

# Briarhill Middle School Student Handbook

## **ACADEMICS**

**Grade Reporting:** At the close of each six-week grading period, report cards will be issued. A numerical system for grading is used. The lowest passing grade is 70 (90-100 = A, 80-89 = B, 70-79 = C, below 70 = F). In addition, progress reports are issued at the three week grading period. Report cards must be signed by a parent or guardian and returned to the teacher within two days. Students who do not return signed report cards within the two days will be issued a detention. Report cards for the final six-weeks will be mailed after school is out. Please make sure that your address on file is correct.

Tutoring will be available.

A student must maintain passing grades in all subjects in order to participate in extra-curricular activities.

**Participation in Extracurricular Activities:** A student who receives a grade below 70 at the end of any 6-week grade evaluation period in any class, or a student with disabilities who fails to meet the standards in the Individual Education Plan, may not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse, however.

**Retention:** To be promoted from one grade level to the next, a middle school student shall attain an overall average of 70 or above for the year in all courses taken. **In addition, students shall attain an average of 70 or above in language arts and mathematics, and either social studies, or science.**

## **ATTENDANCE**

**Expectations:** We expect our students to attend school regularly and promptly. State law requires students to be in attendance 90% of the days that school is in session, or **credit will be lost.** A campus attendance committee will review all absences in excess of 18 days to determine whether extenuating circumstances exist that might warrant reinstatement of credit.

**Admits:** Students returning to school from an absence must present a note within 3 days from the parent with the following information: (1) reason for absence; (2) date of absence; and (3) parent signature or verification. Any absence without a written note will be considered unexcused. Zeroes will be given for all work due during the period of an unexcused absence.

It is important to note that the student must have an admit slip signed by the office before attending any classes following an absence.

**Planned Absences:** Parents who anticipate planned absences for students need to send a note to the principal explaining the reason for the absence and to prearrange make-up work. A pre-arranged absence form must be filled out and placed on file. This process allows students to make up work prior to the absence. The make up work must be turned in prior to the absence or on the day of return from the absence. **Only the principal can approve planned absences, and any unapproved planned absence will be considered unexcused.**

**Tardies:** Any student who is not in the classroom when the tardy bell sounds must go to the tardy table to receive a detention assignment. **The student will be responsible for serving the detention within two school days or a Thursday Night School assignment will be issued.** Excessive tardies will be subject to Thursday Night School and/or ISS.

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**Signing In and Out:** Once students have arrived on campus, they must remain on campus at all times unless they have been excused through the main office. In order to leave campus during the day, the student must have a note signed by a parent or guardian stating the destination and time of departure. The note must be presented to the attendance clerk in the office, and the student must be signed out by his/her parent.

**If someone other than the parent is signing the student out, that person must be listed on the student's registration card as an emergency contact, and we must have a written note from the parent. Anyone signing a student out must provide a photo ID each time.**

We cannot accept phone calls for permission. It must be in written form.

Students arriving after the school day has started must report to the office to sign in before reporting to class.

**Make-Up Work:** Student make-up work may be requested through the office on the second day of absence and every two days thereafter. Work is collected in two day or more increments. Requests for teachers to submit make-up work must be made by 10 A.M. and may be picked up after 4 P.M. Students will be allowed one day for each day's excused absence to make up assignments.

**If your student is absent fewer than two days, please access the Homework Information on LISD Esembler at [www.lisd.net](http://www.lisd.net) or obtain the assignments from the teacher upon arrival at school the next day. It is the student's responsibility to retrieve make-up work after an absence.**

**Religious Holy Days:** Students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if, before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence.

**Extra-curricular Participation:** Students will not be allowed to compete or perform in extracurricular activities unless they have been in attendance at least half a day on the day of the activity.

**Truancy:** All truanancies or incidents of skipping class are unexcused absences, but not all unexcused absences are truanancies.

A student and/or the parent of a student who is required to attend school under the compulsory attendance laws and fails to attend school on ten or more days **or parts of days** within a six-month period in the same school year or on three or more days **or parts of days** within a four-week period may be prosecuted for truancy.

