

**MANOR MIDDLE SCHOOL  
MUSTANG**



**STUDENT HANDBOOK  
2007- 2008**

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## **PREFACE**

### **To Students and Parents:**

The Manor Middle School Parent/Student Guide contains information students and parents may need to ensure a successful school year. The handbook is organized alphabetically by topic.

Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Manor Middle School Student Code of Conduct, which sets out the consequences for inappropriate behaviors. The Student Code of Conduct is intended to promote school safety and an atmosphere for learning. The Manor Middle School Student **Code of Conduct** may be found as an attachment to this guide.

The Manor Middle School Parent/Student Guide/Student Code of Conduct is designed to be used in conjunction with Board policy, the Manor ISD Student Handbook and Student Code of Conduct adopted by the Board.

**Any topic not addressed in the Student Handbook can be found in the District Handbook.**

These documents are updated annually and policy adoption and revision are an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student guides, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

## **ALMA MATER**

Oh Manor High forever  
Firm together stand  
Comrades true and faithful  
Steadily we'll face the world so fearlessly  
And through the days that follow  
We'll pledge our loyalty  
For it's Red and White  
With all our might  
We'll fight for Victory.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, build each day's learning on that of the previous day, and grow as an individual. It is also the law in Texas:

- A student between the ages of 6 and 18 **must** attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student who is absent, without permission, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents.
- To receive credit in a class, a student must attend at least 90 percent of the days the class meets. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. A student who attends a class fewer than 90 percent of the time cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances. (See district handbook, Attendance for Credit)

### **Please note:**

- A student absent from school for any reason other than for a documented health care appointment or for the funeral for an immediate family member will not be allowed to participate in school-related activities on that day or evening.
- A student who is tardy to class by more than 10 minutes may be considered **absent** for that class period. Repeated instances of tardiness will result in more severe disciplinary action. Discipline actions for students tardy to class are addressed in Conduct section of this document, page 11, and the Manor Middle School Student Code of Conduct.

**IMPORTANT: December 10, 2007—Deadline for making up all absences incurred during the fall of 2007. Failure to do so will result in denial of credit.**

**May 17, 2007—Deadline for making up all absences incurred during spring of 2007. Failure to do so will result in denial of credit.**

**ATTENDANCE LINE – 278-4600 (24 hour voice mail)**

On the morning of a child's absence, parents should call 278-4600 to notify the attendance secretary that the child will be absent. **Parents may call for work missed due to an absence of 3 or more days. Please allow 24-hour notice.**

Questions regarding a student's attendance should be addressed to the appropriate assistant principal or to the attendance secretary.

The student has 3 days to turn in a note, indicating the reason for the absence, to the main office. This will allow the school to label the absence as an excused absence (as described by the state of Texas) allowing the student to receive up to 100% of credit on all missed/due assignments.

After 3 days, upon the student's return from an absence, the absence will be considered an unexcused absence (as described by the state of Texas) in which the student will only be given up to 70% of credit on all missed/due assignments.

