

Absences/Attendance

Absences from class directly affect a student's mastery of the content being learned; therefore, the student and parent should make every effort to avoid being absent from school. Regular school attendance is essential for a student to make the most of his or her education---to benefit from teacher-led and school activities, to build each day's learning on the previous day of learning, and to grow as an individual. Regular school attendance is critical to Sundown's success because it is a factor in the district and campus rating under the state accountability system, and is a determining factor in the amount of state funds Sundown receives.

The state compulsory attendance law requires that a student between the ages of six and 18 attend school, as well as any required tutorial session, accelerated instruction program (additional special instruction), or extended year program, unless the student is otherwise legally exempt. School administration must investigate and report violations of the state compulsory attendance law. A student with unnecessary absences will be considered in violation of the compulsory attendance law and, and may be subject to disciplinary action and having a complaint filed against him or her in a court of law.

A court of law may impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending class, required tutorial sessions, or special accelerated instruction. A complaint against the student and parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances. A student must then meet any and all requirements set forth by the attendance review committee in order to regain credit for the class. The student not in attendance 90 percent of the days listed in the official school calendar, and/or the parents of the student, may be subject to having a complaint filed against them in a court of law. **Please note that the 90% attendance law does not differentiate between "excused" or "unexcused" absences, but rather only looks at days actually attended by a student.**

Attendance is recorded in each class, each day. A student must be present for thirty minutes of the class period to avoid being counted absent. Parents should schedule their child's appointments to avoid missing the same class excessively. In Sundown, excessive absences (days or individual classes) will be made up after school, on Saturdays, or during the summer.

Three types of absences:

1. Excused absence: Illness (principal may require a note from doctor), death or serious illness in family, family emergency, scheduled religious activity, unavoidable medical appointments, and impassable roads.
2. Parent requested absence: A parent requested absence **must be planned ahead**. The parent must contact the principal's office **prior to the absence**. **If the parent chooses not to make the request for the absence in advance, the absence may not be excused**. The maximum number of consecutive days is five.
3. Unexcused absence: An unexcused absence is one that is not excused or parent requested. A grade of zero is recorded for each class missed, but assignments still must be completed so the student does not get behind. **The student will also serve detention after school for each unexcused absence.** (See **Homework**.)

A student who has been absent from school must report to the office before 7:55 a.m. on the day he/she returns to school. Any class time missed due to a student failing to acquire an admit slip to class will result in a tardy. If a student is to receive an excused absence, the student must have a note dated and signed by the parent or proper authority (doctor, etc.) stating the reason for the absence, the date of absence, and the parent must contact the school by phone or personal visit. If a note is not received within two (2) days of the student's return to school, the absence will remain unexcused, and a grade of zero (0) will be recorded for any assignment missed.

Students are required to be in school at least one-half day or have permission from the principal in order to attend or participate in extracurricular events. Students who enter school during the day should report to the office before going to class. The school requires a note from the doctor verifying any medical appointment.

A student who has been absent due to being ill during the day should use the evening and night to recuperate from his or her illness. Such student will not receive an excused absence for the illness if he/she attends a school function that evening or night.

Students who leave school, or are absent without permission, are subject to disciplinary action. (See **Leaving School**)

A student gone on an extracurricular activity or field trip is not considered absent.

Students with absences exceeding the maximum allowable by state law, not to exceed 3 per grading period, will not be permitted to participate in extracurricular activities until such time as those absences have been made up to the specifications set forth by the attendance committee, and all applicable UIL regulations are satisfactorily met. If the attendance committee determines that the student is not permitted to make up the absences, the student is prohibited from participation in extracurricular activities for the remainder of the semester or academic year.

***Students that have not had any absences for a 6-week period will be recognized for perfect attendance for those 6 weeks.**

After School Academic Tutoring (ASAT)

A student that completed, but failed, an assignment after taking advantage of all available resources (Pipeline, class participation, asking for teacher help in class, class notes, etc.) may be assigned ASAT in order to get extra help and redo the assignment he/she did not understand. ASAT will begin at 3:50 pm and will end at 4:40 pm. A student assigned ASAT will call home to inform a parent so arrangements for transportation can be made. This is not a detention, but will be required. Assignment to ASAT will be based on teacher discretion. If a student fails to attend ASAT when assigned, he/she will be assigned to detention after school the next day.

Announcements

Announcements are made on the school public address system with as little interruption of class time as possible. Routine announcements will be made at the beginning of second period. Announcement requests should be submitted in writing to the principal.

Arrival, Dismissal (See **Schedule**)

Students arriving before 7:00 a.m. might have to enter through the main entrance located on School Street by the superintendent's office, then proceed to the middle school locker area. Students are not to be in the H.S. or elementary without adult permission. At 3:45 p.m., students should go home unless there is an appropriate reason to stay.

Assemblies/Pep rallies

Assemblies and pep rallies are arranged in order to enhance the SMS educational experience. Students are required to conduct themselves in assemblies and pep rallies as they do in class, showing respect and good citizenship. During assemblies and pep rallies, misbehavior by a small number bears a direct reflection upon Sundown Middle School as a whole. Students who misbehave at assemblies or pep rallies are subject to disciplinary action and may lose the right to attend future programs.

Prior to a general assembly or pep rally, students are to report to their respective class and **be dismissed by the teacher. Students will attend the assembly/pep rally as a class and be** seated in the auditorium or gym with their teacher. Students should move to the assembly/pep rally location quickly and quietly so as not to disturb other classes in session. Students who fail to attend a scheduled assembly/pep rally, who are tardy, or who misbehave, are subject to disciplinary action and may lose the right to attend future events.

Awards Assembly

At the end of the school year, students with perfect attendance, 90+ grade averages, superior effort or achievement, commendable performance, etc., will be honored during an assembly. Medals and ribbons for competing in the district UIL meet and OAP will be distributed during an assembly held in the fall.

Bicycles

Bicycle racks are provided at the Middle School entrances. Bicycles are to be used for transportation to and from school only, and will be parked from the beginning of the school day to end of the school day. Students are encouraged to respect bicycles as they would any other personal or school property and to observe state laws and safety regulations at all times.

Bullying

Sundown ISD prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Sundown ISD is committed to protecting students from bullying, harassment, or discrimination for any reason and of any type. Sundown believes that all students are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated by the district. Any student, or parent of a student, who believes that the student or another student has experienced bullying, or that a student has engaged in bullying, is encouraged to immediately report the incident. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Bullying may be verbal or written expression, or expression through electronic means, or physical conduct. Bullying occurs when a student or group of students inflicts physical hurt or psychological distress on one or more students. It is further defined as direct purposeful written, verbal, nonverbal, physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture that has the potential to create an intimidating, unfriendly or abusive educational environment; cause long term damage; cause discomfort or humiliation; results in harm to the student or the student's property; places a student in fear of harm to himself/herself or his/her property; or unreasonably interferes with the student's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threats
- Intimidation
- Stalking
- Cyber bullying (texting on cell phones, social websites, etc.)
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation (rumors or spreading gossip)
- Destruction of school or personal property
- Social exclusion

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. At this point, the appropriate campus administrator will follow up on the reported incident/complaint and any other matters pertaining to the complaint. We encourage you to communicate with your child's campus administrator during this time.

Buses

School rules apply in and around all school-owned transportation. In addition, students are expected to:

1. Follow driver or sponsor instructions at all times.
2. Sit properly in the seat, facing the front.
3. Board and exit the bus in an orderly manner.
4. Use the front door except in case of emergency.
5. Keep aisles clear.
6. Report damage at beginning of trip.
7. Keep hands, feet, and objects inside.
8. Dispose of litter/trash responsibly (container provided on each bus).
9. Keep noise at responsible and acceptable levels.

Cafeteria (See **Lunch, Meal Payment Guidelines, Meal Prices**)

SISD provides lunch and breakfast every school day (exception: weather emergencies) at a nominal fee to students. **Families that have completed the state required application forms may qualify for free or reduced lunches.** Families are encouraged to contact the cafeteria (229.3021 ext. 215) or school office (229.3021) with any questions they may have and to receive the needed forms.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Place all trash and disposables in trash containers.
2. Keep tables, chairs, and floors clean.
3. Push chairs back under the table after eating.
4. Talk in a quiet voice at all times
5. Don't run or push, and line up orderly (no cutting or saving spots).
6. Pick up and clean up any food dropped or spilled.
7. Only water may be taken from the cafeteria.
8. No throwing food, containers, packages, etc.
9. Students will alternate by grade each week so that all students have an opportunity to eat first, i.e. week 1---8th, 7th, 6th; week 2---7th, 6th, 8th; week 3---6th, 8th, 7th

*Failure to follow the rules may result in disciplinary action.