*Texas Education Code 25.094, 25.095*

**Withdrawal:** The procedure for withdrawal or transferring is as follows:

- parent or guardian authorization for withdrawal or transfer is presented to the attendance clerk in the main office prior to the student's last day.
- on the last day, obtain the appropriate form from the attendance clerk in the main office before first period and follow the written directions on the form.

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## CAFETERIA

**Meals:** Briarhill offers both a breakfast and a hot lunch program. A variety of specialty items, as well as a regular lunch, is offered. Lunch tickets may be purchased with cash or check before school. Families who are unable to afford the regular lunch and breakfast prices may obtain applications for free or reduced meals from the office.

**Procedures: Students must keep all food and beverages in the cafeteria.** Students are expected to deposit all lunch litter in waste baskets and return trays and utensils to the designated spot after eating. Good behavior and table manners are expected. Possible consequences for failure to follow cafeteria rules include cafeteria clean-up duty, detentions, Thursday Night School, and ISS. Please note that you may bring lunch for your child only. Bringing food for others students violates LISD policy. Delivery of food to a student by anyone other than a family member is not permitted.

**Lunch Visitors:** Parents, grandparents and siblings may have lunch with their student. Grandparents and siblings must produce parental permission and siblings must be a high school graduate and at least 18 years or age. All lunch visitors must sign in to the office and photo IDs will be checked. In addition, parental permission will be confirmed.

## DISTRIBUTION OF MATERIAL

**Approval Required:** All material intended or distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

A student who posts material without prior approval will be subject to disciplinary action. Materials displayed without approval will be removed.

## HEALTH AND SAFETY

**Accident Insurance:** The district is not responsible for medical costs associated with a student's injury. The district does make available an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

**Clinic:** The student must have a pass from a teacher to go to the clinic unless there is an emergency. **If a student needs to go home due to illness, he/she must check out through the clinic and call a parent from the clinic.** Upon arrival, the parent will sign the student out with the attendance clerk. Parents shall complete an emergency care card each year that includes emergency phone numbers and a place for parental consent for school officials to request medical treatment for the student as provided by law.

**Illness or Injury:** School personnel will provide temporary care. The principal will designate the provider in the registered nurse's absence. An ambulance will be called if necessary.

Attendance is not permitted if these circumstances are present:

- Evidence of communicable disease or active lice infestation;
- Vomiting, diarrhea, rashes, or temperature of 100 or above;
- Severity of illness or injury contraindicates attendance.

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Readmission is permitted when the student is recovered or a written medical release is submitted to the school. The district does not assume responsibility for any costs incurred for medical or dental care or for emergency transport.

**Immunizations:** All immunizations should be completed prior to enrollment. A list of required immunizations can be obtained from your school nurse or from the LISD website at [www.lisd.net](http://www.lisd.net). Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to your campus nurse.

**Medications:** Students should not carry medications unless they have a note from a parent/guardian with the medicine. The clinic does not dispense over-the-counter medications. **Secondary students are permitted to carry their own medications if the following conditions are met:**

- The students must carry a written request from the parent that the student be allowed to take the medication at school. This applies to prescriptions and over-the-counter medications. The request must specify the name of the student, the name of the medication, the dose, and time(s) and/or indications.
- The student must register the note with the clinic attendant on the day of the initial dose at school.
- Controlled substances and drug paraphernalia will be kept locked in the clinic and given to the student at the times of the dose.
- The medication must be kept in the original container. The nurse will refuse to comply if the contents are contraindicated.

Refrigeration will be available in the clinic for medications requiring low temperature storage.

**Any medication must be surrendered to the clinic attendant by the student any time a school employee requests the student to do so.**

Medications left in the clinic will be returned to the student at the end of the school day or treatment period as indicated, unless the clinic attendant is requested to do otherwise.

**Fire and Emergency Drills:** Fire drills are required by law at regular intervals and are an important safety precaution. Designated fire exits are on maps inside each doorway. It is essential that, when the pulsing siren is first sounded, everyone obeys directives and promptly clears the building by specific routes as quickly and as orderly as possible. Students are not to run or talk as they exit the building. Once outside, the students should be standing silently in lines at assigned areas in order for teachers to take attendance.

