

XVI. Campus Pages

Administration Information-KISD

Cinco Ranch Jr. High	(281) 237-7300
Main Campus Fax	(281) 644-1640
KISD Administration Building.....	(281) 396-6000
Executive Director of Transportation	(281) 396-2700
Katy ISD Police Department	(281) 237-4000

Administration Information-CRJH

Elizabeth Nicklas	Principal
Angelica Knight.....	Assistant Principal - Grade 6
Virginia "Jenny" Legler	Assistant Principal - Grade 7
Dustin Schmeits	Assistant Principal - Grade 8
Shan Smith.....	Asst. Principal for Student Support
Lisa Huddleston.....	Principal's Secretary
Erica Thornton	Counselor - Grade 6
Kathi Thumann.....	Counselor - Grade 7
Julie Atwood.....	Counselor - Grade 8
Rachelle Isaacson.....	Band Director
Lisa James.....	Asst. Band Director
Anabell Pinedo.....	Athletic Coordinator
Trey Nimtz.....	Assistant Athletic Coordinator
Rachelle Isaacson.....	Fine Arts/Elective Department Chair
Catherine Urban.....	Orchestra Director
Laura Vu.....	Asst. Orchestra Director
Judy BouKheir.....	Choir Director
Susie Low.....	Asst. Choir Director
Sara Whitfield.....	Theater Director
Catherine Ponder.....	Asst. Theater Director
Kimba Jackson.....	Special Education Department Chair
Natalie Scott.....	Math Department Chair
Sharron Liner.....	Language Arts Department Chair
James Page.....	Science Department Chair
Jaya Olson.....	Social Studies Department Chair
Mirta Segura.....	Cafeteria Manager
Ana Hernandez.....	Head Custodian

Office Hours

Principal's office, grade level principals' offices, and counselors' offices are open from 8:10am to 4:10pm each day. Switchboard is open from 8:00am to 4:30pm.

Important Procedures to Remember

CINCO RANCH JUNIOR HIGH DRESS CODE 2019-2020

Cinco Ranch Junior High will follow the KATYISD dress code as outlined in the Discipline Management Plan and Student Code of Conduct. Consequences for non-compliance are as follows:

1st infraction - warning, school supplied clothing

2nd infraction - warning, parent call, and school supplied clothing

3rd infraction - 1-hour detention, school supplied clothing

4th infraction - office consequences

PARENT COMMUNICATION AT THE RANCH

Student success depends greatly on parent communication. The following avenues will be used to enhance the exchange of important information between school and home. CRJH asks that parents take a few moments each day or week to review what is going on at your child's school. Your involvement makes a difference.

- **STUDENT PLANNER**

6th grade students at CRJH are encouraged to use a student planner to record assignments, homework, projects, reminders, ect. It is highly recommended that 7th and 8th grade students use a planner. Encourage your child to use this tool and check it daily. It is well designed with great charts and helpful hints.

- **THE "HOWLER"**

The "Howler" is a short information newsletter available on the CRJH website. This communication will also be emailed via eNews weekly.

- **KISD PARENT INFORMATION CENTER**

Whether you are a parent with a child enrolled in Katy ISD or a community member interested in keeping up with district activities, the Katy ISD Home Access Center is your gateway to the latest news and information from Katy ISD. Services available through the Parent Information Center include:

A. **Online Grades**: Access to your child's grades online.

B. **Campus eNews**: Have news and information from your child's campus delivered directly to your inbox.

C. **MyPaymentsPlus**: Web-based service allows you to access your child's meal account, make meal payments online and course fees.

D. **Katy ISD Update**: Receive district-wide news and updates via email.

E. **Stranger Danger**: Receive email alerts regarding suspicious activity in our community.

F. **Katy on the Go App**: Katy ISD has developed a mobile app for your smartphone or tablet. The app gives you quick, easy access to district and campus information along with specific information regarding your child(ren). To download the app go to your app store and search for Katy ISD. The app is free.

