

Drane Intermediate Student Handbook

Welcome to Drane Intermediate! We are glad to have you as a part of Drane intermediate School. Our mission is to help your child transition from an elementary school to a secondary school.

Cooperation between home and school is essential to create an atmosphere for student growth. This handbook has been prepared to aid parents, students, and staff in establishing a learning atmosphere. It is filled with a wealth of information for both students and parents.

We utilize this handbook as a communication tool for both parents and students. We sincerely hope that this handbook will give you a better understanding of what Drane Intermediate is all about. We are proud of our school and are looking forward to working with you and your child. If we can be of any assistance, please let us know.

**Drane Intermediate School
100 South 18th Street
Corsicana, TX 75110-5116
School: (903) 874-8281
Fax: (903) 641-4130**

**Principal-Adan Casas
Assistant Principal-Sharon Goodman
Counselor-Shea Edmonds
Principals Secretary-Rashell Heien
Secretary-Barbara Lewis
School Nurse-Debbie Briggs**

Absences & Tardies

Upon returning to school, the student is responsible for obtaining an Admission slip before first period. He/she should bring a parent or doctors written note in order to obtain an Admission slip. These written notes are used to determine whether an absence is excused or unexcused and are kept on file in the attendance office. **If a note is not returned within three school days, the absence will be unexcused.** According to state law and district policy, absences may be excused for the following reasons (reasons listed here do not include extenuating circumstances)

1. Personal illness (a statement from doctor is required if more than 5 days)
2. Serious illness or death in the immediate family
3. Medical appointment
4. Educational trip endorsed by parents and with the pre-approval of the principal.
5. Religious Observance

Regular attendance results in success and academic achievement Excessive absences may result in assignment to summer school or repeating present grade assignment.

TARDIES:

ALL TARDIES ARE UNEXCUSED.

Excused late admission will be granted only when written documentation from a physician is presented to the campus Attendance clerk. Students who are late to school should report to the office before reporting to class where a tardy slip is necessary and required. Each student is expected to be in the classroom by 8:00 a.m. Being tardy to class not only causes you to miss valuable instructional time, but also steals learning time from classmates.

The following will be the consequences for tardies:

Per 9 weeks (all classes inclusive):	
1st Tardy.....	Warning
2nd - 3 rd Tardy.....	Lunch Detention
4th - 5th Tardy.....	1/2day ISS
6th – 9th Tardy.....	1 day ISS
10th - 12th Tardy	2 days ISS
13th – 15th Tardy.....	1 day suspension

The attendance policy as mandated by the State Board on education follows: A student shall not be given credit for a class if he has been in attendance less than 90% of the days the class is offered, unless an attendance committee as provided by Board policy, gives credit because of extenuating circumstances. The board may establish alternative ways for student to make-up work or regain credit. Please consult your **CISD STUDENT HANDBOOK** for details and a more thorough explanation.

BEFORE SCHOOL PROCEDURE

Staff members are not available to supervise students until 7:00 a.m. Please do not arrive on campus before 7:00 am. Students who arrive-before 7:40 will go to the auditorium and sit in an assigned area.

BUSES

Buses are provided as a privilege and not a right. Students are expected to behave on the bus as in the classroom. The transportation department will furnish each student with a packet explaining the proper bus conduct, procedures, and disciplinary action resulting in infractions on the bus. All questions regarding bus procedures, routes, and compliance need to be directed to the Transportation Department (903)872-4181.

CAR/WALKING STUDENTS

Students riding to school by car or walking are to enter the building through the front entry of the school. Riders/walkers will exit the front doors at the end of school. **Car riders and walkers will be dismissed at 3:35. Bus riders will be dismissed at 3:35.** Parents are required to pick up their child in front of the school.

Drane Intermediate School is a closed campus. Students are required to remain on campus the entire day. Once a student arrives on campus, a parent/guardian must sign students out in the office if it is necessary for their child to leave campus during the school day. **Proper ID is required each time a student is picked up from the office.**

All children are to be picked up at the appointed time.

