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# *Boles Junior High*



# 2021-2022

# 2021-2022 Student/Parent Handbook



## Boles Junior High School

3900 S.W. Green Oaks Blvd.

Arlington, Texas 76017

Main Number: (682) 867-8000

Fax: (682) 867-8073

Attendance Office Number: (682) 867-8001

*Emergency Number during power outage: (817) 561-8005*

### PRINCIPAL

Dr. Angela Smith

### ASSISTANT PRINCIPAL

Students A-M

Mrs. Tracy Collins

### ASSISTANT PRINCIPAL

Students N-Z

Mr. Landon Smith

### COUNSELORS

Mr. Carl Lewis

Students A-H

Mrs. Osame Origho

Students I-P

Mr. Matthew Franks

Students Q-Z

### Teacher Support Interventionist

Victoria Cartwright

Clinic

682-867-8006

Data Clerk/Registrar

682-867-8002

### Office Hours

Monday-Friday

8:00 a.m. to 4:30 p.m.

Boles Website: [www.aisd.net/Boles](http://www.aisd.net/Boles)

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**JULY 2021**

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**AUGUST 2021**

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15	16 <sup>A</sup>	17 <sup>B</sup>	18 <sup>A</sup>	19 <sup>B</sup>	20 <sup>A</sup>	21
22	23 <sup>B</sup>	24 <sup>A</sup>	25 <sup>B</sup>	26 <sup>A</sup>	27 <sup>B</sup>	28
29	30 <sup>A</sup>	31 <sup>B</sup>				

**SEPTEMBER 2021**

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12	13 <sup>B</sup>	14 <sup>A</sup>	15 <sup>B</sup>	16 <sup>A</sup>	17 <sup>B</sup>	18
19	20 <sup>A</sup>	21 <sup>B</sup>	22 <sup>A</sup>	23 <sup>B</sup>	24 <sup>A</sup>	25
26	27 <sup>B</sup>	28 <sup>A</sup>	29 <sup>B</sup>	30 <sup>A</sup>		

**OCTOBER 2021**

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10	11	12 <sup>A</sup>	13 <sup>B</sup>	14 <sup>A</sup>	15 <sup>B</sup>	16
17	18 <sup>A</sup>	19 <sup>B</sup>	20 <sup>A</sup>	21 <sup>B</sup>	22 <sup>A</sup>	23
24	25 <sup>B</sup>	26 <sup>A</sup>	27 <sup>B</sup>	28 <sup>A</sup>	29 <sup>B</sup>	30
31						

**NOVEMBER 2021**

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7	8 <sup>B</sup>	9 <sup>A</sup>	10 <sup>B</sup>	11 <sup>A</sup>	12 <sup>B</sup>	13
14	15 <sup>A</sup>	16 <sup>B</sup>	17 <sup>A</sup>	18 <sup>B</sup>	19 <sup>A</sup>	20
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**DECEMBER 2021**

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12	13 <sup>B</sup>	14 <sup>A</sup>	15 <sup>B</sup>	16 <sup>A</sup>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Legend

- Student/Staff Holiday..... ○
- First/Last Day of School..... —
- Semester Start/End..... |
- Exams/Early Dismissal (secondary students)..... @
- Begin/End Grading Period..... ( )
- Teachers New to Profession Report..... •
- Teachers New to AISD Report..... #
- Student Holiday..... ◆
- Teacher Prep/Student Holiday..... ^
- Staff Exchange Days..... ..
- Incident Weather Makeup for Staff..... \*
- Early Dismissal (elementary students)..... >

### Important Dates

- July 29..... Teachers New to Profession Report
- August 2..... Teachers New to AISD Report
- August 5..... All Teachers Report
- August 5 – 13..... Teacher Prep/Staff Dev.
- August 16..... First Day of Classes
- September 6..... Holiday
- October 8..... Staff Development
- October 11..... Holiday
- November 22 – 26..... Holidays
- December 15 – 16..... Exam Days – Jr. & Sr. High
- December 16..... End of First Semester
- December 17 – January 3..... Winter Break
- January 4..... Teacher Prep. Day
- January 5..... Second Semester Begins
- January 17..... Holiday
- February 21..... Holiday
- March 14 – 18..... Spring Break
- April 15..... Holiday
- April 18..... Staff Development
- May 25 – 26..... Exam Days – Jr. & Sr. High
- May 26..... Last Day of Classes
- May 27..... Teacher Work Day
- May 27–May 31..... Staff Exchange/Weather Makeup
- May 30..... Holiday

*(If school cancellations are not needed) students' last day will be May 24. May 25 and 26 will become teacher workdays.*

### School Hours

- Elementary (Pre-K-6)..... 8:10 a.m. – 3:35 p.m.
- Junior High (7-8)..... 8:45 a.m. – 4:10 p.m.
- High School (9-12)..... 7:35 a.m. – 3 p.m.

### Early Release Hours

- Elementary (Pre-K-6)..... 8:10 a.m. – 12:10 p.m.
- Junior High (7-8)..... 8:45 a.m. – 12:45 p.m.
- High School (9-12)..... 7:35 a.m. – 11:35 a.m.

- First Semester Instructional Days..... 81
- Second Semester Instructional Days..... 93
- Total Instructional Days..... 174

Approved 1/11/21

**JANUARY 2022**

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9	10 <sup>B</sup>	11 <sup>A</sup>	12 <sup>B</sup>	13 <sup>A</sup>	14 <sup>B</sup>	15
16	17	18 <sup>A</sup>	19 <sup>B</sup>	20 <sup>A</sup>	21 <sup>B</sup>	22
23	24 <sup>A</sup>	25 <sup>B</sup>	26 <sup>A</sup>	27 <sup>B</sup>	28 <sup>A</sup>	29
30	31 <sup>B</sup>					

**FEBRUARY 2022**

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6	7 <sup>A</sup>	8 <sup>B</sup>	9 <sup>A</sup>	10 <sup>B</sup>	11 <sup>A</sup>	12
13	14 <sup>B</sup>	15 <sup>A</sup>	16 <sup>B</sup>	17 <sup>A</sup>	18 <sup>B</sup>	19
20	21	22 <sup>A</sup>	23 <sup>B</sup>	24 <sup>A</sup>	25 <sup>B</sup>	26
27	28 <sup>A</sup>					

**MARCH 2022**

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13	14	15	16	17	18	19
20	21 <sup>A</sup>	22 <sup>B</sup>	23 <sup>A</sup>	24 <sup>B</sup>	25 <sup>A</sup>	26
27	28 <sup>B</sup>	29 <sup>A</sup>	30 <sup>B</sup>	31 <sup>A</sup>		