Don't have a child enrolled in Katy ISD? Community members can also register with the Parent Information Center to receive Katy ISD updates, Stranger Danger, Bulletins, and even Campus eNews.

G. **Canvas**: Canvas is the platform used to communicate specific information about individual courses and assignments. Parents can access Canvas using their Home Access Center login and password. To obtain a Home Access Center login and password please contact the campus registrar. Students access Canvas through **MyKaty Cloud** using their student ID and their network password which is given to them in August of every year.

NIGHT TIME ACTIVITIES

We welcome student attendance at nighttime activities such as athletic events and concerts. However, non-participating students are not permitted to stay after school in order to attend these events. Students must go home as they normally do and return at the scheduled time for the event. We encourage parents to attend school events with their children whenever possible. Students are expected to behave appropriately at nighttime events and to follow school rules. Failure to do so will result in the student being sent home from the activity and possibly being suspended from further attendance at nighttime activities. In addition, students who are assigned to ISS, suspended, or sent to OAC are not allowed to attend any activity occurring during the period of their removal from regular classes.

CRJH DISCIPLINE SYSTEM

The philosophy of CRJH will be based on the fact that students make their own choices and are responsible for their actions. Student expectations for a school are clearly explained. Students who follow those expectations will not need the procedures below. Each teacher will make parent contact prior to assigning the first detention.

1st Offense – Warning

2nd Offense – 30 Minute Detention (Teacher Assigned)

3rd Offense – Office Referral – minimum 1-hour Detention

After two detentions from the same teacher in any one six-week period, the student will automatically be referred to the office. Repeat offenses may result in an “N” or “U” in conduct. Some extracurricular activities may be restricted if a student receives 2 “N”s or a “U” in conduct.

***Severe clause:** Immediate referral to the office may result from defying a teacher, fighting, vandalism, or prohibiting the class from functioning.

CRJH TARDY PROCEDURES

Unsupervised time lends the greatest potential for disruptions and other discipline infractions to occur. Students are expected to be in class on time. Students who enter any class late (up to 5 minutes) will be subjected to procedures below. Students who enter more than 5 minutes late are considered truant and will be referred to the grade level principal.

First Time: Warning

Second Time: 30 minute teacher detention and parent phone call

Third Time: Office Referral

HOMEWORK REQUEST

A child must be out three (3) days in order to request missed homework from the Attendance Office. Students are allowed two (2) days for each day absent to make up the work.

GRADING/LATE WORK/RETEST POLICIES

Late homework will be accepted, but only if it is turned in by the next time that particular class meets and there will be a 30 point penalty. After two days, a zero will be assigned. For example, if a student does not have his/her homework for 2nd period on Monday, they have until 2nd period on Tuesday to turn it in for a maximum grade of 70. From that point on, the grade will be a zero. On major projects, 10 points will be deducted each day for 3 days. After three days a zero will be assigned. Work assigned prior to absence(s) is due on the first day, including tests.

The CRJH retest policy applies to major tests only! Projects and writing assessments are not retested. If a student makes less than 70% on a major test, they will be given one opportunity to retest. In order to retest, test corrections may be completed and an opportunity for a tutorial session will be given. The retest will not be identical to the original test, but will be similar in difficulty. The maximum score of 70 is the highest score a student can receive on a retest.

WALKING/BIKE RIDING

Please make sure all bikes are locked. The use of skateboards, scooters, or skates is at owners risk. The school is not responsible for theft or damage. Bike riders should walk their bikes under covered areas and loading areas.

Please model fairness and safety and follow the traffic and pick up procedures requested by the school.

Students should not walk across traffic in the front of the building. Please have your students walk along the sidewalk and enter/exit your car once you are in the lane closest to the school.

LOCKERS, LUNCHES, AND PERSONAL BELONGINGS

- **LOCKERS/STORAGE SPACES**

Each student has an assigned locker and locker combination. This information is not to be shared with anyone. It is the student's responsibility to keep his/her locker clean and the books and materials arranged in a neat and orderly fashion. No items are to be hung on the outside walls of the locker. This includes posters, signs, stickers, pictures, hooks, tape, etc. No students are permitted to put books or any other property in a locker that has not been assigned to him/her. Personal locks are not permitted on lockers. Locker Mate shelves are welcome to be used. Heavy jackets, full-length jackets, and hats should be kept in lockers during the school day. Students will be responsible for restitution of damages to the locker if the above guidelines are not followed. All lockers and/or storage spaces are the sole property of Cinco Ranch Jr. High. The school makes these spaces available to students for their use, but in doing so, retains all rights and privileges to open, inspect, reassign, and to confiscate contraband, which may be in violation of state law and/or school policies. No student will be permitted to enter any locker not assigned to him/her, regardless of the situation or purpose.

- **BACKPACKS**

Backpacks in classrooms are up to individual teacher discretion.

- **COMBUSTIBLE ITEMS**

Combustible items such as lighters, matches, smoke bombs, fire crackers or other explosive devices are articles of arson and are strictly prohibited from being on school grounds. Students in possession of such items will be subject to severe disciplinary consequences, which may include legal action.

- **DISTRACTING ITEMS**

Distracting items, including but not limited to laser pointers, video games, toys, stuffed animals, cameras, external speakers and balloons, will not be allowed at school or on the bus, unless special permission is given. These items may be taken up by staff member and kept in the office until a later date. Students in possession of distracting items may also be subject to disciplinary consequences.

- **FOOD AND OPEN CONTAINERS**

Students bringing lunches to school will place those lunches in their locker until lunchtime, at which point students will go to the cafeteria to eat. Food and/or open containers in the classrooms or hallways are not permitted and will be confiscated. Clear water bottles are permitted. Students assigned to ISS will need to bring a sack lunch or buy their lunch from the cafeteria. No outside food will be accepted for students in ISS.

- **COMMERICAL FOOD DELIVERY**

Students are not allowed to have food delivered to the school for lunch. Parents and guardians wishing to bring food to their student must arrange to meet the student in the front office during the student's scheduled lunch period.

- **ELECTRONIC DEVICES**

While students are encouraged to bring their own electronic devices, it is not a requirement. If they are needed in class, the teacher will supply them.

If a phone is taken up for inappropriate use, the consequences are as follows:

First time: Teacher takes and returns at the end of the period.

Second time: Phone is taken to the front office and returned at the end of the day.

Third time: Parent must pick phone up at the front office or 1 hour Detention.

Fourth time: Office Referral and an automatic one hour detention.

Fifth time: Office referral and an automatic two hour detention.

VALUABLE ITEMS

Students are discouraged from bringing personal items of value or large amounts of cash to school. Expensive items, such as tablets and Smartphones, are the responsibility of the student and should be kept in a safe place at all times. Having large amounts of money can only result in negative situations.

VISITORS TO CAMPUS

Parents are always welcome to visit for events, assemblies, to eat lunch and to attend conferences. Please feel free to get involved and participate in our school. All parent visitors must present a valid driver's license or appropriate I.D. at the front office and obtain a nametag. Please wear the visitor tag at all times while at school. Please return the nametag to the front office as you are leaving.

Lunch visits are restricted to parents, younger siblings, and grandparents. These family members are welcome and encouraged to have lunch with their students.

If you would like your child to eat lunch with a local member of a religious institution, the adult must complete necessary requests and the parent must sign a permission form. The forms are available in the front office if you are interested.

INTEGRATED PEST MANAGEMENT (IPM)

Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the use of pesticides by adequate pest-proofing of facilities, good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices.

When it is determined that a pesticide must be used in order to meet pest management objectives, the least hazardous material, adequate for the job, will be chosen. Signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the District's IPM Coordinator at 281-396-2503. Additional information can be found on the KISD website.