**MANOR MIDDLE SCHOOL  
2007- 2008**

**BELL SCHEDULE**

**6<sup>TH</sup> GRADE**

**8:05-8:55**

**9:00-9:50**

**9:55-10:50**

**10:55-12:40**

**12:45-1:35**

**1:40-2:30**

**2:35-3:30**

**1<sup>ST</sup> PERIOD**

**2<sup>ND</sup> PERIOD**

**3<sup>RD</sup> PERIOD**

**4<sup>TH</sup> PERIOD**

**5<sup>TH</sup> PERIOD**

**6<sup>TH</sup> PERIOD**

**7<sup>TH</sup> PERIOD**

**7<sup>TH</sup>/8<sup>TH</sup> GRADE**

**8:05-9:00**

**9:05-9:55**

**10:00-10:55**

**11:00-12:40**

**12:45-1:40**

**1:45-2:35**

**2:40-3:30**

**6<sup>TH</sup> GRADE LUNCH**

**7<sup>TH</sup> GRADE LUNCH**

**8<sup>TH</sup> GRADE LUNCH**

**10:55-11:25**

**11:33-12:03**

**12:10-12:40**

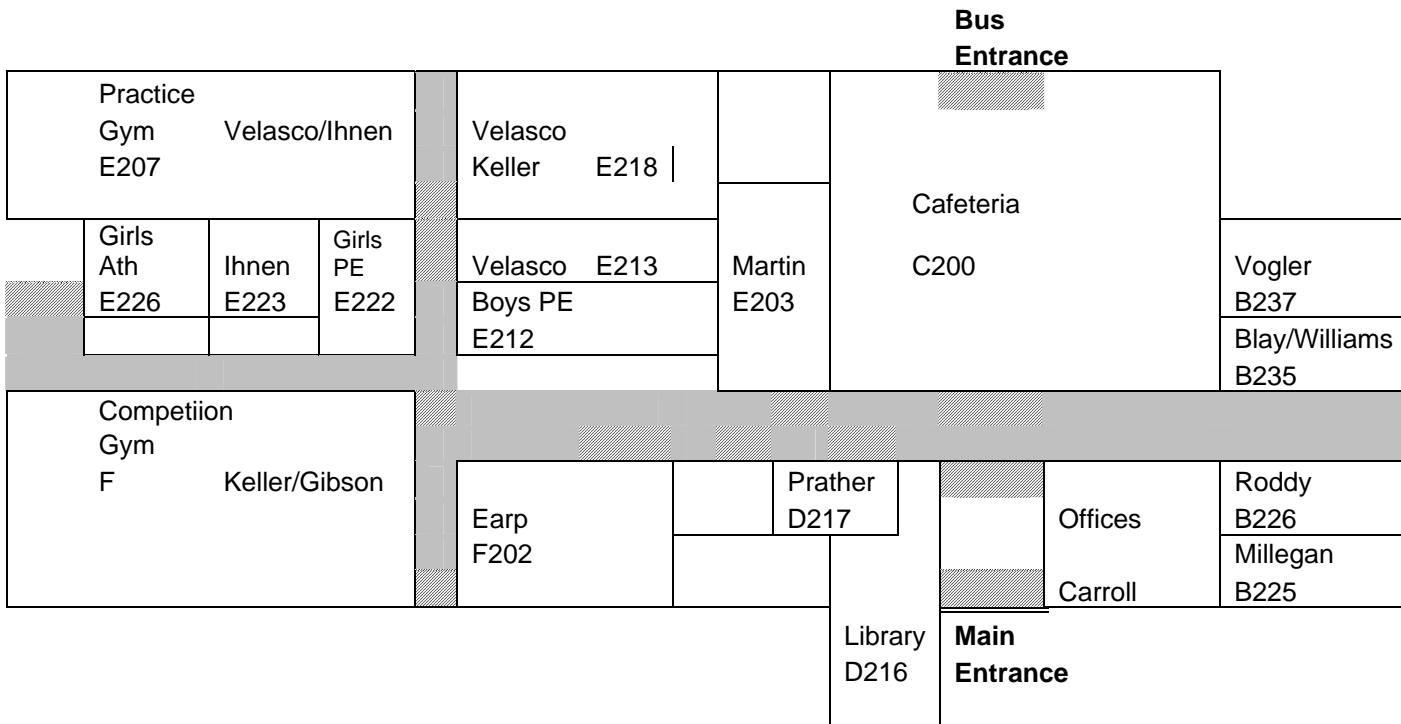
## **BUILDING RULES**

1. Back packs may be carried to class.
2. Items considered nuisances or distractions in the classroom as determined by the teacher are not permitted in instructional areas. Examples include but are not limited to tape recorders, radios, walkmen, CD players, mp3 players (i.e. I pods), or wearing headphones (regardless if the student is listening to music or not).
3. Students will move quietly and without running in and around the school building and will not remain standing along the main hallway, allowing the flow of traffic to continue allowing everyone to arrive to class on time.
4. Students are not allowed in the hallways or restrooms, during class time without their planner, which serves as a hall pass.
5. Students may not have visitors during the school day, except for parents and guardians. Parents/guardians must sign-in in the front office prior to entering the building.
6. Students shall not “tag” or be in possession of “tagged” or gang related material either personal or school related.
7. All work shall be printed or in cursive writing. “Stylized” writing is prohibited.
8. Profanity is prohibited.
9. Students will not have in their possession inappropriate materials (i.e.: sexually explicit items, slam books, etc).
10. Food or drinks will be allowed in the cafeteria only. No drinks will be permitted in the instructional areas of the building.

