

**JAMES MADISON HIGH SCHOOL
AND
THE HIGH SCHOOL FOR
METEOROLOGY & SPACE SCIENCE**

**13719 WHITE HEATHER STREET
HOUSTON, TEXAS 77045
(713) 433-9801**

Sonja C. Williams, Principal

**STUDENT- PARENT HANDBOOK
2013 - 2014**

This handbook belongs to:

NAME_____

ADDRESS_____

CITY_____

PHONE_____ **GRADE** _____

ADVOCACY TEACHER_____--_____

MISSION STATEMENT

The mission of James Madison High School for Meteorology and Space Science is to equip our students to meet the challenge of the 21st century by providing a “hands-on” commitment-oriented curriculum that promotes skill development for gainful employment and academic excellence for college preparation.

VISION STATEMENT

The vision of James Madison High School is to be a top contender among high schools, graduate students in 4 years who are academically prepared to enter and complete college and successfully enter the work force.

MOTTO

“HAND IN HAND WE CAN”

ALMA MATER

Hail to thee, oh Madison!
We will live for you.
Hail to thee, oh Madison!
Gallant, fighting, true.

Through inspiring halls we stroll,
Never failing to extol.
Madison for you we'll fight
Our colors blue and white.

THE PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

“I pledge allegiance to the flag, of the United States of America.
And to the republic for which it stands, one nation, under God, indivisible,
with liberty and justice for all.”

THE SALUTE TO THE TEXAS FLAG

“Honor the Texas Flag.
I pledge allegiance to thee, Texas,
One state, under God, one and indivisible.”

JAMES MADISON HIGH SCHOOL

Administrative Staff

Principal	Sonja C. Williams	(713) 433-9801
Dean of Instruction	Janet Jefferson	(713) 434-5207
9 th Grade Assistant Principal	Maria Chavez	
9 th Grade Assistant Principal	Rufus Singleton, Jr.	
10 th Grade Assistant Principal	Joseph Richardson	
11 th Grade Assistant Principal	Michelle Lewis	
12 th Grade Assistant Principal	Tyreece Simpson	

Counselors

9 th Grade	Lisa Price	
9 th Grade/Advanced Placement	Cynthia Hayes	
10 th Grade/Magnet	Pamela Brigham	
11 th Grade	Sharon Sanford	
12 th Grade	Marcia Norris	
At-Risk/Special Populations	Charvela Fearon	

Grad Lab

Grad Lab Coach	Lateefa Williams	
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Coordinators

English Coordinator	Khenita Derby	
Math Coordinator	Jacqueline Phillips-Haynes	
Social Studies Coordinator/ Advanced Placement	Sheena Blain	
Science/Magnet	Stephanie Stone	
Test Coordinator	Sharon Sanford	
ESL Coordinator	Margarita Castro	
Special Ed Coordinator	Caroline Harris	

Customer Service Areas

Secretary	Shirley Adair	(713) 433-9801
Attendance	Rosalyn Rogers	(713) 434-5215
Business Manager	Melnice Flowers	(713) 434-5216
Registrar	Joyce Woods	(713) 434-5230
PEIMS Data Clerk	Alberta Mabry	(713) 434-5264

Health Services

Nurse	Ora Pearson	(713) 434-5231
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Media/Technology Services

Librarian/Media Specialist	Rose Young	(713) 434-5239
IT Customer Service Rep	Leavery Davidson	
Education Technologist	Ryan Causey	

PREFACE

The policies and procedures contained in this handbook are the results of a concerted effort on the part of parents, students, teachers, counselors, and the administration. The contents of this handbook should be read and reviewed throughout the school year. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities, and thus find those things within our school, which will prepare you to live a better life, and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Consequently, one of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it. Then you can not only do your part in making your school an effective place of learning, but you can develop a habit of self-restraint which will make you a better person.

“WE ARE MADISON PROUD”

IMPORTANT DISCIPLINARY ISSUES

The following is a list of issues that have proven to be challenging for teachers and administrators. Though these issues are addressed in the handbook in their respective areas, we feel that they should be emphasized in the forefront of the student handbook.

- All acceptable backpacks and tote bags **MUST** not become distractions during the school day and must be stored as the teacher requests in individual classrooms. Backpacks should not be used to solicit, hide, conceal, or carry prohibited items. They should only be used to carry school supplies and the necessary resources to support student learning and his or her personal needs during the day. If bags are confiscated, they will not be returned until the end of the semester and will only be released to a parent.
- Females may carry purses but they must not be larger than 8 x 11 inches in size (*the size of a sheet of notebook paper*).
- Every student will be offered a locker. Those who choose not to use a locker are not released from the backpack rule.
- Cell phones and electronic devices (*including music and cameras*) are not to be seen, used or heard during the school day (8:20 – 3:45) unless the teacher has selected to use technology within the lesson plan. Cell phones used for personal use will be confiscated. Confiscated cell phones will only be released to a parent or guardian upon receipt of a \$15.00 **cash fine**. Confiscated electronics will not be released until the end of the school year.
- Students who park on the teacher's parking lot or any other authorized HISD lot are subject to having their cars towed at their own expense and subject to disciplinary action.
- Within 3 days of returning from an absence, an excuse note, including a telephone number and parent signature, **MUST** be taken to the attendance office in order for the absence to be excused. The parent must verbally verify the validity of the note.
- Students are not to be in the halls without a valid, HISD school permit from the sending teacher. Students caught outside the classroom without permit will be subject to disciplinary action.
- Students are not permitted in the hallway during the first and last 30 minutes of the class period. Student in the hallway during the 30/30 rule will be subject to disciplinary action.

TARDINESS – A LITTLE IS TOO LATE

- Tardies are unacceptable. Students who are late to class must report to the appropriate tardy station to receive a permit. The student is responsible for making up any work

missed while waiting to be processed. Students who are late to class will be responsible for making up bell ringers or warm-up activities during the teacher's tutorial times.

- Any student, who is not in class when the tardy bell rings (8:30 a.m.), is late to school. He/she must report to the Tardy Station to receive a pass.
- Late bus passes can be picked up in the Parent Center.

TARDY STATIONS

Tardy stations will be located in the floor administrator's office. During the hall sweeps, tardy students will report to the tardy station that is in close proximity to their class.

Building A	Parent Center
Building B	1 st Floor Room 105A
Building B	2 nd Floor Room 231
Building C	Room 406
T-18 – T-21	Room 406 (Building C)
T-25 – T-51, Boy's Gym	T-30
Building D	Room 506

TARDY POLICY

3 rd Tardy	Behavior Contract, 2-hour Saturday detention, and parent notified.
6 th Tardy	One day In-School-Suspension, parent notified.
9 th Tardy	One day Out-of School Suspension, parent notified, parent conference requested.