ASBESTOS MANAGEMENT PLAN

The district is committed to providing a safe environment for workers, building occupants, students, parents, and legal guardians. An Asbestos Management Plan has been developed to address all Asbestos Hazard Emergency Response Act (AHERA) and Texas Asbestos Health Protection Act (TAHPA) requirements. A copy of the District's Management Plan is available in the administrative office at each school site which contains friable and or non-friable asbestos containing building materials (ACBM). This plan is available for inspection during normal business hours.

Colors

Maroon and Gold

Mascot

Coyote

Campus Web Site

<http://www.katyisd.org/campus/crjh/Pages/default.aspx>

Regular Bell Schedule

*Advisory is 6th period school wide.

8:10am Cafeteria opens for students
8:35am Students released into building
8:45am Tardy bell

1st 8:45-9:35
2nd 9:40-10:25

A LUNCH 10:25-10:55
3 rd 11:00-11:45
4 th 11:50-12:35
5 th 12:40-1:25

3 rd 10:30-11:15
B LUNCH 11:15-11:45
4 th 11:50-12:35
5 th 12:40-1:25

3 rd 10:30-11:15
4 th 11:20-12:05
C LUNCH 12:05-12:35
5 th 12:40-1:25

3 rd 10:30-11:15
4 th 11:20-12:05
5 th 12:10-12:55
D LUNCH 12:55-1:25

6th 1:30-2:10 *ADVISORY
7th 2:15-3:00
8th 3:05-3:55

*4:15pm All students should be out of the building and picked up unless they have an assigned location.

Early Dismissal Bell Schedule

*There is no advisory period on Early Dismissal

8:10am Cafeteria opens for students

8:35am Students released into building

8:45am Tardy bell

1st 8:45-9:15

2nd 9:20-9:50

A LUNCH 9:55-10:25

3rd 10:30-10:55

4th 11:00-11:25

5th 11:30-11:55

3rd 9:55-10:20

B LUNCH 10:25-10:55

4th 11:00-11:25

5th 11:30-11:55

3rd 9:55-10:20

4th 10:25-10:50

C LUNCH 10:55-11:25

5th 11:30-11:55

3rd 9:55-10:20

4th 10:25-10:50

5th 10:55-11:20

D LUNCH 11:25-11:55

7th 12:00-12:25

8th 12:30-12:55

*1:15pm All students should be out of the building and picked up unless they have an assigned location.

Handbook Signature Page

**** Return the signature page to student's advisory teacher.**

****Please read and complete the acknowledgement below. The 2019-2020 Student Handbook can be found on the Cinco Ranch Junior High campus website under Policies and Procedures. The student and parent must sign this form and return it to the specified teacher by the Friday of the 2nd week of school. If there are any questions, please call the appropriate school administrator.**

KATY INDEPENDENT SCHOOL DISTRICT
PARENT-STUDENT ACKNOWLEDGEMENT
JUNIOR HIGH STUDENT HANDBOOK

Student name: Last First Date

Grade: _____ **Advisory Teacher** _____

*We have reviewed the KISD Junior High Student Handbook and campus supplement. Our signature indicated that we have read the handbook and we understand the contents.

Student signature

Parent signature

Notices to Parents and Students

Katy Independent School District (Katy ISD) does not discriminate on the basis of race, religion, color, age, national origin, sex, or disability in providing educational services and/or activities, including career and technical programs, nor in its employment practices in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Mr. Todd Schneider, Assistant Superintendent for Human Resources, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. Mrs. Bonnie Holland, Assistant Superintendent for Governance, Legal Affairs, and Special Programs, has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

Katy ISD does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the American with Disabilities Act (ADA), interested persons should contact Mrs. Bonnie Holland, Assistant Superintendent for Governance, Legal Affairs, and Special Programs.