**\* Students will comply with all building rules and follow instructions given by any staff member at all times. This includes following instructions to go to the office or to put away or hand over some audio/visual device.**

Goetzman P7	P-8
Morhaim P-5	Smith P-6

Hise P-3	Grueztner P-4
P1	
Cavazos	Lockwood P2



## **BUSES OR OTHER SCHOOL VEHICLES**

SEE DISTRICT HANDBOOK

Temporary bus passes to another address will be issued if seating is available. A written note from the parent for the child to make a change should be brought to the office for approval by 9:00 a.m. on the date of the change. A parent request must be submitted to the school with the following information included:

Student's name

Destination

Date(s) effective

Parent's day phone number

Parent's signature

The school will call parents to confirm all bus request notes.

## **CLUBS AND ORGANIZATIONS**

**National Honor Society** – The National Honor Society is an association of students who excel in the areas of scholarship, leadership, service, citizenship, and character. Students who meet the scholarship requirement will be invited to complete an application for membership in the society. Using a number scale, teachers will be given the opportunity to rate each candidate. A teacher committee will screen all applicants. Members must maintain all grade, leadership, service, and character expectations.

**Student Council**--The student council is a student government organization. Membership is open to all students. Officers will be elected in the spring for the following school year.

**UIL Academics** – This group is open to all interested students. They compete in invitational and district academic meets.

## **CONDUCT**

Students are expected to:

- Behave responsibly, demonstrating courtesy and respect for the rights of other students and District staff. Proper behavior is expected not only within the school grounds but at any school sponsored event, whether it is at home or away. Student cooperation and respect for the property of others, including District property, is essential to maintaining safety, order, and discipline.
- Attend all classes regularly and on time, be prepared for each class, and take appropriate materials and assignments to class.
- Be well groomed and appropriately dressed each day. See Dress Code.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the District and Building Student Codes of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences. (Please see the **Preface** for further information.) Any violation of the school code of conduct, whether in school or at a school sponsored event, is subject to appropriate disciplinary actions by the administration.

- Appropriate Disciplinary Actions may include the following: **Lunch Detention, I.S.S., After School Detention, or Saturday School**

## **CONFERENCES**

A student or parent who has a concern is encouraged to confer with the appropriate teacher, counselor, or principal. Parents are required to confer with a teacher first, and may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time. A Staff Directory listing teachers' e-mail addresses and phone extensions will be made available to all parents when it has been completed. All requests for teacher conferences must be made at least with a 24 hour advanced notice.

**CREDIT BY EXAM**

Students may receive credit for a class by earning the specified grade on a specially designed exam as prescribed by board policy EEJB(local). Questions about credits by exam should be directed to the student's counselor.

# DIRECTORY INFORMATION

MANOR MIDDLE SCHOOL  
12900 GREGG MANOR RD  
MANOR, TX 78653

The following staff members may be reached by their e-mail addresses or directly by telephone.

Don Wise  
Principal  
Manor Middle School  
Office (512) 278-4087  
Fax (512) 278-4610  
[donald.wise@manorisd.net](mailto:donald.wise@manorisd.net)

Howard Lovings  
Assistant Principal  
Manor Middle School  
Office (512) 278-4616  
Fax (512) 278-4611  
[howard.lovings@manorisd.net](mailto:howard.lovings@manorisd.net)

Paula Simmons  
Assistant Principal  
Manor Middle School  
Office (512) 278-4614  
Fax (512) 278-4611  
[paula.simmons@manorisd.net](mailto:paula.simmons@manorisd.net)

Andrea Crutcher  
Assistant Principal  
Manor Middle School  
Office (512) 278-4600  
Fax (512) 278-4610  
[andrea.crutcher@manorisd.net](mailto:andrea.crutcher@manorisd.net)

Virgina Badaoui  
Student & Family Support Services  
Parent & School Liaison  
Office (512) 278-4097  
Fax (512) 278-4610  
[virgina.badoui@manorisd.net](mailto:virgina.badoui@manorisd.net)