CONDUCT

Students at Drane Intermediate School are expected to conduct themselves in an orderly and cooperative manner at all times. Students are expected to follow the **Student Code of Conduct** as outlined in the **CISD STUDENT HANDBOOK**.

CLASSROOM CITIZENSHIP

Citizenship grades reflect the behavior of our students and are very important to the proper growth of an individual. If a student does not abide by proper social etiquette, as determined by the Drane staff, consequences will be administered. to all students.

Grading Scale:

100-90-A

- . When a point deduction is made, teacher will notify the parent through the student's tracker.
- . Consequence: This is to teach the appropriate behavior and serves as a warning.

89-80-B

- . When a point deduction is made, teacher will notify the parent through the student's tracker.
- . Consequence: Parent will be called and teacher d-hall or appropriate disciplinary action can be administered by the teacher.

79-70-C

- . There will be a disciplinary write-up and office notification or referral.
- . Consequence: Parents will be called and parent conference scheduled, student - teacher meeting will discuss alternatives and develop intervention plan,

Below 70-F

- . Multiple referrals and other reasons that the teacher and administration deem appropriate.
- . Severe clause: fighting, disrespect to peers or staff.

- . Consequence: Parents Called, discipline referral, and other disciplinary action taken, which will result in immediate grade of below 70-F.

DETENTION

Students will be assigned lunch detention for tardies or campus and classroom misbehavior.

EARLY PICK-UP

In the event a student leaves early for doctor appointments, family emergencies, etc., a **parent must sign the student out in the front office and be prepared to show I.D.**

Only persons listed on the student health forms will be permitted to pick up a child.

GRADES

Students at Drane Intermediate will receive grades each nine weeks. If questions do arise concerning grades or behavior please call the Drane intermediate office to schedule an appointment with your child's teacher(s).

GRADING SCALE:

A .grades of 90-100

B grades of 80-89

C grades of 70-79

F grades below 70

Progress reports will be sent home by each teacher every three weeks. Parents should sign each progress report and return to each teacher. Report cards will be sent home the week following the end of each nine week period. Additionally, parents may view grades at any time through the parent portal.

HONOR ROLL

Students earning grades of 90 or above in all subjects are placed on the Scholastic A Honor Roll. A/B Honor Roll is determined in the same way as All A Honor Rolls, except that no grade may be below 80.

LOCKERS

Students may keep books, school supplies, and personal belongings in their locker. Students are required to secure their lockers with a lock. The first period teacher will need the combination/key in case of an emergency. Lockers belong to the school and may be searched by school officials when there is reasonable cause to suspect the presence of items prohibited by law or school policy.

DO NOT SHARE LOCKERS. THE SCHOOL IS NOT RESPONSIBLE FOR MISPLACED, LOST, STOLEN, OR DAMAGED PERSONAL PROPERTY. THIS INCLUDES ALL TEXTBOOKS ISSUED TO STUDENTS.

LOST AND FOUND ARTICLES

Lost and found articles are turned in to the main office. Items not claimed after each nine weeks will be discarded. Students should check in at the office to see if lost items have been turned in. Valuable items such as cameras, radios, and electronic games-are not allowed on campus.

MEDICATION

All medication must be brought into the office immediately. We are **ONLY** allowed to give prescription medication under certain circumstances. Students may carry an *inhaler*, if cleared by the nurse. Medication must be in the original prescription bottle and students must have written parental permission slip to take the medication. A doctor's note, along with parent

signature is required for medication to be given for more than two weeks. Medication forms may be obtained from office staff. When it is time to take medication during school hours, Students may come to the office and the campus nurse or designee will give the medication. NON-PRESCRIPTION MEDICATION MAY BE ADMINISTERED WITH A SIGNED NOTE FROM YOUR PARENT OR GUARDIAN. THE MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND CLEARLY LABELED WITH STUDENTS NAME. EYE DROPS WILL NOT BE ADMINISTERED. STUDENTS ARE NOT ALLOWED TO KEEP OVER THE COUNTER MEDICATION ON THEIR PERSON OR IN NOTEBOOK, PURSES OR LOCKERS.

CHANGE OF ADDRESS

Be sure to report all address & phone number changes to the office immediately. This is extremely important in case of emergency. Address sheets will be sent home with students periodically for updating school records. Please respond quickly, as the Information is necessary and extremely important.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, and/or one of the principals by telephoning the school office at (903) 874-8281.

PARENT INVOLVEMENT

Drane Intermediate encourages positive involvement. Parent volunteers are needed each year for a variety of reasons, some of which include: PTO, chaperones for field trips, helping in classrooms, and helping with the various sports programs. Many more positions are available - a background check is necessary, so to offer your help, check with our office.

PASSING PERIODS

Passing periods between classes will vary among our various rooms. Although there is only 4 minutes between each bell, most class changes take very little time (3 to 4 minutes)' During this time, students are expected to walk (on the right side of the hallway), get drink of water, go to the restroom, and get necessary supplies for the next class. Many students find that it is better to only go to their lockers two or three times a day. Remember that classes have been scheduled close to one another to assist students in getting to class on time. Students are expected to be in the classroom on time. Tardies will be handled by the teacher and office.

TELEPHONE

The telephones in the offices are for business use only. Student permission to use the telephone will be granted by the office staff. Parents may call the office to leave a message for their child. Students will not be called out of class to receive calls. Cellular telephones and pagers are not permitted at school. A \$15 fee is required upon the return of a confiscated phone or other electronic device. No checks, cash only. Parents must pick up all confiscated items from the office.

DRANE STUDENT EXPECTATIONS

Each student attending the Drane Intermediate campus is expected to:

- Demonstrate courtesy and respect for others
- Behave in a responsible manner
- Attend all classes, regularly, and on time

- Prepare for each class; take appropriate materials and assignments to class.
- Be well groomed and dress appropriately.
- Obey all campus and classroom rules.
- Obey all rules in the CISD STUDENT HANDBOOK
- Respect the rights and privileges of other students, teachers, and other district staff.
- Cooperate with or assist school staff in maintaining safety, order and discipline.

Classroom procedures:

- Bring appropriate materials and assignments to class.
- Listen to and follow directions the first time they are given.
- No backpacks/purses allowed in the classroom.

ADMINISTRATIVE CRITERIA

The Principal, as educational leader at each campus, shall determine what constitutes violation or compliance with the school rules and code of conduct. While it is inevitable that there will be differences of opinion at times as to the interpretation of the rules, the final determination shall be the judgment of the campus principal.

The campus discipline person(s) on each campus shall be the principal and assistant principal. Their duties shall include the authority to:

Duties

- (1.) Assess and implement the campus discipline management program and make the needed changes as necessary.
- (2.) Remove a student from campus for-emergency reasons.
- (3.) Refer students to school-community guidance centers, if available.
- (4.) Remove students to Disciplinary Alternative Education program (DAEP).
- (5.) Suspend a student for a maximum of three days per offence.

ANY ISSUES WILL BE HANDLED ACCORDING TO THE CISD HANDBOOK.

Corsicana Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services, activities, and programs including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title XI of the Educational Amendments of 1972; and section 504 of the Rehabilitation act of 1973, as amended.

El Distrito Escolar de Corsicana no discrimina a base de raza, religión, color, nacionalidad, sexo, o incapacidad en proveer servicios de educación, actividades y programas incluyendo programas vocacionales, de conformidad con Título VI del acta de Derechos Civiles de 1964, como enmendada; Título IX de las Enmiendas Educativas de 1972; y sección 504 del acta de Rehabilitación de 1973, como enmendada.