OFF CAMPUS POLICY FOR ELIGIBLE SENIORS

Seniors who are eligible with parental consent have the privilege to leave campus at the 4th and/or 8th period.

The off campus pass application must be signed by the parent, guardian or person having custody by court order in the Attendance Office. The pass must also be approved by an administrator.

Seniors must have at least a 2.0 GPA at the beginning of the school year to qualify for an Off Campus Pass. Seniors are to leave the campus within 10 minutes of the start of the 4th and/or 8th period. Seniors with an Off Campus pass are to report to the student parking lot or wait for their ride at the corner of building "D" near the flagpole. Seniors who violate this rule run the risk of having their Off Campus pass revoked and assigned a tutorial class. Seniors who participated in sports and/or extra-curricular activities during the Fall and/or Spring semester are not eligible for an Off Campus pass.

The Off Campus pass MUST be shown to any faculty member, campus supervisor, campus

police officer or representative of the administration upon request. Loitering on campus or in front of the school is **PROHIBITED**. Students who violate this rule will be subject to consequences.

OFF CAMPUS POLICY FOR CO OP STUDENTS

Seniors who are enrolled in Co op must have an official Off Campus pass signed by their Co op teacher.

All Co op students are to leave the campus within 10 minutes of the time indicated on their Co op pass that they receive from their teacher. Students who violate this rule will be reported to their Co op teach and may run the risk of being dropped from the Co op program.

SCHEDULE CHANGE POLICY

Schedule Change Policy

A student should submit to their counselor a schedule change request form within the first week of the Fall and/or Spring semester. Schedule changes will be made by the Counseling Department. **No course changes are permitted during the first two days of school.** You are not permitted to make schedule changes based on teacher or lunch preferences. **All course changes for the Fall semester and the Spring semester must be completed within the first two weeks of the semester.** Any courses dropped after this time will result in an "F." Deadlines for schedule change will be posted on campus.

All students are asked to adhere to the following procedures in order to correct/adjust their schedule.

- No student should be sent to the Counseling and Guidance for a schedule change. **NO EXCEPTIONS.**
- **No changes will be made on the first day of school.** Students will follow their schedule exactly as printed.
- If there is an error in the scheduled (repeating a class, course needed for graduation, class passed in summer school, etc.) have the student fill out a *REQUEST FOR CHANGE FORM*, turn it in to the teacher. Please complete only one form.
- Students will follow their schedule until they receive a new schedule. The student must sign out with the original teacher and then go to the new class to sign in. Receiving teacher should keep the change form and turn it in at the end of the day to the appropriate grade level counselor.
- Any student who feels there is an error in their schedule must submit a request for schedule change.

Given our emphasis on the course selection process and our priority of maintaining equitable student/teacher ratio, all schedule change requests will be evaluated before any request can be honored. Counselors will see students in the following order:

1. Seniors who need to meet graduation requirements;
2. Students who passed summer school / on-line course requiring a course change;
3. Students who need a course level change;
4. Students who fail to meet the requirements for continuing in a sequential program of study;
5. Students who fail a course and are inadvertently assigned to the same teacher.

RESPONSIBILITIES OF STUDENTS

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time, except when ill or otherwise lawfully excused.
2. Being prepared for each class with appropriate materials and assignments.
3. Exhibiting respect toward individuals and property.
4. Dressing and appearing in accordance with the campus student uniform.
5. Observing all school rules, including safety rules.
6. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
7. Pursuing and attempting to master the essential elements of the curriculum of study prescribed by the district and the state.
8. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
9. Being aware of all rules and regulations for student behavior and conduct himself/herself in accordance with the Code of Student Conduct.

RESPONSIBILITIES OF PARENTS

Parents, please support us by doing the following:

1. Make every effort to provide for the physical needs of the child.
2. Strive to prepare the child emotionally and socially to be receptive to learning and discipline.

3. Ensure your child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
6. Parents who want to meet with an administrator or teacher are strongly encouraged to schedule an appoint to eliminate the risk of having to wait.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school related organizations.
9. Be sure your child is appropriately dressed at school and school-related activities.
10. Discuss report cards and school assignments with your child.
11. Bring to the attention of school personnel any learning problem or condition that may relate to your child's education.
12. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
13. Cooperate with school administrators and teachers.
14. Be sure your child attends school tutorials when required or as the need arises.
15. When visiting the campus, parents must conduct themselves in a calm, respectful and dignified manner.

DISCIPLINE

The Board of Education of the Houston Independent School District, in accordance with its major system priorities, believes the school environment should be safe for all students and free of disruptions that interfere with the educational process. In response to this belief, the Board has developed a policy of Zero Tolerance. This policy shall apply to elementary, middle and high school.

All students who unlawfully possess a firearm, illegal knife, explosive, or any other dangerous object or weapon on school district property, on school buses, and/or in attendance at district-related activities, shall be recommended for expulsion. The Board of Education further declares that the **Code of Student Conduct** will be strictly applied.

In every case where students in elementary, middle or high school commit a criminal offense in violation of the Penal Code, the Educational Code, or the Code of Student Conduct, the school district will pursue arrest charges and removal to an alternative education program, juvenile facility, or county jail.

James Madison High School will provide a safe and orderly environment for its students through a well-understood discipline program that will be consistently applied. Students who violate the District's or the school's rules and policies shall be subject to disciplinary action. The District's disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. Disruption of classes or any school activity by students or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

GENERAL DISCIPLINE GUIDELINES FOR ASSESSING PENALTIES

Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:

1. the seriousness of the offense;
2. the student's age;
3. the frequency of misconduct;
4. the student's attitude;
5. the potential effect of the misconduct on the school environment;
6. the state law requirement for certain disciplinary consequences.

DETENTION

Detention, which is assigned by an administrator, meets two (2) hours after school Monday – Thursday and selected Saturdays. Students will be assigned detention for unexcused tardies, absences or other repeated Level I disciplinary infractions. It is the student's responsibility to arrange for transportation. At least one day's notice is given so that transportation can be arranged. Failure to attend detention or causing problems during detention will result in further disciplinary action.

STUDENT ASSIGNMENT CENTER

Students are assigned to SAC due to severe or repeated disciplinary problems. SAC is an in-school suspension where students are required to remain the entire day to do their class assignments. SAC begins at 8:30 a.m. daily and is dismissed at 3:45 p.m. Students in SAC are isolated from the rest of the student body and are expected to abide by rules presented to them when they enter SAC. **Students assigned to SAC may not be dismissed early to attend a CO-OP job, other work programs, and extracurricular activities (i.e. athletic events, band,**

dance, etc.), NO EXCEPTIONS. Failure to follow the rules may result in additional days be added, home suspension or assignment to an alternative educational situation.

