



**Policies & Procedures**  
**Student Handbook**  
**Central JH 2023-24**

Welcome to Central Junior High School! We are excited you have chosen our school to provide your child's education. We care about your child and will seek to build relationships with them to create a positive environment and maximize learning. Please take the time to familiarize yourself with the information listed below, as it will answer most of your questions regarding the policies and procedures of our school. However, if you have further questions please call the school and speak to one of our administrators.

**TO PARENTS: TEN IMPORTANT MINUTES**

The very best and academically productive time parents can spend is a few minutes per night with their child to go over the day's assignments. If students complete and turn in all homework, success is the result.

**MISSION STATEMENT**

The mission of Central Junior High is to empower students for a lifetime of success through world-class engagement.

Katina Rhodes	Principal	Office Phone:	817-399-3360
Ben Kirton	Assistant Principal (Last Name A-L)	Rafael Parra	Counselor (Last Name A-L)
Cynthia Morgan	Assistant Principal (Last Name M-Z)	Marilyn Monroe	Counselor (Last Name M-Z)

**CLOSED CAMPUS**

Central operates under a closed campus policy. To ensure safety, students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal. Leaving the campus grounds without permission from the office will be considered skipping school.

**VISITORS**

To ensure the safety of our students, all visitors must report directly to the front office and sign in using the Proof Positive Program. The visitor must have a valid I.D. and obtain an official visitor's badge from the office before they can visit any area of the school. Students may not bring a visitor to Central Junior High during the regular school day.

**PARENT VISITATION**

All parents are invited to come have lunch with their child during the student's lunchtime. Parents may only bring food for their child.

We ask that parents interested in a tour or parents wanting to sit in on a class please call so the visit can be arranged. Sitting in on a class is typically limited to 30 minutes.

### DELIVERIES TO STUDENTS

The school will not accept the delivery of flowers, balloons, mums, or other arrangements to students.

Students will not be permitted to wear mums to classes during regular school hours.

### PICK-UP AND DELIVERY OF STUDENTS

The front parking lot on the west side of the building is to be used for automobile pick-up and delivery of students. The south side is reserved for the buses. Students will not be allowed to wait for rides in the bus area if they are not a bus rider. They should wait out front. The building will be opened for students at 7:30 a.m. each morning. Athletes enter earlier under coaches' supervision. All students should be off campus by 4:00 p.m. unless they are in extracurricular activities or supervised by staff. Supervision of students not involved in after-school activities ends at 4:00 p.m. The building is cleared of students by 3:40 p.m. daily except for school sponsored after-school activities. Students who remain on campus after 4:00 p.m. and are involved in misbehavior will be required in the future to leave campus grounds at 3:35 p.m. **Leaving your child on campus past 4:00 p.m., unless involved in a school activity, is not appropriate for safety reasons.**

### BICYCLES

All bicycles should be parked and locked all day at the bicycle rack. Students should walk their bikes while on school grounds.

### BUS GUIDELINES

Students are eligible for bus transportation if they live two miles from the campus. Students may only ride their assigned bus. Disruptive behavior on the bus will not be tolerated by campus administrators. If a student receives a disciplinary report, measures will be taken to correct the problem by the principal or school administration. Suspension from riding the bus may be a consequence for misbehavior on the bus. Bus students go directly to the cafeteria upon arriving in the morning to eat breakfast. They must go to 1st period once the 8:00 a.m. bell rings or they finish breakfast.

### RESPECT FOR EACH OTHER

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is essential that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect or insubordination on the part of the student will not, under any circumstances, be

tolerated. This policy also applies when a substitute teacher is in the classroom.

### CAFETERIA

Students will be assigned to one of four lunch periods. Students will line up in either of the two lines to purchase a lunch. Students may bring a lunch from home if they desire. After being seated, students should remain seated, use a level 1-2 voice while talking, and not move around the cafeteria to visit other tables. Use of the rest rooms will be in the fine arts hallway. **ALL FOOD AND DRINK IS TO BE CONSUMED IN THE CAFETERIA AND MAY NOT BE TAKEN TO CLASSROOMS OR LOCKERS. STUDENTS MAY NOT USE FRIENDS' I.D. CARDS TO PURCHASE LUNCH.**

### SALES

Nothing may be sold at school except with the approval of the principal.