Cameras, Security

Video cameras and equipment are in use throughout the building and outside for safety and security purposes. The recordings are stored and may be reviewed by the administration. Should disciplinary action be necessary, it will be used in accordance with the Student Code of Conduct. Parents may request to view a videotape of the

incident pertaining to the discipline of their child in accordance with SISD policy FL.

Cellular Phones & Other Electronic Devices

Students are prohibited from bringing laser pointers on campus. Students are prohibited from carrying or using electronic games, iPods, MP3 players, Nooks, Kindles, tablets, or other electronic/telecommunication devices between the hours of 7:30am and campus dismissal without specific permission and instructions from a teacher, sponsor, coach or administrator. Violation of this rule will result in device being confiscated and turned in to the office. The principal will determine whether to return the item to student at the end of the day or to contact parents to pick up the item, and if other consequences are needed.

If a student brings a cellular telephone to school, it **must be turned off** (not in operational mode) and put away (in your locker, backpack, or in your pocket) between the hours of 7:30am and campus dismissal unless it is being used for approved instructional purposes. Violation of this rule will result in the phone being confiscated immediately. The phone will be released only to the student's parent or the student's legal guardian after the second offense. If a student has a need to use his or her cellular phone during the school day, prior permission must be obtained from the campus principal. In the event of an emergency where a student needs to contact a parent, school officials will make certain the student has access to a telephone.

Consequences are implemented per semester for violation of cell phone policy:

1st offense – confiscation of phone; parent must be contacted before the phone can be picked up or released to the student; 2 days of Lunch Detention

2nd offense – confiscation of phone; parent must be contacted before the phone can be picked up or released to the student; 2 days of After School Detention

3rd offense – confiscation of phone; parent must pick up phone from principal; 3 days of After School Detention

4th offense – confiscation of phone; parent must pick up phone from principal; 3 days of Redirection

5th and subsequent offenses – confiscation of phone; parent must pick up phone from principal; 2 days of In-School Suspension

Special Note: Improper use of social media will be addressed according to student code of conduct and/or to “Consequences for violation of cell phone policy” as mentioned above.

Students are prohibited from sending or posting electronic messages or images that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct on and off school property if it results in a substantial disruption to the educational environment. Any person taking,

disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Character Counts

Good character (trustworthiness, honesty, respect, responsibility, accountability, hard work, doing one's best, fairness, caring, citizenship) is stressed and taught all year, and is talked about each day during announcements.

Cheating/Plagiarism

Each student must do his or her own work. Students who cheat or plagiarize are depriving themselves of a proper education and will be subject to disciplinary action. If a teacher suspects a student of cheating/plagiarizing, the teacher will deal with it directly or consult with the principal if necessary. Work in question (homework, quizzes, tests, reports, research papers, SRC points, or any other academic assessment or assignment) will be taken up and given a grade of zero, and the student will complete the assignment in after school detention the same day. Students who aid in cheating will be treated in the same manner as the cheater. Students must be in a teacher's classroom when working on assignments before school starts at 7:55am, not in the locker area, cafeteria or hallways. Plagiarism is described as when a student copies all or part of another person's work word for word, or with a few changes, without giving credit to the original writer. Plagiarism is considered cheating and the same consequences apply.

Cheerleading

Cheerleading is an extracurricular activity and is considered by the school to be a privilege. Any 7th or 8th grade student may become a cheerleader by meeting the following guidelines:

1. Must be physically able to perform.
2. Must be prompt in attendance at all practices and performances.
3. Must be cooperative and positive in this position of leadership.
4. Must be academically eligible to participate; a cheerleader who becomes ineligible may be reinstated as early as three weeks if grades are back up to required level.
5. Must provide uniform.

Any violation of the Student Handbook or Code of Conduct could result in dismissal from the cheerleading squad.

Parents or students needing more information should contact the cheerleading sponsor.

In the spring, any eighth grade student desiring to try out for the high school junior varsity cheerleading squad must have a minimum grade point average of 80 and attend at least two of three scheduled practices. All prospective cheerleading team members must be passing all subjects at the end of the first semester to be eligible for tryouts. All prospective cheerleaders must have limited number of absences. All prospective

cheerleaders must have limited number of office referrals.

Judging will be conducted by a panel of three unbiased individuals with expertise in the field of cheerleading performance. Prospective cheerleading team members will be evaluated on appearance, voice, motions, spirit, jumps, and group unity. Tryouts will be based on a group cheer, group dance, individual cheer and individual dance. Unexcused absences and office referrals will be tallied into the final score for those participating in tryouts.

Class Schedule Changes

A student and/or parent may request a schedule change at any time. The principal and teachers will consider the reasonableness of the request. Changes will be made only if all parties agree the changes are in the student's best interests, and it will not affect the setting of another student.

Classroom Expectations

1. Students should be in their seats when the bell rings; tardies are not permitted.
2. Students should be prepared for class; bring materials: paper, pencil, pen, planner, required notebooks, folders, binders and books.
3. Students should be respectful and polite to everyone.
4. Students should respect the rights and property of others.
5. Students should follow all teacher directives the first time they are given.
6. Students should wait to be dismissed from class by the teacher.

To maximize student learning and help students focus and pay attention in class, teachers will emphasize the following behaviors and skills that will assist students in their efforts to concentrate, focus, and learn:

S – Stay engaged

T – Think critically about the content

A – Actively listen

A – Ask and answer questions

R – Read and remember key ideas

Complaints and Concerns

Parents who have a complaint or concern should first contact the teacher involved. Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. If that conference does not provide satisfactory results, the principal can be notified. If that does not bring satisfaction, the parent can request a meeting with the superintendent.

Computer Acceptable Use Policy

Only students who have been authorized by the school and who are under direct supervision of designated school employees are permitted to use a school computer or to access any local network or outside telecommunications resource such as the Internet.

Prior to such authorization, the student and the student's parent must sign and return the SISD Student Agreement Form acknowledging their responsibilities and the consequences of violations.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else, transmitting or accessing inappropriate material, revealing personal addresses or telephone numbers (either their own or another person's), accessing outside computers, checking e-mail, accessing a file/folder belonging to someone else, or using the network in a way that would disrupt use by others. Students are prohibited from participating in any chat room or newsgroup (Facebook, etc.) accessed on the Internet unless under the direct supervision of a teacher and only with prior consent of the appropriate administrator.

Access to the Internet is a privilege, not a right, and as such can be revoked as a result of inappropriate use. Inappropriate use would include, but not be limited to the following:

- 1) Violating copyright laws;
- 2) Using the District's network for commercial activity or any illegal activity;
- 3) The transmission or receipt of offensive or sexually explicit materials;
- 4) sending or posting messages that are abusive, impolite, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
- 5) Violation of the policies and procedures of other networks encountered on the Internet;
- 6) Attempting to illegally enter any other computer system by "hacking" passwords of authorized users.

Inappropriate use of the District's electronic network system and/or the Internet will result in discipline measures in accordance with the Sundown ISD Student Code of Conduct. (Please see SISD Acceptable Use Policy for details)

Conduct (See **Student Conduct**)

The SISD Code of Conduct is a lengthy document that can be found on the Sundown ISD web page. Any person who desires a copy should contact the school office.

Corporal Punishment

Corporal punishment will be administered by either an administrator or parent. The infraction will be discussed with the student, and parents will be notified in a timely manner. Corporal punishment will be witnessed by another district professional employee and will be out of view of other students.

Counseling (See **Guidance and Counseling**)

SISD counselors are available to provide detailed information to students and parents about the importance of higher education, and the possibilities for financial aid. They are also available to counsel with students about any home, school, or social concerns.

Courtesy and Respect

Courtesy and respect shown to teachers, school employees, other students, and visitors is a tradition at our school and is expected. Each of us should strive to be considerate of others, despite racial, religious or economic background. Respect and obey the judgment of your teachers. They are not only your teachers and adults; they have parental responsibility during the school day. Treat all adult employees of the school with courtesy and respect. Follow any request or direction given by them. Disrespect and rudeness will result in disciplinary action.

Criminal Acts; Legal Offenses

Refer to the SISD Student Code of Conduct.

Curriculum

Sixth Grade Class Offerings: Math, Science, English, Social Studies, Reading, Math Supplemental Instruction, Band, Physical Education (Swimming, Health, Sex Education, Nutrition, Drugs and Alcohol, Safety and First Aid), and Technology/Key Boarding.

Seventh Grade Class Offerings: Math, Science, English, Texas History, Reading, Technology Applications, Band, Athletics or Physical Education, and Math Supplemental Instruction.

Eighth Grade Class Offerings: Math, Science, English, US History, Reading, Technology Applications, Band, Fine Arts, Athletics or Physical Education, and Math Supplemental Instruction.

Detention

Detention can be assigned for academic or behavioral issues. The principal or teacher can assign a student detention after school, or during lunch, for violating the school's rules of conduct, such as minor disciplinary problems, failure to get SRC points, failing an assignment (student did not take advantage of all available resources – Pipeline, asking for teacher help, class notes, etc.), failure to turn in assignments or incomplete work. A student serving detention after school is expected to use the time constructively for educational purposes (work on correcting a failed assignment, work on past due or incomplete assignments, read SRC book, etc). The assignment that needs to be redone or completed will be given to the student after he/she checks in with the teacher monitoring detention. If the assignment is not completed and given to the detention teacher before leaving, the student is to complete the work at home and turn it into the classroom teacher before 7:55 a.m. the following day. If the academic or behavioral issue cannot be corrected using this method, the student will be subject to the principal's discipline plan. Saturdays will be used for detention if necessary.

After-school detention begins at 3:50 pm and ends at 4:40 pm. Students are not allowed to leave the room during this time unless permission is given by the teacher to get help at Pipeline. A student will be dismissed for any behavior problems that occur while serving detention and the principal will deal with the offense. Detention teachers have the

authority to add time for tardiness. **Detention precedes any extracurricular activity.**

When after-school detention is used, notice shall first be given to the student's parents to inform the parent of the reason for detention and permit arrangements for the necessary transportation of the student. Detention will be served the day assigned, Monday-Friday, unless it conflicts with plans already made by parents; in which case it will be served the next school day. Missing detention without making arrangements with the office adds an extra day of detention. If a student misses two days of detention, he/she will be assigned to ISS or Saturday School and must still make up detentions missed. For any student assigned more than 6 detentions during a 6-week period, such student will be placed in Redirection for each detention over 6, and ½ day of Saturday school and/or 1 day of ISS for each detention over 9. Placement will be at principal discretion and based on the student's willingness to choose to do the right thing..

A student participating in a school sponsored UIL event, such as football, cross country, cheerleading, basketball, track, tennis and golf, may be given the option of taking a swat instead of attending after school detention or ASAT. This option will only be given one time for that particular UIL event or season (fall, winter, and spring). For example, if a student is required to sign up for detention, such student may take a swat instead of staying for detention and missing football practice after school. If this same student is required to sign up for other detentions during the fall (football and cross country season), this student must now stay for detention. He/she will have this same option during basketball season, and again during track season.

*Students playing 7th and 8th grade football that are assigned detention during football season, will have the option of taking a swat the first time, and serving detention at 6:40 a.m. the next day for the 2nd, 3rd, and 4th time. For each detention assigned after the 4th one during the football season, such student will serve the detention after school on the day assigned.

Each detention over 6 is counted as a separate infraction, and the student may lose the privilege of participating in any of the activities scheduled or rewards given for that six week period; such as, perfect attendance and honor roll celebration, 6-week game day or movie, pep rally, JOYLAND, picnic and games at end of school year, 8th grade movie night, 8th grade banquet, etc. If behavior and/or work ethic do not improve, there will be a meeting with the parents, principal, and teacher (if applicable) to discuss changes the student needs to make and any actions to be taken.

Disciplinary Alternative Education Program (DAEP)

A student may be placed in a disciplinary Alternative Education Program if the student commits any prohibited behaviors as specified in the SISD Student Code of Conduct. The D.A.E.P. is also used in cases of incorrigibility, in cases when the Discipline Plan has been exhausted, and when the principal considers it to be appropriate.

Discipline Plan (see also **Principal's Discipline Plan**)

Any minor disciplinary/disruption problem in the classroom will result in the teacher following certain steps to get the student back on the all- important task of learning. Such steps may involve using the following colored card plan:

- 1) Yellow Card – Warning
- 2) Orange Card – One minute after class and visit with teacher
- 3) Red Card – Call parents

The first time a student is given a “red card” for misbehaving, he/she will be sent to the office to call parents and explain the reason for receiving a “red card.” If the student receives a second “red card,” he/she will be sent to the office to call parents and sign up for detention after school. If the student continues to misbehave, he/she will be sent to the principal with a discipline referral. The student may be sent directly to the principal for any serious displays of misbehavior.

*This plan is usually based on a weekly basis.

However, students who willfully abuse the system, or indicate that the above disciplinary methods are meaningless or ineffective, may be accelerated on their way to the principal's office. Serious problems may be sent immediately to the principal.

The basic rules students are held accountable for which are governed by this plan are:

1. Keep hands, feet, and objects to yourself. Respect others and their property.
2. Be at the right place, at the right time, with the right materials. Be where you're supposed to be, when you're supposed to be there, doing what you're supposed to be doing.
3. Use voice properly. (No name-calling, lying, yelling, or bad language.)
4. Follow directions the first time.

A student sent to the principal's office with an office referral, and/or that has an excessive amount of discipline referrals/infractions, may lose the right to attend assembly programs, activities, field trips, and any other rewards earned by the student body. If during a 6-week grading period a student is placed in Saturday School, ISS or Redirection, or given the option of swats vs. ISS due to discipline reasons, such student will not be allowed to participate in activities scheduled or rewards given for that six week period; such as, assembly programs, perfect attendance and honor roll celebration, 6-week game day or movie, pep rally, JOYLAND, picnic and games at end of school year, 8th grade movie night, 8th grade banquet, etc. For each infraction/incident that places a student in Saturday school, Redirection, ISS, or gives them an option of swats instead of ISS, such student will miss the next scheduled activity for that 6-week period (two different infractions in a 6-week period would prevent a student from participating in two different activities for that 6-weeks). A student placed in DAEP during the semester will not be allowed to participate in above-mentioned activities for the rest of that semester.

Each teacher has the flexibility to establish his/her own variations of rules, consequences, and rewards as long as they are consistent with the district concept and are approved by the principal. When the teacher has exhausted the steps at the classroom level, the principal will become involved, and will use any of the following disciplinary measures to insure that all students are free from any hindrance to their education:

1. Conference with principal.
2. Eating last and alone.
3. Detention time before or after school.
4. Losing rewards.
5. Community service around the campus.
6. Loss of privileges.
7. Parent attends class with student.
8. Saturday detention/school.
9. Counseling.
10. Lunch detention...cleaning tables, washing walls, taking out trash, etc.
11. Behavioral contracts.
12. Confiscation of items that disrupt the educational process.
13. Cooling off or time out period.
14. Removal to a disciplinary alternative education program.
15. In-school suspension.
16. Off-campus suspension.
17. Corporal punishment...unless parent requests that corporal punishment not be administered.
18. Assigned school duties other than class tasks.
19. Expulsion.
20. Redirection

*This is not intended to be an all-inclusive list of disciplinary procedures, nor does it limit the use of other disciplinary procedures.

Dress Code and Personal Grooming

Sundown Independent School District supports the belief that there is a close relationship between high standards of dignity and pride with proper grooming and hygiene. Personal appearance is most important. We are consciously and unconsciously judged by our dress, hygiene and personal appearance. Student appearance is expected to be neat and clean, and reflect the serious nature of the educational process. The dress code must be adhered to at all times during the school day, including on trips and at any school activity. The District's dress code is established to teach grooming and hygiene, instill discipline, teach respect for authority, prevent disruption, and minimize safety hazards.

Due to ever-changing fashions and fads, it is impossible to foresee all clothing alternatives or options. Therefore, the administration reserves the right to determine acceptability regarding items that may not be specifically addressed in this handbook.

The following modes of dress or grooming are strictly prohibited:

1. Students shall be fully clothed and covered. No excessively ripped, torn, cut, or frayed clothing shall be worn if the material has holes/cuts/tears/or fraying above the appropriate length for skirts and shorts that exposes the skin, or any inappropriate undergarment.
2. Excessively tight (includes, but not limited to, leggings, stretch pants, yoga pants, jogging pants, sweat pants) and/or revealing clothing, visible underwear, underwear showing through outer garments, or no underwear. Items enclosed in parentheses can be worn as long as covered by a skirt, dress, or shirt of appropriate dress code length, which is four inches above the kneecap.
3. Pajama or lounge pants.
4. Exposed midriff or cleavage. If exposed in any activity (sitting, standing, walking, leaning over), then the clothing is prohibited.
5. Spaghetti straps, tank tops, and basketball jerseys (unless worn over an appropriate garment, such as an acceptable t-shirt). Sleeveless shirts for girls are permitted as long as the fabric covering the shoulder is at least two inches in width and undergarments are not exposed. Doubled tank tops may not be worn to meet the two-inch requirement. Muscle shirts or shirts that have sleeves cut out of them are not allowed. Boys may not wear sleeveless shirts.
6. Skirts or shorts shorter than four inches above the kneecap. The principal will determine acceptability in all cases. Umbros, wind shorts, and school issued athletic shorts are not acceptable. An exception to this rule will be made for outdoor activities/events and approved extracurricular activities/events. **The principal will determine acceptability in all cases.**
7. Clothes and any personal items displaying or representative of vulgar logo or obscene connotations, sex, violence, hate slogans or pictures, portrayal of cults, gangs, wrestling, musicians or music groups or their insignias, alcohol, tobacco, drugs, blood, depictions of death or the macabre (gruesome and horrifying, ghastly).
8. Pants, shorts, and skirts worn below the waist (“sagging” garments are not acceptable). In general, pants should be worn at the natural waistline and worn with a belt if needed. Pants that are excessively baggy or that drag the floor are not acceptable.
9. Blouses or shirts of see-through material, i.e. thin or mesh (no portion of any undergarment shall be exposed).
10. Backless, strapless, or off-the –shoulder blouses/dresses are not allowed unless covered by an appropriate vest or jacket.
11. Boys’ shirttails designed to be tucked in or any shirttail, regardless of cut, that drops below the buttocks shall be tucked inside the pants.
12. No going barefoot or wearing house shoes. Shoes must be worn at all times.
13. All types of headwear (hats, caps, toboggans, bandanas, skull caps), headbands of any kind, and sunglasses are prohibited in the building during regular school hours unless the administration approves a special activity (hat day, cap day, etc.)

14. Spiked collars/wristbands or chains of any type.
15. No body piercing, with the exception of girls wearing earrings. Boys are not permitted to wear earrings or any type of ear ornament. Ear spacers, or any type of facial rings/studs, tongue bars, etc. are not allowed.
16. No disruptive or distracting type of makeup or contact lenses of unnatural color. Males shall not wear makeup.
17. Tattoos, writing on body, or any other body markings, whether permanent or temporary, may not be visible (exception: spirit tattoos sold by SISD cheerleaders on game days).
18. Hair should be combed and trimmed and should not interfere with vision or be a distraction to others. Hair should not have drastic or unnatural coloring (green, blue, pink, purple, orange, cherry-red, etc.); including hair extensions or hair clips of unnatural color. It must not call attention to gang identities, drug culture, or otherwise be a distraction (this includes dreadlocks). Boys' hair should not be below the top of the eyebrows, below the bottom of the ears, nor touch their tee shirt collar in the back. It should be uniform in length in back, with no shaved designs or patterns cut into the hair. Ponytails of any kind for boys are prohibited. Extreme hairstyles (including faux-hawks) are not permitted.
19. Facial hair is not allowed and students should be clean-shaven. Sideburns shall not be worn lower than the bottom of the ear lobe.
20. Feather hair accessories will be allowed for girls, but limited to no more than four.

Exceptions: a) Cheerleaders are allowed to wear sponsor-approved uniforms on game days. b) Sponsors may use discretion inside hotels and non-public areas, on field trips, etc. c) When caps or hats are allowed, they may not be worn backwards, crooked, or sideways.

*Students participating in an extracurricular activity are also subject to any additional requirements set forth by the sponsor or coach.

Students who violate the dress code shall be given an opportunity to correct the problem at school. Generic clothing may be provided by the school for students to wear when they are in violation of the school dress code until a parent or designee brings an acceptable change of clothing to the school. Dress code violations will result in the following consequences: 1st and 2nd offense – warning; 3rd and beyond – lunch detention. Refusal to correct the violation will result in disciplinary action. Repeat offenses may result in disciplinary action. Consequences start over at the beginning of each semester.

Drug/Alcohol Use, Felonies, Gross Misconduct

Illegal substances are not allowed at school or at school activities. No student shall possess, use or attempt to possess, transmit or be under the influence of any illegal, controlled, or dangerous substances, drugs, alcohol, or tobacco. Violators of these policies can be expelled or suspended from school, or suspended from all extracurricular activities, offices, and programs for the remainder of the school year in addition to other discipline. Further explanation can be found in the Student Code of Conduct and the Drug Deterrent Policy.

Eligibility (See Extra-curricular Activities)

A student must be passing ALL courses in order to participate in extracurricular activities. A student's eligibility to represent the school in any extracurricular event is determined by the eligibility rules of the University Interscholastic League (UIL) and the District's Code of Conduct. The following requirements apply to all extracurricular activities:

- A student who receives a grade below 70 in any course or subject at the end of a grading period may not participate in extracurricular activities for at least three school weeks. Such student shall be allowed to participate at the end of any three week progress report period in which the student earns a grade of 70 or above in all courses or subjects.
- A student with disabilities who fails to meet the standards in the individualized education plan (IEP) may not participate in extracurricular activities for at least three school weeks. Such student shall be allowed to participate at the end of any three-week progress report period in which the student meets the standards in the IEP.
- An ineligible student may practice or rehearse.

For 6th – 8th graders, UIL participants are eligible to participate in contests during the first six weeks of the school year provided the student has been promoted from a lower grade prior to the beginning of the current school year.

Additional standards of eligibility may be required by the various organizations, such as Student Council, band, etc.

Emergency Medical Treatment

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law.

Emergency School Closings (See Weather Emergencies)

Extra-curricular Activities

All students are encouraged to participate in several extracurricular activities during the year. This will allow you to be a part of something bigger than yourself while making a significant contribution to your school. Involvement in extracurricular activities has been found to be one of the single best ways to teach LEADERSHIP and CHARACTER. You and Sundown Middle School will both be the better for it when you choose to be actively involved.

- Students must be passing ALL subjects in order to participate in extracurricular activities. To begin the school year, the student must have been promoted, rather than placed or retained, in order to be eligible.
- Extracurricular activities are considered by the school to be privileges. Students participating in such activities are subject to more strenuous rules and regulations.

- Students are answerable to the rules established by the sponsor, coach, or director of that activity within the confines of school policy and approved by the administration and the board.
- If a student is uncooperative, the student may be dismissed from the activity.
- If a student consistently misses meetings or practices, the student may be dismissed.
- A student may participate in more than one extra-curricular event providing the events do not conflict, and all sponsors, coaches, and directors agree.

Fees

Sundown ISD provides most of the materials necessary for a well-rounded education.

Students will be expected to provide:

- Personal supplies including paper, pens, pencils, notebooks, etc.
- Materials for a project the student will keep.
- Physical education clothing.
- Voluntary purchases of school pictures.
- Extra-curricular supplies.
- Band supplies.
- Swimsuit, towel, etc.
- Fees for damaged or lost books, property, or equipment.
- Church or dress clothes for end-of-year activities, UIL meet and special programs.

*Students may need money at designated times for field trips, snacks, meals, and activities.

Fire and Tornado Drills

Fire and tornado drills at regular intervals are required by law, and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly. During fire drills, everyone should clear the buildings by the prescribed route as quickly as possible. During tornado drills, everyone will proceed to the basement. The teacher in each classroom will give the students instruction. Refer to the SISD Crisis Management Plan for more information.

Food

Students should not eat or drink (water is the exception) outside of the cafeteria or designated area unless given permission by a staff member or the principal. Open soft drinks, sport drinks, or food items may not be carried in the hallways. Drinks without a screw-on lid may not be stored in lockers. Students caught with such items will be asked to dispose of it in the nearest trash container. Students who fail to comply will be subject to disciplinary action. Repeat offenders will be subject to disciplinary action.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the

particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed through the school nurse.

Full Time Student

A full time student is one enrolled for eight periods. A person must be a full time student to go on trips, be eligible for membership in any clubs or organizations, and qualify for academic or elected honors.

Fund-raising Projects

No fund-raising projects are to be initiated by any school organization without the prior approval of the principal and the sponsor.

Gifted and Talented Program

The Sundown ISD has initiated an innovative and comprehensive program to enhance general intellectual ability, creative/productive thinking and leadership ability of the students in grades K-12. Implementation of this program is a result of the district's continuing dedication to provide educational experiences that enable all students to realize their greatest potential.

Recognizing that a small percentage of the national population has been designated as gifted and talented, the district has created a differentiated curriculum program to meet the needs of this population. The program has been given the name **Apollo**.

Those special gifts, which qualify an individual to be considered for the Apollo Program must, be valued as irreplaceable natural resources. Recognizing this, educators, parents and community leaders must ensure that these special gifts are not ignored. To this end, experiences must be provided that are consistent with the abilities and potential of the student.

The long-range goal of the Apollo Program of Sundown ISD is to identify all students with enhanced general intellectual abilities, creativity, and outstanding leadership abilities in grades K-12, and provide opportunities to meet the educational, psychological, and social needs of the student. If interested in obtaining more information, please contact the campus principal.

Grading Guidelines

Six weeks grades shall be determined by each classroom teacher, and based on a variety of academic activities and assignments. Teachers may assign a different weight to tests, projects, independent practice and other instructional activities in computing six weeks grades. All grading guidelines will be communicated to students at the beginning of the school year. The teacher 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 (some assignments may not apply and teachers will inform students if that is the case). Any assignment or test that is redone can have up to 30% taken off of the grade made. The teacher will record the higher of the two grades for that assignment.

To receive credit for passing a course, a student must have a 70 average. The semester grade is an average of the three six weeks grading periods. Final grades for courses consisting of two semesters will be determined by averaging the two semester grades.

Grading System

- An “A” is a grade of 90 or above.
- A “B” is a grade of 80 – 89.
- A “C” is a grade of 70 – 79.
- 69 and below is failing.

To make the honor roll, a student must have a minimum of six “A’s” with no grade less than 80, and an overall average of 90 or above. When averages are figured for Merit Awards for the end of the year and academic medallions for 3-year average, only academic classes of 90 and above are used. Eighth grade students that maintain an A average for 3 years get a special academic medallion that is presented at the end of the year during the Eighth Grade Promotion ceremony.

Guidance and Counseling

Counseling is available for students who need help reaching a decision or solution, or for guidance in social, educational, vocational, and personal development. This includes assistance with educational planning, interpretation of test scores, career information, study aides, help with home, school and/or social concerns, or any questions the student may wish to discuss.

Gum, Candy, Food, Beverages

Gum chewing is allowed in class only if the teacher allows it; otherwise, no gum chewing is allowed during the school day. Candy, beverages, and food are permitted only in designated areas. No food, seeds, or beverage, other than water, is allowed on the carpeted areas. Any violation will result in disciplinary action.

Hazing/Bullying

Hazing includes any willful act done by a student, either individually or with others, to

another student for the purpose of subjecting him/her to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

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.

Health Related Matters

For information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, please contact the Middle School Principal. Information regarding vending machines in District facilities, and student access to the machines, is available from the Superintendent.

Homework (See Pipeline)

Homework provides students with opportunities to practice and deepen their understanding of content presented to them, and is a vital part of education. The administration and teachers at Sundown Middle School believe that the completion of homework is necessary for success in all classes. One of the best ways to move information from working memory to long-term memory is through homework practice. Teachers use homework as a diagnostic tool to know if a student understands or doesn't understand the concept(s) taught in class.

Sundown Middle School teachers believe the following guidelines will help students be more successful with homework and improve their learning:

- Homework must be done in a timely fashion and turned in when due.
- Do homework about the same time everyday to form good habits. Parents should help to provide a common quiet place for homework that has as few distractions as possible (an area where working materials are available and ready). Watching TV or listening to music while doing homework is not good. Many children need the supervision and presence of an adult to keep them from being distracted; therefore, sending them to their room to do homework is a mistake. It may be better to have them work at the kitchen table in your presence.
- Parental assistance with homework should be kept to a minimum. Help with understanding if needed, but it is not a good idea to sit with the student and solve their problem/question for them. A parent may need to help their child get started on homework by spending the first few minutes with them to make sure they understand the assignment. This doesn't mean you are doing the homework for them; you are just helping them start if they seem to be procrastinating.

- Parents should know what homework their child is responsible for completing and check to see that it is completed before returning to school the next day.
- A student must have at least written the problem/question on their paper and attempted to answer the problem/question before asking for help. Be persistent, and don't give up too quickly. Learning requires hard work!
- If a student is spending too much time on homework, or consistently can't do the homework assigned, please contact the teacher.
- Students should take advantage of "pipeline" after school if they need help with their homework. Beyond regular class time, all teachers are in their class and available to help students from 7:30 – 7:55 every morning, and from 3:45 – 4:00 after school. Coaches are usually not available to help after school.

Immunizations

All students must be immunized against designated diseases established by Texas law. Contact the SISD nurse for more information.

In School Suspension (ISS) / Redirection

On-campus suspension may be used as an alternate method of discipline. A student can be placed in **ISS or Redirection**. If a student is placed in **ISS**, the student will be isolated from his/her peers for the complete day. Students will not return to the classroom while assigned ISS or Redirection until all assignments are completed. Depending on the reason for on-campus suspension (i.e. too many detentions, etc.), a teacher may allow such student to join the class to receive instruction (referred to as **Redirection**). If a student is placed in **Redirection**, the student will be allowed to attend class at teacher discretion, but will be isolated from peers any other time throughout the day. The principal determines if placement will be ISS or Redirection based on the infraction. Assignments will be provided and work monitored so the student will not get behind. He/she will be given a 30-minute lunch break. All ISS rules must be followed if assigned ISS or Redirection. Failure to follow all rules will result in extra days assigned or being placed in a Disciplinary Alternative Education Placement (DAEP) setting.

Insurance

All parents will be provided information concerning school insurance coverage for their children at the beginning of the school year.

Internet (See **Computers**)

Knives, Weapons

No student shall bring a knife, weapon, or threatening object to school or a school activity. A knife or weapon found in the possession of a student will be confiscated and turned in to the principal's office, and dealt with at the principal's discretion. Bringing a

weapon to school will result in disciplinary action. Refer to the Student Code of Conduct.

Late Work and Make-up Work

Any assignment that is incomplete, not turned in on time, or turned in after the teacher calls for it, will have 30% taken off, and the student will attend detention that day in order to work on the assignment. If work that meets passing standards is not turned in to the classroom teacher by 7:55 a.m. the following day of school, the grade will be a zero, and the student will remain in after school detention each day until the work is completed satisfactorily according to the teacher. This is at teacher discretion.

The student will call home to inform parents that he/she will be in detention for not completing homework. Not doing schoolwork and/or making a habit of turning in assignments late will result in disciplinary action and a parent conference. If work was missed because of an unexcused absence, a grade of zero (0) will be recorded, and the work will still be completed and turned in.

When a student is absent and returns to school, it is his/her responsibility to check with each class teacher and the office on the day of returning, to get any assignments missed. If a student is late to school, it is her/her responsibility to get any information and assignments that were missed earlier that day, and have the assignment(s) completed and ready to turn in the next time the class meets or when due.

A student must make up all assignments missed. When missing with an excused absence, one day will be allowed for each day missed (up to 3 consecutive days) before make-up work is due. For students with more than 3 consecutive excused absences, make-up assignments will be handled on a case-by-case basis. If a student is going to be absent, the parent should arrange for his/her class work to be picked up for that day. The parent should call the office by 8:00 that morning. His/her homework assignments may be picked up that afternoon. Parents are highly encouraged to do this so that your child does not fall behind in his/her schoolwork.

Leaving Class

Students leaving a classroom for any reason without teacher permission will be subject to disciplinary action.

Leaving School

In order for a student to leave school during the school day, **the student must first check through the office.**

If a student leaves school at any time during the day, except during an emergency, a parent or guardian must have made contact with the office by note or telephone prior to his/her leaving, stating the exact time the student needs to leave. A student who becomes ill during the school 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 parents.

When students arrive on campus, they are considered in attendance for the entire day under the supervision of the school and may not leave the campus without authorization from the office. Students who leave for any reason without proper authorization and/or without signing out through the office will be considered non-attending/truant.

Leaving the school campus without permission at any time after arrival is considered a Code of Conduct violation, and the student is subject to disciplinary action.

Lockers

Lockers are school property and remain under the jurisdiction of the school. The school reserves the right to inspect the lockers. Searches of lockers may be conducted at any time there is a reasonable cause to do so whether or not the student is present.

Each student is assigned a locker, and students must remain in their assigned locker. Students are not allowed to share or get into another student's locker (**NO SHARING OF LOCKERS**). Any student getting into another student's locker without permission will result in such student being disciplined.

Lockers are to be kept clean, neat, orderly, and free of graffiti. No loose articles (papers, books, notebooks, folders, etc.) will be allowed on the top of the lockers. Students who place loose articles on top of the lockers will be assigned lunch detention. Inappropriate items, including pictures and perishables, must not be kept in lockers. Travel bags may be placed on top of lockers, and uniforms hung on locker doors. All other items must be kept inside the locker. Inspections will be conducted regularly.

Locker wallpaper/covers and decorations must not be offensive or have an adhesive back. Do not use duct tape, masking tape, or scotch tape directly on the outside or inside of lockers because these materials pull off the paint and are hard to remove. **Students can use the following allowable materials: magnets, removable mounting tape, or Blue stick by Dap.**

Locks and shelving units may be purchased in the SMS office for \$5 each. Only school issued locks are allowed. Locks and shelving units may be returned to the SMS office at any time. If they are in good condition, \$2 will be refunded for each item. Valuables should not be brought to school.

Lunch (See Cafeteria)

SISD provides lunch and breakfast every school day (exception: weather emergencies) at a nominal fee to students. **Families that have completed the state required application forms may qualify for free or reduced lunches.** Families are encouraged to contact the cafeteria (229.3021 ext. 215) or school office (229.3021) with any questions they may have and to receive the needed forms.

Meal Payment Guidelines

Parents are encouraged to contact the cafeteria manager and pay student meals in advance. Parents are strongly encouraged to continually monitor their child's meal account balance. Parents can set up an online account in order to monitor their child's balance, make payments, and/or deposit money into the child's cafeteria account. In order to set up an account, go to the Sundown website (www.sundownisd.com) and click "Guide to Online Payments" on the home page.

When a student's meal account is depleted or has a zero balance, the district will notify the parent every Monday and Friday through email (if there is a current email address available) or through a notice mailed to the home.

If the student's account is allowed to reach a negative balance of \$10 or more, the campus principal will contact the parents to set up a payment plan.

Students with a negative balance in their account will be served a meal, but will not be allowed to purchase or charge "seconds" or get any "extra" food items from the serving line during breakfast or lunch. The meal will be charged to their account.

If your child has a positive credit in their account and you do not wish for them to charge extra items or receive "seconds," please communicate this with your child.

The best time to call or come to the cafeteria in order to check or add money to your child's account is between 7:00 a.m. and 10:30 a.m. An online account allows parents to check their child's balance at any time, and make deposits or payments.

Meal Prices (See Cafeteria; Meal Payment Guidelines)

- Family payment plans are available. Please contact lunchroom office.

	<u>Breakfast</u>	<u>Lunch</u>
Student	free	\$1.50 (Elem) \$1.75 (MS/HS)
SISD Staff	\$2.00	\$2.50
Visitor	\$3.00	\$3.50

All students, regardless of age, will receive the same portion for seconds on the listed items. Please notice that the meal price is different for elementary and secondary students, and serving sizes are according to government guidelines.

❖ Seconds on Regular Meal Line

* Juice	\$.50	* Milk	\$.50
* Lunch Entrée	\$1.25	* Muffin	\$.75
* Vegetable; Fruit	\$.50	* Cookie	\$.50
* Pizza	\$1.25	* Pudding	\$.50
* Chips	\$.50	* Yogurt	\$.50
* Breakfast Entrée	\$1.00	* Cereal	\$.50
* Cheese stick	\$.50	* Toast	\$.25

- ❖ ALL students who receive second servings or a la carte item will be

charged for those second servings and for the a la carte items.

Medication at School

1. The school nurse must have a signed authorization from the parent or legal guardian and the physician to administer prescription medication.
2. All medications must be in original containers and properly labeled with the student's name, quantity, directions for use, and date of issue.
3. Approved students (with permission from parents, physician, and school nurse) may "self-administer" medication as permitted by law.
4. A student who has written authorization from his or her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, at the student's discretion, to possess and use prescribed asthma medication and anaphylaxis medication at school or school-related events. The student must be able to demonstrate to his or her physician or health-care provider, and to the school nurse, the ability to properly use the prescribed medication, including any device required to administer the medication. The student and parents should see the school nurse if the student has been prescribed asthma medication or anaphylaxis medication for use during the school day.

Music Devices

Students are not allowed to have and listen to music of any kind while on campus between the hours of 7:30am and school dismissal. Students that wish to store iPods, etc. in their locker on the day of traveling out of town during trips may do so, as long as the sponsor allows it. If a student does not comply with this rule, disciplinary measures will be taken, and the music device will be taken up and given back at a later date.

No Pass/No Play

If any student is failing a class at the end of the six week grading period, that student will be ineligible to participate in any extracurricular activity. The eligibility will be checked again in three weeks. If the student is certified eligible by the principal and each of the student's teachers at the end of the three week grading period, then that student will regain his/her eligibility seven days later at the end of the school day. An ineligible student may participate in all practice sessions with the group, team, band, etc.

Notification to Parents of Teacher Qualifications

As a parent of a student at Sundown Middle School, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and

- the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Sundown ISD Superintendent, Scott Marshall, at 229-3021.

Pesticides

Sundown ISD periodically applies pesticides to its premises. Information concerning these applications may be obtained from calling the main office (229-3021).

Pipeline (See Homework)

SISD provides a teacher after school on Monday, Tuesday, and Thursday from 4:00 to 6:30 p.m., and Wednesday from 4:00 to 6:00 p.m. in order to assist students seeking help with homework or any academic questions. Location is room J101.

Plagiarism (See Cheating)

Plagiarism consists of using another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism is considered cheating, and the student will be subject to disciplinary action. The work in question will receive a grade of zero.

Pledges of Allegiance & Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the Sundown Middle School Principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. A student may choose to pray, reflect, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Posters

All posters and signs for display must be approved by the principal. Unauthorized posters may be removed, and the student may be subject to disciplinary action.

Principal's Discipline Plan (see also Discipline Plan)

Each teacher has the flexibility to establish his/her own variations of rules, consequences, and rewards as long as they are consistent with the district concept and are approved by the principal.

When the teacher has exhausted the steps at the classroom level for carrying out normal classroom discipline, the teacher may send a student to the office with an office referral. And the principal will become involved. After careful assessment of the circumstances of each case the principal will use the following steps, or any variation of the discipline plan, determined to be most effective and equitable.

1st office referral – Conference with principal, three days lunch duty, and two days of after school detention.

2nd office referral – Conference with principal and parent, and one day of ISS.

3rd office visit – Conference with principal and parent, and two days of ISS with no involvement in any school related functions for those two days.

4th office visit – Conference with principal and parent, three days of ISS with no involvement in any school related function for those three days, and Saturday School from 8:00 – 3:30.

5th office visit or more – Any disciplinary action the principal deems necessary (any of the above plus suspension, DAEP, or expulsion).

This discipline plan will start over at the beginning of each semester to allow students a fresh start. If the normal sequence of disciplinary steps proves to be unproductive, or if student behavior is severe in nature, the plan will be accelerated.

Printed Material

All written material over which SISD does not exercise editorial control that is intended for distribution to students shall be submitted to the principal for review and approval.

Progress Report (see also **Tutorials**)

In order for a student and his/her parents to be alerted to the fact that he/she has a grade average of 74 or below in a class and is in danger of failing, a weekly progress report will be mailed, or sent electronically if parent requests and provides email address, for each such class. Such student will be required to attend daily tutorials at 7:30 each morning until the grade improves (75 or above) and the teacher releases him/her. A progress report will be given to each student for every class at the mid-six weeks. A parent may request more frequent reports if desired. Teachers may request that the progress reports be signed and brought back, and failure to do so will result in the student being assigned lunch detention each day until the progress report is brought back signed.

Promotion Requirements

Students are promoted from one grade to the next based on academic achievement and demonstrated proficiency of the subject matter and grade level. In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas and a grade of 70 or above in language arts, reading, mathematics, science, and social studies. In addition, the student must pass all required state-mandated assessments and satisfy the state of Texas attendance requirements.

Public Display of Affection (PDA)

Public display of affection is physical contact and/or acts of familiarity that could lead to

embarrassment to the school, fellow classmates, the faculty, or parents. Public display of affection at school or on trips will not be allowed, and will be subject to disciplinary measures.

Reading Program

SMS encourages all students to become better, more active and avid readers. SRC is a program designed to motivate, encourage, and reward outside reading.

Students may test only under the direct supervision and permission of a designated teacher. Only books on the official list are approved for points.

Reciting Portion of Declaration of Independence

The State Board of Education has rulemaking authority to provide for students in social studies in grades 3-12 to study the Declaration of Independence and the U.S.

Constitution, the ideas expressed therein, and later developments in early American history. The rules require students to recite a quoted portion of the Declaration of Independence during CELEBRATE FREEDOM WEEK.

Parents have a right to request that your child be excused from reciting a portion of the text of the Declaration of Independence during CELEBRATE FREEDOM WEEK. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

Redirection (See In School Suspension)

Report Cards

Report cards are delivered by students to parents for signature at the end of each six weeks, generally on the following Wednesday. Notices of concern/progress reports are mailed any time student progress is less than acceptable. Students should return signed report cards to their 2nd period teacher by Monday of the next week, and notices of concern/progress reports by the date designated. This process confirms that parents are aware of their child's grade. Failure to return the report card or notice of concern/progress report will result in lunch detention each day until the report card or notice of concern/progress report is brought back signed.

Restroom Passes

Only one student at a time may leave the class to go to the restroom and only during teacher designated times (not during direct instruction). Students may be kept one minute after class for going during the period. Students who abuse this freedom will lose the privilege.

Rewards

- The student body will be rewarded for overall exemplary behavior. Students who are sent to the office may lose opportunities for rewards.
- Assembly programs, pep rallies, and other events are usually considered to be rewards. Students who owe time or work may not be allowed to attend these events.
- SMS generously rewards students for effort and success of all types. These rewards vary from year to year, but include pizza, drinks, candy, movies, prizes, coupons, merchandise, game days, etc.

Roughneck Bucks

Roughneck Bucks (Rbucks/RBs) are part of the SMS reward system and must be earned. Students are not allowed to lend or share Rbucks with another student. A student may lose the privilege of earning Rbucks for a period of time if he/she lends or shares Rbucks. Each student has an opportunity to earn Rbucks each week in the following ways: a) no absences = 1 RB, b) no tardies = 1 RB, c) no detentions = 1 RB, d) SRC rewards, e) teacher rewards.

Students may be given the option of paying Rbucks to their teacher rather than being sent to the office for a tardy when having to leave class to go to their locker because they forgot their homework, textbook, notebook, SRC book, pencil, etc. This is not an option for being late to class.

Rbucks must be treated the same as real money and must be signed by the teacher and student. If it is lost, ruined by washing, etc., it cannot be replaced. Students may use their Rbucks for purchasing various things during the year – buying water (3 RB's), pencils (3 RB's), folders (12 RB's), 6-week celebrations (no charge for honor roll students, 7 RB's for students with perfect attendance, and 14 RB's for students not on honor roll or perfect attendance list), Joyland ticket for end of year field trip (84 RB's). **The principal and teachers reserve the right to adjust these guidelines at any time.**

Saturday School

Saturday school may be used as another alternative method for disciplinary means, and/or for making up excessive absences and detentions. The student will be quiet and on task for the entire time. Non-compliance will warrant dismissal, and/or added time. The day will be broken down as follows:

8:00 a.m. – 11:30 a.m. (morning session)

11:30 a.m. – 12:00 noon (lunch – bring your own and eat alone)

12:00 noon – 3:00 p.m. (afternoon session)

Schedule Times (Could be revised at any time.)

Tutorials	7:30	Lunch	11:38 - 12:08
1 st period	8:00 - 8:50	5 th period	12:12 - 1:02
2 nd period	8:54 - 9:50	6 th period	1:06 - 1:56
3 rd period	9:54 - 10:44	7 th period	2:00 - 2:50
4 th period	10:48 - 11:38	8 th period	2:55 - 3:45

School Property (Instruments, calculators, textbooks, uniforms, etc.)

Students and parents are reminded of their responsibility for care of school property. Costs for damages and repairs of equipment will be assessed to the parent.

School Trips (Refer to Student Code of Conduct for more information)

1. All school trips must have prior approval of Principal and Superintendent.
2. All work must be turned in prior to departure unless student has teacher's approval.
3. A student should be eligible scholastically to be allowed to go on any school trip.
4. Dress code on school trips will be determined by the sponsor and principal.
5. Students must go to and from out of town activities in school conveyance unless the parent personally clears the change with the sponsor or principal.

Section 504

Sundown ISD complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary or postsecondary schooling. Disability refers to a "physical or mental impairment which substantially limits one or more major life activities." Students who qualify for 504 services are entitled to a 504 plan which spells out the modifications and accommodations needed for these students to have an opportunity to perform at the same level as their peers. For more information about 504 eligibility please see your campus administrator.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support

options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Scott Marshall, Superintendent

Phone Number: 806-229-5021

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person:

Phone Number:

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- Texas Project First

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción

abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Scott Marshall, Superintendent

Número de teléfono: 806-229-5021

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor

para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto:

Número de teléfono:

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- Texas Project First

Security Cameras (See Cameras, Security)

Sexual Harassment

Sundown ISD believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. We consider sexual harassment of students to be serious and will consider the full range of disciplinary options, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward other students. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the building principal. Any complaint involving sexual harassment should be brought to the attention of the principal immediately.

If the resolution is not satisfactory to the complainant, the superintendent should be contacted according to school policy. (See also **Student Conduct**)

Smoking

Tobacco products are not allowed at school or at school activities. (See also **Student Conduct and Tobacco**)

Snack Area

The cafeteria is the designated area that food and drinks may be consumed. Students may not eat or drink on carpeted areas or in the hallways (bottled water is the exception). The high school snack area is off limits to middle school students. Coke machines in the high school and elementary are off limits to middle school students. Any violation will result in disciplinary action.

Special Programs

SISD provides special programs for handicapped, learning disabled, dyslexic, gifted/talented, and limited English-speaking students. Contact the principal for more information.

Student Conduct

Students are expected to:

- attend school regularly and promptly;
- be at the right place at the right time with the right materials;
- keep hands, feet, and objects to oneself;
- be properly dressed;
- pay required fees and fines;
- obey all school and safety rules;
- develop self-control and self-discipline;
- respect the rights of others;
- practice clean speech;
- respect all property;
- respect authority;
- achieve in accordance with ability.

Students are prohibited from:

- cheating or copying the work of another student;
- throwing objects other than in a supervised activity;
- leaving school or events without permission;
- making obscene gestures or using profanity;
- disobeying directives from school personnel;
- playing with matches or fire;
- committing robbery or theft;
- damaging or vandalizing property;
- fighting;
- misbehaving on school buses;
- committing extortion, coercion, or blackmail (bullying);
- name-calling;
- inappropriate physical or sexual contact;
- assault;
- any contact with illegal substances;
- any contact with weapons;
- any contact with tobacco;

- hazing and/or bullying
- any disruptive behavior.

Students who violate the above standards will be disciplined.

1. A student who misbehaves in the classroom will be disciplined according to a consistent discipline plan. If the teacher's plan proves to be ineffective, the student will be referred to the principal. (See **Principal's Discipline Plan**.)
2. If a student misbehaves on a school trip, he/she will forfeit all off-campus extracurricular activities for the rest of the year. (This is a minimum, and if the principal feels that the student is taking advantage of not having further activities, and thus creates a problem in order to beat the rule, other action will be taken.)
3. If a student misbehaves on the way to school, at school, or on the way home from school, punishment will be according to the SISD Discipline Management Plan.
4. **Fighting:** If a student pushes, slaps, punches, kicks, etc. another student, or retaliates against another student, without first trying to avoid an altercation, such student will receive a minimum of 2 days of ISS for first offense (could be given the option of 2 swats), and a minimum of 3 days DAEP for second offense. The seriousness of the incident will be a deciding factor. Corrective action will be accelerated for future occurrences.

