

**W.L. KISSAM
INTERMEDIATE SCHOOL
CHAPEL HILL ISD**

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STUDENT HANDBOOK

ADMINISTRATORS

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AFTER SCHOOL CARE -- PRIME TIME

After school care will be provided by the YMCA in our campus gym every evening. The YMCA is responsible for students attending this program. The cost of this program will be paid to the YMCA.

ALTERNATIVE SCHOOL

Students are assigned to and dismissed from the Alternative School through our Campus Discipline Review Committee. The length of assignment is dependent upon the student's progress while in the school. This program is located on our campus.

ATTENDANCE

Our campus instructional day begins at 8:00 a.m. and ends at 3:00 p.m. Students may arrive as early as 7:30 a.m. and report to their homeroom. Students arriving between 7:15 - 7:30 a.m. are to report to the cafeteria. **NO STUDENT SHOULD ARRIVE BEFORE 7:15 a.m.**

Students are to bring a note signed by their parents/guardians when they return to school after being absent. They should give this note to their homeroom teacher. Teachers will attach the note to the daily attendance report to be turned in to our campus attendance clerk.

REFER TO ***DISTRICT*** STUDENT HANDBOOK--Online at www.chapelhillisd.org

AWARDS

Students receive recognition for **attendance**, **achievement**, and **conduct** each six weeks.

BUSES AND OTHER TRANSPORTATION

If your child is to go home a different way than usual, a note or telephone call to the office **is required.** Otherwise, your child will be sent home as normal.

If you are not sure what bus your child will ride OR if you have any bus concerns, please contact the district transportation office at 566-3776. Afternoon bus riders will catch one of four bus flights between 3:00 - 3:30 p.m. Students remain in classes until their bus flight is called on the campus intercom.

Bus referrals for misconduct are written by the transportation department and processed through our campus assistant principal's office

BUSES AND OTHER TRANSPORTATION

REFER TO ***DISTRICT*** STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT

Online at www.chapelhillisd.org

CHILD NUTRITION

The mission of Chapel Hill Child Nutrition Program is to provide safe nutritious meals to all students. All students should receive eligibility information and an application for free and reduced-priced meals. Free and reduced-priced meals are available based on financial need. Parents wanting to apply for free and reduced priced meals must fill out a form each new school year in order to qualify. It is the responsibility of the parents or guardian to obtain the form from the school office or the cafeteria if one is not received in the packet sent with the child. Applications must be completely filled out and approved before the student is eligible for the free or reduced-priced meals. The rules and qualifications are state mandated.

Parents are responsible for charges made before applications are processed. Only two charges (in a row) will be allowed for a child at Jackson, Wise, and Kissam. There is only one charge allowed at the Middle School and no charging at the High School. Money may be sent to the cafeteria for the week or for the month to be put on a child’s account. Checks should be made to the school cafeteria. (Example: Wise Cafeteria, Jackson Cafeteria, etc…) There is **no charging at breakfast for anyone.**

There is **no** charging for teachers, staff, or any adult. Money may be put on the account for the week or the month.

Student Prices: Jackson, Wise, Kissam

Breakfast	\$1.00	Lunch	\$1.75
Reduced	\$0.30	Reduced	\$0.40
Adults	\$1.75	Adults	\$2.75

Parents are always welcomed to come and have lunch with the students and my bring food or drinks for their child. However, in compliance with the nutritional policies of the Texas Department of Agriculture parents **may not** bring food or drink for any child other than their own.

COMMUNICATION BETWEEN HOME AND SCHOOL

Our campus offers some of the following ways to communicate between home and school.

Parent/Teacher conferences	Classroom / Campus Visitations by Parents
Parent/Student/Teacher conferences	Parent Night Programs
Parent/Student/Teacher/Administrator conferences	Principal Roundtables
Counselor conferences	Site-Based Decision Making Committee
Telephone conferences	Report Cards
Written Notes	Progress Reports
Mailed Campus Newsletters	Student Handbook
Take Home Announcements	<u>Email</u>

If you desire to schedule either a person-to-person or telephone conference with your child’s teacher, please call our campus office at 566-8334.

COMPLAINTS BY STUDENTS / PARENTS

Usually concerns can be addressed through a person-to-person or telephone conference with the teacher. If further concerns persist, the next level would be to conduct a conference with campus administrators. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent.

REFER TO *DISTRICT* STUDENT HANDBOOK

COMPUTER RESOURCES

REFER TO *DISTRICT* STUDENT HANDBOOK

CONDUCT

Kissam students are expected to conduct themselves in a manner that exemplifies the highest qualities of CHARACTER showing respect, responsibility, trustworthiness, fairness, caring, and citizenship.

REFER TO *DISTRICT* STUDENT HANDBOOK AND
DISTRICT CODE OF CONDUCT

COUNSELING

The school counselor conducts classroom guidance activities addressing a broad range of personal and social skills such as self-esteem, communication, problem solving, conflict resolution, and anger management. Services are available to assist students who have academic concerns or personal concerns such as social, family or emotional issues. Parents are encouraged to contact the counselor if their child is in need of assistance in these areas.

DISTRIBUTIONS OF MATERIAL

REFER TO *DISTRICT* STUDENT HANDBOOK

DRESS AND GROOMING 2008-2009

THE PURPOSE OF APPROPRIATE DRESS AT SCHOOL IS TO ENCOURAGE STUDENTS' FEELINGS OF DIGNITY, RESPECT AND PRIDE FOR THEMSELVES, OTHERS, AND THEIR SCHOOL WHICH WILL RESULT IN POSITIVE STUDENT ACHIEVEMENT AND CONDUCT.

Kissam Intermediate has a **uniform dress code** for all students. Presently students are required to be in uniform dress Monday, Tuesday, Wednesday, and Thursday of each week. Free Fridays are observed each week. Students may wear the clothing items of their choice on Fridays as long as they conform to district and campus policy. However, uniforms must be worn on field trips unless specified otherwise.

A change in campus uniform colors, addition of clothing items, or removal of Free Fridays must have approval of our campus Site-Based Decision Making Committee. Parents and students will be notified if there are any changes in the uniform dress requirements.

Student Uniform colors: Solid colors of White, Navy Blue, Royal Blue, and Gold
Pants, shorts, jumpers, skirts, or skorts must be khaki or navy.

No denim material is allowed regardless of color Monday through Thursday.

Coats that are **not** a solid uniform color may be worn on the way into the building, and on the way out of the building. Otherwise, students may not wear them in the building. Students may wear a coat, sweater, sweatshirt or hooded sweatshirt that is a solid uniform color while inside the building. These items must be worn with a tucked uniform shirt.

Uniform clothing items:

Shirts <i>must be tucked in</i>	short or long sleeve polo-style knit with collar short or long sleeve Oxford-style with collar short or long sleeve blouse turtlenecks	no logo
Pants NO OVERALLS	straight legs--no baggy or oversized styles cuffed or hemmed plain or pleated must be worn at the natural waistline	no logo
Shorts	cuffed or hemmed	no logo
Skorts	cuffed or hemmed	no logo
Skirts	straight, pleated or full	no logo
Jumpers	straight, pleated or full	no logo
Sweatshirts	long sleeve worn over collared shirt Zippered sweatshirts ("hoodies") are permitted	no logo

Sweaters	pull-over or button up worn over collared shirt	no logo
Vests	pull-over button down	no logo
Socks	athletic knee highs	no logo
Shoes	Students are encouraged to wear athletic type shoes on their P.E. days. Shoes and sandals must have a back strap for safety purposes. Laces must be tied and coordinate with the shoe color.	
Belts	Belts must be worn at the natural waistline and must be visible. No chain/metal belts allowed. Belts may be navy blue, white, Brown, or black	

Other Dress Code Policies:

1. No lewd, offensive, vulgar or obscene pictures, emblems, or writings on clothing.
2. No advertisement or depiction of tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Board Policy FNCF (Legal).
3. No racially related symbols, emblems, pictures, words, slogans on clothing.
4. No tank tops or low cut clothing (neck or underarm).
5. No clothing that exposes bare midriffs, i.e. crop tops.
6. No thongs or shoes designed for beach or bath wear.
7. No excessively loose clothing that results in “sagging.”
8. No accessory or clothing article deemed gang related as determined by the campus administrators.
9. Length of shorts, skorts, dresses, jumpers, and skirts **cannot be shorter than** approximately 3 inches above the knee or fingertip length. The campus administrators will determine appropriateness.
10. No cheerleading outfits will be allowed.
11. Boys will not be allowed to wear earrings.
12. No designs or initials shaved into student hair will be permitted.
13. No colored or dyed hair other than natural colors will be permitted.
14. Hoods may not be worn in the building.
15. Students will not be allowed to wear any shoes with wheels.
16. Students will not be allowed to display any form of tattoos, drawings or markings on their body.

Final decisions on the appropriateness of school dress rest with the campus administration.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCIES

Drills will be conducted each month. Maps instructing where to exit in case of fire are posted throughout the building. Fire drills include obstructed and non-obstructed drills. Students are instructed in procedures to follow during the drills.

EMERGENCY MEDICAL TREATMENT

Parents/guardians must complete an emergency card on each child enrolled on our campus. This will be filed in our campus clinic. Any questions regarding medical treatment should be referred to our campus nurse.

