

# Snyder Junior High School Tiger Tips Handbook



## 2008-2009

This handbook is not a contract. The purpose of this document is to serve as a guide only. The policies and procedures contained in this document can be changed at any time to serve the best interest of the district.

This school district and its Career and Technology Education Program does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI. Este distrito escolar y su Programa Educativo de Carrera y Tecnología no discriminan en base a sexo, discapacidad, raza, color, edad origen nacional en sus programas educativos, actividades o empleo como lo requiere el Título IX, Sección 504 y título VI.

# **Tiger Tips: SJHS Student Handbook**

## **Administrative Staff**

Kellye Starnes	Principal
Tammy Cotton	Assistant Principal
Kathy Scott	Assistant Principal

## **Snyder Junior High School Mission Statement**

SJHS will ensure that all students learn in a positive environment where they exercise citizenship, responsibility, and self-discipline, assuring success now and for the future.

## **S.T.A.R.S.**

Striving To Achieve Responsibility and Success

## **Suggestions and Regulations for Student Observance**

These regulations have been found to improve the efficiency of students and adults in accomplishing the common objectives of Snyder Junior High School.

Regulations not included in this handbook rest with the decision of the administration. Procedure, punishment, or changes in practice may be invoked at any time by order of the administration.

## **Foreword**

Primary purpose of the American junior high school is training for citizenship. Here, as in any society, there must be certain regulations added to the demands of courteous cooperation in order to reap the greatest good for the largest number of individuals. Therefore, the purpose of this handbook is to acquaint students, parents and teachers with the program of studies, regulations, and practices of Snyder Junior High School. This book cannot solve all problems or cover every situation that may arise. However, a full understanding of the general policies as set forth in the handbook will be of assistance to all. It is important that every student and parent study the handbook carefully. This handbook is not intended to be the only guide to administrative decision making, rather an information tool for parents and students.

The Snyder Independent School District adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973) or age (Age Discrimination Act of 1975) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

The Snyder Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational programs.

Coordinator for the above cited federal civil rights laws and regulations is the Superintendent of Snyder Independent School District, 2901 37<sup>th</sup> Street, Snyder Texas, 79549, 325-573-5401.

(This Student Handbook is made up in sections such as Attendance, Conduct of Students Under School Authority, Curriculum, Guidance and Counseling, Health Program, and Miscellaneous Information. Each section has subject matter headings which have been alphabetized. It is hoped that this system of listing pertinent information will make it easy to find.)

This school district and its Career and Technology Education Program does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI. Este distrito escolar y su Programa Educativo de Carrera y Tecnología no discriminan en base a sexo, discapacidad, raza, color, edad o origen nacional en sus programas educativos, actividades o empleo como lo requiere el Título IX, Sección 504 y título VI.

The success of the educational system is contingent upon the student's regular and prompt attendance when physically able. It is our fundamental belief that prompt and regular attendance is an expectation of employers as well as colleges and universities. With this belief it becomes incumbent upon the public schools to encourage and expect students to learn and practice good attendance habits and to recognize these habits as an important part of their educational process.

**ABSENCE – REPORTING:** The parent or guardian of a student who is unavoidably absent should call that school's attendance office at 573-6356 by 10:00 a.m. **on each day of an absence.**

If the parent/guardian is unable to call the junior high school, the student must bring a note signed by the parent that describes the reason for the absence; notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. The note must be presented to the office before the beginning of school on the day the student returns.

Students who have been absent for any reason are to make up the work they missed. The time given for make-up work must be at least as much time as the student was absent. It is the student's responsibility to contact the teacher for make-up work. Parents may call the school for assignments **after the second consecutive day of absence.**

Students who miss school for school-related reasons have the responsibility of seeing the teacher beforehand for assignments. Students in extra-curricular activities with school-related absences do not have the luxury of extra days for make-up work.

Truancy: When pupils are absent from school without the consent of their parents/guardians, leave school during school hours without permission, or cut classes without permission, they shall be regarded as truant. Maximum grade allowed on make-up work is a 70.