**APRIL 2022**

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10	11 <sup>B</sup>	12 <sup>A</sup>	13 <sup>B</sup>	14 <sup>A</sup>	15	16
17	18 <sup>A</sup>	19 <sup>B</sup>	20 <sup>A</sup>	21 <sup>B</sup>	22 <sup>A</sup>	23
24	25 <sup>B</sup>	26 <sup>A</sup>	27 <sup>B</sup>	28 <sup>A</sup>	29 <sup>B</sup>	30

**MAY 2022**

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15	16 <sup>A</sup>	17 <sup>B</sup>	18 <sup>A</sup>	19 <sup>B</sup>	20 <sup>A</sup>	21
22	23 <sup>B</sup>	24 <sup>A</sup>	25 <sup>B</sup>	26 <sup>A</sup>	27 <sup>B</sup>	28
29	30	31 <sup>A</sup>				

**JUNE 2022**

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## 2021 – 22 Boles Bell Schedule

House Huddle (and announcements) – 8:45 – 9:15

1<sup>st</sup> – 9:19 – 10:09

2<sup>nd</sup> – 10:13 – 11:03

3<sup>rd</sup> – 11:07 – 11:57

4<sup>th</sup> – 12:01 – 1:28

A lunch – 11:58 – 12:28

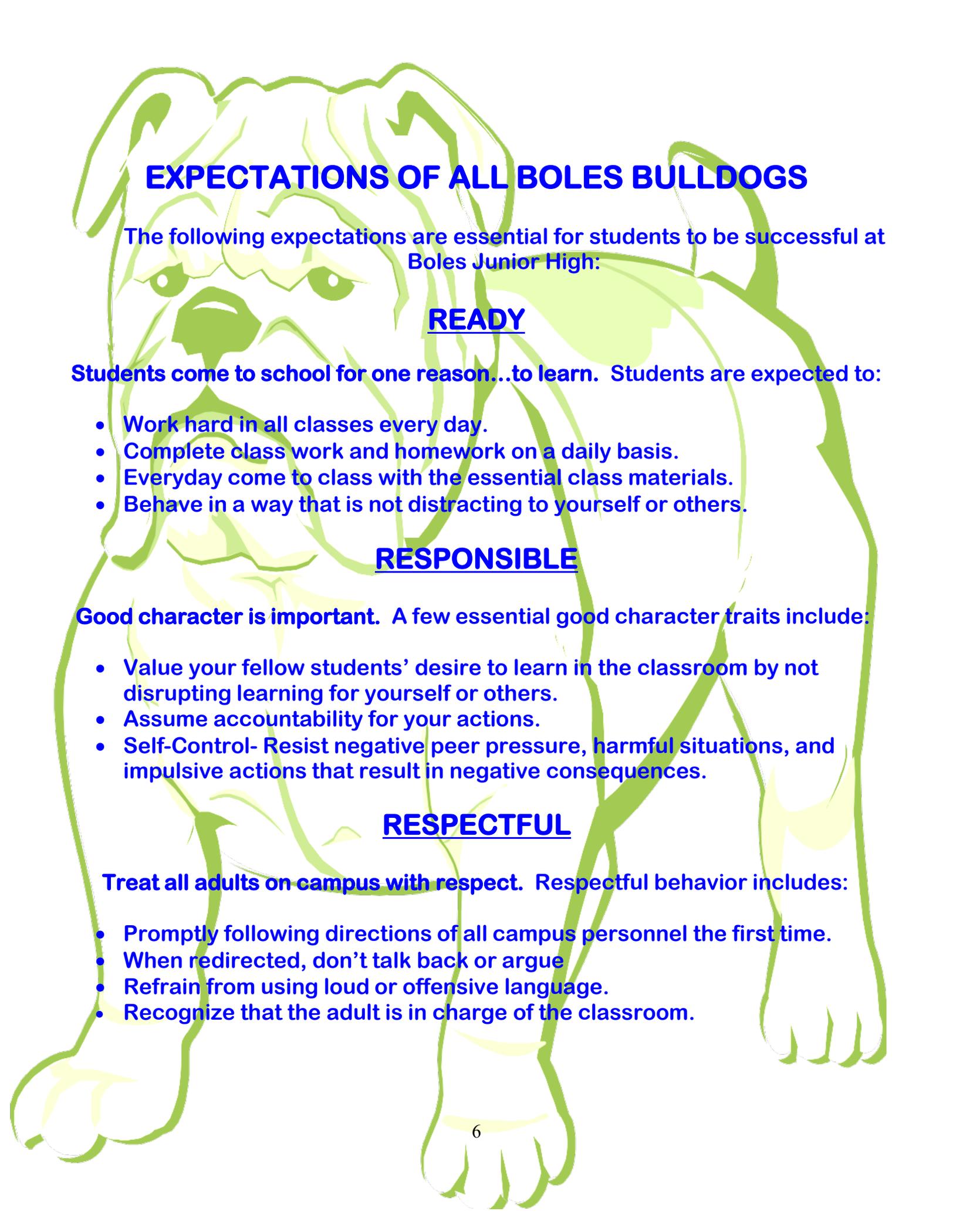
B lunch – 12:28 – 12:58

C lunch – 12:58 – 1:28

5<sup>th</sup> – 1:32 – 2:22

6<sup>th</sup> – 2:26 – 3:16

7<sup>th</sup> – 3:20 – 4:10



# **EXPECTATIONS OF ALL BOLES BULLDOGS**

The following expectations are essential for students to be successful at Boles Junior High:

## **READY**

**Students come to school for one reason...to learn. Students are expected to:**

- Work hard in all classes every day.
- Complete class work and homework on a daily basis.
- Everyday come to class with the essential class materials.
- Behave in a way that is not distracting to yourself or others.

## **RESPONSIBLE**

**Good character is important. A few essential good character traits include:**

- Value your fellow students' desire to learn in the classroom by not disrupting learning for yourself or others.
- Assume accountability for your actions.
- Self-Control- Resist negative peer pressure, harmful situations, and impulsive actions that result in negative consequences.

## **RESPECTFUL**

**Treat all adults on campus with respect. Respectful behavior includes:**

- Promptly following directions of all campus personnel the first time.
- When redirected, don't talk back or argue
- Refrain from using loud or offensive language.
- Recognize that the adult is in charge of the classroom.

## **LENGTH OF DAY / SCHOOL STARTING AND ENDING TIMES:**

The regular school day is from 8:45 a.m. until 4:10 p.m. The first bell rings at 8:40 a.m. and the tardy bell rings at 8:45 a.m. The first bell that allows students to enter the building is at 8:10 a.m. During inclement weather, every effort will be made to bring students inside as soon as there is supervision on campus. All students must remain seated in the cafeteria until the 8:40 bell. **Please do not bring students to school prior to 8:15 a.m. (exceptions: morning athletic practice for 7th graders; sectionals for orchestra, band or choir; meeting with a specific teacher who has published morning tutoring sessions; publicized club meetings such as NJHS or Student Council).** Students who are on campus before 8:10 are not supervised.

