



Charles Patterson Middle School Student & Parent Handbook 2024-2025



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KISD MISSION

Teach so that students learn to their maximum potential.

PATTERSON'S MISSION

Charles Patterson Middle School aims to develop inquiring, knowledgeable, and caring young people who possess the skills needed to make an impact on society.

OUR BELIEFS

Cavaliers
Always
Value
Academics
Leadership
Integrity
Effort
Resiliency
Service to Others

FIGHT SONG

We are the Cavaliers from Patterson,
We will never quit striving 'til we have won.
We're true to our school and to all our friends.
We're the Cavaliers, Cavaliers, blue and orange Cavaliers-
On to victory, Hey!





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ABOUT THIS HANDBOOK

This handbook was written to help ensure the success of students at Patterson Middle School. It serves as a supplement to KISD published policies, including:

- [KISD Student Code of Conduct](#)
- [KISD Student Handbook](#)

Please be sure you are familiar with *all* KISD policies. Thank you!

ADMINISTRATIVE STAFF

Christina Harris
Principal

Denise Berg
Dean of Instruction

Clyde Kinsey
Assistant Principal A-K

Mark Shifflett
Assistant Principal L-Z

Stephanie Etienne
Campus Instructional Coach

Minerva Cotton
Academic Advisor

Jullissa Carrion
Special Programs Facilitator

Keri Luepke
Counselor (Last Names A-K)

Christine Douglass
Counselor (Last Names L-Z)

Debbie Rodriguez Naoe
Social Emotional Learning
Specialist

ANNOUNCEMENTS

Announcements will be shared during 2rd period and projected via PowerPoint in the cafeteria for students to read each day. Students should be attentive so as not to miss important information such as extra-curricular activities, student awards and recognition, picture days, yearbook sales, etc. School information is also located on our Facebook page, Instagram page, and campus website.

Online Announcements

We have several outlets for communication! We will distribute information on the following platforms:

- Blackboard Connect messaging system (automated calls and emails)





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- [CPMS Website](#)
- [Facebook](#)
- [Instagram](#)

ATHLETIC EVENTS

To respect the work of our athletes and provide a safe, supportive environment for our spectators, the following expectations must be followed at athletic events:

- Students must be picked up no later than 30 minutes after the end of the event. If students do not have a ride come right away, they could lose future game privileges.
- Sit in the student section unless you're sitting with a parent
- You MUST wear your ID card
- All school rules still apply (example: dress code)
- Sit down in the stands.
- No loitering
- No heckling
- Do not distract the players.
- Do not go under/behind the bleachers.

If you are attending an event in the **gym**, the following also apply:

- No food or drinks are allowed in the gym. If you have food/drinks, you may sit in the hallway area and watch the game through the windows.
- If you are in the eating area, you should remain seated. If you are not eating/drinking, you should not be there.
- Students who are not playing should not be on the players' side of the gym.

If you are attending an **outdoor event** (at the football field, etc.) the following also apply:

- Do not wander away from the main football field area.
- Do not stand behind the players (no side coaching, etc.).
- Do not stand along the front rail of the bleachers.
- Do not go on the visitor's side of the field.

****All attendees must follow the KISD Clear Bag policy. Students who plan to attend athletic events will not be able to bring their backpacks into the event.**

ATTENDANCE

Regular attendance is essential for proper academic growth. Students should be in school every day to receive the maximum benefit. When it is necessary for a student to be absent, the student should return to school with a written excuse from the parent. The written note must be turned in within 5 days of the absence to the Attendance Office and include the following information:





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- Student's first/last name
- Grade level
- Parent's first/last name
- Parent's phone number
- Date(s) of absence
- Reason for absence

NOTE: District policy allows 10 parents notes per school year. This does not include medical notes, court excused notes, etc.

Students are responsible for making up any work they miss while they are out. More details regarding makeup work are in the "GRADES" section of this handbook.