School-Related: School trips are excused without requiring re-admit slips and without requiring written statements of absence signed by parents since the sponsor of the trip must send a roster of students to the office on the day prior to the trip, and the teacher-sponsor is responsible for students' whereabouts from the time they leave for the trip until they return. A student cannot miss school on a school-related trip for more than ten (10) days in any one class during the school year.

Suspended: A student who has been suspended will be expected to make up any missed work or test. No academic penalty will be assessed to grades during suspension.

**ABSENCE-PART OF SCHOOL DAY:** If a student must miss part of a school day, there are certain rules that must be followed.

If a student has not reported to school for the day and misses ANY PART of the day, the student is required to come by the office and **"sign in"** so attendance records can be kept accurately.

Any student leaving the school campus after reporting in for the day must **"sign out"** with permission from the office. A note or phone call to/from the parent/guardian will be required. If the student does not comply with this rule, the student will receive an unexcused re-admit slip for such absence and disciplinary action will be taken.

If a student becomes ill at lunch and cannot return for afternoon classes, the parent or student must return to school and sign that student out or the school must receive a phone call from the parent/guardian. Failure to follow these procedures may result in the student being counted as truant.

**ABSENCE- RETURN TO SCHOOL:** If a parent has called the school's office by 10:00 a.m. **each day of the student's absence**, the student need not bring a note upon returning to school. He/she should go directly to class. The teacher will certify that the student's parents did call, using a list provided by the office.

If a call is not received each day of absence, the student must bring a note to the attendance office to receive an admittance slip and be re-admitted to class. **Students will not be allowed to leave the building after reporting to school with anyone unless that person's name is on the student's schedule card or emergency care sheet.** Students must be picked up in the main office. **They will not be allowed to wait in front of the building.**

**ABSENCE-DOCTOR APPOINTMENTS:** Snyder schools wish to cooperate with students and parents as much as possible on attendance. However, we ask that the benefit of the student be considered when plans are made that could require the student's absence from classes. It is recommended that whenever possible appointments be made on days that students will have holidays, such as Teacher-In-Service days, Saturdays, or regular scheduled holidays. Upon return from an appointment, the student should bring a doctor's note to the office.

**TARDIES-ARRIVAL:** Students must be on time to each class. We expect each student to be in his assigned seat ready to begin class when the bell rings. Habitual tardiness will result in disciplinary action. A student must be in attendance for at least half of the class period to be counted present for that period. Doors of the building open at 7:45 a.m. during the school session. Students should go directly to the patio area when arriving between 7:45 and 8:05. First period students who arrive after 8:10 **must** report to the school office. Continual tardiness will be considered a disciplinary measure and handled according to the discipline management program.

**END OF DAY:** All students will be dismissed at 3:40 p.m. Students are requested to leave campus immediately.

**AGENDA PASS SYSTEM:** The Snyder Public Schools shares responsibility with the home for the whereabouts of all students at all times. For this reason, it is necessary that we be able to locate any student at any time during the day. Students are not permitted in the hall or restroom without an agenda pass during class time.

**WITHDRAWAL FROM SCHOOL:** In order to withdraw from school, it is necessary for the parent /guardian to contact the school. Advance notice is helpful in order that the teachers may have time to average grades.

## **CONDUCT**

## **SECTION II**

**AFTER SCHOOL ACTIVITIES:** Reasons exist for students to return to the school building after school hours for special sessions related to school work – play rehearsals, club meetings, and special study groups. Such activities are considered to be part of regular school work, and students are expected to comply with all rules, including the dress code, set forth for daytime behavior. Damage done to school property during such sessions is governed by the same rules that apply to the regular school day.

Students should remain in the same area where their activity is taking place and are not permitted to wander about the building or campus during such sessions.

Visitors are not allowed to attend after school activity sessions. If an outsider must deliver a student, the outsider should be requested to return at a prearranged time and should remain in the car upon return until the student is dismissed from the activity.

Teachers are given full authority over students' conduct, both in the building and on school premises, during all after-school work sessions, and will report all improper conduct of students to proper school authorities.