The end of the school day is 4:10 p.m., and all students are asked to leave the building by 4:20 p.m., unless they are under the direct supervision of an adult teacher, sponsor, or coach. Parents should make transportation arrangements for their students to be off campus by 4:30 p.m.

Students attending after school tutoring should be in tutoring by 4:20. Students leaving the building will not be allowed to return.

## **Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the general classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities. Additional information regarding the IDEA is available from the school district in a companion document A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First
- Partners Resource Network

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

- Mr. Lewis-Counselor A-M
- Mrs. Origho-Counselor I-P
- Mr. Franks-Counselor Q-Z

Or

- Educational Support Services—Special Services 682-867-7690

Or

- Section 504 682-867-7645

# CAMPUS POLICIES AND PROCEDURES

## I. ATTENDANCE

### ABSENCES:

Each day of school is important to a student's mental, emotional, and psychological development. Students who attend school regularly achieve better grades, tend to be more actively involved in activities on campus, and have an easier time learning the skills necessary for success in life. Regular school attendance involves three-way cooperation between the student, the parent, and the school. Attendance is taken each period in Junior High. The Texas Education Code 25.085 (a) and (b) state that students must be in attendance a minimum of 90% of the days a class is offered. If a student does not meet this attendance obligation, academic credit for the class may be lost and promotion to the next grade may be in jeopardy. When a student's attendance drops below 90%, the student may earn credit for the class by completing a recovery plan approved by the principal.

**Reporting an absence** - When a student is absent, we request that the parent or guardian telephone the school by 10:00 a.m. *each* day to explain the absence of the student. The purpose in notifying the school is to ensure that both the school and the family are aware that we can account for each student.

**Attendance Clerk Phone Number: 682-867-8001**

**All absences not cleared within 24 hours are unexcused.** On the 3<sup>rd</sup> consecutive day of absences, a physician's note will be necessary for the absence to be excused. If a student is repeatedly and excessively absent during a semester, a doctor's note may be required for all absences.

**Health care provider appointments** – We request that parents make every effort to schedule doctor's appointments outside of the school day. When it is necessary for a student to leave school during the day for a medical appointment, a parent must sign the student out in the front office with the reason for the student's absence. For the safety of our students, the attendance clerk/receptionist is required to verify the parent's identification and determine his/her ability to sign the student out of school. A *medical appointment note* will need to be completed by the doctor/nurse and returned to the school office for the absence to be coded as excused.

**Excused/Unexcused Absences** – An unexcused absence is subject to disciplinary action. The decision for determining whether an absence is excused or unexcused rests solely in the hands of the Boles campus administration. Please refer to the AISD Code of Conduct for additional information and/or clarification regarding excused and unexcused absences, as well as, policies and procedures for attendance. If a student receives three or more unexcused absences within a semester, parents may receive a letter from an AISD Truancy Officer.

**Vacation or Business Trips** - With regard to vacation and business trips, the Code of Conduct states, **"Vacation or Business trips are not recognized by the state as acceptable reasons for students being out of school and will be treated as unexcused."** Please plan these trips for school holidays that do not disrupt student learning or cause loss of credit.

### MAKING UP WORK MISSED:

The student is responsible for work missed, and must check with his/her teachers for make-up work. District policy allows one day to make up work for each excused day missed. If a student misses *three consecutive* days of school due to illness, the parent may choose to contact the school and request assignments. If a student is absent fewer than three days, it is best to directly email or

telephone the teacher or a classmate regarding make-up work. The main office can gather assignments for you when requests are made 24 hours prior to pick up time.

Students who have work assigned to them on a scheduled basis, such as term papers, projects, etc., should have the work ready on the due date even with an excused absence.

### **TARDY POLICY:**

A student is tardy if he/she is NOT inside the classroom, ready to learn when the tardy bell stops ringing. We expect Boles students to move to class quickly in order to avoid being tardy. It is not acceptable for students to socialize until seconds before the bell and then race to class. Tardies are accumulated per semester. Tardies are counted by period. If a student is more than 5 minutes tardy to his/her first period class, the parent or guardian should telephone the attendance clerk to explain why the student is late. Parents will be contacted upon the second tardy in each class.

Boles will conduct random Tardy Lockouts (daily to begin the year) throughout the school year. Any student tardy to class during a Tardy Lockout will be given a minimum consequence of lunch detention.

### **TARDY LOCKOUTS:**

Tardy lockouts take place when “TARDY LOCKOUT” is announced over the PA system following the tardy bell for any class period. When this occurs, all tardy students will report to a designated area to receive a “TARDY LOCKOUT” slip. They will not be permitted into class without one.

- 1<sup>st</sup> Tardy Lockout—One day lunch detention
- All subsequent tardy lockouts—Three (3) days lunch detention

Once a student has received seven (7) days of lunch detention for tardies, any tardy lockouts after the 7<sup>th</sup> day will result in a Saturday School assignment. After a student serves Saturday School, if that student is again caught in a tardy lockout, the student will be assigned to In School Suspension (ISS).

This process will begin again every six weeks, with students starting with a clean slate.

### **LEAVING SCHOOL AFTER ARRIVING:**

Boles Junior High is a closed campus. Once students arrive on campus, they are required to stay on school grounds until dismissal time, unless signed out by their parent/guardian with the permission of the office. **Students may not leave campus in the morning after they are brought to school to go to area businesses or eating establishments.**

### **AFTER SCHOOL EXPECTATIONS**

Our after school expectations for students are based upon safety and available supervision of students outside the building at the end of our school day. We know that safety is one of the most important issues in a school setting; we believe the following expectations will help us easily provide a secure environment as the school day ends.

#### **Students not involved in after school programs:**

- School staff will supervise students from 4:10 – 4:30 in front of the school waiting for buses and parents to arrive for pick up.
- Students need to have parents pick them up no later than 4:30.

- Students walking home will be expected to leave the campus grounds by 4:30 and not return to school unless accompanied by a parent or to attend a scheduled evening event.

**Students involved in athletic or fine arts practices/events:**

- The doors will be locked each day by 4:30

**Students remaining after school for tutorials or scheduled club meetings:**

- Students who plan to attend tutorial or club meetings must be in the designated activity by 4:20. Students who exit the building will not be allowed to re-enter the building.
- Students will be allowed to call parents before leaving the school building after being released from their tutorial or meeting.
- Parents will be expected to pick up these students within 15 minutes, and students walking will leave the campus immediately.