Emergency drills are necessary to prepare for tornado or severe storm warnings. Designated emergency areas are on maps inside each classroom doorway. At the sound of the siren, teachers will take their classes quietly and orderly to an assigned area. Students are not to run or talk as they relocate to the specified area. Students are to sit on the floor as close as possible to the solid, inside walls.

### **PARENT RIGHTS AND RESPONSIBILITIES**

Throughout this document, "parents" includes single parent or legal guardian.

- Make every effort to provide for the physical needs of the child.
- Teach the child to pay attention and obey the rules.
- Be sure their child attends school regularly, and promptly report and explain absences and

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tardies to the school.

- Encourage and lead the child to develop proper study habits at home.
- Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- Participate in school-related organizations.
- Be sure their child is appropriately dressed at school and school-related activities.
- Discuss report cards and school assignments with their child.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Cooperate with school administrators and teachers.
- Be sure their child attends school tutorials when required or as the need arises.
- Keep the school apprised of any changes to custodial rights and arrangements. Documentation should be on file at the school reflecting any changes to parent custody.
- Control their child. Under Family Code 33.01, a student's parent is legally liable for property damage proximately caused by the negligent failure of the parent to exercise that duty, or the willful malicious conduct of a student who is at least 12 but under 18 years of age.

### **STUDENT RESPONSIBILITIES**

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities shall include

- Attending all classes, daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Dressing appropriately.
- Showing respect toward others.
- Behaving in a responsible manner.
- Paying required fees and fines.
- Refraining from violations of the student Code of Conduct.
- Obeying all school rules, including safety rules.
- Seeking change in school policies and regulations in an orderly and responsible manner

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through appropriate channels.

- Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.

### **STUDENT DISCIPLINE**

**Student Code of Conduct:** Students and parents should be familiar with the LISD Student Code of Conduct, which is distributed to all students at the beginning of each school year or to new students upon enrollment. Copies of this document are also available upon request from the school office.

**Alcohol and Drug Policy:** The District will strongly enforce its "zero tolerance" policy regarding the possession of any quantity of illegal drugs, alcohol, illegal inhalants, or another individual's prescription drug on school property, nor will the use or consumption of these substances prior to arriving at school be tolerated. No student shall possess, use, transmit, or attempt to possess, use, distribute, or be under the influence of any of the following substances on school premises during any school term or off-school premises at a school-related activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- The prescription drug of another individual.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

**"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.**

**"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.**

**The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this rule.**

**Articles Prohibited in School:** Items brought to school such as but not limited to

- water guns,
- water balloons,
- knives,
- MP3 Players, IPOD's, or other music playing devices,
- laser light pens or pointers,
- stuffed animals,
- toys,
- skateboards or skates,
- balloons,
- chains,

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- gum,
- firecrackers,
- matches,
- lighters,
- handcuffs

These items will be taken up and returned to the parent/guardian upon request.

**Liquid paper** will not be allowed at school. Teachers will not require students to use liquid paper for correcting papers.

**Telecommunications Devices:** Students are prohibited from using paging devices, cellular telephones/radios, or other telecommunications devices during the school day. Paging devices, cell phones/radios, or other telecommunications devices shall not be in use, visible, or audible on school property during the school day, which is defined as 8:35 a.m. to 3:55 p.m.

Students who violate this policy shall be subject to established disciplinary measures in accordance with the Student Code of Conduct. Any school district employee observing a student using a device during the school day that is prohibited by this policy shall confiscate the device and turn it in to the appropriate administrator.

The paging device, cellular telephone/radio, or other telecommunications device shall be returned to the student or to the student's parent at the end of the school day after payment of a \$15 administrative fee per offense. Persistent noncompliance with this policy shall result in the telecommunications device being returned at the end of the semester after payment of a \$15 administrative fee is received.

**Care of School Property:** No student shall damage or deface any property belonging to the district or to another student. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students shall be subject to disciplinary action for willful destruction of school property.

**Disruptive Behavior:** Students are prohibited from engaging in behaviors that interfere with the teacher's ability to communicate effectively with the students in the class or with the student's classmates' ability to learn.

**Dress Code:** The student and parent may determine the student's personal dress and grooming standard, provided that the student's dress and grooming

- Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- Shall not create a health or other hazard to the student's safety or to the safety of others.

For clarification purposes, the following guidelines are provided to secondary students:

- Student's hair must be clean, groomed, and by the nature of the style shall not tend to create a distraction. Hair color that is not found in nature is prohibited.
- Students may wear earrings provided they are in compliance with all other LISD policies. Male students may wear either one small stud or one small loop earring in one or both ears.
- Students may not wear facial jewelry or other facial decorations (other than normal make-up). Tongue rings are prohibited.

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- Clothing, which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general, shall not be allowed; among but not limited to

- split sides,  
see-through clothing,  
halters,  
midriffs,  
fish-net tops,  
off-the-shoulder tops,  
bare shoulder tops/dresses,  
tank tops or spaghetti strap tops. (A tank top is defined as a sleeveless shirt with a shoulder strap less than two inches.)  
pajama pants  
house slippers  
spiked leather wrist bands, belts, rings, or collars

- Male students may wear pants and shorts of appropriate length (at or about mid-thigh) **worn at the natural waistline.**
- Female students may wear skirts, dresses, pants, and shorts of appropriate length (shorts must be six inches from the patella or have a four inch inseam) and worn at the natural waistline. Skorts (shorts with an attached skirt) that give the appearance of a mini-skirt, that would be deemed too short are not allowed.
- Students **may not** wear pants with holes.
- Appropriate undergarments shall be worn.
- Clothing which advertises by name or symbol any products that are not permitted in schools including, but not limited to, drugs, alcohol, or tobacco, are not permitted.
- Profane, obscene, or suggestive slogans on clothing are also prohibited.
- No hats, sweatbands, sun visors or bandanas shall be worn in the school building.
- For health reasons, students are required to wear shoes.
- The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment.
- The principal, in connection with the sponsor, coach, or other person in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in the activity.

**Interrogations and Searches:** Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

Students shall not place, keep, or maintain any article or materials in school-owned lockers that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Lockers are subject to inspection, upon reasonable cause to search, by administrative authorities. The administration will work in cooperation with the local law enforcement agency in the best interest of the students.

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**Obvious Displays of Affection:** The public school day setting is neither the time nor the place for displays of affection for other students. Holding hands, walking with arms around each other, kissing, or any other inappropriate display of affection is prohibited.

**Other Prohibited Behaviors:** Students at school or school-related activities are prohibited from

- Cheating or copying the work of another student.
- Throwing objects that can cause bodily injury or damage property.
- Leaving school grounds. Once a student has arrived at school, they must remain on campus.
- Leaving school sponsored events without permission.
- Directing profanity, vulgar language, name-calling, ethnic or racial slurs, derogatory statements or obscene gestures toward other students or district employees.
- Disobeying directives from school personnel or refusing to follow school policies, rules, and regulations.
- Playing with matches or fire, or committing arson.
- Committing robbery or theft.
- Disobeying rules about conduct on school buses.
- Horseplay or fighting.
- Committing extortion, coercion, or blackmail (obtaining money or other objects of value from an unwilling person through force or the threat of force).
- Engaging in inappropriate sexual contact disruptive to other students or the school environment.
- Possessing a firearm, an illegal knife, a club, a chain, or other weapon.
- Smoking or using tobacco products or having tobacco products in possession.
- Bullying. Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the student code of conduct.
- Hazing
- Aggressive behavior or group demonstrations that substantially disrupt the school environment or educational process and meet the criteria for incorrigible conduct.
- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
- Possession or distribution of pornographic materials.

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- Retaliation against any student who has reported a Code of Conduct violation will result in serious disciplinary consequences.

The above listed offenses are considered serious offenses. Students who violate the Code of Student Conduct may be subject to disciplinary action.

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## CONSEQUENCES

**Bus Suspension:** Failure to follow rules of conduct on school busses or at bus stops could result in loss of bus privileges.

**Detentions:** For minor infractions of district or school policies or regulations, for minor misconduct generally, administrators or teachers may require students to serve detention before or after regular school hours. Students are supervised in silent study.

**Thursday Night School:** An administrator may assign a student to Thursday Night School from 4:15 P.M. to 6:15 P.M. Students are supervised in silent study

**ISS (In School Suspension):** ISS is held during regular school hours. Students are supervised in silent study. ISS rules are issued to students upon assignment.