### RESTRICTED AREAS

All students should go to the cafeteria in the morning before 8:00 a.m.. Hallway restrooms are not to be used before the first bell rings. Students at lunch are to remain in the cafeteria area. During lunch, the hallways are off limits. The building is to be cleared of students by 3:40 p.m. except for sponsored after-school activities.

### HALL PASSES

Any student who must be in the hall while class is in session must obtain a hall pass before leaving a classroom. It is the student's responsibility to ask for a hall pass before leaving a class.

### ID CARDS

Students will receive a school-issued photo ID card. Students are required to carry their ID badge each school day.

### BACKPACKS/ BOOK BAGS

Students are permitted to have backpacks. Book bags are to be stored under the students' chair/ desk (or other teacher designated area) during class. Student leaves are not permitted during the first ten minutes and the last ten minutes of class (excluding emergencies). Lockers will only be assigned to students with extenuating circumstances.

### STUDENT VALUABLES

Students should not bring large amounts of money or valuable items to school. Students, not the school, are responsible for their personal property. This includes electronics.

## **ATTENDANCE REQUIREMENTS**

State law mandates that if a student's attendance drops below 90% during the school year, credit will not be received for classes unless extenuating circumstances have caused the absences. We encourage consistent attendance. Excessive absences will result in after school detentions or other required actions to make up time.

### **ABSENCES**

Excused absences are issued for personal sickness, sickness or death in the family, quarantine, doctor or dental appointments, and special circumstances made prior to the absence that the principal deems excused under the law. All other absences, including vacations, will be unexcused. The student will receive a 30 point penalty on all work for unexcused absences. All absences will count against exemptions (see below). If a student is absent from school, they may not participate in after school extracurricular activities. Notes for absences must be submitted to the attendance clerk within 72 hours/3 days.

### **MAKE-UP WORK**

The responsibility for making up work lies entirely with the student. Upon returning to school after an absence, the student should check with each teacher to obtain any missed work. Students have one day for every day absent to make up work. If work is assigned while the student is present, he/ she will be expected to assume responsibility for that work on the student's return to school. Students absent for school-related activities are expected to make up or turn in all work on the day they return to school. Students with an unexcused absence or suspension must turn in major work or major tests the day they return to school.

### **HOMEWORK ONLINE**

Parents can check HAC (Home Access Center) or Canvas.

### **HOMEWORK POLICY**

Students in junior high continue to have homework assignments. You may expect your child to have homework 3-4 nights per week with an average of 15 minutes per class. Students often have time at the end of class for

guided practice of the day's objective. Students who wisely use this time can reduce homework time.

### **RETESTING**

Students who have failed a test may retake the test on an afternoon specified by the teacher. A passing grade of 70 may be attained from the retest effort and five (5) Bonus Points are earned if the student attends a tutorial prior to the retest.

### **CHEATING**

Whenever a student is determined to be guilty of cheating, the teacher will collect the student's assignment and mark a zero for the work. A discipline consequence may be assigned by the office if warranted.

### **DELINQUENT WORK PLAN**

For a student to be successful in school he/she must turn in the assigned work on time. We recognize that there are times when a student will forget to do an assignment and will receive a zero for a grade. If an assignment is late, the highest grade a student may make on the work is a 70. After five days, the assignment will be recorded as a zero. When a student receives a 2<sup>nd</sup> zero, he/she will be required to attend tutorials for each zero grade assignment. Students may eliminate one zero in each class (daily grade only) during a six weeks by completing a zero grade make up which will be assigned by the teacher the fifth week of a six weeks.

### **TUTORING**

After the first week of school, free tutoring by certified personnel is available before school from 7:40-8:10 a.m. and after school from 3:35-4:00 p.m. Any teacher will be glad to stay after school to help a student with instructional materials if the student will inform the teacher that he/she will be coming by for assistance. A pass is required.

### **GRADE CHECKS**

Parents may access their student's grades online in HAC (Home Access Center). A teacher will enter grades within three days of receiving work. Projects may take up to 5 days to grade.

## PROGRESS REPORTS AND REPORT CARDS

Parents can expect to receive a detailed progress report at the end of the 3<sup>rd</sup> week of each six weeks. These progress reports may be kept by the student or his/her parents. Please see the campus website for dates the reports will be sent home. All report cards will be available online in HAC.

### STUDENT EXEMPTIONS FOR FINAL EXAMS

A student missing 0-2 days in a semester will be exempt from two semester exams. A student missing 3-4 days will be exempt from one exam. Students must have an 80 or above in the class they want to exempt. Before the final exam date, students will be notified of their qualified number of classes to exempt. Students will notify the teacher for the exam a student wishes to exempt. **An absence will be defined as missing one period or more in any school day.** Absences for school activities, funerals and holy days are the only absences that will not count against exemptions.

### STUDENT PROMOTION/RETENTION

A student may be retained in the 7th or 8th grade by failing Math or English or History and Science for the year. Students in the 8<sup>th</sup> grade will be retained if they do not pass the reading or math STAAR exam. 9th graders must have 5 credits to be promoted to the high school level.

### STUDENTS OF THE MONTH

Each month a 7th, 8th, and 9th grade girl and boy will be selected as "Students of the Month", for academics and citizenship. These students receive rewards from local merchants, as well as recognition for their performance.

### STUDENT COUNCIL

The Central Junior High Student Council is an educational instrument where young people develop commitments of citizenship, scholarship, leadership, human relations, and cultural values. The elected council consists of twenty representatives and five officers. This group is involved in many projects concerning student spirit, teacher appreciation, drug awareness, social activities, and service projects.

## SCHOOL DANCES

School dances are held twice per year to provide the students with a supervised social activity. Dances are only for current Central students. Students must be picked up within 20 minutes after the dance ends or suspension from other dances may occur.

A student who has been assigned ISS or Crossroads during the six weeks in which the dance occurs, will not be allowed to attend the dance.

### ATTENDING EXTRACURRICULAR ACTIVITIES

Students are encouraged to attend extracurricular activities. Students may not wait on campus for the event to begin and should return at the scheduled start time. Student Code of Conduct is enforced at all events and proper behavior is expected. Removal from an event may result in suspension from other events as well as receiving other consequences. **Parents must pick up from all events within 20 minutes of the end of the event** or suspension from events may occur.

## MEDICAL CLINIC

Central Junior High provides a clinic for students who have an illness or emergency situation during the school day. In the event of an illness or emergency, the nurse (not the student) will contact the parents. Students contacting parents without the nurse's approval to be picked up will receive an unexcused absence. Eules paramedics will also be available to assist if their services are needed. Students taking medication must leave all medicines with the nurse between 8:00 a.m. and 8:20 a.m. All students must have a pass to see the nurse.

### LIBRARY INFORMATION

1. Library hours:  
Monday – Thursday 8:15 a.m. to 3:45 p.m.  
and Friday – 8:15 a.m. to 3:35 p.m.
2. Students may use the library after school for research, book selection, and free reading.
3. During regular school hours, individual students must have a pass in order to be admitted to the library.
4. Students may have three books checked out at any one time.
5. Books will be checked out for a period of two weeks unless holidays interfere.
6. The fine for overdue books is 10 cents per school day.
7. Students who owe overdue books or fines will not be allowed to check out materials.

### P.E. UNIFORMS AND LOCKS

Students can bring a change of clothes from home to change into at school but they are not required to change clothes. All PE clothes must still be within the CJH dress code.