**Attendance at Extracurricular Activities:**

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Boles JH. It is important to continue to build Bulldog PRIDE! Therefore, it is requested that all students (participants and fans) and parents should respect our own students and staff, as well as, any visiting teams or officials at these events.

**Attendance at After School Sporting Activities:**

There has been a growing concern regarding parents/guardians not providing transportation for pickup in a timely manner after the campus sporting event. This applies to sporting events on or off of the Boles campus.

- If the student is participating in the event, a parent/guardian is **NOT** required.
- A parent/guardian must be present with the student for them to enter the event
- A parent/guardian must be present for the duration of the event.
- A teacher can replace a parent/guardian, but will be responsible for ensuring the student (no more than 3 per teacher) is picked up on time.

## II. CAMPUS ENVIRONMENT

**CAFETERIA:**

**Only parents or guardians may come to sit or eat in the cafeteria at the designated Visitor's Table with their student. No other guests are permitted unless accompanied by the student's parent/legal guardian or prior written permission has been given by the parent to the principal.**

**Food from Outside Sources** - Parents may bring outside food for their student only. Because of the nutrition policy, we cannot allow you to bring pizzas, soda, cupcakes, and/or other foods to give to students other than your own.

**Breakfast** is served in the cafeteria beginning at 8:15 a.m. each morning.

**Full lunches and a la carte lunches** are served in the cafeteria, with the option to buy milk, juice, and desserts separately. We follow the Texas Department of Agriculture Nutritional Policy, so all vending machines are off until after school. Students are **not** allowed to buy sodas/soft drinks during the school day.

**Food Accounts** - Each student will be issued an account number. The account may be credited by bringing a check or by depositing funds on the internet. The account number takes the place of a

lunch ticket, and the account is debited each time a purchase is made in the cafeteria. Students will need their ID in order to access their lunch account. Money in the account may be spent any way the student wishes unless parents notify the cafeteria manager that they want the account blocked (in which case only a full lunch may be purchased). Money may be deposited into the account on any day. Siblings must have separate accounts. No one else has access to an account number unless the student shares it, so students should protect their account numbers and keep them private. ***Parents are encouraged to put \$5.00 in the student's account for emergencies.***

**Behavior in the cafeteria** – Students are expected to enter by walking rather than running. In the food lines, they must wait their turn (no cuts). **Once students are finished purchasing food, they are expected to stay seated while they are in the cafeteria.** All students should take responsibility for clearing litter and cleaning up their area (table and floor). Phone usage complying with the technology policy is allowed.

**Leaving the cafeteria** – Students may exit the cafeteria only after an adult has dismissed them. Food, snacks, and drinks cannot be taken from the cafeteria and should not be consumed in the hallways.

### **CLINIC:**

A registered nurse is a member of the staff of all junior high schools. Students with health issues may be referred to the nurse by teachers, the parents, or the administrative staff. First aid will be given when necessary; referral to a doctor or other health agency will be made when treatment is beyond the means of the school. Students that do not feel well during the school day should request a pass from their teacher to go to the clinic. If the student has symptoms which make them physically unable to remain at school, the nurse will call the parent to send the student home. Students are not to use their personal cell phones, a teacher's phone or any other phone to call their parents to come get them from school. If this occurs, the absence will be recorded as UNEXCUSED.

It is essential that the school clinic have the following information: accurate telephone numbers where the parent may be reached in the event of an emergency, the name of a local physician, and the names of local persons who will accept responsibility for a student in the case of emergency when the parents cannot be reached.

**Immunizations** – Parents must update student shot records with the school nurse each school year by providing documentation of required immunizations.

**Medications** – If your child needs to take prescription medication during school hours, it will be necessary for school personnel to have the medicine in a container labeled by the pharmacy giving the student's name, the doctor's name, name of the medication, dosage to be administered and directions for administration. The clinic must have a written request from the student's parent/guardian and a physician's order to give the medication.

If your child needs an over-the-counter medicine, it should be brought to the clinic in its original container and labeled with the child's name. Parents/guardians must complete a written request form stating the dosage and directions for administering the medications.

All medication must be brought to the clinic for safekeeping. Student should not keep medication in their lockers, purses or backpacks.

**Screenings** – School nurses perform screenings of 7<sup>th</sup> and 8<sup>th</sup> grade students for a variety of reasons including hearing, vision acuity, and for abnormal spinal curvature.

### **HALLWAYS:**

**During Passing Periods** - Passing periods between classes are four minutes in length. During this time, students are expected to walk, get water, and go to the restroom. Students should look at their

schedules carefully and plan the best route to get from one class to the next. Students are expected to be in the classrooms on time. Students are expected to walk directly to their classrooms without engaging in unsafe or disruptive behaviors.

**During Class time** - Students in the hallway for any reason must have a hall pass issued by his/her teacher.

**Elevator** - Only students who have obtained permission from the clinic or office may use the elevator.

### **LIBRARY:**

The Boles library is located on the second floor of the building. Students may come by between classes; however, visiting the library is not a reason for being tardy to class. During both class and lunches, students must have a pass to come to the library.

### **LOCKERS:**

Students will not be assigned hallway lockers. There should be no student items stored in any locker. The only exception to locker assignments is for students participating in athletics. Coaches will assign an athletic locker to all athletes. Students participating in tennis at Martin High School will also be issued a locker.

### **LOCKER ROOMS:**

Students enrolled in athletics will be issued a locker in the locker rooms. Students should secure their valuables by placing them in the locker and locking them up. Locker rooms are off limits to students unless they are supervised by an adult.

**Behavior in the locker rooms** – Cell phone use, horseplay, physical contact, unsafe behavior, theft, harassment, locker checking, slap boxing, pranks, etc. in the locker room are considered serious infractions and will receive appropriate disciplinary consequences upon the first infraction.

### **SCHOOL GROUNDS/FRONT PATIO/BLACK TOP:**

The campus is an extension of the school building, so school rules and policies are in effect on the grounds just as they are inside the building. School buses and bus stops are also extensions of the campus. Students are expected to exhibit appropriate behavior on the grounds, on buses, and at bus stops. They are subject to disciplinary consequences if they do not behave appropriately. Fighting on school grounds, on the bus, or at the bus stop will result in school-assigned consequences. Students are not allowed on the sides or in the rear of the building unsupervised at any time.

**Respect for the environment** – Students are expected to pick up trash, stay out of the flower beds, and leave tree branches alone. Littering on campus is unacceptable and will have a consequence.

**Bicycles, Rollerblades, and Skateboards** - Students are NOT permitted to ride bicycles, use rollerblades, or ride skateboards on school grounds. Bicycles ridden to school are to be secured in the bike rack during the school day. Rollerblades and skateboards are not allowed on the Boles Junior High campus.

### **OFFICE/CLASSROOM TELEPHONES:**

The telephones in the office and the classrooms are for business use. They are available for student use with permission from office personnel or the classroom teacher.

### **VISITORS TO CAMPUS:**

All visitors are required to report to the office immediately upon entering the building to sign in and receive a visitor's badge. Visitors will need to bring their driver's license into the school with them so that they may be checked in as a visitor to the school through the district's Raptor Identification System. Parents who desire conferences with teachers, counselors, or administrators will receive an appointment by telephoning in advance to arrange the time most suitable for conferences. At no time should a visitor call a teacher from class or conference while standing at the entrance to the room. Parents are welcome to eat lunch with their student. A separate table will be provided for that parent to have lunch with their student. Parents are not allowed to sit with other students during lunch.

**Although other visitors are not allowed, parents and guardians are welcome to visit Boles at any time. They should sign-in and receive a visitor's badge from the office. If a parent wishes to visit a classroom during school hours, the appropriate grade level assistant principal and teacher should be contacted prior to the visit. This practice is for the safety of all students, teachers, and staff at Boles so that we may know who is visiting our building at all times.**

## **III. COUNSELING/GUIDANCE/ACADEMIC INFORMATION**

### **ROLE OF COUNSELORS:**

The role of the junior high counselor is to guide students toward success in academics and in decision-making skills. Counselors coordinate and administer testing as well as interpret test scores. They help students make short and long-range academic plans. They also work with students in developing skills in socialization, organization, time-management, and problem-solving. Parent contact and communication is a big part of their job; as student advocates, they are resources for parents and teachers and can help facilitate open communication between all parties. Counselors meet with students in large and small groups as well as individually over the course of the year. In addition to working with students to facilitate academic growth, counselors will also address emotional and social needs on an as needed basis. You may reach our counselors by phone or email.

Students may stop in the front office before school, before lunch, or between classes and request that their counselor see them. The counselor will send a pass at their earliest convenience. **If the student has a need to see the counselor that qualifies as an emergency, he/she should inform the front office staff so that the student can be seen immediately.** If a student has been meeting with the counselor and returns to a class after it has begun, he/she will have a pass from the counselor with a date and time indicated.

## **PARENT COMMUNICATION AND CONFERENCES:**

Communication is the key to a successful partnership between school and home. **If parents have a concern regarding their child's performance in class, the first contact person is the teacher, who may be reached by email or by phone at the main Boles number.** Email often provides an unlimited avenue for communication and quick exchange of information. However, email is not necessarily a good venue for solving complicated problems which occasionally arise. Those issues are best resolved in person. All teachers have a scheduled conference period in order to communicate with parents. If a parent has difficulty contacting a teacher, the counselor or grade level administrator will be glad to serve as a facilitator for the conference.

## **PARENT REQUEST FOR SCHEDULE CHANGE/TEACHER CHANGE:**

Each spring, students and parents are given opportunities to select elective classes for the next school year. Based on the spring course selection totals, teachers are hired, and the master schedule is created to accommodate student choices. As a result, we cannot make elective schedule changes in the fall without major disruption to the academic program. A schedule change made in the fall likely will result in overloading classes or programs while shortchanging others.

Students are assigned to classes by our TEAMS master schedule computer program in a random, equitable manner. Our goal is that each student has access to the best possible learning environment, which includes the lowest possible teacher to student ratio.

Sometimes individual schedule changes must be made to balance classes or because of unanticipated staff changes. These changes are avoided whenever possible and will be kept to a minimum.

Parents who request a teacher change for their student must follow proper procedure. First, contact the appropriate counselor and set up a conference with the teacher. The purpose of the conference is three fold: exchange information, hear concerns, and collaborate on a plan for success for the student. After the conference, the teacher and parent will be in close communication for a three-week monitoring period. It is expected that contact will occur between school and home at least once a week either by email or phone call. At the close of the three week period, if the parent still wants the teacher change, he/she may contact the counselor again to renew the request. At this point, the principal or the appropriate assistant principal will become involved. We will take into account the class sizes as well as the overall teacher load. Research supports class size as a factor in student achievement.

## **GRADING:**

Each teacher is expected to communicate his or her grading policy and how grades are weighted in his/her class. Grading guidelines shall ensure that grades reflect student achievement and that a sufficient number of grades are taken to support the grade average assigned. A six weeks exam or a unit test may be administered as part of the final six weeks grade.

Semester grades will be computed as follows: multiply each six week's grade by two, add the semester exam grade and divide by seven. The result will be a semester grade with a final exam weighted approximately 15%. All junior high schools will administer a written semester exam in every course offered in the curriculum, including electives, boys and girls athletics, PE, etc.

A student's grade in academic areas will not be altered because of his/her behavior. Behavior will be reflected in the Citizenship grade on the report card. The junior high student's citizenship or conduct grade will be based on the following:

- acceptance of responsibility
- courtesy of speech and manners
- dependability
- respect for the rights of others
- promptness
- care of property
- good use of time
- following directions
- observation of rules of behavior

### **PROGRESS REPORTS AND REPORT CARDS:**

Progress reports are sent home with students during the fourth week of each six weeks. They reflect the grade average at the end of the third week. Report cards are sent home with students the week following the end of each six weeks. It is very important that students be responsible in delivering progress reports and report cards promptly. Parents should monitor their student's progress and behavior in class.

Report cards are mailed after the final six weeks is over. It is important that parents keep us informed of address changes. Inaccurate demographic information will result in students not receiving a final report card.

Teachers shall report academic grades numerically on report cards and in electronic records. Citizenship or conduct grades are expressed as letters.

The online TEAMS Parent Self Serve (PSS) grade book program gives parents real-time access to attendance and grades.

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any class may not participate in extracurricular activities until the end of a three-week period, during which the student achieves a grade average for that three-weeks of at least 70 in each course.
- A student who is ineligible will be allowed to practice in the extra-curricular activity, but may not participate in competitive events or performances, until eligibility is regained.

- Students who assist the coach/director, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
- A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for the grading period.
- A participating student must meet state and district attendance requirements. Participation in any extra-curricular school activity is prohibited if the student has an unexcused absence for that day.

**STUDENT RECOGNITION – ACADEMIC LETTERS:**

Information regarding Academic Letter recognition will be updated by the end of the first six weeks.

**STUDENTS IN ADVANCED CLASSES:**

Students enrolled in the Advanced program at Boles are held to a high standard and are expected to adhere to deadlines in all their Advanced classes. Late work is not accepted in Advanced classes.

**PROMOTION TO NEXT GRADE:**

Promotion to the next grade level shall be based on an overall average of 70 in every subject that is STAAR tested. Students must achieve an overall average of at least 70 in all other subjects. Extended year academic programs are required for students who do not succeed in class during the regular school year.