Janice Hurt  
Counselor  
Manor Middle School  
Office (512) 278-4600  
Fax (512) 278-4611  
[janice.hurt@manorisd.net](mailto:janice.hurt@manorisd.net)

Lisa Carroll  
Counselor  
Manor Middle School  
Office (512) 278-4600  
Fax (512) 278-4610  
[lisa.carroll@manorisd.net](mailto:lisa.carroll@manorisd.net)

Presidential Meadows Elementary.....278- 4820  
Bluebonnet Trail Elementary ..... 278-4125  
Decker Elementary .....278-1720  
Manor Elementary .....278-5078  
Manor Middle School ..... 278-4065  
New Tech High.....278-4216  
Manor High School.....278-4030  
Excel .....278-4075

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

School publications distributed to students include: The Manor Messenger and The Mustang Yearbook. All school publications are under the supervision of the teacher, sponsor, and principal.

Students may not distribute or post material, or circulate petitions, without principal approval.

## **DRESS AND GROOMING**

**The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Dress code will be enforced in classes and in the halls. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:**

1. Shorts and skirts, etc. should approach the knees. Skirts that are slit may be defined as revealing.
2. Tight, see-through, or suggestive clothing that is excessively revealing is not permitted. Shirts must be long enough to cover waist/back when the student is walking/standing.
  - Midriffs, half shirts, halter tops, low cut tops/dresses, mesh shirts, strapless dresses, spaghetti straps are not permitted.
  - Shirts designed and made without sleeves are permitted, but must have a shoulder strap of at least 2 inches.
  - Shirts should be worn no longer than the end of a closed hand.
  - Muscle shirts (shirts with excessively large armholes) are not appropriate.
  - Alterations (cutting out of sleeves) of shirts and pants is not acceptable.
3. Pants designed to be worn at the waist, will be worn at the waist. "Sagging" pants are not appropriate.
4. Proper undergarments must be worn and may not be visible.
5. Appropriate footwear must be worn. House shoes/slippers etc. are not appropriate.
6. Hair must be neat, clean, and not distracting in color or design. Only natural hair colorings will be permitted. Articles of personal adornment or for care of hair that might be used to inflict physical harm to another person, if brought to school, shall be placed in the student's locker or otherwise kept out of sight.
7. No hats or other head coverings may be worn in the school building.
8. Any clothing that is distracting, causes a disturbance, identifies a student as part of an unauthorized group (bandanas, chains, t-shirts, shoe laces, colors, etc.) is not permitted. Body jewelry which is distracting or poses a safety risk is prohibited. Piercings will only be allowed on the earlobes. Facial piercings and tongue piercings will not be allowed. When seen by a staff member, the student will be required to remove facial and tongue piercings.
9. Any item of clothing, which has profanity, suggestive language, advertises tobacco, alcohol, or drugs, or is perceived by the administration as controversial is not permitted.

Additional dress requirements may be added by individual classes/departments for safety reasons.

Since fads in dress and grooming change frequently, prevailing fashion will be considered by the school administration; however, anything that is perceived to be a distraction in the classroom or is deemed inappropriate by the principal will not be permitted.

**\*The final determination of acceptable dress and grooming rests with the principal and cannot be appealed. Any student who does not follow the dress code will be immediately assigned to ISS for the remainder of the school day.**

## **DRILLS—FIRE, TORNADO, AND OTHER EMERGENCIES**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

The following information is provided in case of hazardous weather conditions that might delay or cancel the school day.

**RADIO KASE – FM 100.7**

**KLBJ – FM 93.7**

**KVET – AM 1300 & FM 98.1**

**TELEVISION KTBC - Channel 7 (Time Warner Cable – 2)**

**KVUE – Channel 24 (Time Warner – 3)**

**KXAN – Channel 36 (Time Warner – 4)**

**INTERNET** [www.manorisd.net](http://www.manorisd.net)

Announcements will be made beginning as early as possible on any day in question. The Superintendent of Schools will make all decisions regarding postponement due to weather or other hazardous conditions. Should it be necessary to close school after the school day has begun, the above radio and television stations will be notified and the school information line (278-4600) and internet website will be updated when possible.

## **FEES**

SEE DISTRICT HANDBOOK

Students may be charged for the loss of books, calculators, products, or materials that are assigned to the student. Students who have lost a textbook(s) will not be permitted to take their fall or spring finals until all financial obligations have been cleared.

## **FIGHT SONG**

Oh you Mustangs  
Oh you Mustangs  
Go right through that line  
Throw the ball around the field  
And a touchdown would be fine  
Rah-rah-rah  
Oh you Mustangs  
Oh you Mustangs  
Fighting for their fame (Wooh!)  
Fight Mustangs  
Fight, fight, fight  
And win this game  
GO!  
FIGHT!  
WIN!  
GO! FIGHT! WIN!

## **2007 MANOR MUSTANG FOOTBALL**

### 8th Grade

("A" team game starts @ 5:30)

September 18	Westview	Westview
September 25	Park Crest	Mustang Stadium
October 2	Pflugerville	Pflugerville HS
October 9	Dessau	Dessau
October 16	Kelly Lane	Mustang Stadium
October 23	Pflugerville	Mustang Stadium
October 30	Park Crest	Park Crest
November 6	Westview	Mustang Stadium
November 13	TBA (Championship)	

## **2007 MANOR MUSTANG FOOTBALL**

### 7th Grade

("B" team game starts @ 5:30)

September 18	Westview	Mustang Stadium
September 25	Park Crest	Park Crest
October 2	Pflugerville	Mustang Stadium
October 9	Dessau	Mustang Stadium
October 16	Kelly Lane	Hendrickson HS
October 23	Pflugerville	Pflugerville HS
October 30	Park Crest	Mustang Stadium
November 6	Westview	Westview
November 13	TBA (Championship)	

**Athletic Director and Head Football Coach: Eugene Rogers**

**SUPERINTENDENT: Dr. Mark Diaz**

**Manor High School Principal: Carlton Tucker**

**Manor Middle School Principal: Donald Wise**

## **GRADING GUIDELINES & CREDITS**

Individual grade levels or departments have defined their grading guidelines. These will be communicated to the student and parent in writing during the first two weeks of school.

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = Below 70

For full year courses, full credit may be earned if the two semester grades average together for a 70 or above. Realize that the second semester can bring up the first semester grade, but not vice versa.

## **GRADUATION**

**Activities: Graduation Day tentatively, [May 31, 2008](#)**

## **HOMEWORK**

Each teacher will provide students with a course syllabus each semester (a general outline with approximate length of units and an estimation of required assignments.) Parents will need to sign the syllabus and have students return it to the teacher for verification. Students should maintain the syllabus as a checkpoint of progress throughout the semester.

**Parents may call for work missed due to an absence of 3 or more days. Please allow 24-hour notice.**

## **MAKE-UP WORK POLICY**

Excused Absences

An excused absence is defined as an absence which the student brings a note from a parent or doctor or was sent home by the school nurse. Students are allowed one-day make-up for each day absent (up to three days). Three days is the maximum, except under special circumstances. Responsibility for asking for missed assignments rests with the student.

Unexcused Absences -An unexcused absence is defined as an absence which the student does not provide documentation as to the reason for the absence. Work is due within one day of the student's return, and the maximum grade to be received is 70% of the grade earned.

## **PAGING DEVICES AND WIRELESS TELEPHONES**

Paging devices are not permitted. Wireless/digital/cellular telephones may not be turned on during the school day and must be kept out of sight. If in use, rings/vibrates, or is out in view (regardless if it is in use or not) of a teacher or faculty member during the school day, these devices will be confiscated and students will be disciplined according to District Policy and the Student Code of Conduct. For each time the device/phone is confiscated, a parent must come by the office after school to recover the phone.

**Note: "In use" includes students receiving or sending calls, text messages, and/or checking emails.**

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. A student leaving campus without permission and/or without following the campus sign-out procedures will be subject to disciplinary action. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

## **STUDENT ELECTIONS**

During a school year, several building-wide student elections are held for a variety reasons. The following procedures will be followed.

1. Students will be notified as to how they may be nominated and be given an opportunity to “run”.
2. A staff member will create the ballot and announce the time of elections.
3. Only eligible students wishing to vote will be permitted to vote. i.e. Only sophomores vote in sophomore elections, juniors in junior elections, etc.
4. Student will be permitted to vote during lunch periods. Elections will be overseen by a staff member. Those students whose names are on the ballots may not be within 15 feet of the election table.
5. At least two staff members will count ballots.
6. A winner will be declared if one student has a majority of votes.
  - A. A majority is reached when one nominee’s votes exceed all of the total votes received by their opponent(s).
  - B. If no nominee receives a majority, then a run-off will be held involving the two nominees receiving the most votes. In case of tie, the principal will make the final decision regarding a run-off.
  - C. Only one run-off will be held for each “office”.
7. All ballots will be kept for thirty days.
8. The principal will certify all results.

Student Expectations and Etiquettes:



Mustang Rules

- Always come to class on time and be prepared with all necessary materials.
- Listen and follow directions.
- Keep hands, feet, and objects to yourself.
- Raise hand for permission to speak or to leave seat.
- Show respect to yourself, teachers, and others.

# Consequences

- Verbal Warning
- Parent Contact
- Lunch or After School Detention
- Saturday School
- Office Referral

## **Substitute Etiquette**

- Students will follow all classroom/school rules and procedures established by the classroom teacher/school when a substitute teacher is assigned to the classroom.

Students will remain in the classroom when a substitute is assigned to the room unless it is a serious emergency. The substitute teacher will send the student to the nurse's office if this is the case.

- Students will sit in and remain in their assigned seats when a substitute teacher is present.
- Students will turn in all assigned work left by the teacher to the substitute before the end of the class period. All work will be collected and turned into the teacher by the substitute.
- If a substitute leaves a report that the classroom/ student behavior was unacceptable, the teacher will assign a consequence to those students who are involved in the misbehavior(s).
- Students may be asked to write down what was observed to help the teacher clarify the situation.

## **Restroom Etiquette**

**Note: These guidelines exist as an effort to maintain our restrooms clean, free of vandalism, and safe for all Manor students.**

- Students may not go to the restroom during the first and last 15 minutes of class.
- Teachers should not permit more than one student at a time to leave their classroom to go to the restroom.
- Students will use the main entrance restrooms during lunch and breakfast.
- Teachers are asked to develop the habit of inspecting restrooms anytime they might have occasion to be walking past. This will heighten security and will be well worth the few seconds that it takes.

## Hallway Etiquette

**•Note: The purpose of “passing” period is to pass from one class to the next.**

- Walk on the right side of the hall.

  - Talk quietly.

- Keep your hands to yourself.

  - Go to class.

  - Keep moving.

## **Bus Etiquette**

Do not stop to talk to friends. • Note:  
Hallway Etiquette applies in the bus  
area as well.

- Report directly to the bus area.
- The bus area is only for bus riders.
- Once your bus is present, board and take your assigned seat immediately.
- If your bus is not present, wait patiently on the sidewalk where you normally board

# Cafeteria Etiquette

## •Regular Procedures:

- All food and drink should be consumed in the cafeteria.
- All students are expected to keep their table and surrounding area neat and free of debris at all times.
- Students are expected to speech to a reasonable volume. No screaming or banging on the tables.
- Remain seated until your teacher/ dismisses you or a lunch monitor.
- When your lunch monitor dismisses you walk appropriately from the cafeteria.

## **STUDENT SCHEDULE CHANGES**

Schedule changes will be granted for students who have been incorrectly placed in a course. The principal will consider requests for schedule changes due to other reasons. Before a schedule will be changed due to academic difficulties, evidence must be shown for the following:

1. The student has kept up with homework and class work.
2. The student has attended tutorials to seek help with the class.
3. The student and parent have met with the teacher to discuss progress in the class.

Students who wish to change classes due to conflicts with teachers or other individuals are required to attempt to resolve the problems prior to seeking a schedule change. This process includes:

1. A conference with the individual and the student.
2. A parent conference if the conflict involves a staff member.
3. Request an application from the counselor for a schedule change.

At this point, the counselor and administration will investigate and approve or deny the student request. Students who are allowed to withdraw from a course prior to the mid-point of the semester will have the grade from the dropped course applied toward the grade average of the new course. A grade will be carried forward only if it is for a course within the same discipline. In this case, the receiving teacher will apply the grade from the dropped course toward the appropriate six-week grade for the new course. If the new course is in a different discipline, no credit may be received for either course.

September 10<sup>th</sup> is the first day for schedule changes. For UIL eligibility purposes, a student can withdraw with no penalty regardless of grade in a course at the end of the fourth week of the first six weeks and remain eligible. A student who withdraws with a passing grade at any time and maintains the minimum number of required course enrollments remains eligible. (Schedule change requirements listed above must still be met.)

Receiving teachers will provide all students with a description of competencies essential to pass the course and problem solve with the students ways in which they can learn those competencies.

Students who request and receive a course change will:

Participate in the new course

Assume all responsibility for the content of the entire course on the final exam.

To meet individual student needs, principal discretion is in effect as related to the handling of any course change.

## **STUDENT SEARCHES**

School officials may search a student or a student's property if there is reasonable suspicion or with the student's consent. School officials may search lockers, which are owned and jointly controlled by the District, if there is reasonable suspicion that they contain articles or materials prohibited by District Policy. Following such a search, students found to be in violation of the District's conduct rules are subject to disciplinary action.

## **TARDY POLICY**

The Manor Middle School Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of Manor Middle School's standard of excellence, which prepares students for success. During the first two weeks of school, all teachers will be working with their students, focusing on getting organized and arriving to class on time, or early, every day as part of class procedures.

It is the student's responsibility to be on time to every class. The student's responsibility is to consistently improve personal efficiency in utilizing passing time, planning the quickest route while still moving safely with the hall traffic. Teachers will encourage you and parents will support you, but it is still your responsibility to **BE ON TIME!**

The teacher's responsibility is to encourage students to discover the best routine for the efficient use of passing time; stand at the classroom door to supervise students during passing time; and to close the classroom door immediately after the tardy bell. It is also the responsibility of the teacher to make the proper administrative referral of students who are not in compliance with the established passing time restrictions.

The parent's responsibility is to discuss this policy with their child, reinforcing the student's ability to meet this responsibility of learning promptness, and supporting the necessity for the school's establishing immediate consequences to prevent chronic tardiness.

### **The Following are Steps to the Tardy Policy:**

- **1st Tardy -Verbal Warning given to student**
- **2nd Tardy- Parent Notification and Team Detention by Teacher**
- **3rd. Tardy- Parent Conference and 3hrs. Saturday Detention**
- **After the 3<sup>rd</sup>. Tardy the student will receive an Office Referral and Disciplinary actions will be determined by an Administrator**

## **TELEPHONE MESSAGES**

Messages and deliveries will be made available to students between classes. If a student has forgotten an assignment or a needed possession at home, it may be delivered to the front office. Students should check in the office for their delivery between periods. In case of emergencies, students will be delivered messages from parents/guardians only. Attempts will be made to minimize the disruption of classes.

## **TRAINED DOGS**

To maintain a safe school environment conducive to education, MMS may use specially trained non-aggressive dogs to sniff-out and alert to the current presence of concealed prohibited items, illicit substances, and alcohol.

Visits to the school shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dogs shall not be used with the students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it.

## **TUTORIALS**

Students seeking extra assistance in a subject area should make arrangements with the teacher of that subject. The teacher will provide tutorial assistance before or after school. If the tutorial is scheduled before school, the teacher will provide the student with a pass (in advance) so that they may come to the classroom. A tutorial bus is available after school Monday through Thursday to provide transportation home.

**MANOR VOLLEYBALL**  
**2007**

**8th Grade Schedule - 7th Grade Opposite Site**

"B" team game starts at @ 5:30; "A" team game starts 10 minutes after "B" team game \*\*\*All games to 25 points

September 13	Westview	Westview
September 20	Park Crest	Manor
September 27	Pflugerville	Pflugerville
October 4	Dessau	Dessau
October 11	Kelly Lane	Manor
October 18	Pflugerville	Manor
October 25	Park Crest	Park Crest
November 1	Westview	Manor
November ???	TBA	

Superintendent: Dr. Mark Diaz  
Principal: Don Wise  
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Athletic Director: Eugene Rogers  
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Girls' Coordinator: Tawn Ihnen  
Coach: Deydra Steans  
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