**Suspension:** Suspension is a temporary removal of a student from school to the home for disciplinary purposes.

**Alternative Education Program:** The District Alternative Education Program (DAEP), located at the Lewisville Learning Center, is a temporary, off-campus alternative education placement. Students are to complete assignments from home campus teachers but are not allowed to participate in extracurricular activities or visit the home campus for any reason during DAEP placement.

Serious or repeated inappropriate behavior may result in an extended DAEP placement.

A student **MUST** be placed in a disciplinary DAEP for any of the following offenses if the student commits these offenses on school property, within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault.
- Makes a terroristic threat.
- Makes a statement that implies any form of violence against another individual

A student **MUST** be placed in a disciplinary DAEP if the student

- Is in possession of drug paraphernalia while on school property or while attending a school sponsored or school-related activity on or off school property.
- Engages in acts of criminal mischief, not punishable as a felony, involving school district property or property of others while on school district property and for which damages do not exceed \$1500.
- Engages in serious and/or persistent misbehavior.

Serious Misbehavior—Any behavior that disrupts the learning process of another student or that threatens the safety and well-being of other students, faculty, or staff.

Persistent Misbehavior—Any inappropriate behavior where there are two or more violations of the Student Code of Conduct in general; repeated, two or more occurrences

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of the same violation; or repeated, two or more disruptions of the classroom, campus, or educational environment.

- Behaves in a manner that contains the elements of public lewdness or engages in any sexually oriented activity that in the judgment of the principal is inappropriate at school or at a school-sponsored event.
- Behaves in a manner that contains the elements of the offense of indecent exposure or inappropriately exposes private parts of the body that should not be exposed in a public setting.
- Engages in conduct on or off school property that is listed as a Title 5 offense in the Texas Penal Code.  
Title 5 offenses include
  - Murder
  - Kidnapping
  - Sexual assault
  - Indecency with a child
  - Injury to a child, elderly person or disabled person
  - Abandoning or endangering a child
  - Deadly conduct
  - Terroristic threat
  - Aiding a person to commit suicide
  - Tampering with a consumer product

A student **MAY** be placed in a disciplinary AEP if the student

- Engages in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, and for which the superintendent or designee has reasonable belief that the student's presence in the regular classroom threatens the safety of other students or teachers or will hinder the education of students.
- Is involved in gang activity or a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of such a group.
- Engages in criminal mischief not punishable as a felony.
- Distribution of over-the-counter drugs.
- Is so unruly, disruptive, or abusive that the student's presence seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

**Expulsion:** A student **MUST** be removed from class and expelled to the Juvenile Justice AEP if the student, while on school property or while attending a school-sponsored or school-related activity on or off school property

- Brings a firearm to school, as defined by federal law, which includes
  1. Any weapon (including a starter gun) which will or is designed to or which may readily be converted to expel a projectile by the action of an explosive.

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2. The frame or receiver of any such weapon.
  3. Any firearm muffler or firearm weapon.
  4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
- Uses, exhibits or possesses any of the following, as defined by the Texas Penal Code:
    1. A firearm.
    2. An illegal knife, such as a knife with a blade over 5 1/2 inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword or spear.
    3. A club.
    4. A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switch blade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun.
  - Engages in behavior containing the elements of the following under the Texas Penal Code:
    1. Aggravated assault, sexual assault, or aggravated sexual assault.
    2. Arson.
    3. Murder, capital murder, or criminal attempt to commit murder.
    4. Indecency with a child.
    5. Aggravated kidnapping.
    6. Behavior punishable as a felony that involves the selling, giving or delivering to another person, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
    7. Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.
  - Possession, exhibition, or use of a “legal” knife when used to threaten, intimidate, or inflict bodily harm.
  - Is in possession, using or under the influence of illegal drugs, alcohol, or illegal inhalants.
  - Is in possession with the intent to sell or distribute illegal drugs (including look-alike drugs or any substance being distributed or sold as drugs), alcohol, or illegal inhalants.
  - Illegally sells or distributes prescription drugs.

A student **MAY** be expelled for any of the following offenses:

- Engages in criminal mischief, if punishable as a felony.