**TESTING:**

District level Curriculum Assessments are given throughout the year. The goal of these assessments is to measure student progress by testing objectives which have been recently taught or reviewed in class. These tests are powerful tools to assist teachers in discovering students' strengths and challenges; they can then plan lessons to address those weaknesses and offer remediation for skill deficits.

**STATE TESTING:** – Both 7<sup>th</sup> and 8<sup>th</sup> graders take STAAR tests. In 7<sup>th</sup> grade, students take STAAR Writing, Reading, and Math. In 8<sup>th</sup> grade, students take STAAR Math, Reading, Science, and Social Studies. All 8<sup>th</sup> graders taking Algebra I will take the Algebra I EOC. All students taking Biology will take the Biology EOC.

**TEXTBOOKS:**

As the district moves away from traditional textbooks, students will rarely be issued hard copies of their textbooks to keep. Teachers may have a class set for use in each class. Students may check out a text from time to time, if necessary. Teachers will give students login information to access online instructional materials.

### **WITHDRAWING FROM SCHOOL:**

The data clerk must be notified 24 hours in advance by the parent or guardian of any student withdrawing to attend another school. The 24 hour notice is necessary to be able to complete all paperwork and gather all forms, health records and grade information. We cannot interrupt instruction to get grade information from teachers. All textbooks must be returned and applicable fines/fees taken care of prior to withdrawing.

## **IV. STUDENT BEHAVIOR/SCHOOL DISCIPLINE**

### **RATIONALE/GENERAL INFORMATION:**

At Boles Junior High students have the right to learn and teachers have the right to teach without interruptions. Therefore, it is imperative that students know and abide by the Student Code of Conduct developed by the AISD. Students are expected to exercise proper conduct, demonstrate serious application to school work, and show due consideration for the rights of others.

The vast majority of Boles students follow rules necessary to maintain an orderly learning environment that is conducive to student success. Most students will never receive a discipline referral. However, to be fair, all students and parents should be informed as to the district and campus guidelines for administering disciplinary consequences.

Boles Junior High utilizes Positive Behavioral Interventions and Supports (PBIS) as prescribed by the district. We follow a progressive discipline plan as described in the AISD Student Code of Conduct. Please click on the appropriate link below to access that document.

English: [Student Code of Conduct--English](#)

Spanish: [Student Code of Conduct--Spanish](#)

Vietnamese: [Student Code of Conduct--Vietnamese](#)

The system of discipline infractions and consequences are arranged in four levels: I, II, III, and IV. Level I designation includes the least serious offenses – ones that most often are handled by the classroom teacher, while Level IV offenses are the most serious type of misconduct.

### **DRESS CODE:**

Boles Bulldogs follow the AISD Student Dress Code as outlined in the AISD Code of Conduct.

Students are expected to dress in such a manner as to contribute to the academic environment, not detract from it. **The school administration has the right to consider any current fashion to determine its acceptability for school wear. Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL.**

**Students who fail to comply with the dress code may be issued scrubs (shirt and/or pants) to wear for the school day.** Providing scrubs to the students will reduce the amount of time students miss instruction to address dress code violations. Students who violate the dress code will be referred to the office where they will be required to correct the problem. They will be provided a pair of scrub so that they will be in dress code and able to return to class immediately for instruction. The first scrubs provided are free. Every subsequent instance incurs a \$2 fee for each piece, if needed. If students do not pay the fee at the time of issuance, it will be noted as a fine. Fines must be paid by the end of the school year. Students will not receive a schedule of classes the following year if he/she

has unpaid fines. Students in violation of the dress code will also be subject to disciplinary consequences as determined by the school's administration.

**Note:** Any student who refuses to comply with a request to put on scrubs by any member of the faculty, staff, and/or administrator will be considered insubordinate/defiant. Rules governing insubordination will apply as outlined in the Student Code of Conduct.

### **ID BADGES AND POLICY:**

- All junior high and high school students shall wear their AISD-issued student identification badges or temporary badges at all times while on a school campus or attending school related extracurricular activities. Badges must be visible to all AISD employees at all times. Badges cannot be worn underneath clothing and cannot be carried in a student's pocket, backpack, bag, purse, etc.
- Students may not draw or deface the front of the ID badge. If the front of the ID is defaced, the student will be required to purchase a new ID.
- Students must have an ID in order to have access to lunch daily.
- If a student loses or defaces an ID, the replacement ID will cost \$5. IDs may be purchased in the library before or after school.
- The AISD Transportation department also issues separate ID badges that are REQUIRED for entry to the school bus. Replacement for a lost bus badge will cost \$5.

### **CELL PHONE/TELECOMMUNICATIONS POLICY:**

The district prohibits the use of telecommunications devices such as cell phones, pagers, PDAs, digital cameras, video cameras, MP3 players, iPods, CD players, video games or any other device which has the potential to be a distraction to the learning environment. Students may possess such devices, but **they must not be visible and remain completely off (not just on silent) during the school day.** The only exception for the telecommunication device to be "on and visible" will be if the student has been granted permission by the applicable teacher to use their personally owned technology/device for educational purposes. Each individual campus administrator has the discretion to determine students' personal use of BYOT for their campus environment. The school day is defined as from the time a student first enters the school building for the day until (8:40) the last dismissal bell of the day (4:10). **This policy is discussed in detail in the Code of Conduct.**

Students who need to make calls for emergency purposes may ask permission to use the office phone or classroom phone. Parents who need to contact students during the school day must call the school office.

### **CAMPUS CELL PHONE POLICY:**

Cell phones are expected to be **powered down** and out of sight during passing periods and in class. It is the teacher's discretion to allow students to use phones for instruction purposes, and the teacher will direct students to retrieve devices to use, **power down** and put away at the end of the period. **Cell phone use is not allowed at breakfast or lunch.**

Ear buds, air pods, and headphones are not allowed to be worn (in/on the ears or around the neck) during the school day. It is the teacher's discretion to allow students to use these devices for instruction purposes, and the teacher will direct students to retrieve the device to use, **power down** and put away at the end of the period.

These rules apply for every class and every period.

**1. Cellphone Violation Scenario – Phone out or rings/buzzes during class**

STUDENT – Violation occurs.

TEACHER – Tells STUDENT to put cell phone away or turn off.

STUDENT – Student complies with instruction.

TEACHER – Continues instruction.

**2ND OCCURENCE:**

TEACHER – Asks for cellphone.

STUDENT – Gives the cellphone to the TEACHER.

TEACHER – Holds phone until end of class and returns to student. Teacher phones parent about incident and documents conversation.

**2. Cellphone Violation Scenario – Phone out or rings/ buzzes during class**

STUDENT – Violation occurs.

TEACHER – Tells student to put cell phone away or turn off.

STUDENT – Student does not comply with instruction.

TEACHER – Asks for cellphone.

STUDENT – Gives the cellphone to the TEACHER.

TEACHER – Holds phone until end of class and returns to student. Teacher phones parent about incident and documents conversation.

**2ND OCCURENCE:**

TEACHER – Asks for cellphone.

STUDENT – Gives the cellphone to the TEACHER.

TEACHER – Turns phone into main office, fills out purple form (no referral needed). Fee assessed.

**3. Cellphone Violation scenario – Refusal to give phone to staff member**

STUDENT – Violation occurs.

TEACHER – Tells student to put cell phone away or use appropriately.

STUDENT – Does not comply.

TEACHER – Asks for cellphone.

STUDENT – Does not comply with the request to give the teacher the cellphone

STUDENT -- Puts cellphone away or begins to use appropriately.

TEACHER – Writes referral for disobedience, calls security for escort to office.

ASSISTANT PRINCIPAL- Assigns discipline, makes phone call home. Fee assessed.

Parents may retrieve cell phone or notify an administrator that the student has permission to pay the \$15 fee and retrieve the cell phone. There will not be a fee charged the first time a phone is sent to the office. Per district policy, the initial confiscation **and** transfer to the office is a warning.

### **Improper Use of Technology On and Off Campus**

Use of the Internet and/or other technologies in a threatening manner, in a manner that creates or causes a material or substantial disruption of the educational environment, or reasonably forecasts a material or substantial disruption of the educational environment (to be evaluated on a case-by-case basis) may be a basis for school disciplinary consequences even if the conduct did not occur on school property. Violation of district technology procedures may result in suspension or loss of technology privileges on campus, including district or campus-owned devices used for instructional purposes. The following list of prohibited acts is not exhaustive:

- Attempting to access or circumvent passwords or other security-related information of the district, students or employees or to upload or create computer viruses.
- Attempting to alter, destroy or disable district computer equipment, district data, the data of others or other networks connected to the district's system.
- Using the Internet or other electronic communications to threaten district students, employees or volunteers.
- Cyber bullying – for example, sending or posting electronic messages that are abusive, threatening, harassing, and/or damaging to another's reputation.
- Using e-mail or websites at school to encourage illegal behavior or threaten school safety.
- Sexting – for example, sending or posting electronic messages and/or pictures that are obscene, sexually oriented, and/or potentially illegal.

### **AGGRESSIVE HORSEPLAY/BULLYING:**

Unacceptable physical contact which may result in injury to another student will not be tolerated at Boles Junior High School. This type of behavior includes, but is not limited to pushing, shoving, kicking, kneeling, slap boxing, pinching, book checking and "panting." The assistant principal will determine the appropriate consequence for the misconduct, but the offenses will be considered Level III and IV violations. Repeated acts of aggressive horseplay could be considered bullying, which could result in an alternative school placement.

### **PHYSICAL ALTERCATIONS:**

Physical altercations will result in school-assigned consequences.

### **INTIMATE BEHAVIOR/PUBLIC DISPLAYS OF AFFECTION:**

Students are expected to refrain from public displays of affection in school. Embracing, kissing or inappropriate touching is considered in poor taste and disruptive to the educational environment. Any PDA that is deemed inappropriate by the campus administration is subject to disciplinary action.

### **PROHIBITED ITEMS SUBJECT TO CONFISCATION:**

- Digital and video cameras etc.
- Head coverings: Caps, Wave caps, Bandanas
- Spiked jewelry
- Laser pens/pointers

- Sharpies/Permanent Markers
- Pillows and blankets
- Basketballs, Footballs, Soccer balls, Tennis balls not supplied by the school
- Skateboards or roller blades
- Any other item as deemed necessary by assistant principals.

If a student has any of these items at school, it may be confiscated until a parent can pick up the item. Other items may be added to the list during the year if the administration determines it causes any kind of disruption to the learning environment.

### **BEHAVIOR CONSEQUENCES USED AT BOLES:**

**Morning/Lunch Detention Hall** – Students will be assigned to detention by their assistant principal for inappropriate behavior. Students assigned to morning detention will be given specific instructions by the assistant principal as to where to meet the detention hall teacher. Lunch detention is served during the student’s lunch period. Morning Detention Hall is 8:20 a.m. to 8:40 a.m. Students are expected to bring work and supplies. Failure to attend or late arrival will result in additional consequences.

**After School Detention Hall** – Students will be assigned by their assistant principal for inappropriate behaviors. After School Detentions are held on Tuesdays and Thursdays and last for one hour after school, from 4:15 to 5:15 p.m. Students are expected to bring work and supplies. Failure to attend or late arrival will result in additional consequences.

**Saturday School** – Students will be assigned by their assistant principal according to the Boles Junior High discipline plan. Saturday School is held on selected Saturday mornings from 8:00 a.m.- 10:00 a.m. at Boles. Students are given specific instructions by their assistant principal regarding behavior during Saturday School. All are required to bring work with them, and sleeping is not allowed. Saturday School will also be used for attendance purposes. Failure to attend or late arrival will result in additional consequences.

**In School Suspension (ISS)** – Students will be assigned to ISS by their assistant principal. In this setting, the student receives assignments from their teachers for each class that they take. Students are in this classroom for the entire day; they have supervised restroom breaks in the morning and afternoon, and their lunch period is separate from that of the other students. There is little or no opportunity for social interaction with peers. Students assigned to ISS are prohibited from attending or participating in extracurricular activities for the length of their assignment. Misconduct in ISS will be cause for immediate removal from the class and further disciplinary action.

**Home-Based Instruction/Off Campus Suspension** – This type of disciplinary consequence requires that a student remain off campus for a specified period of time. Every attempt will be made to provide assignments for the student to work on while he/she is suspended. Students who are suspended are not allowed on campus for any reason. They are also prohibited from attending or participating in extra-curricular activities during their assignment. Length of suspension is from 1 to 3 days at a time.

**CHOICES** – This is a short-term alternative educational environment lasting a minimum of 5 days. Class assignments will be provided as soon as possible for each student, and they are to be completed prior to the student’s return to the regular classroom. The CHOICES classroom is located on the Boles campus. While assigned to CHOICES, students are not allowed to be on the front porch or in

the building except under the supervision of the CHOICES teacher. Students assigned to CHOICES will be prohibited from attending or participating in extracurricular activities during their placement.