**ASSEMBLIES:** In assemblies, as in all school functions, students are expected to practice common courtesies. Whistling, booing, deliberate coughing, excessive talking, and noise making are examples of discourteous behavior that cannot be accepted.

**DISCIPLINE:** Refer to Snyder Independent School District Code of Conduct.

**BOY-GIRL RELATIONSHIP:** In keeping with our aims of good citizenship for all our students, may we remind both boys and girls that we expect only that conduct fitting to young ladies and gentlemen at all times. Embracing, holding hands, kissing, and other similar romantic notions are not allowed.

**DISRUPTIONS:** All visitors to school must report to the principal or assistant principal.

Recent legislation signed into State Law has the following provisions:

1. Prohibits disruption of the education process on school property or on any public property within 300 feet of school property.
2. Makes violation of the law a misdemeanor punishable by a fine of not more than \$200.00. Defines "conduct which disrupts the educational activities of a school" as including:
  - a. Emission of any means of noise of an intensity which prevents or hinders classroom instruction;
  - b. Enticement or attempted enticement of students away from classes or other school activities which students are required to attend;
  - c. Prevention or attempted prevention of students from attending classes or other school activities which students are required to attend;
  - d. Entrance into a classroom without consent of either the principal or teacher and whether through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

**DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT/IN-SCHOOL SUSPENSION:** Disciplinary Alternative Education Placement (DAEP)/In-School Suspension (ISS) is a disciplinary measure assigned to students for infractions of the rules and/or regulations set forth by SJHS, Snyder ISD, and the State of Texas.

**LOCKERS:** All lockers in the school remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. **Snyder Junior High reserves the right to inspect all lockers.** Students have full responsibility for the security of lockers and will make certain that they are locked and that the combination is not given to others. To prevent theft of personal items, the locker should not be "rigged". It is the students' responsibility to keep their lockers neat, clean, and in good repair. Searches of lockers may be conducted at anytime there is reasonable cause to do so whether or not students are present. Lockers will be assigned by 5th period teachers and the assistant principal. Students must use the assigned locker.

**LOITERING (Outsiders):** A specific law of the State of Texas governs loitering on the premises and should be pointed out to students and to persons not directly connected with the schools.

Revised Civil Statutes-Article 295 of the State of Texas reads:

“Any person or persons who loiter or loaf upon any public school ground during the session of such school, after being warned by the person in charge of such school to leave such grounds, shall be fined not less than twenty-five (\$25) nor more than two hundred dollars.” The law defines “school property” as grounds of any public school and any grounds or building used for school sponsored assemblies or activities. During summer vacation when school is not in session, any person, including children and youth of school age, found loitering on school premises will be considered as outsiders and the law listed above shall prevail.

**LOITERING (Students):** Although a student is enrolled in the school and is in regular attendance during a school week, it is not permissible to loiter about the school building or school grounds on weekends or special holidays.

If a student returns to the school grounds on weekends or holidays, it must be for some reason known in advance by school authorities. This regulation is not only for the good and protection of the school, but is also set up to protect students. Should some act of vandalism or other misdemeanor such as theft be committed, a student seen loitering might be held suspect.

**LUNCHES:** Based upon the Texas Public School Nutrition Policy, “Parents may provide FMNV (Foods of Minimal Nutritional Value) or candy items for their own child’s consumption, but **they may not provide restricted items to other children at school**”. This policy does not restrict what parents may provide for their own child’s lunch or snacks. Parents are defined as the student’s parent or adult legal guardian.

**LUNCH-TIME ETIQUETTE:** The cafeteria and snack bar areas, other than being places to receive adequate lunches, are also places where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home.

Some simple rules of courteous behavior:

1. Observing good dining room standards in the line and at the table.
2. Leaving the table and the surrounding areas clean and orderly.
3. Putting trash and dishes in proper containers.
4. Not leaving these areas while eating or carrying food.
5. Not entering the cafeteria or snack bar unless to eat. If not eating, report directly to patio area.

Students who do not cooperate in practicing these common courtesies may be suspended from using these facilities or be assigned to help clean the area involved for a period of time.

**PATIO:** All students will go to the patio after they finish their lunch. Students are to remain seated. Rock throwing is not allowed.