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- Engages in conduct containing elements of assault or where a person knowingly or recklessly causes bodily injury to another.
- Engages in conduct that contains the elements of any offense against any employee or volunteer in retaliation for or as a result of a person's employment or association and without regard to whether the conduct occurs on or off school property.
- Engages in serious or persistent misbehavior and, while in a disciplinary Alternative Education Program continues to violate the District's Student Code of Conduct. Serious offenses include, but are not limited to, the following:
  1. Vandalism
  2. Robbery or theft
  3. Extortion, coercion, or blackmail
  4. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
  5. Hazing
  6. Insubordination
  7. Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees.
  8. Fighting
  9. Possession or distribution of pornographic materials
  10. Leaving school grounds without permission
  11. Threats
  12. Sexual harassment of a student or district employee
  13. Possession or conspiring to possess any explosive or explosive device
  14. Falsification of records, passes, or other school related documents
  15. Refusal to accept discipline management techniques proposed by the teacher or principal.
- Engages in any form of physical contact with a school district employee or school volunteer while in the performance of his/her duties in actions relating to student discipline or school safety.

**JJAEP:** The Juvenile Justice Alternative Education Program is an alternative educational placement under the supervision of the Denton County Juvenile Justice System serving students throughout Denton County who have been expelled from public school or placed in the program through court action.

### **STUDENT INFORMATION:**

**After School Student Pick-Up:** Official school hours are from 8:15 a.m. to 4:15 p.m. **Since there is no supervision of students before 7:45 a.m. or after 4:15 p.m., it is important that students be dropped off or picked up within those times.** The building will be opened at 7:45 a.m. and locked at 4:15 p.m.

**Bicycles:** Bicycles are to be parked and locked in the designated area. Students are urged and cautioned to observe all traffic regulations. Students are not allowed to ride in the parking lot, on the sidewalk, or in the bus lanes. There will be no trick riding allowed on campus. Students are to park the bikes upon their arrival to school.

**Check Acceptance Policy:** In the event that a check written to any Lewisville ISD campus, club, or organization is returned unpaid by your bank, Lewisville ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a

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returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGEMENT AND ACCEPTANCE** of this policy and its terms.

**Cheering Squads:** Middle school cheerleading will be open to all eighth grade students who wish to participate. It is recommended that students who wish to be cheerleaders enroll in the aerobic conditioning/cheerleading class. All cheerleaders will belong to the squad, which will be under the direction of campus sponsors.

**Computer Access:** Only students who have been authorized by the district and who are under direct supervision of designated district employees are permitted to use a district computer or to access any local network or outside telecommunication resources such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation. Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

Students are prohibited from accessing district, administrators', or teachers' files on the network. Violation of school or district computer policies may prompt termination of computer privileges and other disciplinary action.

**Counseling Services:** School counselors are available to assist students with a wide range of academic and personal concerns including course selection, academic difficulties, social, family, emotional, or substance abuse issues. The counselors may also make available information about community resources to address these concerns. Students who wish to see the counselor should obtain a pass from a teacher or leave their name with the receptionist or student aide on duty in the Counseling Center.

**Deliveries:** No deliveries are possible between the hours of 11:00 to 2:00 p.m. Parents may still deliver lunches to students personally or place lunches in appropriate cubicle. Parents must sign in, get a visitor sticker and wait in the main foyer. An important school goal is to transform students into independent learners.

It is imperative that students take responsibility for not only doing homework, but also for turning it in on time; therefore, homework may not be faxed to the school for delivery to the student. This includes report cards. Students will not be called to the office to pick signed report cards. Please note: items such as flowers, stuffed animals and balloons will not be delivered.

**Library:** Library hours are 8:00 a.m. to 4:30 p.m. daily, unless posted otherwise for scheduled events. Students may check out books for three weeks and past issues of magazines for three days. District-issued ID numbers must be used when checking out library materials. If a student is working on a special project and needs more materials than is allowed by the policy below, special arrangements may be requested through the librarian.

Seventh and eighth graders may check out up to four items unless they show irresponsibility by regularly turning in books late or not paying overdue fines promptly. Sixth graders will be restricted to checking out only two items for the first six weeks. If they show they can be responsible with their library obligations, they will also be able to check out up to four items for the remainder of the school year. Only two magazines at a time may be checked out (one magazine for sixth graders during the first six weeks).

Students who repeatedly show irresponsibility in meeting their library obligations may be restricted to checking out only one book or lose their checkout privileges altogether. Lost or damaged books will be charged replacement costs.

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**Lockers:** Students are responsible for all personal belongings and, therefore, should not reveal their locker combination to anyone. Personal items should be in the possession of the owner or locked in a secure locker at all times. **Students are not permitted to share lockers or rig lockers to open without using the combination.** While school administrators will take appropriate disciplinary action should theft occur, the school is not responsible for replacement of items lost. No locker decorations will be allowed.

**National Junior Honor Society:** The National Junior Honor Society is an organization with membership open to students in the seventh and eighth grades. Selection is based on five criteria: scholarship, leadership, service, character, and citizenship. Any student meeting these requirements may apply for membership during the spring semester by picking up an application from sponsors and following the necessary requirements. To fulfill the scholarship requirement, students must have a cumulative scholastic average of 92 or above in academic core subjects. A recommendation from their teachers is also one criteria for selection into the organization. New members are inducted during the second semester.

**School Dances:** **All dances at Briarhill are for Briarhill students only.** Students from other campuses will not be admitted. Students in attendance will not be allowed to leave until their parents or other adult designated in writing by the parent have arrived. Anyone leaving the dance prior to the end of the dance will not be readmitted.

**School Organizations and Clubs:** School clubs and organizations play an important part in the middle school. The plans, activities, and function of each organization are decided upon and carried out by the members and the elected officers with guidance from an advisor.

**Skateboards, skates, scooters:** Skateboards, skates, and scooters are not permitted on school property at any time.

**Telephones:** The office telephones are business phones and should not be used by students; however, one telephone is provided for student use before and after school and during lunch. It may be used during school hours only with a pass from the student's teacher. Although students may be in possession of cell phones, they may not use them during the school day, which is defined as 8:35 a.m. to 3:55 p.m.

**Transportation:** The bus terminal is located behind the building in the staff parking lot. Students may wait for other means of transportation in front of the building near the flagpole at the Parent Drop Lane. No vehicles other than busses are permitted to enter the rear parking lot between 3:15 p.m. and 4:15 p.m. Information on bus routes and stops may be obtained in the front office. Additional concerns about transportation should be directed to Durham Transportation at (972) 221-4557. **Students need to be picked up promptly after school unless staying for school related activities.**

**Visitors:** Visitors are welcome but must first register in the office and receive permission to be on campus. Guests may not attend classes with students.

### **STUDENT AND PARENT COMPLAINTS**

**Disciplinary or Instructional:** Complaints about instructional materials, loss of credit on the basis of attendance, prior review of non-school materials intended for distribution to students, removal to alternative education programs, or expulsion are handled through procedures specific to those particular areas. To review relevant policies or obtain further information regarding a complaint process, see the principal or his designee.

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Please note that most issues can be resolved at the teacher/parent level. **Please contact the teacher first.** If the issue is still unresolved, please contact an assistant principal or counselor. Then contact the principal if the issue is still unresolved.

**Sexual Discrimination or Harassment:** A student and/or parent with a complaint regarding possible sexual discrimination or sexual harassment in any school program should contact the principal first.

**Textbooks:** State approved textbooks are provided free of charge for each subject or class. Books must be covered by the students, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or to pay a fine for damage loses the right to free textbooks until the book is returned or paid for. However, a student will be provided textbooks for classroom use during the school day. **Texas Education Code 31.104 (d):** *Each student, or the student's parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian.* District and state textbooks and other instructional materials are issued/checked out to students for their use while enrolled in the district. Student responsibilities for students for textbooks/instructional materials/equipment are listed below:

- Textbooks, instructional materials and equipment must be maintained in the same condition as issued.
- Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials and lost or damaged equipment issued to the student.
- Fines are assessed for damage to textbooks, instructional materials, and equipment.
- Textbooks, instructional materials and equipment issued to students must be made available for classroom checks. If these items are not available, they will be treated as lost.
- Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared.