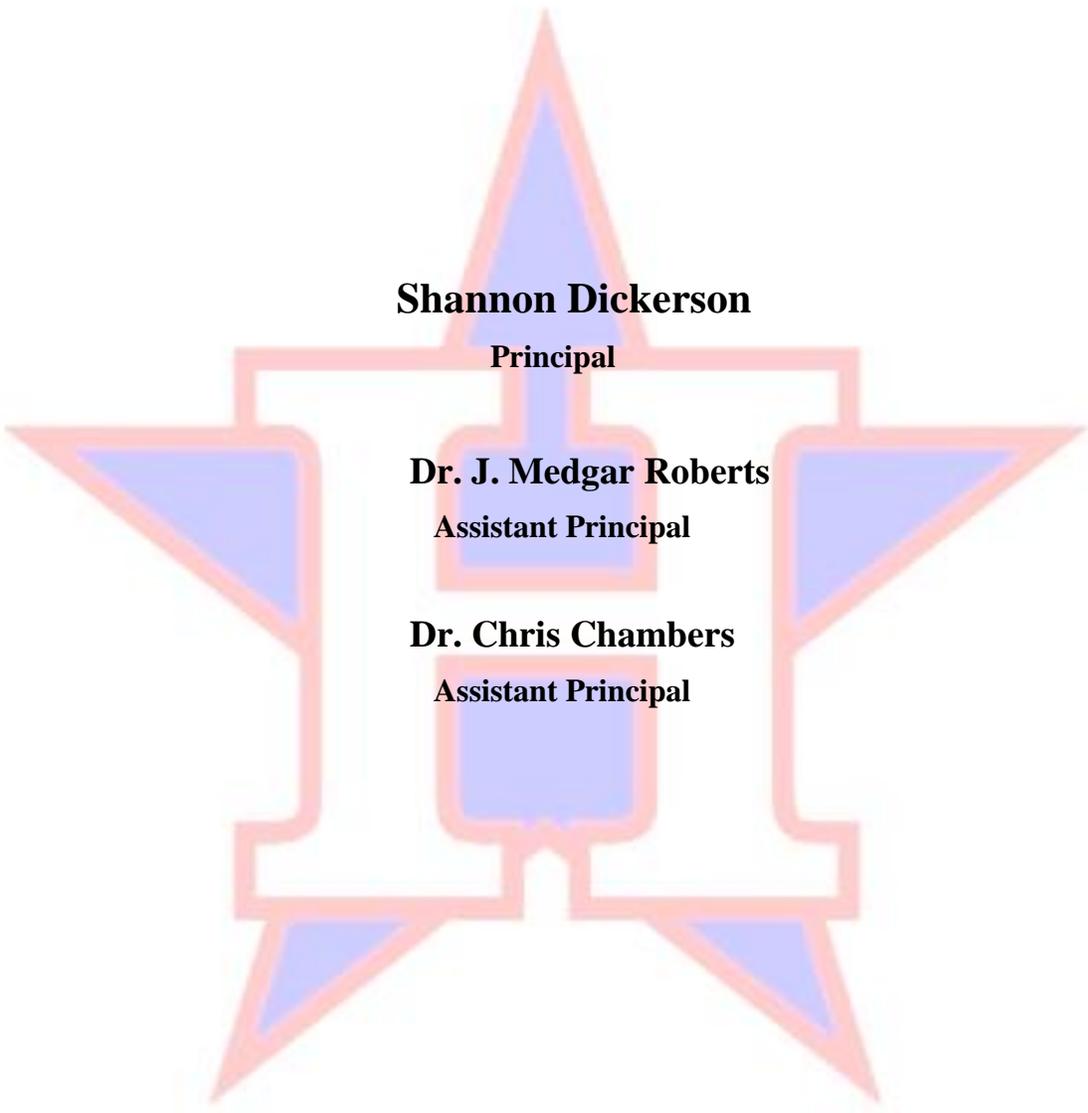


HENDERSON MIDDLE SCHOOL

"Pride in Progress"



Shannon Dickerson

Principal

Dr. J. Medgar Roberts

Assistant Principal

Dr. Chris Chambers

Assistant Principal

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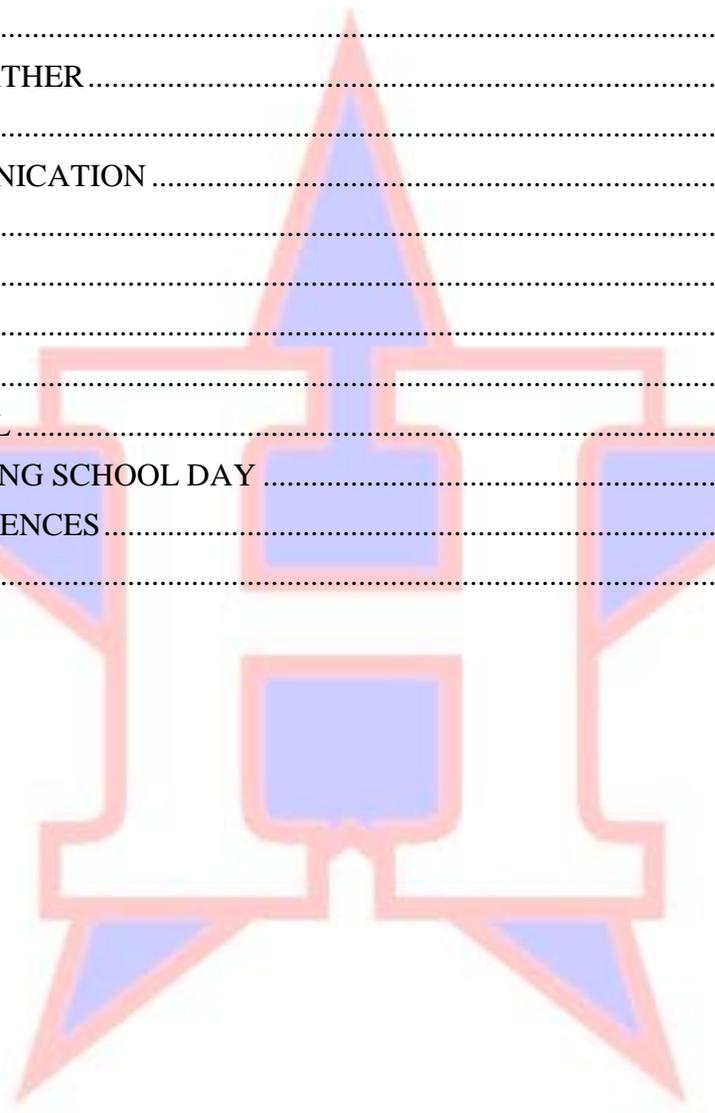
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ACADEMIC DISHONESTY

Academic dishonesty includes cheating and plagiarism. Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism is representing another person's work as your own. Academic dishonesty will be subject to academic action that may include loss of credit for the work in question. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties according to the Student Code of Conduct.

Behaviors defined as academic dishonesty are:

- Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work during an exam, test or quiz.
- Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
- Use of unauthorized resources such as notes during an exam.
- Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
- Copying work assigned to be done independently or letting others copy one's work.
- Misrepresentation of another's work as one's own, including the copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

ARRIVAL/DEPARTURE

Students are to report to the designated area if they arrive before the 7:45 bell. Breakfast is served free of charge for all students in the cafeteria 7:10-7:40. Any student coming to the HMS campus after 7:45 A.M. must report to the Front Office to receive a pass to class. Students will not be allowed into class without a pass.

All students not involved in after school activities or practices must be picked up by 3:50 P.M.

Bus Riders

Students riding a bus will exit the building to the bus shuttle area immediately following the dismissal bell. Students riding the first round of buses must be seated on their bus by 3:30 pm and buses will depart at 3:31 pm. Second round bus students are to wait at the bus loading area until signaled to board the buses. If a student misses the bus they will go to the front office to call a parent or guardian to pick them up in the front of the school. If a student is to ride a bus other than the one which he/she is assigned, the student **must have a note from home signed by a parent and approved by a principal** before getting on the bus.