This is not an attempt to list all methods of punishment used or to limit one particular punishment for one specific action. The above disciplinary methods are considered as minimums. The principal has the prerogative of assessing additional punishment if deemed necessary.

Student Records

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students at the middle school. Records may be reviewed at school during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. Sundown ISD has designated the following information as directory information: student name, address, telephone listing, electronic mail address, photograph, and date and place

of birth, as well as major field of study; degrees, honors and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

If you do not want Sundown ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing.

Summer School

Summer school and potential promotion is not an option for those students whose grades have not met a standard that ensures potential success at the next grade level. If a student has a yearly grade that is below a 60, such student may be retained

SMS conducts summer school for three to four weeks each summer during the month of June. Summer school will be June 3 – June 21, 2019. If a student must take the third administration of the 8th grade math or reading STAAR, the last day will be June 26, 2019. Summer school is required in order to be eligible for promotion to the next grade for any student who does not meet the passing standard on the state-mandated assessment (STAAR), fails a course for the year and meets the criteria below, does not meet the promotion criteria, or has excessive absences. Teacher input will be a deciding factor. **If the STAAR results are not returned to the district prior to summer school starting, then a student will attend summer school based on teacher input and benchmark testing.**

Students needing to attend summer school as an alternative to being retained and not promoted, are those who meet any one of the following criteria:

- a) did not satisfy the state of Texas attendance requirements (too many absences)
- b) failed one of these five courses: language arts, reading, mathematics, science, and social studies; with a yearly average that was not below a 55
- c) failed two of these five courses: language arts, reading, mathematics, science and social studies; and the yearly grade of each failed course was not below a 60
- d) did not meet the passing standard on the state-mandated assessment (STAAR)
- e) did not meet the passing standard on benchmark testing if no STAAR results

Summer school attendance in and of itself does not guarantee promotion. To be promoted from summer school to the next grade level requires:

- 1) 90% attendance rate
- 2) successful completion of all required summer school class work and homework
- 3) mastery of required summer school curriculum
- 4) acceptable behavior as outlined in the Student Code of Conduct and Handbook

Parents will be notified early in the summer if their child needs to attend summer school in order to be promoted. If the student meets all summer school requirements, he/she will be promoted to the next grade level.

Tardies

Students not seated and prepared for class at the bell are tardy. Having to go back to the locker constitutes a tardy. Tardies cost valuable time, not only to the tardy student, but also to the entire class. All tardies are unexcused unless a teacher detains the student, and that teacher writes a note excusing the student for being late to class.

A student is allowed a total of three tardies per six weeks. Fourth and fifth tardies will result in choice of one swat or three days lunch detention. Sixth and seventh tardy will result in choice of detention after school or 1 swat. Eighth tardy will result in 2 days of detention after school. Ninth tardy and beyond will result in In-School Suspension and/or ½ day of Saturday school. If this mode of discipline proves unsatisfactory, disciplinary action will be accelerated.

Teacher Conference Periods

Each SMS teacher has two conference periods daily. This provides an excellent opportunity for parents to visit with a teacher. Teachers often have staff meetings or other responsibilities during these times, so parents should call ahead to avoid conflicts.

Technology, Acceptable Use (See Computers.)

TEKS, or Texas Essential Knowledge and Skills

The Texas Education Agency has mandated a state curriculum for all Texas public schools. Any parent or patron may see a copy of the TEKS by inquiring in the school offices.

Telephone

Students may use the phone during class time only in case of emergency. Emergency messages will be delivered to students during class time. Other messages will be delivered during breaks, or taped to the locker.

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be charged at the rates below. (Minimum fine: \$3.00) Students must keep all textbooks covered at all times – these covers are provided by local businesses.

- Broken or torn cover (front *and* back) \$20.00
- Broken or torn cover (front *or* back) \$10.00
- Broken spine \$10.00
- Damaged, cut, marred cover or spine teacher discretion
- Torn or cut page \$3.00 each page
(total will not be more than price for new book)
- Missing page \$3.00 each page
- Bent or dog-eared pages teacher discretion
- Writing, spills, etc, on pages or cover \$3.00 each page

- Minimum textbook fine \$3.00
- Lost book Total price of book

*This fee schedule reflects an average textbook cost for SISD of \$65.00 - \$85.00.

Tobacco and Other Products

Students in all grades shall not possess or use tobacco/nicotine products and/or dispensing devices, including but not limited to cigarettes, electronic cigarettes, any vaporizing devices, cigars, pipes, snuff or chewing tobacco on school premises or at school-related functions. (See also SISD Drug Deterrent Plan.)

1st offense – Student will have tobacco/nicotine product and /or dispensing device confiscated. Student may be removed to ISS for a length of time as established by the principal.

2nd and all subsequent offenses – Student will have tobacco/nicotine product and/or dispensing device confiscated. Student will be removed to ISS or DAEP for a length of time as established by the principal.

Tornado Drills (See **Fire and Tornado Drills**; and SISD Crisis Prevention Plan.)

Travel (See **School Trips**)

Truancy (Non-Attendance)

Non-attendance is defined as absence from school without the approval of the parent or school officials, leaving school without proper authorization, failure to be in the proper class, or failure to get permission from the teacher before leaving that class. Because non-attendance is a serious infraction of state law and school policy, strict action will be taken against those who are out of school without legitimate reason. Any student who is truant for one or more class periods will be subject to disciplinary action and will receive an unexcused absence for each period missed.

Non-attendance may result in legal action against the student and the parents. A complaint against the parent may be filed in the appropriate court if the student:

- is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- is absent on three or more days or parts of days within a four-week period.

Tutorials

Tutorials are provided and scheduled as needed during the school day, and before or after school. No student that is failing a class may miss that class to participate in extracurricular activities. Students are required by law to be in tutorials if failing science, language, math, social studies, or reading. Sundown Middle School requires students to attend tutorials if they are failing, in danger of failing, or performing significantly below

ability in any subject. Students with a 74 or below in any of the subjects listed above will be required to get help in tutorials. Teachers may assign students to attend tutorials in order to finish or make up a test or assignment, help a student get caught up, etc.

Tutorials are held in the morning from 7:30 to 7:55. If a student is more than four minutes late, it will be counted as a miss. Being late three times equals one miss. If a student misses tutorials, the following consequences will be applied: 1st time = 1 detention after school (same day) or 1 swat; 2nd time = 1 detention after school (same day); 3rd time = 2 detentions after school (same day & following day); 4th time or beyond = In-School Suspension and/or ½ day of Saturday School. If a student continues to miss required tutorials, such student will be considered in violation of the compulsory attendance law and will have a complaint filed against him/her and the parents in a court of law. Consequences begin and end with each semester.

Vehicles

Students who are not licensed drivers are not permitted to park vehicles at school. Vehicles parked on school property are under the jurisdiction of the school and are subject to search if there is reasonable cause.

Visitors

All visitors must report to the office and sign in before proceeding to any other area of the school. This is a security measure for students, as well as, staff members. There may be special times where this practice is waived, such as assemblies, programs, parties, pep rallies, etc. The principal or other school personnel may request identification from any person on school property and will ask any person not having legitimate school business to leave. Due to the potential for distraction, friends and/or relatives will not be allowed to come to class with a Sundown Middle School student. Parents may observe individual classes with the principal's permission. Visitors must conduct themselves in an appropriate manner and observe school rules and policies.

Weapons (See also **Knives**, SISD Student Code of Conduct)

Weather Emergencies

When severe weather forces an altered schedule or closing of school, tune in the following media for instructions:

KLVT-AM	Radio	Levelland	Dial 1230
KLLL-FM	Radio	Lubbock	Dial 96.3
KKCL-FM	Radio	Lubbock	Dial 98.1
KLBK	TV	Lubbock	Channel 13
KJTV Fox	TV	Lubbock	Channel 14

KCBD	TV	Lubbock	Channel 11
KAMC	TV	Lubbock	Channel 28

Other stations will be contacted as time permits. Normally, when the school day is shortened (9:30 – 2:30), buses will NOT run and breakfast will NOT be served. This will be standard procedure unless specifically announced otherwise.