JURISDICTION

The District has jurisdiction for its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

CODE OF STUDENT CONDUCT

In keeping with the acts of misconduct and disciplinary actions described in the Code of Student Conduct, the following summary will serve as a guide for parent and student orientation. The severity of the offense and the frequency of the particular offense will determine the degree of discipline.

1. For the following

Acts of Misbehavior:

- ◆ Running in building
- ◆ Excessive noise
- ◆ Refusal to participate in class activities
- ◆ Tardy to class
- ◆ Eating in class
- ◆ No materials for class
- ◆ No class assignment

These disciplinary actions apply:

- Teacher-student conference
- Verbal corrections
- In-class action
- Detention (Maintained by teacher)
- Parental contact
- Counselor-student conference

2. For the following

Discipline Infractions:

- ◆ Cheating, plagiarism and copying the work of another student.
- ◆ Improper dress
- ◆ Cutting class, truancy
- ◆ Violation of school rules at school activities
- ◆ Leaving school grounds
- ◆ Cafeteria disturbance
- ◆ Disruptive behavior on bus
- ◆ Illegal groups/gangs
- ◆ Repeated misbehavior
- ◆ Possession of matches or other flammable materials
- ◆ Changing school records or documents, or signing parents names on school

These disciplinary actions apply:

- Parental contact
- Required administrator/parent/student conference
- Detention
- Exclusion from activities
- Short-term reassignment
- Removal of school transportation privileges
- Pro-rated forfeiture of funds due to expulsion from activities.

- documents.
- ◆ Participating in dress or attire signifying gang affiliations

3. For the following

Disruptive Behaviors:

- ◆ Bullying, verbal abuse of others including name-calling or derogatory statements.
- ◆ Disruptive on school bus
- ◆ Misdemeanor stealing
- ◆ Fighting
- ◆ Profane language/gestures
- ◆ Unsolicited sexual proposal
- ◆ Disrespect/defiance toward school personnel
- ◆ Defacing school property with graffiti
- ◆ Robbery/Burglary
- ◆ Gambling
- ◆ Hazing
- ◆ Smoking on campus
- ◆ Repeated discipline infractions
- ◆ Possession or use of unauthorized prescription drugs
- ◆ Cutting class/truancy
- ◆ Use of fireworks, stink bombs
- ◆ Possession of a knife with a blade of less than 3 inches.

These disciplinary actions apply:

- Required administrator/parent/student conference
- Exclusion from activities
- Short-term reassignment
- Restitution/Restoration
- Removal of transportation services
- Long-term reassignment
- Referral to HISD Police
- Referral to law enforcement agency for legal action
- Suspension

4. For the following

Illegal Acts:

- ◆ Assault
- ◆ Threats/verbal assault
- ◆ Felony stealing
- ◆ Burglary of HISD facility
- ◆ Abuse of volatile chemicals
- ◆ Repeated disruptive behavior
- ◆ Knowingly making a false report against a staff member
- ◆ Felony Stealing
- ◆ Abuse of volatile chemicals

These disciplinary actions apply:

- Required administrator/parent/student conference
- Suspension
- Exclusion from activities
- Long-term reassignment
- Referral to HISD Police
- Referral to an Alternative Education Program

5. For the following

Serious Offenses:

These disciplinary actions apply:

- ◆ Possession of a weapon
 - ◆ Criminal Mischief
 - ◆ Aggravated assault
 - ◆ Sexual assault
 - ◆ Aggravated sexual assault
 - ◆ Murder
 - ◆ Arson
 - ◆ Repeated serious offences and /or illegal acts
- Required administrator/parent/student conference
 - Exclusion from activities
 - Restitution/Restoration
 - Referral to HISD Police
 - Referral to local juvenile board
 - Suspension

IN SUMMARY, STUDENTS ARE EXPECTED TO OBSERVE SCHOOL RULES AND REGULATIONS WHICH HELP TO MAINTAIN AN ENVIRONMENT CONDUCIVE TO LEARNING. ANY INAPPROPRIATE BEHAVIOR, WHICH INTERFERES WITH THE EDUCATIONAL PROCESS, WILL RESULT IN REFERRALS BEING MADE TO THE ASSISTANT PRINCIPAL'S OFFICE FOR DISCIPLINARY ACTION

EFFECTIVE JANUARY 1, 1984

**It Is A FELONY To Possess Any Of The
Following Weapons On School Property:**

- | | |
|-------------------------------|-----------------------------|
| 1. Pistol | 10. Knife over 5 ½ -in long |
| 2. Rifle | 11. Throwing instruments |
| 3. Shotgun | 12. Dagger |
| 4. Homemade gun | 13. Dirk |
| 5. Bomb | 14. Stiletto |
| 6. Grenade | 15. Poniard |
| 7. Rocket | 16. Bowie Knife |
| 8. Mine | 17. Sword |
| 9. Device to shoot explosives | 18. Spear |

PENALTY:

Not Less Than 2 Years,

Up To 10 Years In

STATE PRISON

And Up To \$5,000 in Fines

Possession of Any Knife Will
Result in Mandatory Suspension
Code of Student Conduct

CRIMESTOPPERS

To assist in maintaining an orderly environment, we encourage you to contact Crime Stoppers if you witness any acts of vandalism, assaults, tagging, fights, theft, etc.

713-222-TIPS

GENERAL RULES AND REGULATIONS

1. Students may enter the building at 8:15 a.m. to go to their lockers and enter classrooms.
2. **Students will be tardy after 8:30 a.m.**
3. Students will not be allowed out of the classroom without a signed, dated, and timed official HISD permit specifying their destination.
4. Backpacks are permissible, but are to be used for carrying school related materials and resources, textbooks, or a change of clothes as needed. All backpacks must be made up of see-through mesh or plastic.
5. Courtesy and respect will be expressed by both teachers and students at all times.
6. Students are permitted to go to their lockers at 8:20 a.m., before 3rd/7th period, and after 4th/8th period.
7. Students are to remain in the cafeteria or on the patio near Bldg. C during the lunch period. At no time are students allowed to take food or drinks outside the cafeteria area. While in the cafeteria, students must be standing in line to get food or seated at the tables. Students may bring a lunch to school, but they are not permitted to have food brought to them from outside of the campus.
8. Students are not allowed to leave campus once they have entered the premises without permission and notification from an administrator and their parent or guardian.
9. Disruption of any classes or any school activities by students or others is prohibited and is subject to disciplinary action and/or referral to legal authorities.
10. Students are encouraged not to bring IPODS, MP3 Players or other electronic devices, markers, radios, cameras, cards, dominoes, or dice to school. If they are brought to school, they will be confiscated. If these items are confiscated they will not be returned until the end of the school year. Students may be subject to disciplinary action.

11. Cell phones are allowed but they are not to be SEEN, HEAR, OR USED during the school day (8:20 a.m. – 3:45 p.m.), which does include the lunch periods. If cell phones and/or other electronic devices are confiscated, a \$15.00 cash payment, made by the parent, is required on following day that items are confiscated. Payments are made ONLY to the Business Manager or designee in the main office Monday through Friday, 9:00 a.m. – 3:45 p.m. Parents are given 32 days to retrieve a confiscated phone after which it will be sent to Property Management for disposal.
12. **NEW DISTRICT POLICY: If a cell phone is lost while in the possession of an Administrator, the student will only be reimbursed a maximum of \$50.**
13. Students are not to wear ball caps, hats, bonnets, or any other head covering on campus grounds. If a religious reason exists, students must bring a signed note from their parent. Sunglasses are not to be worn on top of the head at any time while on campus. These items will not be returned.
14. Students will refrain from hugging, kissing, and/or embracing at school. Students are subject to disciplinary action.
15. All students are to exit the campus by 4:00 p.m. Students participating in after school / extracurricular activities are to report to their coach/sponsor before 4:00 p.m., or they will be asked to exit the campus. Any student loitering on campus after 4:00 p.m. and not under adult supervision is in violation of school policy and is subject to disciplinary action.
16. As a safety precaution, students who participate in extracurricular activities are to be off campus no later than 6:00 p.m.
17. Madison has a **Zero Tolerance** policy for fighting. If students fight, they will be subject to arrest, fined (Issuance of a citation) or referred to a Disciplinary Alternative Education Program (DAEP).
18. Posting unauthorized Web pages, downloading music, sending or forwarding inappropriate e-mail, graphic images, or offensive language or comments on a school/district server, Web page, or guest book will be subject to disciplinary actions.
19. Students are to dress according to the uniform dress code every day.

Students will be released only to the person(s) listed on school records.

STUDENT IDENTIFICATION CARDS

All students at Madison High School must wear a Madison ID badge at all times while at school.

These ID badges are used for the following:

- a. entrance to class
- b. checking out books from the library
- c. admission to certain school dances
- d. admission to certain athletic events
- e. admission to certain assembly programs
- f. identification for those students who leave school early
- g. bus identification
- h. proof that you are a Madison student
- i. buying parking permits
- j. buying special event tickets
- k. any reason deemed necessary by the principal.

If a student's ID badge is lost or stolen, he or she should immediately see the librarian in charge of making ID's. The cost for getting a new ID badge is \$5.00.

Temporary ID cards will be issued during the first class period of the day. No student will be allowed more than 3 temporary ID badges per semester. After the 3rd temporary badge, the student will be sent by their administrator to the Library to have a new ID badge printed. The student will be responsible for the cost of the new ID badge.

Make up days for ID badges will be announced periodically by the librarian.

Failure to have your ID badge in your possession could result in your being assigned to detention, SAC or other consequences at the discretion of your administrator.

ATTENDANCE POLICY

All students in HISD are expected to be in attendance at all their classes and to take advantage of the opportunity to learn and to pass their courses. In instances where students do exceed the absence limit and are in a position to be denied credit, the intent of the district policy is to encourage these students to stay in school by providing them some time to rethink their choices without automatically enforcing a penalty of losing all credit courses attempted.

To receive class credit, a student must attend class at least 85 days each semester and have **NO MORE THAN 2 UNEXCUSED ABSENCES** for semester courses. This means that when a student **ACCUMULATES HIS 3rd UNEXCUSED ABSENCE** credit will be denied. The computer grade reporting system will automatically flag subjects where the unexcused absence limit has been exceeded.

The counting of all absences, excused or unexcused, begins with the day a student is enrolled in an HISD school for the first time for that school year. If a student transfers from one HISD school to another during the school year, all absences should be transferred and applied to that class or subject at the new school.

The School Attendance Committee may grant class credit in those cases where absences are due to extenuating circumstances and may stipulate requirements, which a student must meet to regain credit in a class. However, teachers may not be held responsible for additional assignments or class work outside of the regular school day unless the employee is compensated at a reasonable rate of pay. All students who have exceeded the absence limit must have a 70 average or better to have the right to have their records reviewed by the committee. The student's teacher in the class being reviewed must be consulted before the committee renders a decision. This does not mean that a teacher can veto the decision, but does mean the teacher would be aware of credit changes. The committee may review records of all students who have exceeded the absence limit, whether or not a petition has been filed.

Students must be present at least 60 minutes of the period in order to be considered in attendance unless participating on a field trip or other activity approved by the principal.

A student may not enroll in a new course for credit after 15 days of a semester unless he/she receives a special exemption from the principal.

A student entering school for the first time after the first 15 days of a semester may be enrolled, but cannot receive credit for any course unless he/she receives a special exemption from the principal. Students with medical appointments who are out of class at the time ADA attendance is taken may be counted present provided they are in attendance at some time during the school day.

WHAT TO DO IN CASE OF AN ABSENCE

- Students will be excused from school only in case of an emergency.
- Students are allowed five (5) absences due to extracurricular activities.
- Students must be in attendance for at least 60 minutes of the 90 minute class period to be considered present for the class.
- All work missed by students must be made up as soon as possible after returning to school.
- It is the responsibility of the student to consult with teachers about make-up work.
- When a student returns to school after being absent, the student must follow these instructions:

When you return:

1. Your parent or guardian must write a note explaining why you were absent.
2. **The school must receive this written excuse within three days after returning from the absence.**
3. This note should include your name, date(s) of absence, and a telephone number where your parent or guardian can be reached for verification. Any student found guilty of misrepresenting the validity of an excuse or permit shall be subject to disciplinary action.
4. Take the note to the Attendance Office, either before school or after school. **WITHIN 3 DAYS** of your return from being absent.
5. If you return to school after being absent and don't bring a note from home, your absence (s) is/are unexcused.
6. Notes will be verified by the attendance office before the absences are excused.

ATTENDANCE APPEALS

GUIDELINES AND PROCEDURES

The following guidelines will be enforced for the 2013 – 2014 school year to receive credit using the attendance appeals process.

NOTE: When students return to school from an absence, they are to carry a note to the ATTENDANCE OFFICE to document their absence. If the attendance office does not have a signed note, the absence/s will be considered UNEXCUSED.

- Absences incurred during the 2013 - 2014 school year may be appealed to the Attendance Appeals Committee at the end of each semester.
- Students with **THREE** or more **UNEXCUSED** absences have a right to appeal; however, appeals may be **DENIED** unless there is proof that an error was made on the part of the school. **STUDENTS WITH 12 OR MORE UNEXCUSED ABSENCES IN A CLASS WILL NEED TO ATTEND CREDIT RECOVERY TO RECEIVE CREDIT IN THEIR ENGLISH, MATH, SCIENCE, AND SOCIAL STUDIES CLASS.**
- If appeals are approved by the Attendance Appeals Committee, students will be required to attend **tutorials and/or Credit Recovery Classes** to make up work missed.
- Appeals for absences must be accompanied by a report card or transcript.

UNIFORM DRESS CODE

The Houston Independent School District recognizes the importance of encouraging high standards in dress and personal grooming. Additionally, James Madison High School acknowledges that a uniform dress supports the safety and security of the campus. For these reasons, a uniform dress code has been implemented at Madison High School. All students enrolled must comply with the dress code daily. Specifics of the dress code are listed below.

NOTE: A committee of parents, students, teachers, and administrators has formulated this Dress Code for students.

Pants

- Uniform pants (Dockers or Dickies style) in navy blue or khaki color only.
- Pants must be worn at the natural waist.
- Pant legs may not be worn tight on the legs. Pant legs must be loose enough so that they can be pulled away from the leg at least 3 inches.
- No jeans, cargo pants, warm-ups, Capri pants, shorts are to be worn.

Shirts

- Polo style in white, red, Columbia blue and navy blue (last 2 buttons buttoned).
- In winter, students may wear a long sleeve Polo style shirt.
- Only a white or black T-shirt is to be worn as an undergarment.
- Spirit and organizational shirts must be approved by the Principal.

Belts

- Must be either black or brown with no designs or adornments on the belt or buckle.
- Must be worn with all pants around the natural waistline.
- Must be visible at all times.
- Buckles must be no larger than the school ID card.

Shoes

- Must be closed-in/back strap (examples: tennis, flats or heels up to 2”).
- No flip flops, mules, sandals or stiletto heels.

Outer wear

- Jackets and/or sweaters in white, red, navy, and Columbia blue **solid colors only**. If the jacket has a logo, it cannot be larger than the size of the student ID badge. Logos can only be on the left front side of the jacket or sweater.
- No hoodies, oversized jackets/coats, or trench-coats are to be worn.
- Madison Letter jackets are permitted.
- Designs on logos or on any part of your person depicting gangs drugs, sex violence or any other inappropriate/illegal act are strictly prohibited.

Dress Code Privilege for Approved Student Organizations and Genesys Works Internship

Students who participate in an U.I.L. organizations or Genesys Works are allowed to wear acceptable professional dress on official game days or internship days. Jeans do not qualify as acceptable professional dress. Dresses or skirts that are worn should be loose fitting and not shorter than 2 ½ inches above the knee. Students who do not follow the guidelines given will be have the privilege taken away or can be assigned disciplinary actions. Students who have questions about appropriate attire

Back Packs

- Backpacks are permissible, but are to be used for carrying school related materials and resources, textbooks, or a change of clothes as needed. Backpacks are not to be used for concealing prohibited or unauthorized items that are not allowable within the school environment. Teachers and staff also have the right to advise students on where to store backpacks within the classroom. Backpacks will not be allowed to become classroom distractions.

Tattoos

- No visible, derogatory tattoos on the body or clothes are allowed.

HAIR

1. Hair must be neatly combed and clean in appearance.
2. Length of hair is not important as long as it meets health & safety requirements in labs and work areas.
3. Hair nets and wave caps are not acceptable.
4. Metal rakes, combs and wave brushes are prohibited during school hours.
5. Hats, caps, scarves, hair rollers, bandannas, or sweatbands must **not** be worn in the building by males or females. These items must be left in lockers during the school day.
6. Hair styles (**cuts, designs, names, and colors, i.e. blue, green, burgundy, red, and multi-colored**) which adversely affect the educational atmosphere of the school will not be permitted.
7. Braids will be allowed for young men provided the hair remains braided for the entire school day.

SKIRTS AND PANTS

1. Mini-styled clothing and tight fitting clothing will not be permitted
2. Pants with holes cut into the fabric are not to be worn on campus.

3. Pants must be worn with modesty and should not be vulgar or lewd as determined by the school administration.
4. **ALL PANTS MUST BE WORN AT WAIST LEVEL.**
5. Belts must be worn. **IF THE PANTS HAVE BELT LOOPS, A BELT MUST BE WORN).**
6. Pajamas are not to be worn as pants.

SHIRTS

1. While on campus, all shirts (**including any type of jersey**) must be tucked in pants at all times.
2. Shirts must meet pants whether the individual is sitting, standing, or walking.
3. Shirt logos MAY NOT signify an affiliation with territorial or neighborhood groups.
4. Shirts that depict violence, weapons, drugs, alcohol or sexual innuendos are unacceptable. If confiscated these items will not be returned.

SHOES

1. House shoes, sandals, or flip flops are not permitted. (Medical approval is necessary for special circumstances.)
2. Swim shoes are not to be worn.

MISCELLANEOUS

1. Bras must be worn by female students.
2. Appropriate undergarments must be worn at all times during the school day and for extracurricular events.
3. Male students will not be permitted to wear earrings on campus.
4. Students will not be permitted to wear earrings in their noses, tongues, lips, face, etc. (**BODY PIERCING OF ANY KIND IS NOT PERMITTED.**)
5. Walking canes, sticks and chains (also those worn from belt loops) are not permitted.

6. Logos on jackets must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliation, violence, death or satanic ideology.
7. Birthday and other celebrations are not allowed (such as balloons, cakes, flowers, pinned money and deliveries, etc.)
8. Students' attire and grooming shall not distract, disrupt, create a safety hazard, or take away from the learning process.
9. Appropriate dress and grooming by each student for all school activities shall reflect the high standards of the school and the community.
10. The administration has the responsibility of determining what is appropriate.
11. Students who do not adhere to the dress code will be given an explanation of the dress code policy and will be required to call home to get a change of clothing. If no one is available at home, the student will spend the day in SAC (In-School Suspension).
12. Students assigned to SAC will not be allowed to attend their classes until they are in compliance with the dress code policy, and may be subject to additional disciplinary action.

PARENT INFORMATION

CONFERENCES WITH TEACHERS

Each teacher has a regular conference period. Parents who desire conferences with teachers should call the Parent Center to schedule an appointment. All visitors and parents must come to the main office before going to talk with the teacher. Parents are asked to provide their email addresses to their child's teachers.

PARENT VISITS

- Parents are not allowed to visit the classrooms unless accompanied by a teacher or an administrator.
- All parents are to report to the Parent Center to schedule, or meet teachers for conferences.
- Parents are not allowed to buy lunch at restaurants to deliver to students on campus.

COLLEGE AND CAREER READINESS

All students will be required to register and use Naviance, a college and career readiness platform that helps connect academic achievement to post-secondary goals.

Naviance helps students and families connect what students do in the classroom to their life goals, including finding colleges and careers based on their personal skills and areas of interests. Also, students learn about their strengths and areas of interest, and match those skills with

college and career options that are the right fit for each student. Working directly with their school counselor, students can set personalized learning goals and manage all the tasks needed for post-secondary success.

COUNSELOR SERVICES

Guidance services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational and career planning, study help, help with home, school and social concerns, or any question or problems the students may wish to discuss with the counselor.

ACADEMIC INFORMATION

GRADE CLASSIFICATION

Freshman Classification:	A student with 0 – 5 ½ credits
Sophomore Classification:	A student with 6 – 11 ½ credits
Junior Classification:	A student with 12 – 17 ½ credits
Senior Classification:	A student with 18 or more credits

GRADING SYSTEM

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

90-100	A	Excellent
80-89	B	Good
75-79	C	Average
70-74	D	Poor
Below 70	F	Failure
Incomplete	I	

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his/her assignments. An incomplete becomes an “F” if make-up work is not completed. Make-up work is the complete responsibility of the student.

TUTORIALS

All teachers and departments have scheduled tutorial sessions for students who may need extra assistance. Tutorials are usually held after school but some teachers will be available in the mornings. It is the student’s responsibility to request assistance when it is needed.

CREDIT RECOVERY

Students who fail a course with a grade of 50 or better will be able to recover the credit in an after-school or summer program. Students who wish to attend credit recovery must get permission from their counselor. The only subjects available in credit recovery are the core courses – Math, English, Science, Social Studies and Spanish. There is strict attendance guidelines associated with credit recovery.

GRADUATION

A certificate of course work completion may be issued to a student who successfully completes the curriculum requirements identified by the State Board of Education, but fails to perform satisfactorily on the TAKS. However, a student who receives a certificate will not be allowed to participate in graduation ceremonies.

GRADUATION REQUIREMENTS

Students who entered 9th grade in 2010-2011 through the 2013-2014 school years are required to earn 26 credits to graduate under Houston Independent School District's Recommended High School Program.

RECOMMENDED HIGH SCHOOL PROGRAM – 26 CREDITS

English Language Arts

Four credits must consist of:

- English I, II, III, and IV
- English I and II for Speakers of Other Languages may be substituted for English I and II only for immigrant students with limited English proficiency.

Mathematics

Four credits must consist of:

- Algebra I
- Geometry, and
- Algebra II
- Fourth credit from approved list of TEA math courses offered at the campus

Science

Four credits chosen from four areas (no more than one credit may be chosen from each of the four areas.):

- Integrated Physics and Chemistry
- Biology, AP Biology, or IB Biology
- Chemistry, AP Chemistry, or IB Chemistry
- Physics, Principles of Technology I, AP Physics, or IB Physics

Social Studies

Three and one-half credits must consist of:

- World History Studies (one credit)
- World Geography Studies (one credit)
- U.S. History Since Reconstruction (one credit), and
- U.S. Government (one-half credit).

Economics

One-half credit

- Economics was added to the Social Studies Graduation Requirements in 2012-2013.

Languages Other Than English

Two credits in the same language

Fine Arts

One credit

Speech

One-half credit in Communication Applications

Physical Education

One credit - Students may substitute:

- Drill team
- Marching band
- Cheerleading
- JROTC
- Athletics
- Dance I–IV
- Approved private program, or certain Career and Technology Education courses.

Health Education

One-half credit

Additional components

Five elective credits

(Please consult with school counselor for approved list of electives.)

REPORT CARDS

Report cards are issued at the end of each six weeks by your grade level counselor. Report cards will be issued to the student at the 1st, 2nd, 3rd, 4th and 5th grading cycle. Report cards will be mailed home at the 6th grading cycle.

SENIOR FINAL EXAMINATION EXEMPTIONS

Description:

Senior students meeting the general criteria may be offered exemption from final exams for those courses in which they meet the specific criteria.

General Criteria:

Senior students must be in their last semester of enrollment prior to graduation, with no home suspension and no on-campus suspensions (SAC) during that semester. The conduct grades must be 'S' or above.

Specific Criteria:

For a specific course, the student must have a cumulative average of 85% or better, no unexcused absences and no more than two (2) excused absences during that semester. Any student who is reported as a participant in an unofficial skip day will not be eligible for exemption.

Purpose:

The purpose of this waiver is to provide additional motivation to graduating seniors to maintain a high level of self-discipline in academics and conduct throughout their last semester of enrollment prior to graduation.

TRANSCRIPTS

- A transcript will be sent to colleges, schools, etc. at the appropriate time.
- Students may request their needs through the registrar's office
- Transcript requests must be made at least 48 hours in advance.
- Final official transcripts will be mailed to your chosen university/school approximately two weeks after you have graduated.

AUDITORIUM PROCEDURES

Various activities will be scheduled in the auditorium from time to time. Students should be aware of and conscientious of proper etiquette in the auditorium. Courtesy should be shown to all speakers and performers. Applaud only by clapping hands. Whistling or shouting is not appropriate. Students who do not abide by District rules of conduct during an assembly shall be subject to disciplinary action. Students should follow these guidelines: When classes are called, students are to report directly to the auditorium. Each teacher will accompany their students to the auditorium and remain seated with the class until the assembly is over. **NO FOOD, DRINK, OR CHEWING GUM WILL BE ALLOWED.** Enter the auditorium quickly and quietly, and be seated as soon as possible. Do not leave spaces or save seats. When the assembly is over, students will be dismissed from the auditorium by sections. Remain seated until your section is called.

BACKPACKS

Backpacks are permissible. Backpacks may be used to bring books and supplies to school and/or to take them home, but they cannot be taken into the classroom. If a student brings a backpack into the classroom, the teacher has the right to ask the student to store the backpack in an appropriate place so that it does not become a distraction. If students are caught carrying prohibited or illegal items or caught soliciting items out of their backpacks, they will be confiscated and disciplinary actions will be assigned. Confiscated backpacks will only be returned to the parent at the end of the semester.

BUS SAFETY RULES

Houston ISD furnishes school bus transportation for all eligible students in the school district. In order to receive this service, a student merely needs to abide by the listed safety rules:

- Observe the same conduct as in the classroom;
- Cooperate with the bus driver;
- Be courteous; do not use profane language;
- Do not consume food or drink on the bus;
- Smoking on the bus is prohibited;
- Keep the bus clean;
- Do not be destructive;
- Stay in the seat;
- Keep head, hands, and feet inside the bus; and
- The bus driver is authorized to assign seats.

The school bus stops are established by the Transportation Department and must not vary without official notification. Students are assigned to a bus stop that is closest to their home for their convenience and safety. Students should be at their bus stop five minutes before the assigned pickup time. **Misconduct on the bus will not be tolerated!** Students who engage in disruptive behavior at a school bus stop will be treated the same as those students who act in a disruptive fashion on the school bus itself. Any violation of the above rules could **RESULT IN A SUSPENSION OF SCHOOL BUS PRIVILEGES** and/or additional disciplinary action. Students should remember that riding the bus is a privilege.

CAFETERIA RULES AND REGULATIONS

There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the lunchroom. Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. **Students are expected to leave table areas where they have eaten clean and orderly.** Students are also expected to respect cafeteria workers and teachers on duty. All students are

urged to use the cafeteria as a place for pleasant relaxation, conversation, and leisurely eating. The noise in the cafeteria must be kept to a minimum in order that each person may enjoy his/her lunch. Students are required to be in the cafeteria or the patio near Building C during the lunch period and are expected to remain there until the bell rings. At no time are students allowed to take food or drinks outside the cafeteria. While in the cafeteria, students must be standing in line to get food or seated at the tables. Students may bring a lunch to school, but they are not permitted to have food brought to them from outside of the campus. Food and drinks must be consumed inside the cafeteria or on the patio.

Students are not permitted to sit on the cafeteria tables or stand along the hallway. Walk in a quiet manner when going to and when returning from lunch, or at any other time you are in the hall while classes are in progress.

CELL PHONES & IPODS

Use or operation of cellular telephones, or any other type of electronic communication system on school campuses or at functions during school hours in a manner that disrupts the educational process will result in a referral to an administrator. All cell phones must remain concealed and are not to be used on Madison's campus between the hours of 8:20 a.m. and 3:45 p.m. unless the device has been selected for use in a teacher's lesson plan. Cell phones that are used during the school day for personal use and not for student learning in the classroom will be confiscated. A parent must come to retrieve it. There will be a 15.00 cash fine assessed. Students who use their cell phone to receive or make phone calls and to receive or send text messages during the school day will be subject to disciplinary action.

CLINIC

The clinic is located directly in back of the main office. If you become ill, report to your teacher and request a permit to the nurse. If it is at the end of a period or during a passing time, or lunch period, a permit from your next period teacher or an administrator is required. This applies to all classes, including P.E. Only in cases of emergency will the nurse see a student without a permit. If the door to the clinic is locked, report to the Assistant Principal's Office.

CLOSED CAMPUS

James Madison Senior High School is a closed campus. Once students arrive at school, they are to remain on campus at all times. Students who are caught off campus will be assigned consequences. Students are not allowed to leave campus during the lunch period. Students are not allowed to receive food brought in to them from outsiders. Furthermore, students should not leave campus without *written* permission and notification from an administrator. Students who violate these rules will be subject to disciplinary action.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, and athletic teams may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the

school shall apply in addition to any consequences specified by the organization. All rules and guidelines for clubs must be submitted and approved by the principal or his designee. All activities must be supervised by the club sponsor or the coach. Hazing is prohibited. Members of clubs and organizations that are not approved to exist on Madison's campus cannot wear attire that is reflective of that organization. Any student **WHO HOLDS A POSITION** within a school-sponsored club or organization and is involved in a minimum of a Level II offense, **IS SUBJECT TO IMMEDIATE REMOVAL** from that club or organization for the remainder of the school year. Any student who is suspended or assigned to SAC is subject to removal from that activity for two events.

CONFISCATED PROPERTY

Students may not bring to school those items which are inappropriate or specifically against school rules. If those items are brought to school, that property may be confiscated. The following rules apply to confiscated property:

1. Cigarettes, matches, disposable lighters, any tobacco product, markers, weapons, and gang paraphernalia **will not be returned;**
2. IPODS, MP3 players, CD players, and any other electronic devices, cameras, backpacks, cards, dominoes will be confiscated and **will not be returned until the end of the school year.**
3. **Dice, handballs, sunglasses, bandanas, caps, and hats will not be returned.**
4. **MADISON HIGH SCHOOL WILL NOT BE RESPONSIBLE FOR THE LOSS OF ANY CONFISCATED PROPERTY.**

DRUG AND ALCOHOL ABUSE

Any student who intentionally sells drugs, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including school buses, shall be subject to disciplinary action, according to the **Code of Student Conduct**, and reported to the appropriate law enforcement agencies for possible legal actions. **THE USE AND/OR POSSESSION OF TOBACCO PRODUCTS IS PROHIBITED.**

LOCKERS

Students may be assigned lockers by the homeroom teacher. Students are responsible for the contents in their lockers. **Students are only permitted to go to their lockers at 8:20 a.m., before 3rd/7th period, and at 4th/8th period.** However, all students will be held responsible for getting to class on time. Each student is expected to keep his/her combination confidential. If using a key lock, students are encouraged to leave a spare key with an administrator. The school cannot assume responsibility for loss of articles from lockers. An assistant principal can arrange for a lock to be cut off when it is necessary.

LOST AND FOUND

The “Lost and Found” articles are kept in the assistant principals’ offices. Students who lose personal or school materials should check in the office to see if the materials have been turned in. Any materials “found” on the school campus are to be immediately turned in to one of the assistant principals’ offices. Possession of stolen, rather than lost items may cause serious disciplinary problems.

RELEASING STUDENTS DURING SCHOOL HOURS

A student may be released during school hours only (a) to the person who signed the student’s enrollment form or who has legal custody of the student or (b) to a person who has the parent’s written permission to have the students released. That person must first present identification to the main office.

STUDENT PARKING

All automobiles parked on campus must be registered. A parking tag must be placed on all automobiles parked on the campus parking lots or HISD property during the school day. Student tags are \$30.00 and are valid for the entire school year. There will be limited parking; therefore, availability will be on a ‘first come first serve’ basis. Students may park on the student parking lot on Beran Street or on the designated area on Orem Street. Student parking their vehicles within 300 feet of the school are required to have a parking tag. **STUDENTS ARE NOT ALLOWED TO PARK IN THE TEACHER’S PARKING LOT. ILLEGALLY PARKED CARS WILL BE TOWED AWAY AT THE OWNERS EXPENSE.** Students are not allowed to sit in automobiles before, during or after school. **STUDENTS ARE NOT ALLOWED TO PARK IN FRONT OF THE SCHOOL IN THE HOURLY PARKING AREA. LOCK YOUR VEHICLE.** The school cannot assume responsibility for theft of automobiles or loss of articles from automobiles. An assistant principal will assist students with campus parking, registration and other parking concerns.

SUNGLASSES

Sunglasses are not to be worn inside the building (or on top of the head) unless they are worn on the advice of a physician. Permission from the physician must be on file in the nurse’s office. All sunglasses must be left in lockers during the school day.

