



# Appendix VI: Campus Addendum to Student Handbook (2019-2020)

## Academic Dishonesty

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

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

**All Offenses:** Office Referral and Grading Penalty

(Minor = zero, Major = zero until assessment retaken  
for a replacement grade up to 50)

## Attendance

### ABSENCES:

- A student can be counted absent or present for every single class, so if you miss more than 10% of ANY class, you are considered absent for that class and are required to get an admit from the attendance office when you return.
- Attendance is visible on Skyward, just like grades are, so students and parents can view Skyward if you receive a tardy or absence and want to know who

marked you as such.

- When you return from missing one or more classes, you have to bring a note to the attendance office:
  - from the doctor if you missed classes for a doctor appointment
  - From your parent if you missed because you were sick or any other reason

#### LEAVING SCHOOL DURING THE DAY:

- A student who must leave school during the day must be signed out through the office by a parent or guardian, prior to leaving school and must sign in upon returning. Parents/guardians **MUST** show proper identification before being allowed to sign out a student. For more information you may watch this brief video: <https://bit.ly/2Kn7qdl>. The office will notify the student once the parent arrives in the office. Students will not be allowed to wait in the office to be picked up, so please take this into consideration when planning appointments. When returning to school the student must bring a note from their parent/guardian explaining the reason for the absence. If the student left school for an appointment, documentation of that appointment must be provided upon return to school.
- A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent/guardian. In case of illness, students must sign out through the health room. Students may not contact parents prior to going to the nurse. Failure to do so could result in a disciplinary consequence. Students who are ill **should not** use their cell phone to call/text parents in order to go home **before** seeing the nurse. If a student chooses to leave without seeing the nurse, it will result in an **unexcused** absence.

#### TARDIES:

- A student is considered tardy if they are not in the classroom when the bell has rung. A student is considered tardy at the discretion of the teacher/team if no bell is applicable.
- Tardies are cumulative by semester and will be reset each semester.

- Consequences for tardies are:
  - 1<sup>st</sup> tardy = warning
  - 2<sup>nd</sup> tardy = warning + parent phone call
  - 3<sup>rd</sup> tardy = 30 minute teacher detention
  - 4<sup>th</sup> tardy = one hour teacher detention
  - 5<sup>th</sup> + tardy = office referral

## Bell Schedules

2019-2020 Killian Middle School Bell Schedules											
<i>Schedule for A/B Days- A days are periods 1,3,5,7 B days are periods 2,4,6,8 (Wed/Thurs)</i>											
<b>6th Grade (A Lunch)</b>				<b>7th/8th Grade (B Lunch)</b>				<b>7th/8th Grade (C Lunch)</b>			
1-2	8:55-10:20	85		1-2	8:55-10:20	85		1-2	8:55-10:20	85	
3-4	10:25-11:05	40		3-4	10:25-11:50	85		3-4	10:25-11:50	85	
Lunch	11:05-11:35	30		Lunch	11:55-12:25	30		5-6	11:55-12:30	35	
3-4	11:40-12:20	40		5-6	12:25-1:50	85		Lunch	12:30-1:00	30	
5-6	12:25-1:50	85		Mustang Time	1:55-2:40	45		5-6	1:05-1:50	45	
Mustang Time	1:55-2:40	45		7-8	2:45-4:10	85		Mustang Time	1:55-2:40	45	
7-8	2:45-4:10	85						7-8	2:45-4:10	85	
<i>Schedule for C Day: Monday, Tuesday, Friday</i>											
<b>6th Grade (A Lunch)</b>				<b>7th/8th Grade (B Lunch)</b>				<b>7th/8th Grade (C Lunch)</b>			
1	8:55-9:40	45		1	8:55-9:40	45		1	8:55-9:40	45	
2	9:45-10:30	45		2	9:45-10:30	45		2	9:45-10:30	45	
3	10:35-11:30	55		3	10:35-11:30	55		3	10:35-11:30	55	
Lunch	11:30-12:00	30		4	11:35-12:20	45		4	11:35-12:20	45	
4	12:05-12:50	45		Lunch	12:20-12:50	30		5	12:25-1:10	45	
5	12:55-1:40	45		5	12:55-1:40	45		Lunch	1:10-1:40	30	
6	1:45-2:30	45		6	1:45-2:30	45		6	1:45-2:30	45	
7	2:35-3:20	45		7	2:35-3:20	45		7	2:35-3:20	45	
8	3:25-4:10	45		8	3:25-4:10	45		8	3:25-4:10	45	

## Clubs and Organization:

School clubs are an important part of middle school. The plans, activities, and function of each organization are decided upon and carried out by the members and elected officers, with guidance of an advisor.

Clubs and performing groups such as the band, choir, orchestra, step team, cheerleading and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation occurs, it is also a violation of school rules and the consequences specified by the

Student Code of Conduct will apply in addition to any consequences specified by the organization.

### CLUBS:

Mustang Time, National Junior Honor Society (NJHS), Student Council (StuCo), Kindness Ambassadors, Fellowship of Christian Athletes (FCA), and Gay Straight Alliance (GSA).

### PROGRAMS:

AVID, Academic UIL, Circle of Friends, Red Ribbon Week, Yearbook, Career Fair, Student Ambassadors, Gifted & Talented, PreAP Spanish, Fine Arts: Band, Choir, Orchestra, Theater Arts, and Art, Football, Volleyball, Girls & Boys Soccer, Cross-Country, Track and Field, Girls & Boys Basketball, and Cheerleading.

The National Junior Honor Society: (NJHS) inducts members annually in the spring. The National Junior Honor Society is an organization with membership open to students in the sixth, seventh and eighth grades. Selection is based on five criteria: scholarship, leadership, service, character, and citizenship. Membership is determined by application and selection by a faculty committee. To fulfill the scholarship requirement, students must have a cumulative scholastic average of 92 or above in academic core subjects and no office referrals. A recommendation from their teachers is also one criterion for membership into the organization. New members are inducted during the second semester. Complete details are on the website.

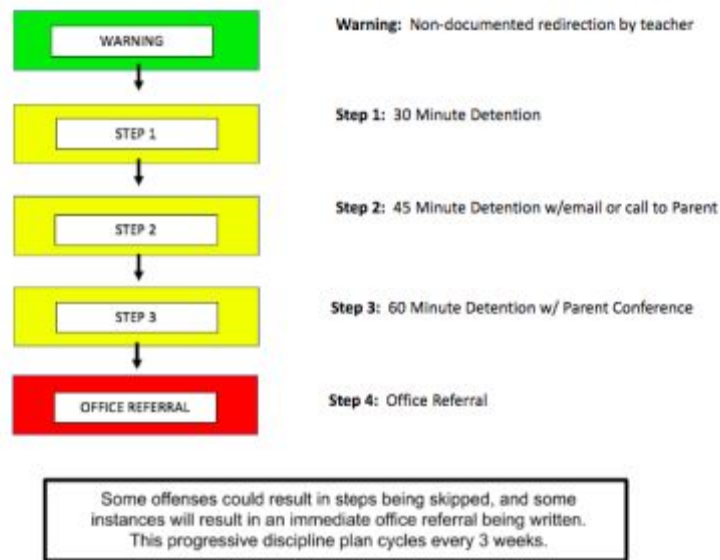
**Cheerleading:** Middle school cheerleading is open to all 8<sup>th</sup> grade students. All cheerleaders will follow the campus code of conduct and be under the direction of campus sponsors. Information about cheerleading may be obtained through the office.

## [Deliveries to Students](#)

If you need to make a delivery for your student, please drop the item off at the front office window and sign the item in. The office will call the student down to pick the item up. Students are not permitted to receive any type of deliveries such as flowers, balloons, party favors, etc.

## Discipline Procedures

### Killian Middle School Progressive Discipline System



In an attempt to correct misbehavior, teachers conference with students, call parents, give detentions, and then if the behavior has not improved over time, students are given an office referral. Teachers are to use their discretion for situations that demand immediate administrative review and are to send students to the office instantly in those circumstances.

## Dress Code

**Dress and Grooming (All Grade Levels)** The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following: Students should be well-groomed, dress appropriately and follow the dress and grooming regulations outlined in the LISD Dress Code: Administrative Rules (Appendix III).

The District's overall policy regarding dress is that a student's dress and grooming shall not lead school officials to believe that such dress or grooming will disrupt or interfere with, or detract from school activities, i.e., advertising of alcohol, drugs, sex, violence, tobacco products, obscene language, or suggestive wording and must comply with district and campus rules. The District prohibits any clothing or grooming that, in the principal's judgment, may cause disruption or interference with normal school operations. If the principal determines that a student's grooming or clothing violates the district's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

**HAIR:** Hair, by color or design, may not create a distraction to the learning environment. Hair should be primarily a natural color. Non-natural accents such as dye streaks or color strips may be permitted, but may not cover more than 25% of the hair.

**PIERCINGS:** Students may not wear the following: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry such as hoops or rings, or facial decorations. Students may, however, wear one small nose stud.

**HEADWEAR:** Caps, hats, sweatbands, bandannas, hair rollers, hair curlers, and other similar hair grooming items, shall not be worn by male or female students in the school building.

**CLOTHING:** Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools, including, but not limited to the following: drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence or gangs.

- Male students may wear long pants of appropriate length or shorts of appropriate length, at or about mid-thigh or longer, at the natural waistline.
- Female students may wear long pants of appropriate length, skirts or shorts of appropriate length, at or about mid-thigh or longer.
- Clothing which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general, shall not be allowed, including, but not limited to the following: trench coats, miniskirts, halter or tube tops, split sides, midriffs, bare shoulder tops, see-through clothing, fishnet tops, or spandex shorts.
- Yoga pants, leggings and jeggings may be worn if the shirt drapes to mid-thigh in both front and back. All students must wear appropriate, non-visible undergarments.

SHOES: For health reasons, students are required to wear shoes appropriate for the school setting. House shoes or slippers are not appropriate for school. Flip flops are not appropriate for elementary students.

TATTOOS: Tattoos must not be visible during the school day.

## Lost and Found Procedures

If a student is missing an item, such as clothing, books, or bags they need to check the lost and found in the cafeteria or for electronics or jewelry please check the front office.

## Lunch Information

Killian offers both breakfast and lunch program. The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need.

Information about a student's participation is confidential. See the office to apply. Students must keep all food in the cafeteria. Students are expected to deposit all lunch litter in wastebaskets and return trays and utensils to the designated spot after eating. Good behavior and table manners are expected. Throwing food of any type is not acceptable and will result in disciplinary consequences. Students who forget their lunch or money can eat a sack lunch provided by the cafeteria. Cell phones are not permissible during lunch. Cell phones should be placed in student backpacks before entering the cafeteria for lunch. If this policy is not followed, the cell phone will be confiscated by an administrator and kept in the front office for the remainder of the school day.

## Non-School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

Non-School materials from others outside the district must gain approval from the district's public information officer.

## Pick-up and Drop-off Times

School doors open at 7:45 a.m. Students arriving before 8:50 a.m. will report to the cafeteria if they are eating breakfast. Sixth graders not purchasing breakfast should report to the 1300 hallway. Seventh graders should report to the cafeteria. Eighth graders should report to the cafeteria. Students reporting to the cafeteria or hallways must be seated. Athletic students and band students arriving early for scheduled practices must report to their assigned classroom upon arrival to school. Students are not permitted into the hallways between 7:45 and 8:55 without a tutoring pass from a teacher or parent. Students are released at 4:10 p.m. and exit the building through assigned exits based on grade level for car pick-up and through the cafeteria if they ride the bus.

## Reteach/Retest Policy

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade (EIA Legal/Local)

Students who earn a grade below a 70 on a *major grade* will be provided an opportunity to schedule a re-teach session with their teacher and then retake the assessment for a replacement grade up to a 70. The higher of the two grades will be assigned. In order to receive re-assessment options, students must turn in major grade assignments by the actual due date.

## School Related Activities and Field Trips

It is a privilege to attend Killian school-related activities. Students who have established negative behavior at school and related activities may not be allowed to attend these functions. If a student is serving a consequence in ISS, OSS, been placed in DAEP or expelled, on the day of a field trip they will not be permitted to attend. Students who do attend are responsible for any schoolwork they miss while attending the activity. Anyone leaving a school related activity before the official end will not be readmitted to the activity.



## Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## Technology & Digital Citizenship

Students must adhere to the [Lewisville ISD Acceptable Use Policy](#) and the Killian Technology Guidelines listed below. Failure to follow the policies and procedures that are outlined will result in temporary or permanent loss of technology privileges or other consequences as deemed appropriate by Killian Administration.

1:X information: <https://www.lisd.net/Page/13096>

Students must bring their iPad to every class and the iPad must be charged. Failure to bring the charged iPad to class will result in the following:

- 1<sup>st</sup> Offense = warning
- 2<sup>nd</sup> Offense = warning + parent phone call
- 3<sup>rd</sup> Offense = 30 minute teacher detention
- 4<sup>th</sup> Offense = one hour teacher detention
- 5<sup>th</sup> + Offense = office referral

Violations will be addressed per day (not per class)

## Withdrawal

To withdraw a student from school the parent/guardian needs to write a letter to the attendance clerk stating where the student is moving to and the name and address of the new school. On the student's last

day, he/she will receive a withdrawal form and will present this to each teacher for current grade averages; to the librarian to assure a clear library record; to the clinic for health records; to the counselor for the last report card; to the cafeteria, and finally, to the assistant principal who will collect textbooks/technology, and sign the withdrawal form. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

## Administrative Contacts

### Campus Principal

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