

SMITH MIDDLE SCHOOL 2023-2024

# Smith Middle School



2023-2024

**Student Handbook**

## **Smith Middle School Vision Statement**

Roy J. Smith Middle School will be a student-centered environment that achieves high educational standards by promoting critical thinking, encouraging collaboration, and fostering cultural and social awareness.

## **Smith Middle School Mission Statement**

Teach so that students learn to their maximum potential.

## ARRIVAL AT SCHOOL

Smith opens at 7:30 a.m. If you arrive early, please wait outside the building. If you come to school late, report to the front office. Breakfast is served from 7:30-8:00 a.m. Students will report to the cafeteria for breakfast or to their first period class. Once students are in their first period class, students **must** have a pass to go anywhere in the building.

## ANNOUNCEMENTS

Announcements are made daily. Pay attention so you don't miss important information. During announcements the pledge and a moment of silence are held. Please stand respectfully and quietly during these times.

## ASSEMBLY PROCEDURES

The following guidelines are intended to express high expectations for behavior and safety during assemblies.

- Proceed to and from the assembly in a quiet and orderly fashion.
- Remain seated at the conclusion of the program until dismissal instructions are given.

## ATHLETICS

UIL Athletics are a privilege and are reserved for serious 7<sup>th</sup> and 8<sup>th</sup> grade students who intend to work hard and become productive team members! Be aware that these policies work in conjunction with the expectations and policies outlined in the KISD Student Code of Conduct and Smith handbook.

### Criteria:

1. Students must participate in a **minimum of 2 out of 3 sports** during the school year.
2. Students who **voluntarily quit** any sports team during the school year are removed from the program for the remainder of the school year.
3. Students who are **removed from a sports team** by coaches or parents due to discipline are removed from the athletic program for the remainder of the school year.
4. Students who fail to maintain UIL eligibility for **3 grade check dates** are removed from the program for the remainder of the school year.
5. Students who receive a **total of 3 serious discipline referrals** are removed from the program for the remainder of the school year.

### Other helpful stipulations:

- Students must have a physical examination on file to participate in UIL Athletics. Failure to have a physical after two weeks from the time of enrollment into the program results in removal from program for the remainder of the school year.
- Coaches may screen the spring enrollment and prohibit students who have shown consistent academic and behavioral concerns to participate for the upcoming school year's UIL Athletic program.

## ATTENDANCE

- Texas law requires children age six through seventeen to attend school. (SB1, 25.085b). A child who is required to attend school under the law (SB1, 25.85a) shall attend school each school day for the entire period the program of instruction is provided.
- **Procedures**—Students who miss school are REQUIRED, upon their return to school, to turn in a note from their parent or guardian explaining the absence. When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. It is up to the discretion of the administrator to declare the absences as "extenuating circumstances." After a student has accumulated 10 (ten) absences which have been excused by parent note(s), documentation from a health care professional will be required for any additional absences. Only in extenuating circumstances may the school nurse serve as the health care professional.

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- It is expected that all notes be turned in to the attendance secretary or other appropriate person at the child's school within five (5) days of the student's return to school. If notes are not received within five (5) days the absence will be classified as UNEXCUSED.

### **Unexcused Absences**

Absences with parental knowledge for reasons such as missing the bus, shopping, baby-sitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as UNEXCUSED.

Students who miss all or any portion of a school day without the parent's knowledge will be considered TRUANT and will be disciplined accordingly. Truancies will count toward unexcused absences. Disciplinary action may include mandatory attendance at Saturday detention. When students accumulate unexcused absences from school, attempts will be made to notify parents as a courtesy.

The KISD attendance officer may investigate any case in which an excused absence is requested.

### **Accounting of Absences**

- Time out of class due to tardies or leaving school early will be accumulated by semester. If time exceeds 3 hours, the time will count as a day's absence for the purpose of awards for perfect attendance.
- Absences due to documented appointments with a health care professional (note from health care professional) will not be counted as a day's absence provided the absences do not exceed 3 hours.
- Perfect attendance awards may be given at the end of each semester to a student who has no absences.

### **Extracurricular Activity Absences**

Extracurricular activities are school sponsored activities that are approved by the local board of trustees. Participation in extracurricular activities may not result in more than ten days absence. No more than seven of these absences may occur in one semester. Absences under this category are defined as exempt absences.

It is important to note that student eligibility is not based solely on attendance. As long as the student is passing classes, has no outstanding discipline issues, and has satisfied all debts or fines, he/she is eligible to participate in extracurricular activities.

### **Attendance Hearings**

Parents will be notified by letter when their child has accumulated more than the allowable unexcused absences and has been denied promotion. If parents think any of the absences were due to extenuating circumstances, they should file an appeal petition and documentation with the attendance committee requesting reinstatement of promotion. Students denied promotion by the attendance committee may appeal the decision to the Board of Trustees.

**If you leave during the day:** You may not leave the school campus once you have arrived on campus except with a parent, guardian, or authorized person. Parents are required to sign in at the front office. All adults who pick you up will be required to show identification before you will be released.

### **Tardies**

Any student not in his/her assigned classroom when the tardy bell sounds will be counted tardy. If the student is in the classroom but not in his/her seat, the teacher will handle the incident as a discipline problem, not an attendance problem. Disciplinary action may include teacher-assigned after school detention or administrative Saturday detention. Transfer students are to maintain good attendance, including no tardies, or the transfer request may be revoked.

### **Students Leaving During the Day**

Students may not leave the school grounds once they have arrived on campus except with a parent, guardian, or authorized person. **Parents are required to sign their child out through the office.** This is for

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the protection of all students. Parent and/or any other adult picking up a child will be required to show approved identification before a student will be released.

### **BAND**

All band students are required to take their instruments (including drumsticks) to the band hall before 1<sup>st</sup> period. Band students have 8 minutes after school to pick up band instruments before going home.

### **BIKES**

Bicycles are considered vehicles in the State of Texas. Bike riders must obey all the rules of the road. Walk your bike while on campus – don't ride it. Secure your bike to the bike rack with a strong lock, and don't share the key or combination with anyone.

### **BUS TRANSPORTATION**

KISD Transportation is dedicated to safely transporting you to and from school, and to and from various school-related events. Transportation is provided free for KISD middle school students who live two or more miles or in a hazardous area, as determined by the district. Special education students requiring transportation as a result of ARD committee decision are transported from their homes regardless of distance from school.

Be at the bus stop five minutes before the scheduled pick-up time. It is the responsibility of the parent to provide transportation to school if a child misses the bus.

**The district may use the necessary equipment, resources, and personnel (including a Video / Audio Monitoring System) to monitor student behavior while providing safe transportation.**

Students riding the bus to and from school are under the direct supervision and control of the bus driver. Riding the bus is a privilege provided by the district. That privilege will be withdrawn if students fail to cooperate in following the bus rules or authority of the bus driver. School buses are considered as an extension of the classroom, thus students are expected to conduct themselves accordingly. If a student fails to cooperate in following the Student Code of Conduct or the below bus rules, action will be taken by the campus administrator. Students and parents should read the KISD Transportation Student Rider's Safety Handbook.

**Parents should discuss the following basic rules with their child.**

1. Obey the bus driver and be courteous to the bus driver and other passengers. Harassment in any form is prohibited.
2. The bus driver will assign seats. Students shall not refuse to sit in an assigned seat or deny another a place to sit.
3. Students will identify themselves when asked to do so by the driver or any other school official. ID badges must be worn around neck.
4. Remain seated while the bus is moving and until the bus door opens. Students will face forward for the duration of the trip and will keep their feet on the floor in front of them and out of the bus aisle.
5. Students will not extend any part of their body or any article out the window whether the bus is in motion or not.
6. Do not spit or throw any object inside or outside of the bus. Help keep the bus clean.
7. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden and may constitute immediate semester bus suspension. The appropriate law enforcement agency may be called in regard to any fight on the bus.
8. Normal conversation is permitted (no louder than classroom level); any loud noises may distract the driver and create an unsafe condition.
9. Students are to remain silent when approaching and when crossing railroad crossings.
10. Live creatures (animals, insects, or other pets) or objects that could roll around (such as skateboards or balls) and interfere with the safe operation of the bus will not be brought on board. Other prohibited items will be determined by the Director for Transportation Services and listed in the KISD Transportation Student Rider's Safety Handbook.
11. Students shall not mark, cut or scratch any part of the bus. Vandalism costs will be reimbursed by the student or by the student's parent / guardian.
12. The emergency door and exit controls will be used by students only during supervised drills or actual emergencies. Unauthorized use of emergency equipment is prohibited.

13. Students shall never attempt to operate the passenger door or other driver controls except in the case of extreme emergency.
14. Students shall abide by the KISD Student Code Conduct at bus stops during normally scheduled student pick-up and drop-off times.
15. Sexual harassment is prohibited on district buses.

### **Consequences for Violations**

If any of the above student behavior rules are broken, the bus driver will take appropriate action such as conferring with the student, recording the student's name and grade, assigning the student a seat on the bus, and/or reporting the student to the office.

Once the bus driver makes a written report of the violation(s) to the campus administrator the appropriate action will be taken. Serious offenses will receive serious disciplinary measures. Each case, however, will be judged independently and may warrant consequences varying from other cases. Consequences for violation of bus rules will be determined by the campus administrator and may include suspension from the bus for a specified amount of time and police involvement.

Generally, consequences will reflect the following:

- 1<sup>st</sup> violation:** Reported to office; campus administrator confers with student and/or takes other appropriate steps, e.g., contacting parent: telephone call, office conference, or warning letter.
- 2<sup>nd</sup> violation:** Suspension from the bus for 1-3 days may occur.
- 3<sup>rd</sup> violation:** Student may be suspended from the bus for 3-5 school days. Student will be placed on probation with the next violation resulting in suspension of bus privileges for the remainder of the semester. Parent will receive written notification explaining misconduct and future consequences.
- 4<sup>th</sup> or more violations:** Student may be removed from the bus for the remainder of the semester unless the removal occurs during the last nine-week period when the suspension may be carried over to the following semester. The campus administrator will have the final authority in resolving the situation.

Parents are responsible for providing transportation for their student while bus-riding privileges are suspended; this is not a suspension from class. If the student does not attend school when suspended from riding the bus, the absence is unexcused and disciplinary action may result.

### **Disruption of Transportation**

A person (to include students or parents) who intentionally disrupts, prevents, or interferes with the lawful transportation of students to or from school or an activity sponsored by a school on a vehicle owned or operated by the school district has committed an offense under Section 37.126 of the State Education Code. This is a Class C Misdemeanor and subject to a fine of \$500.

### **CELL PHONES & ELECTRONIC DEVICES**

**Cell phones and/or electronic devices are NOT to be displayed and/or in use during the school day unless instructed to do so by faculty/staff for BYOD use (8:00am-3:30pm).** Confiscated cell phones and/or electronic devices will be held in the Assistant Principal's office and an entry will be made in the student's file. The first time a cell phone or electronic device is taken up it can be retrieved by the student at the end of the day. The second time a cell phone or device is confiscated, the device will be held for 5 days, or the parent can pick it up. The third and subsequent time the device is confiscated, the device will be held for 10 days, or the parent can pick it up.

**Administration is not responsible for lost, damaged, or stolen electronic devices.**

### **CHECK ACCEPTANCE POLICY**

All check written to Killeen Independent School District must be imprinted with name and address of check writer (**NO TEMPORARY CHECKS WILL BE ACCEPTED**). We will gladly accept your checks when you provide the following information: Texas Driver's License or Military ID, current home address, home phone number, work phone number. By signing your check, you authorize **Instacheck** (if your check is returned by your bank unpaid) to electronically draft your account for the check amount plus the maximum legal returned check fee and tax provided by state law.

### **CLASSROOM OBSERVATIONS**

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Occasionally, we receive requests for classroom observations. It is our goal to maintain a welcoming environment that encourages a partnership between our parents, staff, and students without compromising the safety or the instructional time of our students and staff.

The following criteria, in accordance with our district guidelines, will be followed for all parent/guardian observations:

- Classroom observation requests may be submitted by parents or legal guardians only.
- Parent/guardian must complete the KISD volunteer application to observe in the classroom. The volunteer application is available on the Killeen ISD Webpage. The volunteer application background check process usually takes 24-48 hours to complete.
- Classroom observation requests must be approved by the teacher and the principal or teacher's appraiser.
- Classroom observation may not exceed 45 minutes.
- A student-centered purpose for the observation will be provided at the time of the request. Specifically, the observation should be focused on your student.
- Interaction with students during the observation will be permitted at the teacher's discretion.
- The scheduled time is for observation only. If parent/guardian would like to discuss the observation with the teacher, a separate appointment will be scheduled for a parent-teacher conference.

### **CLOSED CAMPUS**

Smith Middle School is a closed campus. You must remain on the campus the entire day, including your lunch period. Disciplinary consequences will be enforced, if appropriate. If you participate in an after-school event or activity you may not leave the Smith campus. You must report immediately to your sponsor and remain until the activity is over.

### **COMPUTERS**

KISD offers Internet access for student use. A copy of the Student Acceptable Use Policy may be found in the Student Code of Conduct. A parent/student permission form is included. Violation of the KISD Student Acceptable Use Policy could result in termination of network access and disciplinary action.

### **CONFISCATED ITEMS**

Any prohibited items (see KISD Student Code of Conduct) will be confiscated and turned into the Assistant Principal's Office. Confiscated items may be returned to parents. **Smith personnel are not responsible for lost or stolen items which have been confiscated.** Repeated offenses shall result in campus discipline consequences.

### **COUNSELORS**

School counselors are here to guide students through their middle school years. Smith students are assigned to counselors according to grade level and are in the counselor's hallway by the cafeteria. Sixth grade students are assigned to Ms. Roberts, seventh grade students are assigned to Ms. Shaver and eighth grade students are assigned to Ms. Volle. All students in the STEM program are assigned to Ms. Harris, who is located near the front office. Regardless of who a student is assigned to, counselors are willing to see any student. Counselors also go into the classrooms to present guidance lessons covering topics such as bullying, friendship, and building character. Please feel free to contact the Counselor's Office with any questions or concerns regarding your student's needs.

### **DELIVERIES**

Students may not receive any deliveries during the school day as it disrupts the classroom learning environment.

### **DRESS CODE**

Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the **campus administrator's judgment**. Students who are in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents for a change of clothes. While awaiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action. Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

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The district prohibits pictures, emblems, or writings on clothing that

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
- Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

1. Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, “cut-offs”, and shorts or pants **with holes any higher than 6” above the knee are not permitted.** Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no “sagging.” Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student’s fingertips when worn outside the pants or a skirt.
2. “Sagging” (wearing pants below the waistline or showing underwear) is not permitted.
3. As a general guideline, dress/skirt length and shorts should be no shorter than 4 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
4. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable
5. Apparel designed as underwear or night wear may not be visible or worn as outer garments.
6. **Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. This includes leggings, jeggings, etc.** Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
7. Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
8. Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
9. Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.
10. Hair color must not be a distraction to the learning environment.
11. Clothing which is of transparent and/or see-through material must have dress code apparel on underneath.
12. Tanks worn under transparent material must be **at least 2 inches wide** (three fingers).
13. ID cards must be always worn and visible while on campus during school hours and at extracurricular events. They must be worn around the neck using grade assigned lanyard (6<sup>th</sup> grade (BLACK); 7<sup>th</sup> grade (GRAY) and 8<sup>th</sup> grade (GOLD)). They **MUST** not be damaged or defaced in any way (i.e., no stickers, pictures, or markings, charms or accessories/embellishments are allowed). It is the student’s responsibility to keep track of the ID card and lanyard; duplicate or replacement ID/lanyards can be purchased at the library.

### FOOD AND DRINKS

All food and drinks must be consumed in the cafeteria. NO GUM on campus. Your parent can bring food only for you – not for your friends. Only a parent/guardian or emergency contact can drop off food for students.

### GAMES

Smith spectators must be in dress code and have their IDs displayed properly around their necks. Behavior must be appropriate and positive. Students, who misbehave, show poor sportsmanship, or who are out of dress code compliance will be escorted from the game immediately. **Students must be picked up or leave campus within 20 minutes of the end of the event or they will be restricted from attending future games.** If a student has been in ISS, or has outstanding debts or fines, he/she may be restricted from games until the consequence has been served or the debt/fine is satisfied.

### HALLWAYS

You may not congregate in hallways or impede traffic. The following routines always apply to hallways:

- Stay to the right when walking in the halls.



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- Talk in conversational tones (small voices); no loud talking or yelling.
- Keep hands, feet, and other objects to yourself; no pushing, shoving, pulling on clothing or **horseplay**.
- Respect the property of others and all school property.
- You must have a hall pass in order to leave the classroom for any reason.
- Each pod has designated entrances and exits. Please follow the hallway route.

### **LIBRARY**

You may go to the library before school, at lunch, and after school. Passes are needed and may be issued by classroom teachers or obtained from the duty teacher. You will be required to pay for any items you damage or lose.

### **LOST AND FOUND**

The school keeps a lost and found. Ask your teacher about lost items first, and then check the lost and found. At the end of each quarter, all lost items are given to charitable organizations.

### **LUNCH ROOM PROCEDURES**

You will follow these procedures:

1. Be **RESPECTFUL** at all times. **Talk in small voices while inside the cafeteria.**
2. Students will be escorted to the cafeteria and seated at assigned tables.
3. Administrator will release students to get in line for hot meals while students with sack lunches or are not eating will stay in their seat.
4. Have your lunch code or lunch money ready when you get to the cashier at the end of the serving line. (If you need to put money into your account, do so before school starts in the morning.)
5. Sit quietly until dismissed – do not table-hop or visit other tables to talk. Sit in individual chairs - no sharing (or saving) seats.
6. Students should not leave their seats without permission. They must give the appropriate hand signal to receive permission.
7. If students are given lunch tutoring/teacher lunch detention passes from their teacher, they must wait until administrator calls for passes before leaving the cafeteria.
8. Students who have lunch detention from the Assistant Principal's office need to report straight to the stage at the beginning of their lunch.
9. The duty person will tell you the procedure to follow in the event that bad weather occurs.

### **Lunch Visitation Policy**

Parents/Guardians are welcomed to eat with their students while at school. For safety reasons visitors must be registered on the volunteer list which can be accessed on KISD website under Students and Parents tab. They are only allowed to sit with their student and may not share outside food with other students.

### **School Lunches**

Thanks to a federal grant, secondary breakfast and lunch are provided free of charge to all students.

### **MANDATORY MOMENT OF SILENCE AND PLEDGES TO U.S. AND TEXAS FLAGS - TEXAS EDUCATION CODE 25.082**

Section 25.082 of the Texas Education Code mandates that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must “ensure” that each student remains silent and does not act in “a manner that is likely to interfere with or distract another student.” A student may be excused from the pledge of allegiance (**but not from observing the moment of silence**) if the student's parent or guardian provides a written request.

### **PARENT-TEACHER CONFERENCES**

All teachers have a scheduled conference period. Parents who desire a conference should feel free to set up an appointment with the teacher. This may be done by sending a note to the child's teacher or calling the school office at 336-1050. The Ft. Hood Commanding General has declared parent-teacher conferences as the official duty

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station for parents who are soldiers. Several businesses throughout the community have also agreed to allow parents to attend the conferences during regular working hours.

### **PARENTAL INVOLVEMENT**

Killeen Independent School District has a deep commitment to parental involvement. Each of our schools offers numerous opportunities for parents to become involved. In addition, the district has a Parent and Community Involvement Program that provides a Parent Resource Center located at the Gateway School Complex on 4100 Zephyr Road. The following are a few of the activities available district-wide, in addition to those offered at your child's school.

- **Parent Resource Center** - The Parent Resource Center is located at 4100 Zephyr Road Killeen, behind Gateway School, in a portable. The Parent Resource Center has many valuable resources on various parenting topics. Videos, magazines, books and instruction guides are available for checkout. The Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

We are continually in contact and network with many community agencies. If you have a question or concern regarding parenting issues, please give us a call. If we cannot provide an answer for you, we will put you in contact with someone who can help you. Parents are always welcome at our Parent Resource Center and in our schools. We are here to help you and your family. You can reach us at (254) 336-1054 or 336-1050.

### **Statement of Nondiscrimination**

The Killeen Independent School District does not discriminate on the basis of race, color, creed, national origin, religion, age, gender, or disabilities in the benefits, programs, activities, or services offered by the district.

Title IX and Section 504 are specific laws that protect you against discrimination. Should you have any concern of violation of these rights, contact Professional Standards Administration, 200 North W.S. Young Drive, Killeen, Texas 76541, Phone 336-0044.

Should you have any concerns about Section 504 Student Rights, contact Content Development, 902 North 10<sup>th</sup> Street, Killeen, Texas 76541, Phone 336-0254.

### **Harassment**

Anyone who has a complaint alleging harassment by other student(s) or harassment or abuse by an employee should request a conference with the principal, the principal's designee, or the District's Title IX coordinator. A conference will be scheduled within five (5) days after receiving the complaint. An investigation will be coordinated by the principal or Title IX coordinator and should be completed within ten (10) school days. Parents will be informed of any delays due to extenuating circumstances. Any complaints should be made in writing.

#### The Student Title IX Coordinator

4100 Zephyr Road  
Killeen, Texas 76543  
(254) 336-2827

#### The Adult Title IX Coordinator

200 North W.S. Young Drive  
Killeen, Texas 76540  
(254) 336-0044

### **PESTICIDES**

The school periodically applies pesticides. Spraying generally occurs in the evening or on weekends. Information concerning these applications may be obtained from Paul Duerre, Environmental Specialist, 110 North W. S. Young Drive, 336-0071.

### **SAFETY DRILLS**

Drills are held each month during the school year. You must follow teacher directives quietly and correctly. Misconduct during a drill may result in disciplinary action.