**PATRIOTISM PROPERLY DISPLAYED:** A Right to Prayer statement: “Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the delivery of instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.”

**RESPECT FOR TEACHERS AND ADULTS:** Snyder Junior High School does not tolerate disobedience, the display of discourtesy, or the making of impudent remarks to members of its teaching staff. Students should cooperate with teachers and follow their instructions and rules set for the school. All teachers have full authority to correct or give instructions and rules set for the school. A student sent from class for a disciplinary reason is expected to report to the office of the assistant principal immediately.

Custodians and other adults (non-teachers) employed by the school are given authority to request proper conduct of students and may refer any student seen misbehaving to the principal’s office for a conference or for disciplinary measures. Students are expected to show the same respect for adult non-teachers as is required for the school’s professional staff.

**RESTROOMS:** Students are to use the restroom closest to the classroom or nearest the door from which the building is entered.

Students are not to be in the restrooms before 8:05.

Do not deface walls, doors, or other areas of restrooms.

During noon, the restroom for boys is next to room 201. The restroom for girls is near the cafeteria entrance.

**SCHOOL, SCHOOL BUILDING AND EQUIPMENT:** Most of the material used in school, i.e., books, desks, seats, and the building, are paid for by tax money. Care of this property is mandatory. Students and teachers should be proud of the fine facilities. There should be no scratching of names or initials on any part of the building or of equipment. Students are not to sit on the desk tops.

**TELEPHONE:** Students are not called from class to converse on the telephone. In case of emergency, word can be taken to the student much more quickly if the person calling will give the information to an adult in the main office. The message will then be sent promptly to the student for whom it is intended.

If a student needs a telephone call made, he/she is to complete the telephone request form. This form is to be signed by the teacher. Once the form reaches the office, office personnel will make the call, if it is deemed necessary; students will not make phone calls.

## **CURRICULUM**

## **SECTION III**

**GIFTED AND TALENTED SERVICES:** Nomination and identification procedures are established to encourage intellectually/academically gifted students to develop their potentials. Snyder Junior High School offers advanced academic services programs to students. Students identified as gifted have the opportunity to engage in advanced curriculum through pre-AP classes and receive differentiated curriculum. Students must meet the requirements of these programs to participate and have parent permission.

**CREDIT BY EXAM:** Students may choose to take acceleration exams to gain credit for courses in which they have had no formal prior instruction. Credit by exam is offered to students during a designated time of the year. Students interested should see the school counselor.

**EXTRACURRICULAR ACTIVITIES:** Eligibility Requirements: a student must be eligible in accordance with state UIL standards in order to participate in student activities and school sponsored trips.

**GENERAL GRADING SYSTEM:** Numerical grades 1-100 are used on all records and report cards. The lowest passing grade to earn credit is 70.

**HONOR ROLL:** At the end of each 6 weeks, students whose report card has all 6 weeks grades 90 or above will be on the "A" honor roll. Students with all 6 weeks grades at 80 or above will be on the "A-B" honor roll.

**OTHER PROGRAMS AVAILABLE:** special education, migrant, English as a Second Language, dyslexia, 504, and career and technology education.

**PROMOTION:** To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. The overall average shall be derived by averaging the final numerical grade for all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects:

1. Language arts/reading
2. Mathematics
3. Social studies
4. Science

Campus assignment shall be at the discretion of the District in the event the student passes some, but not all, courses in the eighth grade.

The parent or guardian of each student who has not successfully completed a subject or course for any semester shall be notified by the District as soon as practical of any summer program available in the District that may permit the student to complete successfully the failed subject(s) or courses. (See EHDA)

**PROTECTION OF STUDENT RIGHTS under 20 U.S.C. 1232h:** Parents have the right to inspect all instructional material, including teacher's manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education. Please contact your child's principal if you desire an appointment to review such materials.

If your children are under the age of 18, they will not be required to participate in a survey, analysis, or evaluation concerning the following topics without your prior consent:

Political affiliations.

Mental and psychological problems potentially embarrassing to the student or his or her family.

Sex behavior and attitudes.

Illegal, anti-social, self-incriminating, and demeaning behavior.

Critical appraisals of other individuals with whom students have close family relationships.

Legally recognized privileged or analogous relationships, such as those of a lawyer, physician, or minister.

Income (other than that required to determine a child's eligibility for participation in program or for receiving financial assistance under such a program).

If your children are 18 or older or are emancipated minors, they will have the opportunity to give or withhold consent to participate in the survey, analysis, or evaluation. (EF)

**STATE FURNISHED BOOKS:** Students are responsible for the textbooks they are issued. All textbooks must be properly covered at all times. If a student loses a book, he will be responsible for paying for it. If a student finds a book

that has not been issued to that student, the student should turn it in to the office so that it can be returned to its rightful owner.

**TUTORING:** Tutoring will be offered to all students in language arts, reading, mathematics, history, and science.

## **GUIDANCE AND COUNSELING**

## **SECTION IV**

**AID TO STUDENTS:** The district has a developmental counseling and guidance program. Snyder Junior High School provides, for every student, counseling and guidance services with these objectives in mind:

To help each student develop a better understanding of the student, his/her weakness, his/her vocational interest and abilities;

To help the individual student gain a general understanding of the world of work;

To provide general and detailed, educational and vocational information;

To acquaint students with vocational and educational opportunities;

To assist each student in developing goals, ideals and plans for the future;

To provide individual guidance in planning junior high school courses and future education, and

To provide trained personnel to whom a student may present personal problems and be assured they will be heard with understanding and information given will be treated in strict confidence.

Students should feel free at any time during the school day, from 8:10 a.m. to 3:40 p.m., to call at the counselor's office. Before going to the counseling department, however, a student is expected to report to the regularly scheduled class period and gain permission of the teacher in charge.

Counseling is a one -to-one relationship whereby a trained professional person and/or persons can help the student seek solutions to the student's problems and become more understanding of his/her own strengths and weaknesses. Some aspects of the counseling program require prior written consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact your school principal or counselor. It is an overall responsibility of the entire faculty and administration to help students fulfill their needs. All work in which counselors are involved has its ultimate goal helping the student to help himself/herself.

## **HEALTH PROGRAM**

## **SECTION V**

**COMMUNICABLE DISEASES:** Parents of those students with a communicable or contagious disease are asked to telephone the school nurse or school administration so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. These diseases are listed in policies FFAD, FFAD(E), and FFAD (L).

**GLASSES:** Sunglasses or dark prescription glasses may be worn only by a doctor's request.

**HEALTH APPRAISAL:** The main purpose of the school health program is to help maintain, improve and promote the health of all students of the school.

**HEALTH EDUCATION:** Every activity of the nurse points to health education. When teachers suspect that a student's health is a cause of underachieving, the school nurse will be ready to cooperate in any way possible to find the cause and help in encouraging correction.

**IMMUNIZATION RECORD:** In accordance with Texas state law, the following immunizations are required by junior high school students and verification, acceptable to the principal must be on file.

Polio – Persons under 19 years of age must have had at least 3 doses of oral vaccine, with one or more doses being received since the fourth birthday.

Tetanus – Minimum of three doses with last dose within ten years. Booster dose only after initial series.

Measles – Recommended but not required.

Mumps – One dose of vaccine is required.

**INJURY:** Injuries are to be reported to the office. An "accident form" should be filled out promptly on all accidents occurring on the school premises, both in the building and/or buildings and on campus. All students are urged to carry school insurance so that injuries may be cared for properly, promptly, and at a minimum cost.

**NURSE'S DUTIES:** By the virtues of a graduate nurses' training, the nurse is not trained to make diagnosis or to prescribe treatment. The nurse does first aid and emergency care only.

**STUDENT USE OF CLINIC:** No medical treatment is issued by the school. If a student becomes ill at school, a parent/guardian will be contacted if the student is not comfortable enough to return to class in a short time.

**DISTRIBUTION OF MEDICATION:** Children with asthma will be allowed to carry and self-administer their prescription asthma medicine if parents provide the school a written authorization for self-administration and a written statement from the child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed. Regular daily medications must be brought to the school office by a parent/guardian and counted with a full-time school employee. Both the parent/guardian and the school employee will then sign the medication sheet to verify the pill count. Examples of these medications are Ritalin, Adderall, Dexedrine and others.

Any time a regular medication is discontinued, the parent must notify the school in writing. The school cannot "take a child's word for it" that he/she is no longer taking medication.

Any change in dosage of a regular medication must be confirmed in writing by the child's physician. The school must be sure that a dosage change was ordered by a physician.

The school will not call for permission over the phone to give any medication, including Tylenol. Texas state law and Snyder School Board policy state:

Employees of the District may administer medication to a student, provided:

1. The District has received a written request to administer the medication from the parent /guardian, or other person having legal control over the student.
2. The medication appears to be in the original container and is properly labeled.

It is against the law for the school to dispense medication to any student from any bottle not belonging to that student only.

The school will not accept nor dispense any medication brought in a baggie or any other container other than the original container.

It is your prerogative as the parent/guardian to leave a bottle of medication for your child on his/her campus to be used in cases of pain such as headache providing the medication is in its original container and a permission form has been signed.

Snyder ISD will not dispense any alternative "medications" such as those purchased from a health food store. These supplements have not been tested nor approved by the U.S. Food and Drug Administration; therefore, they cannot be given at school. If you wish to administer one of these supplements to your child, you must do it before or after school hours.

## **MISCELLANEOUS INFORMATION**

## **SECTION VI**

**ASBESTOS:** The Snyder Independent School District's Asbestos Management Plan is available for public inspection at Director of Maintenance's office at 1600 Scott.

**BACKPACKS/BAGS:** In grades 6, 7, and 8, students will not be allowed to carry backpacks. Only bags used for athletic purposes will be allowed.

**COMPUTER ACCESS:** Only students who have been authorized by Snyder Junior High School and have signed and returned the Electronic Communication Agreement and who are under direct supervision of designated school employees are permitted to use a telecommunications resource such as the Internet.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages/pictures; revealing personal addresses or telephone numbers – their own or another person's; or using the network in a way that would disrupt use by others. Failure to meet the responsibilities by a student will result in disciplinary actions and loss of privileges.

**DISTRIBUTION OF MATERIALS AND PRIOR REVIEW:** All publications printed or distributed in the name of or within Snyder Junior High School shall be under the control of the administrators and the school board. All publications approved and issued by the school shall be part of the instructional program, under the supervision of a faculty sponsor, and all shall be carefully edited to reflect the high ideals and expectations of the citizens of Snyder ISD for their school.

Snyder Junior High School's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Classrooms and hallways shall not be used for distribution of any materials over which the school does not exercise control.

All materials for distribution must be given prior review and approval by the principal. Students who fail to follow the procedures for submitting material for approval shall face disciplinary action.

**EMERGENCY SCHOOL CLOSING INFORMATION:** In the event of severe weather, parents and students are encouraged to listen to radio station KSNY (FM 101.5 or AM 1450) or watch cable channel 2 on TV for bulletins from the superintendent's office concerning the opening or closing of school.

**EMERGENCY SITUATIONS:** Emergency evacuation of the classroom, auditorium, gymnasium, laboratories, etc., may become necessary. The only way to prevent injury is to know and rehearse mentally and physically the procedures to be followed until reactions are natural and evacuation is without panic. There may be emergencies that require the students to leave the classroom but remain in the building. Windows must be avoided. In case of a tornado all occupants will move to the hallways away from doors and glassed areas. They will sit on the floor next to the walls and place their hands over their heads. In general, movement will be made to the right when leaving the room unless this leads directly to outside doors or glassed areas.

Any evacuation of the building will be executed as a fire drill. Movement must begin immediately after the sound of the alarm, and verbal instructions WALK out at a rapid pace, but running and crowding together cannot be permitted. Also, in case of any fire drill everything must be disregarded except leaving the building. Lockers are not to be opened and nothing is to be moved or touched after the alarm is sounded. If anything is found in the hallways, i.e., coats, boxes, waste paper baskets, etc., it must be disregarded. Evacuation should be made through the nearest exit and continue to an outside area clear of the buildings, overhead electrical wires, etc. Students may be asked to remain in an area for an extended time. Patience and obedience to the orders given should continue until the group has been dismissed or permitted to return to the building.

**FEES AND FINES:** Fees for such items as lost books, material fees for products when the student chooses to exceed the minimum requirements and at the pupil's option become the personal property of the pupil, extra books, library fines, and destroyed or damaged property are to be paid as soon as possible after they are assessed.

**SAFETY DRILLS:** Safety drills are held from time to time without warning. Exit from the classrooms should be orderly, and running or pushing and shoving are not permitted in the hallways or outside the building. Exit from the building should follow directions prescribed for a fast orderly clearance of the buildings. Warning tones are located in hallways and elsewhere about the building and are to be used only when those in authority dictate. Students should realize that this equipment has been installed for their protection and are admonished to refrain from tampering with any part of the equipment. Students are not to talk during safety drills.

**LUNCH ROOM SERVICES:** Parents or students may deposit money into the student's account in the cafeteria, or individual meals may be bought in the cafeteria or snack bar each day. Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. Applications may be obtained from the office.

Students are not allowed to charge any meals. This meal is either breakfast OR lunch. The student will be allowed an alternative meal. The breakfast alternative meal is cereal and milk. The lunch alternative meal is peanut butter and jelly sandwich, fruit, and milk. Should you have any questions, please contact the food service office at 574-6068.

Students who wish to eat breakfast need to be in the serving line at 7:50 a.m. as serving begins at that time and will conclude by 8:05 a.m. Breakfast price is .75 cents for students, and lunch price is \$1.70 in the cafeteria line. Students may wish to eat in the snack bar and prices will vary with items purchased.

Students may leave campus during lunch only when a parent/guardian has come into the office to get the student. Students must sign out in the office and sign in upon return.

**MONEY AND PERSONAL VALUABLES:**

1. Don't bring more money than you need to school.
2. Don't leave it in your notebook, purse, or any place other than on your person.
3. Personal valuables should be left at home. The locker should not be used to store valuables.

**PESTICIDES:** The school district periodically applies pesticides. Information concerning these applications may be obtained from Jay Wesson at 573-2993.

**STUDENT USE OF THE LIBRARY:** The library facilities of the school are for the use of students and faculty members. The school is proud of its fine library; however, as is necessary in any free loan facility, certain rules must be set for the best interest and operation of the library and must be complied with by all users. The library will be open each school day from 8:05 a.m. to 3:45 p.m.

**VISITORS:** Parents and other visitors are welcome to visit Snyder ISD schools. All visitors must first report to the school office. Visits to individual classrooms during instruction time shall be permitted only with the principal's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Principals are authorized to refuse entry onto school grounds persons who do not have legitimate business at the school and to request any unauthorized person engaging in unacceptable conduct to leave the school grounds.

# Snyder Junior High School Tiger Tips Handbook

Dear Parent:

The purpose of this handbook is to provide you with some of the guidelines and expectations of your child while a student in Snyder Junior High School. Please take the time to review this information with your student.

We strive to provide your student with the best education possible in a safe and orderly learning environment. Your support and cooperation are always appreciated as the school and the home remain partners in the educational process.

Please sign below to acknowledge that you have received and reviewed this SJHS Tiger Tips Handbook with your student. Detach this page and return it to your student's 5<sup>th</sup> period teacher by August 29th or upon receipt of the material. If your response is not received, we will assume that you have received a copy of the Tiger Tips and have read and/or reviewed the handbook and are knowledgeable of its contents. If you have any questions, please contact me.

Sincerely,

Kellye Starnes  
Principal

## **Acknowledgement of Receipt of Tiger Tips Handbook**

I have received a copy of the Snyder Junior High School Tiger Tips Handbook. I have read and/or reviewed the handbook and am knowledgeable of the contents of the plan.

School: Snyder Junior High School

Student's Grade Level: \_\_\_\_\_ 5<sup>th</sup> period teacher: \_\_\_\_\_

Student's Name (PLEASE PRINT): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_