#### WHAT TO DO IF...

- Tardy to School/First Period ten or more minutes: Report to attendance office before going to class.
- You're absent: If a student is absent all or part of a school day, the school must be notified by phone by 8:45 a.m. and bring a parent/doctor's note within 3 days explaining the absence to the attendance office on the day you return to school.
- You become ill at school: Obtain a pass from your teacher and report to the nurse's office. You may call your parent/ guardian from the nurse's office in the event you are going home sick.
- You need to see a counselor: You should make an appointment with the counselor assigned to you. Check in with the counseling secretary/registrar to make an appointment with your counselor.
- You must leave class (school): So that both the school and your parents are aware of where you are at all times, a parent or guardian must sign you out to leave the campus. Parent calls after the fact will not be accepted.

#### DRESS CODE

Please refer to the Student Code of Conduct. The dress code and student code of conduct is strictly enforced by our campus and students will be expected to adhere to the district policies.

#### CONFISCATED ITEMS

Non-school materials taken from students are returned to the student after school on the first offense. On a second violation, the parent may pick up items from the office. Any further violations and the items will be kept by the office for the remainder of the school year.

#### TARDY SYSTEM

Students arriving after the 8:20 bell must check in with the attendance secretary before going to class. The CJH tardy policy states that students must be in their assigned seat prepared to work when the tardy bell rings. Tardies are counted for each class during the day. The following are consequences for tardies (tardies reset each 6 weeks):

1-2 Tardies = Warning	3-4 Tardies = Friday School
5-6 Tardies = Wednesday School	7-9 Tardies = ISS
10 + Tardies = Crossroads	

#### TEACHER DETENTION (30 min.)

A detention is written notification of a student's minor misbehavior. Students are required to sign the detention slip. Any staff member may assign a student detention for unacceptable behavior. Detentions are served in the library from 3:40 p.m. until 4:10 p.m., Wednesday & Friday. Students are required to bring materials to work on while in detention.

For teacher detentions to be served with the teacher, a student has a minimum of two nights to arrange transportation before the detention(s) must be served. If a student receives a detention on Monday, it must be served by Wednesday of that week. A detention given on Tuesday must be served by Thursday of that week. A detention assigned on Wednesday must be served by the following Monday. A detention given on Thursday or Friday must be served by the following Tuesday. A student may serve the detention any time before the required day, however, they must serve the detention by the day assigned or a Friday School or further consequence will be assigned. **Only Campus Administrators may postpone a detention. Parents are requested to contact the school administration if an emergency situation exists concerning postponement of the detention. If you have any questions concerning detentions contact the school administration.**

#### FRIDAY SCHOOL (1 hour)

Friday School will be utilized as a tool to support the CJH Positive Behavior Support system. The class meets Friday from 3:40 p.m. to 4:40 p.m. in the library. Students must bring educational materials and be involved in school-related academic activity. FAILURE TO ATTEND FRIDAY SCHOOL WILL RESULT IN FURTHER DISCIPLINARY ACTION.

#### WEDNESDAY SCHOOL (2 hours)

Wednesday School will be utilized as a tool to support the CJH Positive Behavior Support system. The class meets on Wednesday from 3:40 p.m. to 5:40 p.m. in room 124. Students must bring educational materials and be involved in



school-related academic activity. FAILURE TO ATTEND WEDNESDAY SCHOOL WILL RESULT IN FURTHER DISCIPLINARY ACTION.

**IN-SCHOOL SUSPENSION (ISS)**

The In-School Suspension Program is designed for those students who have not exhibited the ability to function responsibly in a normal school setting. ISS is held each school day from 8:20 a.m. - 3:35 p.m. Students must report no later than 8:20 a.m. (Room 203).

**ISS EXPECTATIONS:**

- A. A student may not participate in extracurricular activities (games, performances, dances, etc.) while in or awaiting placement in ISS.
- B. Misconduct in the program may result in dismissal from school for the remainder of the day. Upon the student's return, he/she will be assigned an additional day of ISS and will continue in ISS until the days assigned are completed.
- C. The student will bring a sack lunch or purchase a lunch to be eaten at his/her desk during the lunch break.
- D. There should be no talking or unnecessary noise.
- E. The student will bring appropriate materials needed to complete work to the In-School Suspension room.
- F. Students may not put their head down or sleep.

*ISS Cont'd:* In addition to assignments provided by teachers, students will complete character lessons and

additional assignments provided by the ISS facilitator. Students in ISS will be engaged in work from arrival to dismissal. A student's ISS day is considered successfully served if they have received points required at the end of the day by completing all assignments satisfactorily and meeting the behavioral expectations communicated above. Failure to earn the required number of points during your day in ISS will result in additional ISS days or further consequences.

**Out of School SUSPENSION (OSS)**

A student may be removed from the classroom or school for serious offenses for a period of up to 3 days. A student is not allowed on campus or at any campus activity during the suspension. Work missed during this time may be made up and turned in for a grade.

**CROSSROADS**

The Crossroads School provides a highly structured, controlled academic setting for students who disrupt the learning atmosphere on the regular school campus. Students are not allowed on campus, or any HEB property, while assigned to Crossroads. CJH students are not permitted to wait on Crossroads property before or after school.

**CONSEQUENCES FOR MISBEHAVIOR  
[ISS-In School Suspension; OSS-Out of School Suspension;  
AEP- Alternative Education Program]  
\*\*these depend on students' individual discipline history**

<b>OFFENSE</b>	<b>**RESPONSES</b>
Skipping a detention (1)	Friday School
Skipping a detention (2)	Wednesday School
Skipping a detention (3)	ISS
Defiance to Staff (arguing, disruption, or verbal defiance)	ISS/AEP/OSS
Fighting	OSS/AEP & Suspension/6 weeks no event
Following a Fight	ISS/AEP
Play Fighting	1 <sup>st</sup> Offense – ISS 2 <sup>nd</sup> Offense – AEP
Causing a Disruption	ISS
Possession or use of tobacco or nicotine products)	1 <sup>st</sup> Offense – ISS 2 <sup>nd</sup> Offense – AEP
Disrupting In-School Suspension (refusing to work, sleeping, talking, etc.)	1 <sup>st</sup> Offense – OSS and repeat ISS 2 <sup>nd</sup> Offense – AEP
Dress code violation	1 <sup>st</sup> Offense Correct problem 2 <sup>nd</sup> Offense Detention 3 <sup>rd</sup> Offense In-School Suspension
Failure to go to office when sent by teacher/staff	ISS/OSS/AEP
Failure to give name to staff	1 <sup>st</sup> Offense – ISS 2 <sup>nd</sup> Offense – AEP
Skipping Class	1 <sup>st</sup> Offense – Wednesday school 2 <sup>nd</sup> Offense – ISS

### **LUNCH DETENTION**

When a student disrupts the cafeteria during lunch, they will serve lunch detention in an assigned room. In lunch detention, the student eats lunch and completes a character improvement writing sample. The consequence or number of lunches assigned depends on the severity of the disruption. Failure to serve lunch detention will result in a doubling of the original detention assignment.

### **CELL PHONE POLICY**

- Students may use cell phones in the cafeteria before the 8:15 a.m. bell. Students must use headphones at this time if there is sound in use.
- Students should have their phones off and put away before leaving the cafeteria.
- Students are not allowed to use cell phones during the school day except for the following:
  - Use in classroom for a specific academic assignment **AT THE TEACHER'S DISCRETION WITH SPECIFIC DIRECTIONS** (i.e. give site boundaries, etc.).
  - Students may not use headphones to listen to music at any time in the classroom.
  - Phones should be turned off and put away before leaving class.
- If a staff member asks a student for their phone due to misuse (see above), the student must give it to the staff member.
  - Students may earn phone privileges during lunches for lunchroom behavior and cleanliness.
  - Students may use their phones at the 3:35 p.m. bell.
  - Failure to give a phone to a staff member will result in the student being sent to the office/ISS.
  - Failure to give a phone to an administrator will result in ISS/AEP.
  - The first time a phone or electronic device is confiscated the parent must pick up the item from the main office.
  - Any confiscations beyond the first one will result in the parent having to pick up the item from the main office and the student will receive disciplinary action.