### **SMOKE-FREE POLICY**

Under no condition will smoking be allowed inside school facilities regardless of the time or the event. The use of any other tobacco product is also covered in this policy. The basis for the policy is an underlying conviction by the administration and the school board that the use of tobacco products and tobacco smoke creates substantial health risks to students, employees, and the general public.

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### **TEXTBOOKS**

Student textbooks are the property of the State of Texas. Textbooks must be covered at all times. Periodic textbook checks will be conducted. Students may not exchange, vandalize damage, destroy, remove the bar-code, or lose textbooks. Anyone who violates this rule will be charged the purchase price for replacement. Fine may be assessed for minor damage. This policy applies to library books also. By state law, schools have the right to assign consequences to students until all previous textbook records have been cleared. Consequences may include (but are not limited to): refusal to issue additional textbooks to students, restriction from recess, UIL participation, games or extracurricular events, and loss of dress privileges.

### **VOLUNTEERS**

Volunteers are a welcomed and needed addition. If you are interested in volunteering your time and talents, please contact the Smith office (336-1050). A KISD volunteer application, subsequent background check, and volunteer orientation must be completed before volunteering. This process can take several days so we encourage all parents to complete the volunteer application at the beginning of each school year.

### **VISITORS**

All visitors, including parents and guardians, must report to the office and sign in when coming to the school. A driver's license is required for identification. Visitors **MUST** wear a Smith-created visitor's badge. This is done as a protective measure for your child.

# BEHAVIORAL EXPECTATIONS & DISCIPLINE

The KISD Student Code of Conduct can be accessed online at [www.killeenisd.org](http://www.killeenisd.org) under the Parents or Students section. Each family may request a copy of the KISD Student code of Conduct from the campus. Each campus adopts a discipline plan which is derived from the district Student Code of Conduct. Parents should check with the school office if a copy of the district plan is needed.

## I. FOCUS ON LEARNING

- Be in assigned seat and ready to work before the tardy bell rings.
- Have supplies and materials every day.
- Begin “DO NOW” assignments promptly.

## 2. BEHAVE IN A PROPER MANNER.

- Keep hands, feet and objects to yourself.
- No arguing, inappropriate gestures, teasing, or insults.
- Speak respectfully.
- Listen to others.
- Follow all directions and school policies.

## 3. ASK FOR PERMISSION

Ask for permission from the teacher prior to

- Handling objects on display around the classroom.
- Handling objects on teacher’s desk.
- Handling materials intended for class activities and/or labs.

### Critical Misbehaviors

1. Profanity, fighting, threatening to fight or bullying.
2. Damaging or destroying student, teacher, or school property.
3. Physical or extreme verbal aggression that causes a disruption in the classroom or any environment.
4. Engaging in behavior that creates an unsafe situation or is sexually provocative.

## CONSEQUENCES

**Teacher/Team Detentions:** Teachers have the right to assign detentions before school, at lunch, and after school. Parents will be contacted. If you do not attend a teacher detention, you will be reassigned one time. If you do not attend the reassigned detention, an office referral may be written and turned into the assistant principal. Students who misbehave during teacher detention may also be given an office referral.

**Saturday Detention:** These “Saturday Sac” assignments will be held at Smith Middle School from 8am-12noon; please be prompt since late arrivals will not be accepted. No breakfast or lunch will be served. Students who are assigned to Saturday Detention shall be in dress code and have their ID. Students must bring serious classwork to complete during this detention. During Saturday Detention students may not communicate, sleep, eat, sit idly, misbehave, or draw. Any students who violate the Saturday detention policies may be sent home early and an office referral may be written.

**In-School Suspension (ISS):** Students must be in dress code, ID and bring their own supplies and textbooks. Students will write ISS rules each day that they are assigned. Successful completion of ISS rules is one of the requirements for ISS credit. ISS monitors have the right to assign additional ISS days if a student does not follow the ISS guidelines. Severe misbehavior may result in an additional office referral.

### ISS Classroom Rules:

1. All KISD Student Code of Conduct and Smith rules must be followed.
2. Students must report straight to ISS unless eating breakfast in the morning.
3. Students will review expectations and complete acknowledgement and strike sheets.
4. Students must sit properly (feet under desk and flat on the floor, facing forward, sitting up straight) and remain seated while in ISS.

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5. Students must keep their assigned desk area neat and orderly; they must put chairs up on desk at end of each day.
6. Students must always remain quiet while in ISS – no student/student communication in any form is allowed.
7. Students will not vandalize furniture or textbooks.
8. Students will not sleep or put their heads on the desk.
9. Students will not groom themselves in ISS.
10. If help is needed, students must raise their hands and wait for teacher's acknowledgment.
11. Students walk silently in a straight line with hands behind their backs or in their pockets.
12. Restroom breaks are scheduled and monitored.
13. Students eat lunch (but not candy or gum) in the ISS room.
14. Turn in assignment sheet with stated number of assignments at the end of the day; any assignment that is not honestly attempted while in ISS will be given a "0" grade.
15. **While in ISS, students may not participate in (or attend) any school-sponsored or school-related activity.**

Consequences for ISS Misbehavior:

1. Verbal Re-direct up to 3 times.
2. Referral to the AP office.
3. Out of School Suspension (OSS)
4. Additional ISS day assignment (to replace "unsuccessful" day)  
**Prohibited items will be confiscated and turned into the Assistant Principal's office.**

# CURRICULUM

## **Grading/Promotion Policy**

The District shall not grant social promotions. Students shall be promoted only based on academic achievement. [Education Code 21.721 (a)]

**Tests:** Students shall be permitted to take tests administered in any class missed because of absence. For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

**Late Projects:** Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

**Unexcused Absences:** The grade for make-up work after an unexcused absence shall be no higher than a grade of 50 percent.

**Suspension:** The District shall not impose a grade penalty for make-up work after an absence because of suspension.

## **Progress Reports**

Progress reports will be provided every 3 weeks to students. Parents are encouraged to schedule a conference with teachers so that both parent and teachers might work together to improve the student's achievement.

## **Report Cards**

Report cards will be sent to the parents at the end of each grading period. The report card should be checked carefully, signed, and returned as soon as possible.

## **Homework Policy**

### **Philosophy**

The Killeen Independent School District endorses the use of homework as an instructional tool that enhances student learning. The district also recognizes that young people are more than students and need time for family interaction, play, and work as well as for study; therefore, homework should not impinge excessively on the student's out-of-class time. Emphasis will be placed on the quality of the assigned homework.

### **Make –Up Work**

All students absent from school shall have the opportunity to make up all schoolwork assigned during their absence. Students have five school days after returning to school to complete make-up work. In unusual circumstances, the principal or his/her designee may extend this time period. Work assigned prior to the absence shall be turned in or completed on the day the student returns to school.

Full credit will be awarded for make-up work. In the case of trancies, make–up work can earn only 50% of the credit that would have been earned if the student had been present.

### **SMS Late Work Policy**

Students will be allowed to turn-in work up to 5 days after the assignment was due for partial credit. Any additional time and penalties will be up to teacher discretion. Students who have missing assignments may be required to attend mandatory tutoring. Refusal to attend may result in a disciplinary referral.

### **SMS Correction Policy**

Students will be given an opportunity to redo assignments with an initial grade below 70 within the same 9-week period. A redo request form must be completed and submitted to the teacher within 10 days of the grade being posted in the grade book. A copy of the redo request form can be obtained through our campus website.

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### **Guidelines**

Homework shall not be assigned during the following times:

- Group standardized testing and district-approved criterion-referenced testing (including STAAR)
- Official school holidays (does not include teacher workdays)
- Time constraints on the length of homework assignments will vary according to grade levels.
- Guidelines specific to middle school state that homework is not to exceed 90 minutes per day (to include long-term projects) approximately 15-20 minutes for any one subject.

### **NOTE:**

- The number of minutes is a maximum amount, not a recommended amount.
- Teachers will consider the cumulative effect of homework assignments (i.e., math + language arts + social studies, etc., one-day assignments = prorated time for long-term assignments in every class every day.)
- It is anticipated that students will not have homework assignments in every class every day.
- Time estimates are for diligent students of average ability taking regular-level classes. Students who work more slowly, who work with distractions such as television, radio, stereos, and telephone interruptions, may exceed these estimates.
- It is the student's responsibility to prorate time needed for long term assignments through the length of the assignment.
- Teachers should differentiate homework assignments among individual students based upon achievement levels and/or learning styles. Adjustments may be either content or amount.
- Students must receive timely and meaningful feedback on homework assignments.
- KISD recognizes that there are times when students will not complete homework within assigned timelines.
- Each campus shall define late homework. Teachers shall have a flexible and consistent procedure to address late homework that is distributed to students and parents in written form.