REFER TO *DISTRICT* STUDENT HANDBOOK

EMERGENCY SCHOOL CLOSING INFORMATION

REFER TO *DISTRICT* STUDENT HANDBOOK

ENROLLMENT / WITHDRAWAL OF STUDENT

When enrolling a child, parents are to provide a copy of the child's birth certificate; a copy of the child's records from the school the child most recently attended, the child's immunization records, and the child's social security card. Also, parents must provide a photo ID such as a driver's license.

When withdrawing a child, parents are to ensure all school debts are paid in full. This may include but is not limited to lost or damaged textbooks, lost or damaged library books, and outstanding loans for lunches.

The District may withdraw students for nonattendance under the following conditions:

1. The student has been absent 10 consecutive days.
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Students must present a signed permission form before being allowed to participate in any extracurricular activities, clubs, or organizations. Consequences specified by the Student Code of Conduct or by local policy will apply if the student violates school rules during these events. Extracurricular activities, clubs, and organizations may include but are not limited to:

Student Counsel

Adopt-A-Highway Program

FIELD TRIPS

Field trips are planned by teachers to provide enrichment and as an extension of the classroom. Students who have acquired more than 2 office referrals per semester will not be permitted to participate in field trips during that semester. The principal will have the final say regarding suspension from field trips.

HOMEWORK

Homework is an opportunity for practice and reinforcement of skills and concepts introduced during classroom instruction. Any questions regarding homework should be directed to your child's teacher. Students are responsible for completing and returning homework assigned by the teacher.

IMMUNIZATIONS

Contact our campus nurse if you have any questions.
REFER TO *DISTRICT* STUDENT HANDBOOK

LOCKERS

Students in hallways with lockers are permitted to place a combination lock on their assigned locker. Students with combination locks are to give a copy of the combination to the teacher. No other locks will be permitted on the lockers.

MAKE-UP WORK

Students shall make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. Allotted time allowed for make-up work shall be limited to two days for the first absence and one day for each consecutive, additional day of absence. Teachers may extend the time to complete make-up work for extenuating circumstances as needed. EIA(Local)

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day **MUST** bring the medicine in its original, properly labeled container **WITH** a written request from his/her parent. All medicine will be dispensed in the school clinic. Please contact the school nurse if you have any questions.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

REFER TO *DISTRICT* STUDENT HANDBOOK

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

The campus nurse will conduct any required screening.

PRAYER REFER TO *DISTRICT* STUDENT HANDBOOK

PROTECTION OF STUDENT RIGHTS
REFER TO *DISTRICT* STUDENT HANDBOOK

RELEASE OF STUDENTS FROM SCHOOL

Students needing to leave during the school day *MUST* be signed out through the campus office. Persons picking up students *MUST* report to the office *FIRST*. Office personnel will inform the student's teacher to send the student to the office. *Only persons listed on the blue emergency information card will be allowed to pick a student up without written or oral (phone call) parental consent.*

REPORT CARDS AND PROGRESS REPORTS

All students will receive report cards at the end of every six weeks. All students will receive progress reports at the end of the first three weeks of each six weeks. Parents are to sign and return the report cards and the progress reports.

RETENTION AND PROMOTION

Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 for all subject areas *AND* a grade of 70 or above in language arts, mathematics and either science or social studies. Additionally, students in grades 3 and 5 will be required to meet the advancement criteria established by the State of Texas Student Success Initiative. (See STUDENT SUCCESS INITIATIVE)

SCHOOL FACILITIES

Persons wishing to utilize school facilities must complete a facility usage request. This may be obtained in our campus office. The principal and district must approve the request prior to use.

SEXUAL HARASSMENT / SEXUAL ABUSE
REFER TO *DISTRICT* STUDENT HANDBOOK

SPECIAL PROGRAMS
REFER TO *DISTRICT* STUDENT HANDBOOK

STUDENT RECORDS

Special Education Records

REFER TO *DISTRICT* STUDENT HANDBOOK

STUDENT SUCCESS INITIATIVE

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade, and to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take SDAA II.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

SUMMER SCHOOL

Varies yearly according to student needs, campus planning, and available funding.

TARDIES

Tardiness makes a negative impact on learning; therefore, it is important that students arrive at school on time. In calculating Perfect Attendance Awards, three (3) tardies will constitute an absence.

TESTING

REFER TO *DISTRICT* STUDENT HANDBOOK

TEXTBOOKS

Students are required to keep textbooks covered at all times. Book covers are provided to the students. Students must pay for any lost or damaged textbook.

REFER TO *DISTRICT* STUDENT HANDBOOK

TRAVEL --- SCHOOL-SPONSORED

REFER TO *DISTRICT* STUDENT HANDBOOK

VISITORS

For the safety of those within the school, ALL visitors must first report to our campus office. Visitors must sign-in before proceeding to other locations on campus. Visits to individual classrooms during instructional time are permitted only with approval of a campus administrator and teacher so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.