Car Riders

Students riding in a car will exit the south entrance of the school immediately following the dismissal bell. Students will wait in the car pick up line until 3:50 pm. All students without a ride at 3:50 pm will go to the front office to contact a parent/guardian to pick them up in front of the Middle School.

CAR RIDERS ARE NOT TO BE PICKED UP IN FRONT OF THE SCHOOL.

Walkers

All students walking home will exit immediately following the dismissal bell. No one is to leave campus while waiting for a bus or parents.

Vehicles

Any type of motorized vehicle is prohibited for students on the Middle School Campus. Bicycles must be parked at the designated area at the south entrance of the school near the car pickup/drop off area and students have full responsibility for their security. Bicycles are to be parked immediately upon arrival and at the end of the day, students are to depart immediately. Dangerous or irresponsible behavior on a bicycle will not be tolerated. Failure to comply with these rules may result in the bike being impounded and parents notified to pick it up. Also, bicycle riding privileges may be denied.

ASSEMBLIES

Many assemblies are held throughout the school year. Students are expected to treat all guests/speakers with respect. Students will be removed from the dining hall/commons and/or gymnasium for misbehavior and disciplinary action will result.

AWARDS AND HONORS

(Each 6 weeks grading period)

Honor Roll- No grade below an 80 and excellent/satisfactory in conduct.

High Honor Roll-No grade below a 90 and excellent/satisfactory in conduct.

Highest Honor Roll-No grade below a 95 and excellent/ satisfactory in conduct.

Semester Awards (Perfect Attendance, No Tardies, etc.)

End of the Year Awards (Principal Awards, Academic Awards, etc.)

Model Student

CELL PHONES

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student's phone is confiscated during the school day, the guardian may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

CHANGE OF ADDRESS

Students are to report address and phone number changes to the office as soon as they occur.

CHROMEBOOKS

Chromebooks will be stored/carried in student backpacks when not in use. Chromebooks must be charged every night and ready for student use each school day.

CLUBS

Student clubs or organizations such as band, choir, student council, cheerleaders, twirlers, crime stoppers, Christ on Campus, robotics, and athletics have established rules of conduct and consequences for violations

of rules that are stricter than those of students in general. Parents and students will be expected to sign rules.

DISCIPLINE MANAGEMENT PLAN

Student Consequences for Minor Offenses:

Students are expected to behave in a responsible and respectful manner. Minor discipline issues will be addressed with the student and parents in an attempt to resolve the behavior. Continuous misbehavior may result in administrative detention (various times), corporal punishment, ISS, Saturday School, or loss of privilege.

Corporal Punishment

Parents will be contacted for verbal permission prior to the use of corporal punishment. Corporal punishment is only available as a disciplinary option for students with parental permission on file in Skyward.

Detention

Administrative Detention

Administrative Detention may be used for numerous Code of Conduct violations. Consistently failing to attend detention may result in additional disciplinary action. Afternoon detention is held from 3:30- 4:30 Friday D-Hall is held from 3:30- 5:00. Lunch detention is held during the student's regular lunch period. Administrative detention may also be conducted during elective courses during the school day (ex. athletics, band, choir, art).

Teacher Detention

Teacher Detention may be used for a variety of classroom rule violations. Teacher detention may occur before school, afterschool, and/or during lunch. The teacher detention shall not exceed 30 minutes. Teacher detentions will be at the teacher's discretion and will be conducted in the teacher's classroom. Teacher is required to schedule morning and afternoon detentions with the parent(s).

In School Suspension

The In School Suspension (ISS) is an alternative placement for those students whose behavior disrupts class, takes away from the learning environment, and creates a safety/welfare issue. Students will NOT be allowed to participate in extracurricular activities while in ISS.

The ISS Center is supervised by a teacher or paraprofessional who manages the daily operation. Students are placed in ISS by the principal or assistant principals.

*Continuous misbehavior while in ISS may result in an Alternative School Placement.

Saturday School

Saturday school may be assigned for any HISD Code of Conduct violation and/or Truancy. Saturday School classes will be assigned by a principal, assistant principal or designee and will be monitored by HISD personnel. Saturday School hours are from 8:00 A.M. until 12:00 P.M. Additional information will be given at the time of the assignment.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Shirts and Blouses

Style: Polo style knit shirt, dress-style buttoned shirts/blouses (long or short sleeved), and/or turtlenecks.

Colors: Any solid color

- Girls and boys shirt hems should be no longer than the base of the hip and long enough to cover the torso when arms are raised.
- No sleeveless shirts/blouses allowed.
- Undershirts (crew neck or turtle neck) must be a solid color.
- Logos on shirts must be less than 2 inches by 2 inches. HISD school approved logos are acceptable.
- Only the top two buttons of the shirt may be unfastened.
- No exposed midriffs, cleavage, or rear ends.

Slacks, Pants, Shorts, and Capris

Style: Full length slacks and/or pants, walking style shorts, or capri pants

Color: Solid khaki, navy or royal blue, black, scarlet red, gray, or school plaid (red, white, and blue plaid).

- Slacks, pants, and shorts must be worn at the waist and be properly hemmed or cuffed.
- Pants must have six or fewer pockets and may not be cut, ripped, frayed, or have holes of any kind. (This includes belt loops, pant legs, pockets, etc.)
- Short length may be no shorter than 3 inches above the knee.
- Athletic style shorts are not allowed.
- No capri-style shorts for boys.
- Leggings may not be worn as pants.
- Skinny-jean-styled pants or excessively tight pants are not allowed.
- Baggy style legged slacks or pants are not allowed. (No more than one size larger than measured waist).
- Sweatpants, wind pants, pants with drawstrings, warm-ups, coveralls, overalls, yoga pants, or pajama pants are not allowed.
- Belts and buckles that are distracting, racially related, gang related, offensive or provocative are not allowed. (Example: skull and crossbones, confederate flag, gang symbols, or weapons)
- Logos or labels on pants must be no larger than 1 inch by 1 inch.
- Jean material is not allowed except on designated days.

Skirts and Skorts

Color: Solid khaki, navy or royal blue, black, scarlet red, gray, or school plaid (red, white, and blue plaid).

- Skirts and skorts length must be no shorter than 3 inches above the knee.
- Skirts may have kick-pleats but slits may not be longer than 2 inches in length.
- Logos or labels on skirts/skorts must be no larger than 1 inch by 1 inch.
- Jean or denim material is not allowed except on designated days.

Jumpers

Style: V-neck, square neck, or round neck

Color: Solid khaki, navy or royal blue, black, scarlet red, or school plaid (red, white, and blue plaid).

- Jumpers must be no shorter than 3 inches above the knee. HISD approved shirt, blouse, etc. must be worn under the jumper at all times.
- Jumper may have kick-pleats but slits may not be longer than 2 inches in length

Dresses

Solid color polo-style dresses with a collar are permitted in the appropriate length.

Footwear

- PK-3rd grade- Shoes must be closed toed. Shoes, boots, tennis shoes, loafers, and dress shoes are allowed.
- 4th-8th grade-Shoes, boots, tennis shoes, loafers, sandals, and dress shoes are allowed.
- Rubber rain boots may be worn during inclement weather days only.
- Tennis shoes are necessary for PE class. No heellies.
- If shoes have laces or buckles, they must be tied or buckled. Both laces must match in color.
- No flip flops, rubber footwear, sliders, shower shoes, or house shoes.
- No “Skeletoe” shoes (toe shoes)

Outer- wear: Sweatshirts, Vests, and Sweaters*

*This is the only outer-wear that may be worn in the classroom.

- Colors: Any solid color
- Sweatshirts, vests, sweaters, and zip-up jackets must be appropriately sized in the shoulders, and worn over HISD approved blouses, shirts, etc.
- Logos on outer-wear must be less than 2 inches by 2 inches. HISD school approved logos are acceptable.

Coats and Jackets

- Coats and Jackets are for outdoor wear only and must be removed upon entering the classrooms.
- No trench coats.

Socks

- Visible socks must match each other.
- If tights or leggings are worn, they must be solid in color.

Designated Days

- PK-5: Spirit day will be Friday unless otherwise announced.
- HMS: All Thursdays during HMS football season and all Fridays after football season
- Denim may be worn and must meet the criteria for pants, shorts, capris, skorts, skirts, or jumpers and must be worn with an approved shirt (see shirts/ blouses criteria) or an approved school spirit T-shirt.
- Additional spirit days are designated by the campus administration.

Additional Guidelines

- All clothing and shoes must be worn as they were intended to be worn.
- PK-5th grade: No hats, caps, or head coverings of any kind may be worn in the buildings.
- HMS: No head coverings of any type are to be worn on the campus by students (male or female) before or during school. No headbands on forehead.
- Hair must be neat, clean, and well groomed.
- Hair should not cover the eyes or be styled in any manner which attracts undue attention.
- Hair must be a NATURAL color. Unnatural coloring or dyeing of hair such as purple, pink, bright red, green, blue, orange, etc. is NOT permissible.
- No facial, mouth, or body jewelry of any type is allowed, except in ears.
- Boys may not wear earrings.
- Jewelry that is distracting, racially related, gang or drug related, offensive or provocative is not allowed.
- No chains of any type, dog collars, or “spike type” bracelets may be worn. Anything that could be considered a weapon is in violation of the dress code.
- Bandanas of any color may not be worn.
- Sunglasses should not be worn inside any school buildings and should not be visible unless a student has a note from a physician stating the need to do so.
- Only eye contacts of natural eye color (brown, blue, green, and hazel) may be worn.
- No grills or other objects covering teeth.
- No exposed tattoos.

Administrators will have complete and final judgment on all matters concerning the interpretation of the student Standardized Dress Code. Matters concerning appearance and dress code not specifically covered in the Standardized Dress Code policy shall be within the discretion of the administration.

Consequences: If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

FIELD TRIPS / STUDENT ACTIVITIES

A student may be excluded from any field trip or student activity if he/she commits any offense that results in expulsion, suspension, alternative, or ISS during the semester in which the activity occurs. **If placement occurs during the last six weeks of a semester, the principal may recommend that exclusion be carried over to the next semester.**

**Some field trips may have special rules governing eligibility.

Grade Level Field Trip Requirements

- No more than 7 unexcused absences during the year.
- No more than 6 suspension (OSS and/or ISS) days during the year.
- No alternative education placements.

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed. (See EIA(Local))

The following grading guidelines will apply:

- Academic grades will reflect learning as described in the Texas Essential Knowledge and Skills and district documents, not student behavior.
- Student mastery of subject matter is assessed in a variety of ways. It is not necessary for all grades to have as their source written paper work. Teachers will monitor and provide feedback to students for any activity which is assigned. Feedback will not always be in the form of a grade.
- The responsibility of grading student work belongs with the teacher. While peer review (peer editing and marking) can be a valuable learning activity, students will not grade assessments or other major assignments. Peer marking of homework and/or other assignments is acceptable but the teacher must review the work before assigning the final grade.

Grade Promotion/Retention

Course assignments and unit evaluations shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. Promotion shall be determined as follows:

Grades 6-8

In grade 8, all SSI requirements will apply {see EIE(LEGAL)}. Additionally, in grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in two of the following areas: language arts, mathematics, science, and social studies.

Grades

The following are the types of assignments teachers may assign for grades:

- Major assignments/assessments: tests, examinations, projects and presentations, and compositions.
- Daily work: designed to be completed during a class period.
- Homework: designed to be completed at home as an extension of the assignment or concepts covered in class.

In grades 6-12, a minimum of 3 major assignment grades must be taken each six weeks in each core academic area (ELA, Reading, Writing, Mathematics, Science, and Social Studies).

In grades 4-12, a minimum of 10 daily grades must be taken each six weeks in each core academic area (ELA, Reading, Writing, Mathematics, Science, and Social Studies).

Grades taken on homework assignments are calculated as daily grades. Of the 10 daily grades taken, no more than three may come from homework assignments.

No one grade in any category may count for more than 20% of a student's six weeks grade in any subject.

Calculating Averages

All numeric averages reported on Progress Reports and Report Cards will be determined using a percentage grading system.

Grades 6-8 - The following percentages and assignment types will be used:

- Major grades/assessments= 50%
- Daily grades/homework=50%

In grades 6-8, except in the courses for which high school course credit is earned, student's grades in each subject from both semesters will be averaged to determine the final grade in the subject.

Guidelines pertaining to calculating semester and final course grades high school will apply in courses offered for which high school credit is earned in grades 6-8.

Progress Reports to Parents

The purpose of the Progress Report is to inform students, parents/guardians, and campus administrators regarding progress in a subject, in conduct, or in both. The Progress Report reflects both satisfactory and unsatisfactory student progress.

Teachers must issue progress reports at three (3) weeks of each grading period to the parents of all students with a grade average of 75 or below. Teachers may issue interim reports for other students as well. [See EIA(LOCAL)]

Report Cards

Report cards are usually issued to students on the Friday following the close of each six-week period during the school year. At the close of each school year, the final report card is issued at a time and in a manner designated by each school principal.

Campuses will report six-week averages to parents/guardians as numerical scores in all core content areas in grades 1-12 and electives in grades 6-12. The following relates the numerical scores:

- 90-100 Excellent Progress
- 80-89 Good Progress
- 70-79 Fair Progress
- Below 70 Failing

Students are assessed on conduct by each teacher. The conduct grade indicates how well the student is performing in classroom citizenship. Conduct marks may affect eligibility for participation in school activities; poor conduct interferes with a student's ability to learn in class. The following letter system is used to report a student's conduct:

- E Excellent – The student displays an excellent attitude, excellent work habits and excellent overall conduct. The student is always cooperative and consistently observes rules and regulations.
 - No significant behavior to be addressed by administrator
- S Satisfactory – The student displays a good attitude, good work habits and good overall conduct. The student is cooperative and generally observes school rules and regulations.
 - Up to one administrative conference to address behavior
- N Needs Improvement – The student displays a fair attitude, fair work habits and fair overall conduct. The student is at times uncooperative, at times a distraction to the learning environment, and does not consistently observe classroom/school rules and regulations.
 - One disciplinary referral
- U Unsatisfactory – The student displays a poor attitude and is consistently uncooperative. The student persistently disrupts the learning environment and shows little respect for the school, classroom, and/or rules and regulations.
 - Two or more disciplinary referrals

Incompletes

A student receiving an Incomplete for a grading period has five (5) school days to convert the incomplete grade to an earned grade. The teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work. Additional time may be granted by the campus principal for extenuating circumstances.

Homework/Daily Work

Homework is independent practice used to reinforce topics covered in class. Daily work can be guided/independent practice used to reinforce topics during class time. Homework will be used to enrich or reinforce topics covered in class and should satisfy as least one of the following objectives:

- To provide a drill that helps the student practice the basic skills of a subject.
- To give the student practice and extension of concepts learned in class.
- To extend learning beyond the material that can be covered in class.
- To develop effective study methods.
- To help the student prepare for classroom work.
- To allow the student to make up work after an absence.
- To provide a means of reteaching essential knowledge and skills.

Homework will not be assigned as punishment. The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills.

Make Up Work

Any student missing classroom instruction shall be given the opportunity to make up the missing assigned work based upon the following guidelines:

- Students are responsible for asking teachers for the makeup work upon returning to class.
- The number of classes allowed for makeup work to be completed for full credit will be equal to the number of times a class was missed.
- A student shall not, on the day of returning to school, be required to take a quiz or test that was announced during his/her absence.
- Makeup work, including tests, may be of an altered version. Teachers may assign alternate work to assure that students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine makeup work.
- