intimidation toward another person.

At PJH West we encourage students to inform an adult of all instances of bullying that occur. If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. Students can fill out a bullying incident report and return it to their designated counselor. These forms can be found in any office.

Sexual Harassment

The Pearland Independent School District prohibits sexual harassment of any kind. Sexual harassment is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person or offensive and unwelcome conduct aimed at another solely because of his or her gender.

If a student believes he or she has been sexually harassed, the student or the student's parent should report the incident to the principal, other appropriate supervising administrator, or the Title IX Coordinator.

If a student's conduct is offensive and unwelcome, the campus administrator will determine if the conduct should be punished in accordance with the district's discipline management plan.

Public Display of Affection (PDA)/Tangible Courtship:

Students need to be cautioned about engaging in any public display of affection. PDA refers to any physical contact between boys and girls. It is nice that many students care a great deal about each other, but it is considered poor taste to publicly display physical affection and school is not the place to engage in such conduct. The school policy is that no physical contact on campus may occur between students that would be classified as a show of affection. This includes before and after school and at school sponsored events.

Transportation

Since bus transportation is under district and school jurisdiction, please refer to the District Management Plan for general Pearland ISD bus regulations, in addition to the following rules:

While on the bus, these rules are to be followed:

1. The driver is in charge of the bus and students are to follow the rules.
2. Students must be on time.
3. Students should speak in moderate voices and should not engage the driver in unnecessary conversation.
4. Students should not stand in the roadway while waiting for the bus.
5. Once seated, students should not move about the bus. Students are to wait until the bus has stopped to leave their seat.
6. Throwing things on the floor or out the window is not permitted.
7. Students are never to extend arms or head out the window.
8. Any vandalism to the bus may result in the student paying damages.
9. Students may not ride a different bus than that which is assigned to them. (Any questions regarding this bus regulation must be handled through the Transportation Department).

Any questions regarding transportation or in regards to any bus incidents can be directed to Transportation at (281)485-3562.

****Note** Notification of transportation changes or requests must be approved by the Transportation Department at least 24 hours in advance.**

Transportation Severe Clause

Those offenses that can be classified as severe and disruptive in nature may result in immediate and/or long-term suspension from the school bus and could also result in the student receiving a citation by local law enforcement authorities.

IV. DRESS CODE

The dress code has been established to reflect the high standards of the Pearland community, adhering to good taste, appropriateness, and proper dignity. The code should create an atmosphere of good personal hygiene, safety, and decency in grooming. The standards of dress and grooming have been set, believing that a majority of our students and parents will set standards much higher than these to reflect a sense of pride in the school, pride in academic achievement, and pride in self.

While the professional staff will take the necessary steps to enforce the dress code, it is considered the responsibility of the parent to ensure student compliance with the following guidelines. Absences due to dress code violations will be unexcused.

The entire dress code as approved by the Pearland ISD Board of Trustees can be found in the District Student Code of Conduct. (Spanish version available upon request).

Continuous dress code violations can result in consequences that include ISS, ALA, and/or suspension.

Accessories and miscellaneous items

These items include the following:

- Any item that does not serve an educational purpose is to be left at home. Such items include, but are not limited to headsets, radios, electronic games, noise-making devices, or “toys” of any kind. These items will be taken and returned to parents only!

CONFISCATION OF CONTRABAND OR DISRUPTIVE ITEMS

School personnel have the authority to temporarily confiscate items that students bring to school that are either prohibited items, or because of the nature of the item or its use, is disruptive to the educational process. Except in the case of prohibited items, students will be warned prior to the property being confiscated. If a student continues to display or use an item

in a disruptive manner, school personnel will confiscate the property from the student. The school is not liable for confiscated items lost or stolen. It is the student's responsibility to make the parents aware that an item has been taken from him/her. If the parent of the student from whom the item was confiscated has not picked up the item within four weeks, the district is free to dispose of the property in a manner they deem appropriate. Any items that are illegal to possess, such as controlled substances, alcohol, or weapons, may be turned over to law enforcement authorities.

V. GENERAL INFORMATION

Bicycles and Skateboards

Skateboards are NOT allowed at school. Students riding bicycles to school should place their bicycles in the designated areas. Students should secure their bicycles as the school is not responsible for damage or theft. A student on the junior high campus should not operate a motorized vehicle at any time. Once a student has brought his bicycle on campus, he is not to ride it until the end of the day.

Complaints

Students or parents who have a complaint should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, a conference can be requested with the principal. If the parent or student is not satisfied at that level, a conference can be requested with the Superintendent of Schools or his designee and, ultimately, the parents may appear before the Board of Trustees, in accordance with Board Policy.

Conferences with Teachers

Parents wishing to set up a conference with a teacher may do so by contacting the school. A conference period is assigned to each teacher as part of his/her teaching assignment. Conferences may be held in person or on the telephone. One of the purposes of scheduling this period is to give each teacher a set time for conferring with parents. Academic teachers will also have a common planning period to meet with parents. When parents call the school to arrange a conference, the office will contact the teacher and an appointment will be made. Parents need to report to the office when arriving so they can be directed to the conference.

Email Guidelines

Email may be a fast and convenient way for parents/guardians to send messages; however, teachers usually read their email messages in the morning before school, during their conference period or at the end of the day. Even when using email, teachers often times use the telephone to communicate with parents. For these reasons, professional staff may not immediately reply to an email.

When using email these guidelines will be followed:

- Please send only non-vital messages. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your

email before the end of the day. Please call the front office to get the message to your student.

- Teachers may reply before or after school or during their conference period unless other stipulations for parent communication have been added by the principal. Please allow 24 hours for teacher response.
- If a reply will be over 3-4 sentences, the email response should be to request a conference.
- Please remember that email is not confidential. Confidential information should be conveyed by telephone or personal contact.
- Repeated emails on the same topic would require response by a telephone call.

Emergency Cards

Emergency cards are used at each school and must be updated yearly. The information you provide assists the staff in giving your student prompt, appropriate healthcare. Current addresses and accurate home/work phone numbers are **imperative**. Please contact the school with any address and/or telephone changes.

Fees

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits. Some classes may include a fee.

Any required fee or deposit might be paid in installments or waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

Participation fees may be required for particular activities, such as athletics, cheerleading, and band. Please contact the appropriate sponsor to determine the fee for UIL activities.

Fire/Emergency Drills

Each teacher is assigned an exit plan nearest his/her room. If an obstruction is set up, the class is to go to the next nearest exit. Students must **QUIETLY** exit in single file, the lights should be turned off and the door closed when all students are out of the classroom. We are required to have one emergency drill a month. Classes are to exit in an orderly, systematic, planned manner and stay in the teacher's line. When the teacher halts the line, the class is to stop, turn around to face the building, and **remain quiet**.

Bomb threat exits will follow the fire drill procedure. Tornado warnings will be indicated by an announcement. In a tornado drill, students file into the hall, get into position on their knees, and protect their head with their arms. Students must be away from glassed areas. During a lock-down drill, parents and visitors will not be allowed onto the campus until regular classes resume.

Health/ Fitness Uniforms

Health Fitness uniforms are required for physical education classes as teachers determine.

Involvement of Law Enforcement Officials – SRO

There are times that police officers, CPS officials, or other law enforcement/juvenile officials come to the school and want to talk with our students. These officials have a legal right to speak with students.

Parent Volunteers

We have a very active PTA and volunteer program and welcomes participation from all parents/guardians and members of the community. Opportunities for volunteers are numerous and varied. These opportunities include monitoring the cafeteria during lunch, tutoring students, Xeroxing for teachers, calling parents of absent students, answering the telephone, working with Cheerleading Club, assisting in the library, and helping in the Attendance Office. Please call the PJHW office or PTA president if you would like to volunteer.

Parking

Parents and community members are welcome at PJHW. Parking is available as marked in front of the school. Visitors **must** sign in at the main office and show proper identification. Parking for school volunteers is also available on the east side of the school near the cafeteria.

Personal Property

Students are discouraged from bringing to school any valuable personal property (such as expensive jewelry or large sums of money). Please write the student's name in clothing that might be misplaced (coats, sweaters, etc.) and clearly label any other personal property. If personal property is lost at school, every effort will be made to recover the lost items; however, the school is not liable for any lost or stolen student property. When going to physical education, students should leave their valuables and purses in their hall lockers.

Program/Assembly Guidelines

Parents/guardians and community members are welcome to attend all school programs. Every effort will be made to keep parents/guardians informed of coming events. Please check the campus bulletins/calendars and web site. Visitors must sign in at the main office and show proper identification if attending a school program during the school hours.

Student Identification Cards

All students are required to wear their PJH West picture I.D. card. Students must wear their ID badges before and after school in addition to afterschool athletic events. Failure to wear the proper student ID will result in disciplinary action.

The badge will serve several functions:

- To check out student textbooks/library books

- To use for access in the cafeteria line
- Check – in a tardy kiosk
- To act as identification

Students must have an ID badge to be allowed in to class. Students must not alter or destroy the badge in any manner – this includes applying stickers, drawing on the face, or changing the appearance of the ID in any way. Badges shall be replaced at the expense of the student if the badge is lost, stolen, altered or broken. The student ID badge will cost \$5.00.

Student Records

A student’s school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older) and school officials with legitimate educational interests are the only persons who have general access to a student’s records. “School officials with legitimate educational interests” include any employees, agents, or Trustees of the District, or cooperatives of which the district is a member, or facilities with which the district contracts for the placement of handicapped students, as well as, their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student’s case or a handicapped student’s Individual Education Plan (IEP);
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various government agencies may have access to the records. The district forwards a student’s records upon request and without prior consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records, unless the student remains a dependent for tax purposes.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parent or student.

Students over 18 and parents of minor students may inspect the student records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has thirty school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records are available at a minimal cost per page payable in advance.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of the handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school and most recent previous school attended.

Summer School

Students may attend summer school in order to repeat courses which have been failed during the regular term or prepare for STAAR retests. Those who have successfully completed the eighth grade are afforded the opportunity to enroll in original credit high school courses. Students may take a maximum of two courses during the summer term. To ensure credit for course taken, students must receive prior approval to attend summer school from their

counselor. Further information regarding summer school fees and schedules will be published prior to registration and will be available from the counselor after May 15th.

Supervision

We do not have supervisory personnel on duty before 7:45 a.m. Therefore, if students come to school before that time, there is no one to supervise them. Students are to remain in the cafeteria/patio area before the bell rings unless they have scheduled tutoring with a teacher.

Textbooks

State-approved textbooks are provided free of charge for each subject or class. Individual teachers issue textbooks to students. Each student needs to write his/her name, the teacher's name, and the school year in ink on the inside cover of the textbook. Students are charged to use these books responsibly. **BOOKS MUST BE PROTECTED WITH A COVER AT ALL TIMES.** Students who are issued a damaged book should report that fact to the teacher.

If your student has not received a textbook for a particular subject and you see a need for a textbook at home, please fill out the online form located on our website.

Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent, guardian, or student. Student records will be held until students pay book fines. Textbooks for a new school year can be held from a student who has a fine remaining from a previous year.

Visitors

Students are not allowed to bring friends, relatives, or siblings to school to visit during the school day as student visitors are not under our jurisdiction. Parents are welcome to visit our school during Texas Public School Week and other scheduled events during the school year. Visitation arrangements at times different from these can and will be made by calling the school.

Parents are welcome to eat lunch with their child. However, federal regulations do not allow parents to bring lunch or treats for their child's friends.

Withdrawal from School

All students withdrawing from school must initiate the withdrawal procedure in the office. Students must be accompanied by a parent/guardian to state the reason and date of withdrawal. The student's textbooks must be turned in and all other accounts must be cleared before a student's records may be sent to any other school. Parents must give the registrar 24 hours notice for the proper paperwork to be completed before the student can be withdrawn from school.

VI. STUDENT ACTIVITIES

Students are encouraged to join and participate in many school activities. We want our students to have the opportunity to see if they have interests in a wide range of activities but sometimes they overextend themselves. Sponsors of these activities make every effort not to put students in the middle of a question over which “practice” or contest the child attends when there is a conflict. However, students need to remember that when they make a commitment to a group to fulfill a responsibility, the group and sponsor will be counting on them.

Clubs and Organizations

Student clubs and performing groups such as the band, choir, and athletic teams may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. If an occurrence of misbehavior also violates school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

Physical exams are required for student’s participation in athletics. Some organizations include:

Athletic teams	Writing Club
Band	Student Council
Cheerleading	Quiz bowl
Choir	National Junior Honor Society
Future Problem Solvers	Robotics
GLOSS	Mathematics/Science Club

Other groups may be formed during the year and will follow the same guidelines. Additional information about many of these organizations can be obtained from the club sponsors.

Field Trips

The school or teachers may schedule field trips. ALL field trips require a permission slip signed by the parent/guardian prior to the trip! All school rules are followed during field trips. Students may be denied the privilege of attending due to previous behavior during the school year.

Please see medication guidelines for information on administering medication on field trips.

Fundraisers

Individual students’ fundraisers will not be allowed. Appropriate departments will handle “organizational” fundraisers and prior approval from the office is required. Examples of these organizations would include cheerleading, athletics, band, or Student Council.

National Junior Honor Society

Students are eligible for induction into the National Junior Honor Society (NJHS) in the seventh and eighth grades. Each student’s grade average, character, leadership, service, and citizenship

are evaluated to determine who will be inducted. Selection for NJHS will be made annually at the end of the third nine weeks.

Eligibility Criteria:

- A cumulative average of 90 for the academic subject areas of English, Reading, Social Studies, Science, and Math in the evaluated grading periods.
- All A's for regular courses, with the exception of an 85, in a PreAP class, allowed each nine weeks.
- No N's or U's in conduct

Students will be notified of eligibility. The National Junior Honor Society Advisory Committee will make final decisions regarding eligibility.

Dismissal Criteria:

The NJH Advisory Committee according to the following guidelines will determine probation or dismissal. A student can be placed on probation only once.

- No nine weeks grade can be below 85 in a regular class or below 80 in a PreAp class.
- No assignment to ISS, ALA, or suspensions
- No N or U in conduct

VII. STUDENT SERVICES

Athletic Insurance

All students enrolled in an athletics class will need to pay for athletic insurance. The student athletic insurance fee for the 2016 - 2017 school year is \$40.00. There will be a family cap of \$60.00.

Bus Transportation

Free transportation is provided for students who live more than two miles from school. Those students who live two miles or less from the school will pay monthly transportation fees as follows:

One child	\$64.00
Two children	\$74.00
Three or more children	\$84.00

(Students who live less than two miles from their campus are required to pay this fee. Students who qualify for free or reduced-lunch services have alternate fees that are located on the Transportation Website.)

Cafeteria

The cafeteria provides breakfast and lunch every day. Students have the choice at lunch between a plate lunch and a la carte lunches. All selections offer a variety of preparations. The district participates in the National School Lunch and Breakfast Programs and offers students

nutritionally balanced meals daily. Free and reduced-priced meals are available based on financial needs. Information on a student's participation is confidential. Please visit the district website to apply online or contact the Food Service office directly at 281-412-1244 for more information. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

Breakfast:

Student Paid \$1.45

Student Reduced \$0.00

Lunch:

Student Paid \$3

Student Reduced \$.40

Each student has a meal account where funds may be deposited by sending cash or check to the campus cafeteria or by accessing www.parentonline.net to make a payment online using a credit card. Please allow 24 hours for the account to update. Parents may monitor their child's account through this website and receive email alerts when their child's account has fallen below \$10.00. If students forget their money or their funds are diminished, they will be allowed to charge "MEALS ONLY" not to exceed \$5.00. After the charging limit has been reached, the student will be served the minimal meal (peanut butter and jelly or a cheese sandwich with milk) at no charge. Students may not choose this meal in place of a purchased meal.

Forgotten Lunches

Forgotten lunches or lunch money may be taken to the office by parents. Please have your parents put your full name and your grade level on the lunch. As a convenience, we encourage parents to pre-purchase lunches through Food Service's online system.

For an updated menu and other information regarding Food Services, please visit their web site at:

http://www.pearlandisd.org/foodserv/mo_menu.htm

Guidance Services

Counselors are assigned to each school to help teachers meet the needs of individual students and to help students choose middle school courses. Counselors are also available to students, parents, and teachers for consultation on any matters that affect a student's life. Parents are encouraged to call or set appointments with the counselor.

The student may sign up to see the counselor before school, after school, or between classes. The sign-up sheet is located outside the counselor's office.

Health Services

A School Health Care Assistant will be on campus daily. Students who become sick or have an accident at school will be escorted to the clinic. Students who become ill at school must check in with the HCA to be assessed before calling their parents.

Illness at School

Your child cannot remain at school with:

1. Fever of 100 degrees or higher
2. Undiagnosed rash
3. Vomiting
4. Diarrhea
5. Red, inflamed or discharging eyes
6. Body or head lice
7. Students may not return to school after a temperature of 101 degrees or higher until they have been without fever for 24 hours without the use of fever-reducing medication.
8. Any other current pandemic protocols

If your child is sent home from school, he/she must bring a note stating the nature of their illness to the attendance office when they return to school. If your child is absent for more than three days, a doctor's note will be required. If your child has an injury or illness that requires special attention at school, the HCA will need a doctor's note.

Medication Regulations: See Appendix Pg. 38

Immunizations

The Texas State Law requiring immunizations states that all students must have current immunizations to remain in a public school system. All students must have a second measles immunization by their 12th birthday. A Td booster is required 10 years after the last booster was obtained. This is usually around the age of 14. Please check your child's immunization record to be sure immunizations are up-to-date. The school will mail a reminder to your home at least one month before an immunization is due. The parent must provide the HCA with documentation that the child received the required immunization. If our records are incorrect, please provide us with the correct information so that your child's record may be updated. Your child will not be allowed to attend school without current immunizations.

Emergency Medical Cards

Parents shall complete an emergency card form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary. **NO OUTSIDE MEDICAL TREATMENT CAN BE OBTAINED WITHOUT THIS FORM.**

Screening Programs

Screening programs are required by State Law and are conducted for growth and development, vision, hearing, and scoliosis. These programs usually take place in the PE or Athletic classes at the beginning of each semester.

Your child may have had health changes during the summer recess or have changes during the school year. Please notify the school nurse about any health-related problems. In return, she will inform the necessary staff members and make adjustments so that your child can have a successful year.

Library/Media Center

The library is available to students before school from 8:00 a.m. until 8:30 a.m. for study hall and leisure reading. Overdue notices are sent weekly through classes to students who have overdue books or fines. Fines are five cents per day. Magazines and reference materials may be checked out overnight.

Lockers

Lockers remain under the jurisdiction of the school even when they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and are responsible for making certain they are locked and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable suspicion to do so whether or not the student is present. Students are to only use the locker assigned to them and are not to share lockers. **Students should not give their locker combination to other students.** *Stickers, signs, posters, etc., are not allowed on lockers.*

Lost and Found

The Lost and Found is located in the cafeteria. Students who find items should turn them in to the office. Any valuable found, such as keys, eyeglasses, purses, and jewelry should be brought to the office. If you are missing items please check the Lost and Found periodically. All items not claimed will be donated at the end of each semester.

Package Delivery/Messages

Due to the distractions and interruptions to the instructional program, the school will hold all floral arrangements and balloon bouquets, etc., in the office until five minutes before school is out. The student will be sent a note at the end of the day to come by the office to get their items when they leave the building. Please note that students are not allowed to take these items on the bus with them.

Substitute Teachers

When a regular teacher is absent, a qualified substitute teacher will be employed. The student is to be on his/her best behavior. The substitute is instructed to make a report to the regular teacher of any discipline problems that arise. Teachers may assign appropriate discipline based on information given by the substitute. The substitute is also instructed to send a student who commits a serious offense or one who persists in committing minor offenses to the assistant principal for disciplinary action.

Telephones/Cell Phones/Electronic Devices

The school telephones are for school business and students will not be called to the telephone unless there is an emergency. Permission to use the phone will be given only for emergency situations. Students who have emergencies may use any of the office telephones after school. For safety purposes, the district permits students to possess telecommunication devices, including mobile telephones; however, these devices must not be visible unless being used for academic purposes. The campus instructional day includes tutoring times and occurs from 8:00

a.m. to 4:00 p.m. If a student's cell phone is taken up because of non-academic use, a parent is required to pick it up for a \$15 fee. (The \$15 goes towards our Crime Stopper's program).

Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, or games unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

Any cell phone, paging device or other electronic/computer device that a student possesses that contains illegal obscenity and/or pornography, contraband, or other material, the possession of which is a violation of Texas law, will be confiscated and turned over to law enforcement authorities.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Misuse of Technology

PJH West faculty is committed to technology being used appropriately. The misuse of technology is defined as the use of the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes substantial disruption to the educational environment or infringes on the rights of another student at school.

APPENDIX

PEARLAND INDEPENDENT SCHOOL DISTRICT
P.O. BOX 7, PEARLAND, TEXAS 77588 281-485-3203

PEARLAND INDEPENDENT SCHOOL DISTRICT
MEDICATION GUIDELINES

When possible, all medication should be given by the parent at home. However, some medications will be dispensed at school according to the following guidelines:

1. Written permission and specific directions for administration of medication are required. Directions must include student's name, date, and name of medication, dosage, and time to be administered.
 - A physician's authorization form must be signed by the physician or dentist and parent if a medication is to be administered for longer than ten consecutive days.
 - Over-the-counter medication and other prescription medication may be administered for a period of no longer than ten consecutive days, provided signed permission has been provided by the parent or guardian.
2. ALL MEDICATION must be provided by the parent in the original container.
3. ALL MEDICATION must be brought to the clinic on arrival to school.
4. The student **should not carry on him/herself nor administer to him/herself any medication.** Exceptions may be made for asthma inhalers at secondary schools (grades 7 – 12). (See #8)
5. The school nurse will supervise the storing and dispensing of medication.
6. When a student brings a new medication to school, the school nurse must give the initial dose.
7. **Field Trip Medication:** Long-term prescription medication will be given on a field trip provided the parent understands the following:
 - Long-term medications will be given by another staff member during the field trip. The nurse does not attend field trips. One dose of your child's medication will be sent with the designated staff member in a properly labeled container from the pharmacy where the prescription is filled. This must be supplied to the school nurse prior to the day of the field trip. If a separate container is not supplied, the nurse will send all medication in the bottle from the clinic.
 - The parent may elect not to have the child receive medication on a field trip.
 - The parent may attend the field trip and administer medication to their child.

8. Permission to carry asthma inhalers will be given to secondary students (grades 7 – 12) provided a contract between student, parent, nurse, and doctor is signed. The parent may obtain this form from a school nurse. This privilege may be withdrawn by the nurse if the student does not demonstrate proper responsibility in regard to medication.
9. Every effort will be made to give medication as close to the specified time as possible. However, students often forget medication or there are emergencies in the clinic. The nurse will make sure that medication is administered within ½ hour of the scheduled time. This is standard for hospitals and other facilities where medications are administered.
10. **In order to assure the safe delivery to school of controlled medication, the parent should deliver these medications directly to the nurse.** However, if this is impossible, the parent must adhere to the following:
 - The parent must bring the original prescription container to school initially.
 - When the medication container is empty, it will be sent home with the student.
 - A note will also be sent home for the parent to fill out and send back to the nurse with the medication.
 - The parent should count out how much medication they are sending in the bottle, fill the medication name and amount and sign the form.
 - The student must bring medication to the nurse on arrival to school. **(Failure to comply may result in disciplinary action).**
11. If the dosage of the student’s medication is changed, a new physician’s authorization form must be signed. This applies also to any new medications. These forms are available in the nurse’s office.
12. Food supplements will not be given during school hours.
13. Medication orders may only be received from physicians licensed in Texas.
14. Medications from foreign countries, including Mexico, will not be given during school hours.
15. Only medication that has been approved by the FDA will be given during school hours.
16. At the end of the school year, all medication must be picked up by the parent in the nurse’s office. Any medication left in the nurse’s office will be destroyed.

Rev. 8-15-03

August 15, 2023

Dear Parent or Guardian:

Attached is a copy of our School-Parent Compact. The Compact represents our commitment to a strong partnership for learning between staff at school, students and parents. The Compact outlines how everyone will work together and share in the responsibility for improving student performance.

The Compact is part of our school's parent involvement plan and represents the importance of communication between teachers and parents. Reviewing the Compact with your child will help reinforce the value we place upon active parent support and supervision of the learning process at home and at school.

Also, please discuss the School-Parent Compact with your child's teacher. Together, you will gain deeper insight and understanding of how to make school a very rewarding and successful learning experience for your child.

If you have questions about the School-Parent Compact or our school's parent involvement plan, please call me at (281) 412 – 1222. As always, I appreciate and encourage your continued involvement at school and support of your child's education.

Sincerely,

Dana Miles
Principal, Pearland Junior High West

Attachment: School-Parent Compact

**Pearland Independent School District
School-Parent Compact**

Dear Parent/Guardian:

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - Annual parent-teacher conferences,
 - Frequent reports regarding your child's progress, and
 - Opportunities to talk with staff, volunteer in class, and observe classroom activities.

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress.

August 15, 2023

Dear Parents,

We are well underway to a most successful school year and I would like to thank you for your help and support. I would also like to extend an invitation to participate in Pearland Junior High West activities and visit our school. We are very proud of our campus and our students. Both experience and research tell us that a student's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. There are many ways that we can work together to ensure your student's success at PJHW:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school's office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.
- Participating in the PJHW PTA.
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, contact the office.
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA.]

Again, we are looking forward to an outstanding year at PJHW. Please let me know if you ever have any questions or need assistance.

Sincerely,

Dana Miles, Principal