TEXTBOOK INFORMATION

Please be advised that each student or his parent or guardian, shall be responsible to the school for all books not returned by the student. Any student failing to return all books shall forfeit his right to free textbooks until the books previously issued but not returned are paid for by the parent or guardian. (Section 1265 (e) Texas Education Code). A student’s records may be withheld if a book is not returned and payment is not made in full (HB2181). **STUDENTS OWING FOR TEXTBOOKS WILL NOT BE PERMITTED TO PARTICIPATE IN SPORTS, BAND, CHEERLEADING, NJROTC, CLUBS/ORGANIZATIONS, ETC.,**

UNTIL THE TEXTBOOK RECORD IS CLEAR. Therefore, you are strongly encouraged to return or pay for all books assigned to you.

VISITORS

Parents are encouraged to visit our school. Any individual visiting the school for any reason must first report to the main office. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements. Parent-teacher conferences may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. In either case, visitors must first report their presence in the building to the main office. It is extremely important that classroom activities are interrupted as seldom as possible. Visitors must conduct themselves in a calm, respectable, and dignified manner.

OTHER DISCIPLINARY POLICIES

A. DISRUPTION OF CLASSES

No person shall be permitted on school property or on public property within 500 feet of the school, to willfully disrupt, alone or in concert with others, the conduct of classes or school activities. Conduct that disrupts the educational activities of a school includes:

1. Emission, by any means, of noise at an intensity that prevents or hinders classroom instruction;
2. Enticement or attempted enticement of students away from classes or other school activities those students are required to attend;
3. Prevention or attempted prevention of students from attending classes or school activities that students are required to attend; and
4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud profane language/causing disruption of class activities.

For purposes of this provision, "school property" includes the public school campuses or school groups upon which any public school or school-owned facility is located, and any grounds or buildings used by district schools for assemblies or other school related activities, and "public property" includes any street, highway, alley, public park, or sidewalk.

B. DISRUPTION OF LAWFUL ASSEMBLY

No person(s) acting in concert may willfully engage in disruptive behavior or disrupt a lawful assembly on the campus or property of any school in the district.
Disruptive activity means:

1. Obstruction or restraining the passage of persons in an exit, entrance, or

- hallway of any building without the authority of the administration of the school;
2. Seizing control of a building or portion of a building for the purpose of interfering with any administration, educational, researcher other authorized facility;
 3. Preventing or attempting to prevent by force or violence any lawful assembly authorized by the school administration;
 4. Disruption by force or violence or the threat of force or violence any Lawful assembly in progress; and
 5. Obstructing or restraining the passage of any person in an exit or entrance to said campus or property preventing or attempting to prevent by force or violence or by threats thereof, the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable threat that force or violence is likely to occur.

C. DISRUPTIONS BY STUDENTS

Conduct by students, either in or out of class, for any reason (whether because of time or manner of behavior) that materially disrupts class-work or involves substantial disorder or invasion of the rights of other students or employees at school or school related activities is prohibited. Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of/or material interference with, normal school operations or approved school activities.

D. VANDALISM AND DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or rented by the district's schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the law. Students shall be responsible for the care and return of state-owned textbooks or other instructional material.

E. HAZING

Hazing includes any willful act done by a student, either individually or with others, to other students for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. No student should engage in any form of hazing, nor stall any student, encourage or assist any other person in hazing.

Students who commit offenses involving fighting, assaults, drugs, controlled substances, tobacco, alcohol or weapons are subject to criminal prosecution,

including the issuance of citations, and/or arrest by Houston ISD Police Department. An individual found guilty of a Class C misdemeanor could be punished by a fine not to exceed \$500.00. The police officer on campus will write a citation for violations and file them at the justice of the peace office in our area. The student will have a court appearance if a citation is written.

F. BULLYING

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending him or herself. Usually, bullying happens over and over. Some examples of bullying include:

- a. Punching, shoving and other acts that hurt people physically
- b. Spreading bad rumors about people
- c. Keeping certain people out of a “group”
- d. Teasing people in a mean way
- e. Getting certain people to “gang up” on others

Bullying can also happen on-line or electronically using the internet, mobile phones or other cyber technology. This can include:

- Sending mean text, e-mail or instant messages
- Posing nasty pictures or messages about others in blogs or on Web sites
- Using someone else’s user name to spread rumors or lies about someone

No student is to engage in bullying others. Bullying is a Level III offense. Students who participate in acts of bullying will be subject to disciplinary action as deemed appropriate by the administrator.

SEXUAL HARASSMENT POLICY INFORMATION

What is sexual harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature. Unwelcome sexual advances are those not solicited by an individual and are regarded by him or her as unwanted or offensive. A violation of school policy on sexual harassment occurs when:

- ◆ submission to such conduct is explicitly or implicitly made a term or condition of instruction, or participation in other school activities;

- ◆ submission to or rejection of such conduct is used as the basis for academic decisions that affect the individual who has been subjected to sexual advances; and/or
- ◆ such conduct has the effect of interfering with the individual's academic performance or creating an intimidating, hostile, or offensive learning environment.

Prohibited conduct includes unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior. Some examples are:

- ◆ grabbing, touching, or patting
- ◆ sexual propositions
- ◆ sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- ◆ unwanted flirtation or advances of a sexual nature
- ◆ verbal abuse of a sexual nature
- ◆ repeated pressuring or requests for sexual activities
- ◆ rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- ◆ graphic sexual comments about an individual's body or attire
- ◆ sexually degrading names

Madison High School considers all circumstances, including the context in which the conduct occurred, when determining whether prohibited conduct can be defined as sexual harassment.

How serious is it?

If individuals are made to feel uncomfortable about being in the classroom because they are being sexually harassed, their learning, productivity, and morale suffer, not to mention their self-esteem.

For those reasons, there are consequences for sexual harassment in the classroom. Depending on the nature of the violation, Madison High School will take appropriate action against students. Those who violate the policy will be subject to reprimand, suspension or other disciplinary action as deemed appropriate by the administration. The policy applies to all incidents of sexual harassment involving all Madison students, male and female.

What can you do if you are a victim of sexual harassment?

Make an attempt to let the person know that you object to the actions or remarks. If the person persists, document the incidents with (1) a description of the events, (2) the number of occurrences with dates and locations, (3) the names of any witnesses, and (4) any other relevant documents. If the actions continue and you feel that your individual rights concerning sexual harassment are being violated, contact your grade level principal.

When you report information on sexual harassment, Madison High School will maintain confidentiality to the greatest extent possible in all phases of the complaint process in accordance with policy and procedures. Retaliation against anyone who files a complaint or cooperates with an Investigation is prohibited.