### **Physical Education**

The law requires 6<sup>th</sup> & 7<sup>th</sup> grade students to participate in physical education classes. Parents who have a child who is ill or has physical problems should send a note to the P.E. teacher. The teacher will adjust the class requirements accordingly. If the child's condition lasts more than three consecutive days, the principal or administrative designee may request a doctor's statement.

## STUDENT RECORDS

### EMERGENCY TELEPHONE NUMBERS

It is very important for the school to have current home, work, and emergency telephone numbers. These numbers are necessary in case a child becomes ill, is injured, or any other emergency occurs during the day. If these phone numbers change during the year, parents should contact the school immediately so that their child's emergency information may be updated. **Students may not be released to those not listed on the registration card.**

## MEDICAL PROCEDURES

### CLINIC

A School Nurse or Clinic Aide is available in the School Clinic during regular school hours. Except in emergencies, a student must have a Clinic Pass issued by their teacher each time they go to the Clinic.

A current Health History Form and Food Allergy Form are required to be completed by a Parent/Guardian. The information will be available to your child's teachers and support personnel. The Health History Form and Food Allergy form must be updated yearly and whenever health changes occur.

Medication Forms and Health Information are available at [www.Killeenisd.org](http://www.Killeenisd.org). Click on Departments→ Health Services→ Medications or select any of the other Health Services Links.

At times a student may have an illness/condition which does not prevent the student from attending school but which does require prescription medication. If a parent and physician deem it essential for a student to take prescription medication during school hours and for school employees to administer such medication, the following procedures will be followed:

1. Written permission for administering medication must be provided by the parents, legal guardian, or other person having legal control of the student. A parent permission form may be obtained from the clinic at each school or on the KISD website.
2. The parent/guardian is responsible for providing an Administration of Medication by School Personnel form completed and signed by a Physician. **Medication that needs to be administered will not be accepted in the clinic without written permission from the physician and parent/guardian.** The only exception being when a physician orders an antibiotic to be given 4 times a day or a 10 day or less medication where a dose must be given during school hours, then only written permission from the parent is required. If a treatment/procedure is needed to administer any requested medication, a completed and signed Physician's Order for the treatment/procedure must be provided at the time of the request, in addition to the physician's and parent's written permission for the medication.
3. The medication must be in the original container and with the prescription label containing the student's name, name of medication, dose, date, and time(s) for the medication to be administered. Written permission from the parent/guardian and physician must accompany the medication container. **School personnel will not accept any medication with a typed medication labels altered by hand or any medication not in the original bottle.**
4. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. The school district is not responsible for any medication sent to the school with a student until the medication is received by the nurse or clinic aide.
5. All prescription medication brought to the school must be administered by school officials according to the guidelines outlined above. Asthma inhalers and emergency medications (epi-pens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met. Written permission from the parent and physician are required and must specify:
  - The student's name
  - The name of the medication
  - The prescribed dosage
  - The condition or disease necessitating the medication administration
  - The time(s) or circumstances under which the medication is to be administered



- The student is capable of self-administering the medication
- The period for which the medication is prescribed.

The physician's written permission and a copy of the parent's written permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration.

6. Middle school students may **self-administer** over-the-counter medications, if they possess a note from a parent/guardian that gives them permission to self-administer a specific over the counter medication.

**The note must specify:**

- A. The reason the medication is to be taken
- B. The dose
- C. The time(s) the medication is to be taken
- D. The student's name
- E. Name of medication
- F. Date(s) to be taken and date that the note was written

The medication must be:

- A. In the original container
- B. The student's name must be on the container.

**Parents shall be solely responsible for the actions of their students with regard to self-administered medications.**

7. **Nonprescription** medication can be given in the clinic if the medication is in the original bottle and accompanied by written permission from the **parent and physician**.
8. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [See *policy online FFAF (Legal)*]
9. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
10. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**
11. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.
12. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
13. The school principal will appoint a responsible employee to supervise the storage and administration of medication.
14. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
15. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.
16. School personnel may administer only prescribed medications that are FDA approved.
17. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt-water gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.
18. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.
19. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.
20. Parents and students should be familiar with policies which have been adopted by the school board pertaining to the possession and use of drugs.

### **Illness/Injury**

The clinic staff provides minor first aid for students who become ill or injured at school. You will be notified if your child becomes ill or injured at school and needs to be picked up. It is important that you notify the campus if the child's medical condition or emergency contacts and/or telephone numbers change. The district follows the state recommendations for school exclusion and readmission.

**\*\*\*This handbook is not all-inclusive. Additional student handbook and district information is provided on the Smith Middle School webpage.**