

**Chapa Middle School
Student/Parent Handbook
2019-2020**



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CHAPA MIDDLE SCHOOL TRADITIONS

CHAPA:

Our school is named in honor of Armando Chapa. Mr. Chapa worked for Team Hays for 30 years. He began his career as a counselor, and then he became principal of Hays Middle School. He then opened Kyle Middle School (which is now Wallace Middle School). Finally he served as the first counselor of Barton Middle School when it opened its doors until his retirement in 2004. Mr. Chapa is well-known for his hard work, dedication, sense of humor and genuine concern for student success. He is a family man, is married and has five wonderful daughters. He takes pride in himself and everything he does. At CMS, we will instill the work ethic, dedication and pride Armando Chapa exemplifies. Just as Mr. Chapa has been an active part of his community, Team Chapa will embrace community involvement and will host family events throughout the year to bring our community into our school.

SCHOOL COLORS: Royal Blue, Green

MASCOT: Cougars

MISSION STATEMENT: The mission of Chapa Middle School, a dedicated family of learners, is to guide students in developing the tools necessary to fulfill their aspirations, meet life's challenges, and enrich their community through supportive relationships and high expectations.

Guidelines for success: Building PRIDE through...

Character
Opportunity
Unity
Generosity
Accountability
Relationships
Success

Chapa School-wide Expectations:

- Respect People
- Respect Property
- Respect Learning

PEOPLE YOU SHOULD KNOW at Chapa Middle School

ADMINISTRATION

**Superintendent
Chief Academic Officer
Deputy Academic Officer – Area 1
Deputy Academic Officer – Area 2
Deputy Academic Officer – Area 3
Deputy Academic Officer – Area 4
Principal
Assistant Principal
Assistant Principal**

**Dr. Eric Wright
Sandra Dowdy
Dr. Michael O’Guin
Dr. Jennifer Garcia
Jesus Gomez
Sami Kinsey
Lisa Walls
Julio Vela
Christina Miranda**

GUIDANCE AND COUNSELING

**Counselor
Counselor
Communities in Schools**

**Magda Flores
Deborah Dinderman
Kim Coombs**

SUPPORT SERVICES

**Instructional Coach
Instructional Coach
ARD Facilitator
Nurse
Librarian
Library Tech
Cafeteria Manager
Head Custodian
School Resource Officer**

**Amanda Henke
Vacant
TBD
Debbi Giossi
Suzie Krejci
Patty Martinez
Evette Miles
Ana Duenez
TBD**

OFFICE STAFF

**Principal’s Secretary
PEIMS Clerk/Registrar
Attendance
Reception
ISS Monitor**

**Laura Torres
Cindy Zezulka
Janell Briones
Lorie Steeple
Cameron Cutrone**

SCHOOL DAY

The school day begins at 8:05 a.m. and runs through 3:35 p.m. Office hours are from 7:30 a.m. to 4:00 p.m. Chapa Middle School doors are opened at 7:45 a.m. Students and / or parents are not allowed in the building prior to this time unless they have a scheduled appointment. All visitors must enter through the front office entrance. Visitors must be prepared to show proper identification at the front office. Parent drop-off in the morning is the middle entrance (game entrance) in the front of the building. **The rear entrance is for faculty, bus riders, and walkers only. The rear entrance is not a parent drop-off or a pick up destination area.** Students will need to wait outside of the building until the doors open at 7:45 a.m.

Chapa Middle School 2019-2020

House Meeting/Advisory Bell Schedule

6TH GRADE		7TH GRADE		8TH GRADE	
Period	Time	Period	Time	Period	Time
Monday Morning Meeting - Announcements	8:05-8:35	7 Mindsets Lesson	8:05-8:35	8A Monday Morning Meeting - Announcements	8:05-8:35
7 Mindsets Lesson	8:39 - 9:09	Monday Morning Meeting - Announcements	8:39 - 9:09	8A 7 Mindsets Lesson	8:39 - 9:09
1	9:13-9:59	1	9:13-9:59	8B 7 Mindsets Lesson	8:05-8:35
2	10:03-10:49	2	10:03-10:49	8B Monday Morning Meeting - Announcements	8:39 - 9:09
Lunch	10:54-11:24	3	10:53-11:39	1	9:13-9:59
3	11:28-12:14	Lunch	11:43-12:13	2	10:03-10:49
4	12:18-1:04	4	12:18-1:04	3	10:53-11:39
5	1:08-1:54	5	1:08-1:54	4	11:43-12:29
6	1:58-2:44	6	1:58-2:44	Lunch	12:33 - 1:03
7	2:48-3:35	7	2:48-3:35	5	1:08-1:54
				6	1:58-2:44
				7	2:48-3:35

CAT Time Bell Schedule

6TH GRADE		7TH GRADE		8TH GRADE	
Period	Time	Period	Time	Period	Time
Pledges/MOS	8:05-8:07	Pledges/MOS	8:05-8:07	Pledges/MOS	8:05-8:07
1	8:07-8:58	1	8:07- 8:58	1	8:07-8:58
2	9:02-9:53	2	9:02-9:53	2	9:02-9:53
3	9:57-10:48	3	9:57-10:48	3	9:57-10:48
Lunch	10:51-11:21	4	10:52-11:43	4	10:52-11:43
CAT Time	11:25-11:55	Lunch	11:46-12:16	5	11:47-12:38
4	11:59-12:50	CAT Time	12:20-12:50	Lunch	12:41-1:11
5	12:54-1:45	5	12:54-1:45	CAT Time	1:15-1:45
6	1:49-2:40	6	1:49-2:40	6	1:49-2:40
7	2:44-3:35	7	2:44-3:35	7	2:44-3:35

Activity Bell Schedule					
6TH GRADE		7TH GRADE		8TH GRADE	
Period	Time	Period	Time	Period	Time
1	8:05- 9:09	1	8:05- 9:09	1	8:05- 9:09
2	9:13-9:59	2	9:13-9:59	2	9:13-9:59
3	10:03-10:49	3	10:03-10:49	3	10:03-10:49
Lunch	10:54-11:24	4	10:53-11:39	4	10:53-11:39
4	11:28-12:14	Lunch	11:43-12:13	5	11:43-12:29
5	12:18-1:03	5	12:18-1:03	Lunch	12:33 - 1:03
6	1:06-1:45	6	1:06-1:45	6	1:06-1:45
7	1:48-2:30	7	1:48-2:30	7	1:48-2:30
Activity	2:35-3:35	Activity	2:35-3:35	Activity	2:35-3:35

2-Hr Special Bell Schedule (End of Day)					
6TH GRADE		7TH GRADE		8TH GRADE	
1	8:05-8:45	1	8:05-8:45	1	8:05-8:45
2	8:50-9:30	2	8:50-9:30	2	8:50-9:30
3	9:35-10:10	3	9:35-10:10	3	9:35-10:10
4th (ADA)	10:15-10:55	4th (ADA)	10:15-10:55	4th (ADA)	10:15-10:55
Lunch	11:00-11:35	5	11:00-11:35	5	11:00-11:35
5	11:40-12:15	Lunch	11:40-12:15	6	11:40-12:15
6	12:20-12:55	6	12:20-12:55	Lunch	12:20-12:55
7	1:00-1:35	7	1:00-1:35	7	1:00-1:35
Extended Cougar Time	1:35-2:30	Extended Cougar Time	1:35-2:30	Extended Cougar Time	1:35-2:30
	2:35-3:35		2:35-3:35		2:35-3:35

7 Period Bell Schedule					
6TH GRADE		7TH GRADE		8TH GRADE	
Period	Time	Period	Time	Period	Time
1	8:05-9:01	1	8:05-9:01	1	8:05-9:01
2	9:05-10:01	2	9:05-10:01	2	9:05-10:01
3	10:05-11:01	3	10:05-11:01	3	10:05-11:01
Lunch	11:05-11:35	4	11:05-12:01	4	11:05-12:01
4	11:39-12:35	Lunch	12:05-12:35	5	12:05-1:01
5	12:39-1:35	5	12:39-1:35	Lunch	1:05-1:35
6	1:39-2:35	6	1:39-2:35	6	1:39-2:35
7	2:39-3:35	7	2:39-3:35	7	2:39-3:35

ACADEMICS

Grading Standards – Secondary

Hays CISD expects students to give their best effort the first time an assignment is made or a project or test is given. To ensure this quality of work, the following rules apply:

1. Teachers are required to record a minimum of one minor grade per week and a minimum of three major grades per grading period for each content area.
2. Minor grades will count for 40% and major grades will count for 60% of the overall grade for a nine-weeks grading period. All semester exam grades will count as 1/7 of the semester grade.
3. Teacher discretion may be used to determine what assignments constitute a minor or major grade, except for district-required Curriculum Based Assessments which are to be recorded as a major grade and eligible for reassessment.
4. Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do assignments or take re-tests. The re-teaching, re-submitting, and re-testing within the five school days is scheduled at the discretion of the teacher.
5. Corrections made to an assessment do not constitute a reassessment. Students must participate in re-teaching prior to any assessment.
6. Students may re-submit assignments and re-test only one time per assignment. The following assignments are not eligible for resubmission: major projects and midterm, final, and benchmark assessments. Grades on benchmark assessments will be derived from material that has only been previously taught.
7. Students have two school days from the time a missing grade is posted in the grade book to make up the missing work.
8. Students may receive a maximum grade of 70 on all missing or re-submitted assignments and tests. When a re-test or re-assessment occurs, grades should be assigned in the following manner:
 - If a student scores a grade of 70-100; a grade of 70 should be entered in the gradebook
 - If a student scores a grade of 0-69; the higher of the two scores (original grade or re-test) should be recorded in the gradebook.

Re-teaching and reassessment for mastery – Secondary

Students not mastering an objective standard will have the opportunity to be re-taught and reassessed a second time. Re-teaching may occur in a variety of ways and in different settings. This may or may not be scheduled during class time, but must be pre-announced so that students may plan accordingly. The number of re-teaching opportunities such as independent practice, activities, and/or ongoing homework, depends upon the professional judgment of the teacher and are required to strengthen skills prior to a second assessment. For reassessment, the teacher may not use the same assessment to determine mastery.

Late and Make-up Assignments – Secondary

Students are expected to complete all assignments. If a student fails to complete assignments or if late assignments become a concern for that student, teachers will notify the parent or guardian and the campus designee.

1. Students will be expected to make up assignments and tests after an absence. A student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner and within the time specified by the teacher.
2. The District shall not impose a grade penalty for make-up assignments after an unexcused absence.
3. The District shall not impose a grade penalty for make-up assignments after an absence because of suspension.
4. Students may be required to attend a teacher or campus program to complete any missing and/or unsatisfactory assignments turned in after the due date for a maximum grade of 70. Non-compliance may result in disciplinary action.
5. Any assignments not completed and submitted may be given the grade of a zero.

Conduct grades, which are given at the teachers' discretion, are as follows:

- E – Excellent
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

Schedule Change Process: Master schedules are developed in the spring prior to the upcoming year. Selections during registration indicate how many teachers and sections will be needed for a course. The process allows administrators to plan to hire for optimum academic strength. When students are permitted to randomly change schedules, classes become overcrowded. As a result, all students are impacted. Even the most effective planning is compromised. Very seldom does one course change impact only one course. Careful selections benefit everyone. Thank you for being a crucial part of our educational team as we work together for academic excellence.

1. Reasons for Schedule Change:
 - When a student is incorrectly placed or incorrectly scheduled into a course
 - When a class is too large and must be balanced
 - When a class is too small and must be deleted
2. Schedules and Course Selections:

The counselor handles course selections. Any problem a student may have with his/her schedule can be discussed with the counselor. Schedule changes are done through the Counseling Center. Schedule change requests must be submitted by the first week of school. For credit purposes, students' schedules will not be changed after the first 3 weeks of school.

Report Cards and Progress Reports: Report cards are issued to each student while at school to be taken home each nine weeks. Progress reports are issued at three-week intervals. Teachers will provide a progress report to any student who has a 74 or lower in their class at progress reporting time. Parents and/or students may also request, progress reports at any time. Students who have a failing grade on any of these two reports are encouraged to seek assistance. Extra assistance is offered before and after school upon teacher / student arrangements.

Report cards will be issued to the student five (5) instructional days following the close of each nine weeks period. Report cards should be taken home.

- 1st Nine Weeks October 17, 2019
- 2nd Nine Weeks January 9, 2020
- 3rd Nine Weeks March 12, 2020
- 4th Nine Weeks June 1, 2020 (Mailed)

Extra Assistance: Students are encouraged to make arrangements before or after school for assistance.

ICU: Intensive Care Unit – Our goal is to provide extra time and extra help for our students so that all students turn in every assignment. Our teachers will communicate with students and parents so that students know exactly what needs to be completed. Students will be provided with time before or after school to complete work. Students who have completed all their work will be rewarded at least every nine weeks with extra time. Students who have missing work will not be allowed to participate in any after school activities such as games. Our goal is to encourage our students to turn in quality work so they master their learning.

UIL ELIGIBILITY AND OTHER RELATED QUESTIONS

Eligibility: Questions often arise during the year regarding eligibility. The coach, athletic coordinator, band director, sponsor, or administrator can usually answer them. Here are a few things to remember:

1. Students must have the required number of credits to be eligible the first six weeks (unless specified otherwise by an ARD).
2. Students who fail a class will be ineligible for three weeks following the seventh day after which grades ended.
3. Students must be passing ALL classes at the three-week point in order to regain eligibility.
4. The winter holidays are not considered weeks for school purposes and UIL eligibility. Review this carefully with students in conjunction with their activity or sport.
5. The three-week period only counts actual school weeks, NOT calendar weeks.

**Progress Report / Report Card
& Extracurricular Eligibility Dates
2019-2020**

Report	Grading Period Ends	Grades Online by Midnight	Report Issued	Eligibility Affected
Progress Report	September 6	September 10	September 13	N/A
Eligibility Report	September 27	October 1	October 3	October 4 <i>Lose (or Regain*)</i>
Report Card	October 11	October 15	October 17	October 18 <i>Lose or Regain</i>
Eligibility/Progress Report	November 1	November 5	November 7	November 8 <i>Regain</i>
Eligibility/Progress Report	November 22	December 3	December 5	December 9 <i>Regain</i>
Report Card	December 20	January 7	January 9	January 14 <i>Lose or Regain</i>
Eligibility/Progress Report	January 27	January 29	January 31	February 3 <i>Regain</i>
Eligibility/Progress Report	February 14	February 18	February 20	February 21 <i>Regain</i>
Report Card	March 6	March 10	March 12	March 13 <i>Lose or Regain</i>
Eligibility/Progress Report	April 3	April 7	April 9	April 10 <i>Regain</i>
Eligibility/Progress Report	April 24	April 28	April 30	May 1 <i>Regain</i>
Report Card	May 22	May 26	June 1	N/A**

** Students who did not earn the appropriate amount of credits may regain
 ** Failure to earn enough high school credits may affect UIL eligibility for next school year
 This chart is subject to change if inclement weather days cause school to be closed.*

ATTENDANCE REGULATIONS

Procedures for Returning to School after an Absence:

1. The student must return with a written note from parent or doctor (if seen) that includes:
 - a. Reason for absence
 - b. Date of the absence
 - c. Parent's daytime telephone number
 - d. Signature of person giving authorization for the absence.

- Students returning to school after the start of the school day must report to the attendance window. If the student is more than 15 minutes late, they will be considered absent from class.
- Students have five (5) school days after an absence to turn in the note from parents or doctor in order to have the absence excused. After five (5) school days the absence will be considered unexcused.**
- A student is considered present due to a documented appointment with a healthcare professional if that student returns to classes on the same day of the appointment. A note from the health care professional must support the appointment. If a student arrives late due to a doctor's appointment, the student will check in at the attendance office before going to class. The student will **not** be considered tardy with doctor documentation.

DISCIPLINE

HAYS CISD STUDENT CODE OF CONDUCT:

The student code of conduct applies to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action, and when appropriate, will be referred to legal authorities for criminal prosecution for violation of the law. Students will receive a copy of the Hays CISD Student Code of Conduct. In order to accentuate the positive roles in student discipline, listed below are the student's responsibilities. **Please refer to the Hays CISD Student Code of Conduct for district policies and specific infractions. For your benefit, we have some of the following items in this handbook to help you understand The Cougar Way.**

Students attending Chapa Middle School are expected to:

- Respect People, Respect Property, Respect Learning.**
- Honor a reasonable request from an adult.
- Attend classes regularly and on time.
- Bring materials and completed assignments to class.
- Be properly attired. (see Dress Code)
- Conduct themselves in a responsible manner.
- Pay required fees and fines.
- Adhere to the rules and regulations in the Student Code of Conduct.
- Seek changes and review of school rules and policies in a responsible manner through our site based decision-making process.

DISCIPLINE CONSEQUENCES

Tardies will start over each semester (fall semester and spring semester).

Tardy CONSEQUENCES

- 1st Violation - Lunch Detention and Parent Contact
- 2nd Violation - Lunch Detention and Parent Contact
- 3rd Violation - 2 Lunch Detentions and a Parent Contact
- 4th Violation - After School Detention and Parent Contact
- 5th + Violations – Referral to the Office will result in Thursday or Saturday ISS

Students arriving late for school in the morning must sign in at the office and have a parent/doctor note. A parent/guardian must sign out students leaving during the day.

Teachers, Paraprofessionals and Administration will be conducting tardy sweeps every period. Staff will input student's ID number into a Google Form and then walk each student to their classroom. The ISS teacher/Administration will maintain the list and contact parents as students receive consequences. A grace period, 1st Week of school (Fall and Spring Semesters). Excessive tardies may result in the student being ineligible for extra-curricular activities, (after-school sport practices or games, dances, or other extra-curricular activities).

Lunch Detention (LD): Teachers may assign lunch detention to students for minor infractions. Students may bring a sack lunch, or a lunch will be provided at cost to the student. When the bell rings to end lunch, students are dismissed to continue the academic day. Students who choose to misbehave during lunch detention will be assigned further consequences. Students must take home the written notification (disciplinary referral) of assigned consequence. Those students who fail to serve Lunch Detention will receive further consequences.

After School Detention (ASD): After school detention is held Monday – Thursdays from 3:35 p.m. to 5:00 p.m. The parent will be notified through an after school detention notice that is taken home by the student after it has been assigned. The parent may make arrangements to pick up the child or the child may ride a late bus home (transfer students are not permitted to ride the bus and will be required to provide their own transportation). Students will be assigned to various details which include, but are not limited to, picking up trash on campus, beautifying landscape, cleaning sidewalks, and cleaning desks and cafeteria tables. If students fail to attend ASD, other consequences, such as Saturday School, may be given.

In-School Suspension (ISS): ISS is held on Thursdays from 8:00am to 7:00pm. Upon receiving notice that a student has been assigned to ISS, teachers will prepare appropriate assignments for the length of time the student is assigned. Students are to receive credit for work completed in ISS. Once students have been placed in ISS, they will not be allowed to leave the room except in extreme circumstances and only when approved by an administrator. Students will not have access to their cell phones while in ISS. It is the student's responsibility to make up all class work. A reasonable attempt will be made to notify parents when their child has been placed in ISS. The student will be given a copy of the ISS referral to take home the day of placement. Students who choose to misbehave during ISS will be assigned further consequences. **Students in ISS who complete all of their work in ISS class will be released from class at the end of the day, 3:35pm. If all of the daily work assigned is not completed, students will remain in ISS until 7:00pm, at which time parents will need to pick them up from campus.**

Suspension: A referral to the office for inappropriate school behavior may be assigned the consequence of suspension at home. Parents will be required to pick up their child at school. All school work may be made up with no penalty.

Administrative Detail: Students will be assigned to various details which include, but are not limited to, picking up trash on campus and cleaning cafeteria tables.

Thursday / Saturday ISS: Thursday/Saturday ISS is held from 3:45pm to 7:00pm (Thurs) and 8:00am to 11:00am (Sat), unless there needs to be an adjustment made by administration. Parents are required to provide transportation. Students will be assigned to various details which include, but are not limited to, picking up trash on campus, beautifying landscape, cleaning sidewalks, and cleaning desks and cafeteria tables. If students fail to attend Thursday / Saturday IS, it will be rescheduled and additional consequences may be given.

District's Alternative Education Placement: Students will be recommended for a placement at the district's Alternative Education Placement (Impact) for serious disciplinary infractions or behaviors that are deemed mandatory by the Texas Education Code. When it is recommended by an administrator that a student needs to be placed at Impact, the parent will be contacted to schedule an Administrative Conference. Following the conclusion of the conference, the student must attend an intake at the Impact Center within 3 school days if it is decided for student to be placed at Impact. Failure to do so after 3 days could result in additional days added to the total number of removal days. The student could also be considered truant from school if the intake was not scheduled within 3 days. If the student will need to attend Impact, he / she will remain in ISS until the Impact intake is completed. All attendance policies and procedures will apply. If the student is placed in Impact, he/she will be offered courses in English language arts, mathematics, science, history and self-discipline only.

Expulsion: When all other forms of consequences have failed to change behavior, or when a student commits an act that requires a discretionary or mandatory removal, a student may be expelled from school. The hearing process begins at the middle school administrative level, moves to the superintendent and may continue to the school board. A student who is expelled shall not be on campus or attend any school-sponsored and/or related activities for any reason.

Fighting: Chapa Middle School will operate under a **ZERO tolerance** atmosphere regarding fighting. Students INVOLVED in a fight or an offense determined as an assault may be removed to the Impact Center. CMS will involve the School Resource Officer which may result in outside law enforcement investigation. The message we are sending is **DO NOT FIGHT ON CHAPA MIDDLE SCHOOL PROPERTY**, including athletic events, dances or any activity held on school property or school related trips or events. It is because of these added ramifications of fighting, etc., on the Chapa campus that we strongly encourage possible victims or possible participants to report any hint of confrontation to the administrative or teaching staff immediately.

Public Display of Affection: Public display of affection shall be limited to: a brief hug hello, a brief hug goodbye. Disciplinary action will be assigned for violation of this rule.

Academic Dishonesty: Academic dishonesty, as in cheating or plagiarism, is not acceptable. Academic Dishonesty includes the copying of another student's work such as homework, class work, test answers, etc., as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. Research conducted on the Internet, just like with encyclopedias and other information sources, must be summarized in the student's own words with proper citation given. Cutting and pasting from a source on the web without giving proper credit to the original author is plagiarism. A student found to have engaged in academic dishonesty will be subject to the complete loss of credit for the work in question, as well as disciplinary penalties according to the Student Code of Conduct.

Skateboards and Roller Blades: Skateboards and roller blades are not allowed on the school campus both during and after school hours. Possession of said item will result in disciplinary action and possible loss of the item similar to electronic equipment.

Food and Drink on Campus: Students cannot request commercial delivery of food to CMS. Students may bring lunch from home, and parents may bring food **FOR THEIR CHILD ONLY**. Any items delivered to the office are subject to search by an administrator. Food and drinks are permitted in the class room only as part of Grab-n-Go breakfast; otherwise, only water is permitted in the classroom.

Cell Phone/Electronics Policy

Student use guidelines during the school day (8:00 AM-3:35 PM)

- Students may use their personal electronics on campus before 8:00 AM and after 3:35 PM.
- Teachers have final authority in their classroom and will clearly communicate through a red or green indicator if student technology may be used during instructional time.
- Cell phones must be out of sight and silenced in the classroom unless otherwise instructed.

Violation of electronics policy

Students who violate the policy will have the following consequences.

- 1st Offense – Confiscation of the device and returned to student at the end of the day
- 2nd Offense – Confiscation of the device and returned when picked up by a parent or guardian listed on the student contact information
- 3rd Offense – Confiscation of the device, **charged a \$10 administrative fee** and returned when picked up by a parent or guardian listed on the student contact information
Assigned In-School Suspension
- Multiple Offenses – Confiscation of the device, charged a \$10 administrative fee, picked up by a parent or guardian listed on the student contact information and disciplinary consequences

Students who fail to surrender devices will elevate consequences immediately. Confiscated phone must be picked up by the parent or guardian listed on the student contact information.

Chapa Middle School Dress Code

The Principal is entitled to interpret and administer the dress and grooming code to prohibit clothing or grooming that, in the principal's discretion, may reasonably be expected to cause disruption or interfere with normal school operations.

The Principal, in cooperation with the sponsor, coach, or other person in charge of extracurricular activities, may regulate the dress and grooming of students who participate in the activity. A student who violates such a standard may be subject to disciplinary action, including removal or exclusion from the activity for a period determined by the principal, his/her designee or sponsor.

If an administrator determines that the student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to ISS for the remainder of the day or until the problem is corrected (i.e., until parent or designee brings an acceptable change of clothing). Repeated offenses will result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases. In any case concerning dress code, the principal or his designee's decision is FINAL.

All clothing, backpacks, book covers, etc., must not depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations.

The dress code is intended to help promote a learning-centered atmosphere. Appropriate modesty is necessary at school and we ask students and parents to be mindful, when purchasing/selecting school attire, that the dictates of popular fashion are often not consistent with school expectations. A student should dress in a manner that demonstrates pride in personal appearance and pride in Chapa Middle School.

Skirts, Dresses, Skorts

- **Must be LONGER THAN mid-thigh and should NOT be overly tight or revealing**

Shirts and Blouses

- All top hems must meet at the waist. Midriffs and lower backs must not be visible while standing or sitting.
- Must be worn appropriately
- Cutting out of sleeves of shirts or sweatshirts is prohibited
- Must not be overly tight, revealing, or low-cut
- Transparent tops, halter-tops, spaghetti straps, cropped tops or any type of clothing that exposes the midriff or the back are prohibited
- Sleeveless shirts may be worn as long as the shoulder seams are at least **TWO** inches wide and cover all undergarments (**NO TANK TOPS or MUSCLE SHIRTS**).
- Underclothing/undergarments should not be directly visible under outer clothing.
- Items of apparel that are not designed to be worn as outer clothing shall not be worn as outer clothing, regardless of color (e.g. boxers).
- **All shirts must be buttoned if there is no undershirt.**

Pants/Slacks

- Belt line must fall between the natural waistline and top of hip (must not sag) and cover undergarments
- May not be dragging or cover the entire shoe
- Any holes above the knee, must be covered by patches or tights must be worn underneath.
- Tights and leggings are allowed as long as blouses are mid-thigh
- Pajama pants are prohibited

Shorts

- Must be LONGER THAN mid-thigh
- No holes in shorts
- Belt line must fall between the natural waistline and top of hip (must not sag)

Shoes

- Shoes must be worn at all times.
- House slippers and steel-toed boots are prohibited
- Taps, cleats, or any type of metal, plastic, or rubber devices attached to the soles or other parts of the shoes, which might cause damage to floors or create disturbances, are not to be worn.

Jewelry/Accessories

- Chain-like necklaces, spikes, wallet chains, and safety pins which may be used as a weapon are not permitted.
- Due to safety concerns, the principal or designee may prohibit oversized coats (e.g. trench coats) or any other oversized clothing.
- Tattoos are to be covered at all time. **No face painting or stickers on face.**
- Sunglasses cannot be worn or displayed in the building from 7:00 a.m. – 5:00 p.m.

Head Coverings/Other

- NO head coverings may be worn in the building from 7:00 a.m.-5:00 p.m., e.g. caps, hats, bandanas, sweatbands, shirt/jacket hoods, etc.
- Blankets are prohibited

GENERAL INFORMATION

Bus Changes: A student requesting a temporary change in bus must provide a written note from the parent/guardian with a daytime phone number for verification. **The note should be taken to the FRONT OFFICE BY 3RD PERIOD. The bus pass may be picked up after 6th period.**

Crisis Management: Each campus administrator has a copy of a written district guide for handling emergency situations, including a campus specific plan. Each campus has a crisis response team, and staff training has been provided. The district is currently involved in cooperative efforts with law enforcement officials, neighboring school districts, community members and other resource agencies in order to support student safety. Crisis management drills will be exercised at various times during the school year.

Cougar Time After-Party: The principal must approve all activities. Once students enter the activity, they may not leave and re-enter. Only Chapa Middle School students will be allowed at Crazy Cougar Crash. Students who have been assigned ISS and/or Saturday School will not be permitted to attend.

Cougar Time: Chapa Middle School hosts Cougar Time several times a semester. Students who owe ID fine, have received a referral during the designated timeframe and/or are not on the ICU List, will be rewarded and may participate in Cougar Time.

End of Year Fun & Games: Chapa Middle School hosts several end-of-the-year activities. CMS ends the school year with a carnival for its students and staff, as well as student vs. faculty games, and other fun activities. Students who have not attended ISS, Saturday School, who do not owe library or textbooks, and who do not owe fines to the campus, are rewarded and may participate in all of the end of the year festivities.

Deliveries: Deliveries are limited to emergency items only. Do not send or deliver flowers, gifts, balloons etc., to school for delivery. **They will not be delivered to student during the school day.**

Digital Citizenship: As a digital citizen, students will:

- use technology responsibly
- comply with network security policies
- ask permission before taking or posting photos/video of someone else
- stay on task while using technology in class
- think before students post information online
- protect student private information
- stand up to cyber bullying
- respect other's intellectual property

Fund Raising: Unless approved by the principal, fundraising is not permitted on Chapa school property.

ID's- Identification Cards: Students are expected to wear I.D.'s during the school day. We want to be able to identify all students and adults on campus. The original I.D. will be furnished to students prior to school. Additional I.D.'s will cost \$3.00 each. Disciplinary action for not wearing school I.D.'s will be decided by the administrative staff. Each morning, between 7:45a.m. – 8:00a.m., students will be given the opportunity to purchase an I.D. Students will be charged \$3.00 for their replacement I.D. All fines will need to be paid in a timely fashion. Students will be placed on the "No Fun List" and/or consequences will be given until paid. Students will not be able to participate in nonacademic activities such as Assemblies, Cougar Time, CAT time and/or pep rallies. Parents are able to bring I.D.'s until the end of first period.

Library: Students are encouraged to use the library. To facilitate this, extended hours are added to the school's regular day. Passes are not required during extended hours.

Lockers: Lockers will be limited to athletic and music lockers. These lockers remain under the control and jurisdiction of the school at all times. The student has full responsibility for the security of the assigned locker. **The school is not responsible for the loss of any items taken from a student's locker.** Never leave money or items of value in your locker.

Lost and found: The reception office is designated as the area for lost and found. If lost and found items are not claimed within a reasonable amount of time, they will be discarded.

Passes: The student must have a hallway pass to go to the office or restroom. Students must have a Chapa Pass to go to the library or the nurse's office. Students without hall passes in the hallway will be sent back to class.

Pledges of Allegiance and a Minute of Silence: Texas law requires students be given the opportunity to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Students are not required to sit or stand during the pledges so long as they do not interfere or distract others. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. The student may choose to engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Posters and Signs: All posters and signs are to be approved by an administrator. Use only cellophane tape or a "Tiacky-Tack" substance to attach. Only school related activities may be promoted. Do not attach signs to painted surfaces.

Student Insurance: Insurance is available to all students and the school acts as a service agent only. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. For specifics on insurance coverage, contact the insurance company or the Hays CISD administrative office.

Telephones Usage/ Messages: Students will not be called to the phone during class, nor will they be permitted to leave class to use the phone. Only emergency messages from parents will be delivered. Administration will determine what constitutes an emergency message if a question arises.

TEXTBOOKS

State approved textbooks are provided free of charge.

- The student becomes responsible for the book when it is issued (Assistant Principal is the only person on campus who will issue students textbooks)
- Textbooks must be covered at all times.
- Write your name in the front cover of the textbook along with the school year.

Lost or stolen textbooks:

- Must be paid for before another book will be issued.
- Lost or stolen textbooks are paid for in the secretary's office.
- Any student failing to return a book issued by the school shall lose the right to free textbooks **outside of the classroom**, until the book is returned or paid for.
- School privileges may be revoked until the lost or stolen book has been paid for.

Damaged textbooks:

- A student issued a damaged textbook should report the damage to the teacher immediately.
- Students are held responsible for books damaged after they have been issued to the student.
- Damaged textbooks are paid for in the secretary's office.
- Any student failing to pay for a damaged book shall lose the right to free textbooks, **outside of the classroom**, until the damaged book is paid for.
- School privileges may be revoked until the damaged book is paid for.

Textbook Payment Schedule	
Books slightly damaged by writing or underscoring	\$.25 per page
Books with loose cover	\$10.00
Books with missing pages or serious damage	Full Price
Profanity written in book	Full Price
Lost books	Full Price
Uncovered books	\$.50 per occurrence

GUIDANCE AND COUNSELING INFORMATION

Services: A number of services are provided to students through the counseling center including personal, educational and career counseling.

Communities in Schools: The services of CIS are available at Chapa Middle School. Students may contact their counselor to access these services.

Promotion and Retention: A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive at least a grade of 70 based on course-level or grade-level standards. Students must pass 3 out of 4 core academic subjects to be promoted to the next grade. In addition, excessive absences can mean loss of credit in courses.

Please be aware that ALL eighth graders must pass the reading and math portions of the STAAR test in order to be promoted to the next grade level. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance. For further information, see policies EHBC, EI, and EIE. Students who fail STAAR may be required to take a remedial course in place of an elective class.

STAAR: STAAR Examinations administered to Chapa students are as follows:

- 6th Grade – reading and math
- 7th Grade – reading, writing, and math
- 8th Grade – reading, math, science, and social studies

HEALTH SERVICES

The nurse's office is located across from the cafeteria and will:

1. Handle student illness, injuries, medication, treatments and medical emergencies on a daily basis.
2. Act as an excellent resource for health information, materials and referrals.
3. Encourage the student to take responsibility for his or her own wellness and choices regarding health.

AED Locations: There are two AED emergency receptacles in the building. One is located on the wall directly outside of the Nurse's Office, and the other is on the wall outside of the competition gym.

EpiPens: Epinephrine Auto Injectors are accessible in the nurse's office for the treatment of anaphylaxis.

Clinic Rules:

1. Hours are from 7:45 a.m. – 3:35 p.m. From 3:35 p.m. – 4:00 p.m. a nurse will be available for emergencies ONLY.
2. Emergency Health Information must be current and updated by parent.
3. Students must come to the clinic with a pass, unless it is a medical emergency.
4. Students are not allowed during passing periods unless acutely ill.
5. Students must sign in on clinic log – name, ID and time. If not signed in, student was not there.
6. Student needs to be assessed by a nurse if not feeling well.
7. The student may be encouraged to stay at school if assessment does not indicate a need to send home; he may be allowed to rest.
8. Parents may be called so that an informed decision can be made.
9. To be sent home the following criteria need to be met:
 - a. fever of 100 or greater
 - b. vomiting repeatedly
 - c. nurse's discretion