**Turning Point Secondary School** – Turning Point is a long-term alternative educational placement operated by the AISD. Students who engage in Level IV misconduct as described in the Code of Conduct may be assigned to Turning Point. Some offenses, such as possessing, or being under the influence of drugs or alcohol may result in a placement to an alternative school such as Turning Point according to the Texas Education Code. These offenses are listed and clarified in the Code of Conduct. Parents must attend a conference with their student’s assistant principal when there are allegations that a student has engaged in a serious Level IV misbehavior such as those described in the Code of Conduct. The assistant principal will conduct an investigation, hold the conference, make the decision regarding placement and determine the length of assignment.

During a student’s term of assignment to Turning Point, he/she will not be allowed to participate in any school activities at Boles or at any other AISD campus.

**Expulsion** – When a student is accused of committing an expellable offense, as outlined in the Code of Conduct, an expulsion hearing will be held with the principal. At this hearing, a determination will be made regarding the recommendation for expulsion. Students who are expelled are served through the Juvenile Justice Alternative Education System.

### **RANDOM METAL DETECTOR AND BAG SEARCHES:**

The district has the right and authority to perform the following searches:

- The search of a student’s outer clothing, pockets, property, locker, and/or vehicle when there is reasonable cause to believe they contain articles or materials prohibited by the district or when a student voluntarily consents to the search.
- Random locker searches and metal detector screening exercises in the classroom will be conducted throughout the school year.

If a student refuses to comply with a metal detector search, the student’s parent and/or guardian will be contacted, the student may be removed from the campus and the student may be subject to appropriate school discipline consequences.

### **ENERGY DRINKS:**

Energy drinks are not allowed on any AISD campus. This is from the time a student arrives on the school property in the morning until they leave campus at the end of the day.

Students are not allowed to bring beverage containers of any kind into the school building during the school day (school day is defined as from the time a student first enters the school building for the day until the last dismissal bell of the day). Water is the exception. Beverage containers must be disposed of in trash receptacles at the school entrances prior to entering the school building. Exceptions will be made for unopened beverage containers in lunch boxes or lunch bags that will be consumed only during lunchtime, as long as the beverage is not a banned energy drink.

## **OTHER INFORMATION:**

### **HOW MAY WE ASSIST YOU?**

#### **FOR**

Athletic information/issues  
Bus route information  
Calendar  
Credit by Exams (CBE)  
Crimestoppers  
Discipline  
Excused/unexcused absences  
General Information  
Grade concerns/Tutoring  
Holidays/early dismissals  
Library books – lost/overdue  
Lost and Found  
Lunch account info  
Medication  
Progress reports  
Problem with another student  
Report Cards  
Schedule concerns  
Textbooks

#### **CONTACT**

Athletic Coordinator  
www.aisd.net  
www.aisd.net/boles  
Counselors  
Assistant Principals, SRO  
Assistant Principals  
Attendance Clerk  
www.aisd.net/boles  
Your Teacher  
District Calendar  
Librarian  
Office  
Cafeteria Manager  
Nurse  
Teacher  
Teacher, Counselor, AP  
Data Clerk  
Counselors  
Assistant Principals

### **CHECK ACCEPTANCE POLICY:**

In the event that a check written to any Arlington ISD campus, club or organization is returned unpaid by your bank, Arlington ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee plus applicable sales tax. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms. Cell phone fines cannot be paid by check per district policy, cash or moneyorder only.

<p><b>The AISD uses pesticide on this campus to control insects and also uses bait stations for rodents as needed. (Refer to 72<sup>nd</sup> Legislature, Texas Pest Control Act, 1356-6</b></p>
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### **CONFIDENTIALITY STATEMENT:**

The Arlington ISD, in accordance with the Family Educational Rights and Privacy Act (FERPA) restricts access to protected student records as required by law. Directory information on students will be released upon request without a parent's consent, unless the parent elects in writing to restrict directory information. The form on which parents can indicate their choice is sent home each year at the beginning of the school year.

**NOTIFICATION OF NON-DISCRIMINATION POLICY:**

The AISD does not discriminate on the basis of race, color, age, gender, national origin, religion or disability in educational programs, admissions/enrollment decisions or activities which it operates as required by Title VI, Title IX, Title II, and Section 504.

## **Boles Junior High Academic Honesty Policy**

In order to sustain a community of trust in which the students and faculty of Boles Junior High can work together to develop their education potential and goals, ethical standards of honesty regarding work are expected of all students so they may compete fairly in the classroom and earn their academic standing through their own efforts.

We know that you want to help each other with assignments. Directing someone to a section in a textbook where an answer can be found is helping, and that is acceptable. Writing down an answer that you haven't found for yourself is not getting help; it is cheating. Giving someone an answer that they don't have to find for themselves is not helping; it is cheating.

### **CHEATING INVOLVES, BUT IS NOT LIMITED TO, ALL OF THE FOLLOWING ON BOTH PAPER AND ELECTRONICALLY:**

1. Looking at someone's paper or talking during a quiz or a test.
2. Obtaining answers in the form of asking, borrowing, looking at and/or writing down someone else's work.
3. Asking someone who has already taken the class what the questions were on homework, classwork, quizzes or tests.
4. Looking at and/or writing down answers from a student's graded homework, classwork, quiz or test before going to that class.
5. Looking at and/or writing down answers from a teacher's key without permission even if you have already turned in the assignment, quiz, or test.
6. Having someone else, such as another student, parent, or sibling, complete the assignment for you.
7. Asking someone and/or borrowing someone's paper to copy all or part of it.
8. Taking another student's assignment and turning it in as your own.
9. Giving/letting someone see your homework, classwork, quiz, or test.
10. Intentionally grading your paper or another student's paper incorrectly
11. Plagiarism is submitting work using other people's words and ideas without giving them credit. Students must use quotation marks and documentation to indicate information taken directly from another source. Students may also use information that is formed into their own words that comes exactly from another source (paraphrasing) along with giving credit to the original source. If information appears in several sources or is accepted as common knowledge, giving credit is not necessary. For example, George Washington is the first President of the United States.

It is plagiarism if a student (writes out, rephrases, or summarizes) an (essay, a paragraph, an idea, or a phrase) by (anyone, including an author, a critic, a student, online resources, or type of media) and turns in (all or part) or (a test, an essay, journals, homework, or any other assignment) without appropriate quotation marks and source credit.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: An opportunity will be given for the student to make up the assignment for a maximum grade of 60. The teacher will determine the time for the assignment to be made up. The citizenship grade is lowered one letter grade. Parental contact by the teacher is required. The appropriate administrator will be notified.
- 2<sup>nd</sup> Offense: The assignment receives a zero. The citizenship grade will be lowered one additional letter grade. Parental contact by the teacher is required. The appropriate administrator will be notified.
- 3<sup>rd</sup> Offense: The assignment receives a zero. The citizenship grade will be an F. Parental contact by the teacher is required. The appropriate administrator will be notified.