Leaving Campus

- Students should not leave school grounds once they have arrived on campus or at any time during the school day, including the lunch period, without checking out through the front office.
- Parents need to come in person to the front office to check out their student.
- Students will not be permitted to leave school with anyone other than the parent/legal guardian, person authorized on registration card, or law enforcement personnel.
- In order to see a student and/or check him/her out of school, identification is required, and the person must also be on the student's registration/emergency card. This is a measure to ensure the safety of the student.
- Students should be signed out prior to 3:00PM in the afternoons. With dismissal at 3:30PM, it becomes very difficult to get students out in a timely manner if you are attempting to pick them up after 3:00PM (particularly due to traffic outside the building).

Excessive Unexcused Absences

A student will not be given credit for a class if he/she has more than 9 unexcused absences in a semester, unless an attendance committee gives credit because there were extenuating circumstances for the absences. The KISD Board has established guidelines for determining what constitutes extenuating circumstances. The Board may establish alternative ways for students with unexcused absences to make up work or retain credit.

Tardies

Students have 4 minutes to get to each class. Students should be on time to class in order to get the most out of the instructional time. Tardies receive disciplinary consequences (Type II violations). Please see the "BEHAVIOR POLICIES" section of this handbook for more information.





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AUTHORITY TO INVESTIGATE/INTERVIEW

Per the [Student Code of Conduct](#), "when district staff investigates alleged misconduct, students may be required to provide written statements as needed and/or may be questioned regarding the student's own conduct or the conduct of other students. Failure to cooperate in an investigation, to include refusal to provide a written statement, may be treated as insubordination. Investigatory proceedings will be conducted without delay, and there is no right to representation in such proceedings." Administrators reserve the right to question students without parents present.

BEHAVIOR POLICIES

Charles E. Patterson Middle School is dedicated to maintaining a safe, orderly, and intentionally inviting educational setting. It is imperative that students adhere to the norms and expectations of the school. Failure to follow the expectations may result in a referral and possible ISS. Safety is always our #1 concern!

Passing Period/Hallway Expectations

- Go directly to your destination (Point A to B).
- Walk on the right side of the hallway.
- Keep the volume at a conversational level.
- No horseplay. Keep your hands and feet to yourself.
- Walk with a purpose. Keep traffic moving!
- No loitering in the halls or the restrooms.

Lunch Expectations

- Sit in your seat at your assigned table at all times. If you need to get up for any reason (to use the restroom, get a napkin, etc.), please raise your hand for permission.
- Speak in a conversational tone to the students around you at your table only.
- Clean up after yourselves (look under the tables, too).
- All food and drink must be consumed inside the cafeteria.
- Remember your table manners! Don't throw/toss food, flip water bottles, etc.

Hall Passes

Student safety and instruction are primary concerns. Students must have permission from a staff member to leave the classroom. If a pass to the counselor's office, restroom, or front office is deemed necessary, the teacher will issue the student a pass. Students have two minutes travel time on a pass and must sign in when they get to the various offices. **Students arriving at their destination without a pass will be sent back to class.** Teachers will instruct/remind students that they must report to class FIRST to get a pass to proceed to their desired destination.





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Consequences

Guidelines for imposing disciplinary consequences are outlined in the [Student Code of Conduct](#). "Consequences shall be administered when necessary to protect students, school employees or property, and maintain essential safety, order, and discipline. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case."

Also included in the [Student Code of Conduct](#) is a list of disciplinary consequences. Among those consequences are:

- **Lunch Detention:** Students may be assigned to lunch detention, which is done in room 301 during lunch. Students are expected to report directly to the detention at the beginning of the lunch period, or when asked to during the lunch period. Failure to report to lunch detention may result in further consequences. If a teacher needs to pull the student for lunch tutoring, the teacher may come to the detention room to retrieve them, and the student can make up the detention time the next day.
- **Teacher Detention:** Teachers may require students to attend detention in their classrooms before school, after school, and/or during lunch for minor classroom infractions. 24-hour parental notification will be given before a student may begin serving detention. Students are to be kept no more than 30 minutes per session unless other arrangements have been made with the parent. Failure to report to detention may result in further consequences.
- **Saturday Detention:** Saturday Detentions are assigned by an administrator. Students assigned to Saturday Detention must report to campus no later than 8:00am on the date assigned. They must come with paper, a writing utensil, assignments to complete, and/or a book to read. Students who do not show up to Saturday detention will be reassigned to ISS to make up the time.
- **Administrative After-School Detention:** After-School Detention is an administrative disciplinary consequence used as a response to infractions of the [Student Code of Conduct](#). Students will report to the designated place no later than 3:45 on the date assigned. They need to bring paper and a writing utensil with them. Students will be monitored by teachers as they complete assigned tasks. Administrative D-hall takes precedence over teacher D-hall. Failure to report to detention may result in further consequences.
- **In School Suspension (ISS):** ISS is an alternative educational environment designed as a disciplinary tool, allowing students to be suspended from classes while remaining on campus in an instructional setting. Students may be assigned to ISS by an administrator. Students will complete daily work in addition to supplemental and enrichment assignments. For the safety reasons, students may be held in ISS "holding" while administrators conduct investigations. Students who are assigned ISS are not allowed to attend after-school events/functions/practices/etc. for the duration of the suspension.





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- **Out of School Suspension (OSS):** OSS is an administrative disciplinary tool used as a response to the most serious infractions of the [Student Code of Conduct](#). Absences accrued during suspension shall be considered excused. To receive credit for work missed, it must be turned in within five (5) days of the student's return to school. Students who are assigned OSS are not allowed on campus for the duration of the suspension.
- **Emergency Removal:** Emergency removal is an administrative tool used to protect students if their presence is deemed a danger to themselves or others. Parent notification occurs when removal is deemed necessary.

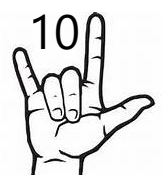
Type II Violations

"Type II" violations include ID, tardy, and dress code. For every 4th violation received, students will be issued a referral and assigned a consequence:

- 4 violations = 3 days lunch detention
- 8 violations = full day Saturday detention
- 12 violations = full day Saturday detention
- 16 violations = full day Saturday detention
- 20 violations = 1 day ISS
- 24 violations = 2 days ISS
- 28+ violations = administrative discretion

Following are the expectations to help prevent you from receiving a Type II violation:

- **ID Badges:** All students will be required to wear ID badges on a lanyard. The following rules apply:
 - No defacing of ID (stickers, scratching out of numbers/picture)
 - ID should be free of extra tags, key rings, pictures, or toys that can obstruct view of the ID (house keys and bus passes are acceptable)
 - ID must always be visible and worn above the waist, not on pants, or inside shirt or book bag
 - ID must be worn to all KISD or school events (all games, dances, competitions, etc.). Students will not be admitted to any game/event without his/her ID.
 - ID will be utilized for library check-out
 - Any violations of the ID policy will be handled with disciplinary action as outlined in the KISD [Student Code of Conduct](#).
 - Lost/stolen/replacement fee is \$5.00 for the ID and \$1.00 for the lanyard
 - Any student who does not have an acceptable ID will be asked to go to the AP office to get a temporary ID. **If you get a temporary ID from the AP Office, you have just received a Type II violation.**





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- **Tardies:** Students must follow the expectations set forth by their classroom teacher regarding their tardy policy. Students who do not make it into their classrooms before the tardy bell, or who do not have a teacher-issued pass excusing their tardy, will be given a tardy by his or her teacher through the HERO system. **Every tardy a student receives counts as a Type II violation.**
- **Dress Code:** Students must follow the expectations of the KISD dress code, as well as further campus expectations (please see the "DRESS CODE" section of this handbook for more details). Teachers will send suspected dress code violations to the AP office. If an AP confirms a student is out of dress code, they will be asked to change or call home for a change of clothes. Students will need to wait in ISS for appropriate clothes to be delivered. **If you are "dress coded" in the AP office, you have just received a Type II violation.**

School Buses

Safety of all students is a top priority when traveling in school-provided transportation. Students being transported are held to a high standard of conduct. Any student who violates transportation procedures shall be subject to disciplinary actions as stated in the [KISD Student Code of Conduct](#). Jurisdiction of the school disciplinary actions extends to the bus stop area.

BOYS & GIRLS CLUB

Boys & Girls Club is a service offered for students after school who cannot ride the bus home or be picked up right after school. This is a free service offered at CPMS. If you are interested, applications are available in the front office.

CAFETERIA MEALS

Each student will use their Student ID# for their lunch accounts. They will type it into the numeric keypad at the cash register. All students receive free breakfast. The daily cost for a student lunch is \$3.00. Please visit our district's [School Nutrition site](#) for more information.

Cafeteria Line Expectations:

1. Students are not allowed to get in line if they do not plan on getting anything. Standing in line to socialize makes the cafeteria lines very long, and the students at the end who really need to buy food don't have as much time to eat as a result.
2. Students are not allowed to jump the line (either cutting in front of others, or moving backwards to stand with friends, etc.).
3. Once in line, students must stay in that place in line.





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CLUBS & ACTIVITIES

Patterson has tons of clubs and activities to get involved in! We believe it is important for all students to be involved in our school community outside of academics. A list of clubs can be found in the front office and advertised throughout the school. Get involved!

Students who misrepresent Patterson Middle School while in or out of school may be suspended from the organization or activities they represent.

COMPUTER USAGE

Use of the KISD computer network(s) is a privilege, not a right, and is subject to the conditions set forth in the Acceptable Use Policy (found in the [Student Code of Conduct](#)). Any abuse of the various networks within the District may result in the loss of network use privileges and/or other disciplinary consequences.

CONFISCATED ITEMS

Any prohibited items (per the [Student Code of Conduct](#)) will be confiscated by staff and turned in to the Assistant Principal's office. Patterson Middle School includes in the list of prohibited items any other item that causes a disruption to the learning environment (such as slime).

Confiscated items will be returned to parents upon request to administration. The school is not responsible for lost or stolen items that have been confiscated under this provision. Neither the campus nor the district assumes responsibility or liability for loss or damage to a device or for the unauthorized use of the device.

COUNSELING OFFICE

The counselors provide individual guidance for students when they or their parents request assistance, or when referred to the counselor's office by a member of the faculty. Any parent who wishes to consult with the counselor should call for an appointment. The areas that may be addressed include, but are not limited to:

- Family Issues
- Gang Affiliation
- Stress
- Relationship Concerns
- Grief/Loss/Death





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Schedule Changes

Course selections may be adjusted only on a limited basis (ARD decisions, Athletic coaches' approval, Honors classes, etc.). A schedule change request for an elective will only be accepted until the morning of the second Friday of school. All other schedule change requests should be given to the appropriate counselor and then approved by an administrator.

Withdrawal Procedures

To ensure a smooth withdrawal for students from KISD, parents should begin the withdrawal procedure several days prior to the student's last day of attendance. A general withdrawal form will be given to students and parents at the time of withdrawal. This document is usually sufficient for enrollment in another school. Copies of additional documents such as special education or gifted education records will be provided from Patterson Middle School as long as the request is made while the student is still enrolled. Documents requested after withdrawing may need to be directed to our district office.

DELIVERIES/GIFTS

State law (Texas Education Code 21.923) mandates that instructional time not be interrupted. Students may not receive deliveries (flowers, balloons, etc.) during the school day as it disrupts the classroom's learning environment. We discourage all deliveries to the school since they will have to remain in the office until the end of the day. This includes food deliveries. Please see the "Food/Drinks/Gum" section of this handbook for more details.

DRESS CODE

Students are expected to follow the dress code in the [Student Code of Conduct](#). Students who do not adhere to the dress code will be asked to sit in ISS until an appropriate change of clothes can be delivered. Common dress code issues that will be addressed on campus include (but are not limited to):

- **Short Skirts/Dresses:** Skirts and dresses must be the appropriate length (no more than 6" above the knee at its shortest point). The back of skirts/dresses tends to ride higher, and slits must be measured as well.
- **Leggings:** Leggings are not to be worn without a dress/skirt/shorts/shirt of the appropriate length (no more than 6" above the knee).
- **Holes/Ripped Pants:** Holes/Rips that show skin cannot be higher than the 6" above the knee. Leggings may be worn under holes/ripped pants to cover the skin.



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- **Shirts/Tops:** Students must wear tops that cover the upper body (i.e., no halter tops, crop tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
- **Low-Cut Shirts:** Make sure necklines are appropriate.
- **Hoodies:** Hoods may never be worn up at school.
- **Sagging:** "Sagging" (wearing pants below the waistline or showing underwear) is not permitted. Zip-ties are available in the AP office if you need help keeping your pants up.
- **Pajama Bottoms:** The KISD dress code policy states "apparel designed as underwear or night wear may not be visible or worn as outer garments".

DROP-OFF/PICK-UP INFORMATION

Morning Procedures

- Doors open at 7:30am. Please do not send your student to school earlier than 7:30, as there will be no supervision before that time.
- Busses will drop off students on the south side of the school. From there, 6th and 7th graders should enter by the concession stand, and 8th graders should enter the cafeteria from the back (west side) of the school.
- Parents can drop off students in front of the school. Please use the drop-off lane for safety reasons.
- Students can enter the building at 7:30 and are to report directly to their grade level hallway unless they are eating breakfast. If eating, they should report directly to the cafeteria. 8th grade students will report to the cafeteria where they will be seated in a designated area until the bell rings.

Afternoon Procedures

- All students should exit the building or be in their designated location under adult supervision (tutoring/practice/clubs/Boys & Girls Club) by 3:40. Loitering in the halls after school is not allowed for safety reasons. Student must exit the building immediately after their after-school activity has ended.
- Once students exit the building, they cannot re-enter.
- Walkers need to exit the building through the front or the north side of the school (by the Career Center).
- Bus riders need to exit the building through the south side/back.
- Students being picked up must exit through the front of the school. Please use the drop-off/pick-up lane out front for safety reasons. **Students must be picked up by 3:50pm** for safety reasons, because school supervision ends at that time. If a student isn't able to be picked up by 3:50, Boys & Girls Club is a free after-school program that is dedicated to providing a safe place for students who are waiting to be picked up.



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Special Events

- Students should not be hanging out at the school unsupervised while they wait for a special evening event to start.
- Students must be picked up within 30 minutes of the end of the event. If they are not, they may not be able to attend future events.

ELECTRONIC DEVICE POLICY

To promote the best possible learning and social environment in Killeen ISD, students will not use their cell phones, smart watches, AirPods/earbuds, etc., during the school day. Secondary students will be assigned a personal secure pouch at the beginning of the school year. Students are expected to bring their secure pouch to school daily and return it in good condition at the end of the year.

Students, parents, or guardians are responsible for the student's pouch once they have been issued to the student. This includes the return of the pouch to the issuing campus at the end of the term or year, when the student transfers to another Killeen ISD campus, or when the student withdraws from the district.

Student, parent, or guardian responsibilities are as follows. Students must ensure proper use of and care for the pouch. A pouch is in good condition if it:

1. Has a functional locking mechanism.
2. Is free from tears, holes, or fraying.
3. Is clean and odor-free.
4. Has secure, intact seams.
5. Effectively prevents access to the devices when locked.

Students must return the pouch to the issuing campus prior to the last day of school, prior to the end of the course, at the time of student withdrawal, upon transfer approval to another Killeen ISD campus, or whichever is applicable.

Students must reimburse the issuing campus for any lost, destroyed, or damaged pouch(es) issued to that student. Fines can be found in Administrative Procedures III-A, Exhibit A.

For a full breakdown of the District's Cell Phone Policy please click the following link:

[KISD CELL PHONE AND POUCH PROCEDURES FOR SECONDARY SCHOOLS](#)



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FOOD/DRINKS/GUM

Food/Drinks Policy

Food or Drinks are not allowed outside the cafeteria. Water bottles are allowed if they are in sealed containers to prevent spills. At no time should any other food or drinks be out in the halls. Snacks in teacher classrooms are only allowed at the discretion of the teacher.

Gum

Patterson Middle School is a gum-free campus. No gum chewing is allowed at any time.

Food Deliveries

State law (Texas Education Code 21.923) mandates that instructional time not be interrupted. If parents would like to drop off lunch for their child during lunch hours, it must be dropped off by someone on the student's contact list. Deliveries from outside vendors are not allowed. Food delivered outside of the normal lunch hours will not be delivered to classrooms.

Birthday Celebrations/Lauren's Law

The KISD policy for allowing parents to bring birthday cakes/cupcakes to school is as follows:

The Lauren's Law states that a parent/guardian may bring in any food product (cakes/cupcakes) on the occasion of the child's birthday. It does not:

1. Require the teacher to stop instruction to allow for the birthday party
2. Allow the parent/guardian a right of access to the classroom
3. Allow balloons, decorations, gifts, etc.

The principal has discretion on when to allow the consumption of the food products. Usually this can be done at the end of lunch before instruction begins or at the end of school. This way there is no disruption to learning. The food products cannot be consumed in the cafeteria during the meal serving times.

Patterson Middle School recommends bringing pre-packaged birthday treats during the CAV Connection period.

GRADES

Home Access

Home Access is a grade reporting system that allows parents and/or guardians to view students' grades, missing assignments, attendance and progress. If you seek assistance, have questions and/or concerns about the system, please contact the counselor's office. Parents without



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computer access are welcome to visit the campus library or call our campus Parent Liaison at 254-336-2447. **NOTE: The grade in Home Access Center is always the most current grade (not Schoology).**

KISD Middle School Grading Practices

The [KISD Middle School Grading Practices](#) are available on the KISD website.

Report Cards

Report Cards are issued at the end of each nine-weeks period. During the year, report cards will be given directly to the student. The final report card will be mailed the week after school is out for the summer.

Academic Awards/Honor Roll

Students with outstanding grades will receive academic awards once each year. To be eligible they must enroll in school by the first day of the second week of the fall semester. They must have a grade point average of 11.3 or above for the semester. Students who have above-average grades can be recognized on the honor roll. The "A" honor roll is for students who make 90's or above in all subjects. The "B" honor roll is for students scoring 80 or above in all subjects *and* 90 or above in at least 4 subjects.

Makeup Work

Make-up work is expected and should be done within five (5) days following a student's return to school after being absent. It is the student's responsibility to contact each teacher to get all the work missed. Students who are absent for two consecutive days or longer may call the counselors' office by 9:00 a.m. on the third day to request assignments. Parents may pick up these assignments after 3:45 p.m. that day. Prior notice for extended absences is greatly appreciated and allows teachers time to provide assignments ahead of time.

Failures for the Year

Any student who fails a class for the year will be required to attend summer school to make up their credits. They will need to successfully pass all classes to be promoted to the next grade. For more information, see the "Promotion/Retention" section of this handbook.

HEALTH SERVICES

A nurse should be on duty in the clinic every day school is open. If a student needs medical attention, parents will be contacted. In case parents cannot be reached and the circumstances warrant immediate medical attention, we will refer the student to the hospital or family doctor noted on the registration card.



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Medication

All medication will be kept in a locked cabinet in the clinic. A permission form signed by the parent allowing school personnel to dispense medication will also be kept on file. Medication must be labeled properly. It is the student's responsibility to come to the nurse's office at the appropriate time of day for administration of medication, and to pick it up at the end of the prescription or weekends. Students diagnosed with asthma may carry inhalers and must have a note from a physician and parent. The physician's note is kept in the clinic. The parent's note is kept with the student.

Accidents

Every accident occurring on school property or at any school-sponsored event must be reported immediately to the adult in charge and to the nurse's office.

LIBRARY

Lost/Damaged Books

Books that are lost or damaged will need to be paid for by the student. To find out the amount owed, please see the librarian.

Overdue Books

All books are stamped with the due date so students know when their materials are due back to the library. A fine is assessed at a rate of \$0.05 per day per book.

Food/Drink Policy

Please note that due to the library having carpet on the floors, food and drink are not allowed.

Fines

All fines must be paid! Student accounts need to be cleared before they are permitted to attend some events such as field trips, dances, etc.

LOCKERS

To ensure students get to class on time and learning is not interrupted, hallway lockers will not be assigned at this time. However, if lockers are assigned in the future, please know that lockers are school property, and as such all district rules and policies apply to their use. Students are not allowed to share lockers. They should keep their locker combination secret (including separately assigned PE lockers). Locker searches may be conducted at any time, whether a student is present or not. At the end of the year, lockers must be completely cleaned out by the students.



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LOST & FOUND

The lost and found bin for large items is located outside the locker rooms. Small items found such as keys, money and glasses will be in the front office. Textbooks, when found, are to be turned in to the Assistant Principal's office. All items not claimed will be donated to charity periodically.

PARENT CONTACT INFORMATION

The counseling office should be notified of any changes of address, phone number (home, work, and cell numbers), or email. It is extremely important that we are able to contact parents at all times, both for emergencies and matters concerning your child's education.

PERSONAL ITEMS

Students are advised to bring personal items to school at their own risk. We encourage students to lock their belongings in their lockers whenever possible to keep them safe. We are not responsible for lost or stolen items.

PLEDGES/MOMENT OF SILENCE

The Texas Education Code states that students are required to recite the pledges of allegiance to the U.S. and Texas flags once during each school day. On the written request from the student's parent or guardian, a student shall be excused from reciting a pledge of allegiance. There must be a one-minute period of silence after the pledges. Teachers must ensure that all students remain silent and do not act in a manner that is likely to interfere with or distract another student. Acceptable activities during the moment of silence include reflection, prayer, and meditation.

PROMOTION/RETENTION

6th/7th Grade

- **Course Completion:** Students who do not pass 1 or more of their core classes for the year will be required to attend summer school to make up the credits.
- **STAAR:** If a student does not pass their STAAR exams, they will be required to receive 15 hours of supplemental instruction for each subject area.



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8th Grade

- **Course Completion:** Students who do not pass 1 or more of their core classes for the year will be required to attend summer school to make up the credits.
- **STAAR:** If a student does not pass their STAAR exams, they will be required to receive 15 hours of supplemental instruction for each subject area.
- **Accelerated Learning Committee:** All students who do not pass their STAAR exams will require an Accelerated Learning Committee be put in place. The committee will “develop an educational plan for the student that provides the necessary accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the school year.”

KISD Academic Achievement (Policy Iv-B): Retention & Promotion

A student who is 10 years old and is retained in grade 3; a student who is 12 years old and is retained in grade 5; or a student who is 16 years old and is retained in grade 8 MAY be promoted to the next grade by official action of the Grade Placement Committee regardless of the reason for retention (failure of course/grade level standards or non- mastery of state-mandated assessments required for promotion or both).

When students are promoted under this procedure, a transition meeting shall occur at which an Accelerated Instructional Plan (AIP) is generated to ensure success of the student at the next grade. This transition meeting shall include appropriate staff members from the receiving grade or in the case of promotions from grade 5 to 6 and grade 8 to 9, the meeting shall include appropriate staff members from the middle or high school receiving the student.

SEARCHES

The district has the right to conduct administrative searches of personal property (backpacks, clothing items, purses, etc.) as well as school property (lockers, desks, electronic devices, etc.), when there is reasonable cause to believe they contain articles or materials prohibited by the district and to protect the safety and order of the learning environment.

SPECIAL PROGRAMS

Special Education

Contact: Julissa Carrion, Special Programs Facilitator

Students with learning disabilities or emotional disturbances may be eligible for special education services. Testing is done by a district diagnostician to determine eligibility for these services and must be updated every three years. Students who qualify for special services may





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be eligible for content mastery, resource, self-contained, or behavior modification programs as determined by a committee (ARD) and written on their IEP (Individual Education Plan).

Talented and Gifted

Contact: Minerva Cotton, Academic Advisor

The TAG program offers special courses to provide an enriched curriculum for students identified as having above-average intellectual ability and/or specific subject matter aptitude(s) (ex: math or science). The courses include language arts, mathematics, science, and social studies in sixth, seventh, and eighth grades. Placement in TAG courses will be determined by the established district criteria for entrance into the gifted program. Screening is initiated by nominations submitted by parents, students, and/or teachers.

English Language Learners

Contact: Belinda Culley, ESL Teacher

English Language Learners (ELL) program is taught to enable limited English proficient (LEP) students to become competent in the comprehension, speaking, reading, and composition of the English language. The program shall emphasize mastery of English language skills as well as mathematics, science, and social studies, as integral parts of the academic goals for all students to allow LEP students equitable participation. ELL is an integral part of the total school program. It uses instructional approaches designed to meet the special needs of LEP students, and the basic curriculum content of the program is based on the state essential knowledge and skills.

Section 504

Contact: Julissa Carrion, Special Programs Facilitator

Section 504 of the Rehabilitation Act of 1973 requires that school districts not discriminate on the basis of handicap in education programs and activities. It further stipulates that any condition which "impairs a major life function" may be considered a handicapping condition. Schools must make modifications in the classroom for students who qualify for 504 services.

AVID

Contact: Tashai Owusu (Tashai.Owusu@killeenisd.org)

Advancement Via Individual Determination (AVID) is a middle school through senior high school program to prepare students "in the middle with high potential for success" in rigorous secondary curriculum for four-year college eligibility. It is an academic, regularly- scheduled elective program based on writing as a tool of learning, inquiry method, and collaborative grouping. The three main components of the program are academic instruction, tutorial support, and motivational activities. The program also restructures the teaching methodology





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of an entire school to make college preparatory curricula accessible to almost all students. The goal of AVID is to educate the “whole student.” This is achieved by unifying six important elements of education: students, curriculum, faculty, tutors, parents, and community.

TEACHER COMMUNICATION/CONFERENCES

The best method of communication for teachers is e-mail. Parents, please be sure you have a working e-mail set up with the counselor’s office. If you are not receiving e-mails within the first couple weeks of school, please check with the counselor’s office to see if your e-mail is correct. Teachers are expected to respond within 24 hours.

Parents are encouraged to set up parent/teacher conferences when needed. To schedule a conference, please call the front office or schedule it with the teacher directly.

TEXTBOOKS

Textbooks, as with all other instructional resources, will be issued to and utilized by teachers at their option. As such, requests for textbooks by teachers, parents, or students will be met by following the procedures below:

Teachers

Teachers in Math, Science, and ELAR will be issuing consumable textbooks to students. Teachers do have the option of sending the books home with the student or keeping them in the classroom. Most students will need access to the books during class each day.

Parents

Parents wanting to check out textbooks for home use with students may use one of the following methods:

1. Contact the school office via telephone, a note from home, or in person.
2. Contact Clyde Kinsey, the Assistant Principal in charge of textbooks, with requests.

Students

Students wanting to check out textbooks for home use may use one of the following methods:

1. Make the request to Mr. Kinsey (Assistant Principal).
2. Bring a note from home and leave it with the school office.



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TUTORING

All teachers are required to offer tutoring before school, during lunch or after school. If you are unsure of a teacher's tutoring times, please call the front office.

VISITORS

Students are not allowed to bring visitors with them to school. All visitors, including parents, must be on the student's contact list. They should first stop by the front office to secure permission and get a visitor badge before going to any area in the building. KISD requires all campuses to utilize a computerized visitor control system.

When visiting in a classroom, parents are not to engage a teacher in conversation during class time. Parents are encouraged to set up parent/teacher conferences when necessary. We expect parents to model our classroom/behavior expectations as well. If you need to use your cell phone, etc., please step out into the hall. It is important that the classroom remains free from distractions, so parents who have small children who are pulling focus should take them out into the hall as well.

VOLUNTEERS

We love volunteers! If you are interested in volunteering at CPMS, please contact Twila Hill our Parent Liaison.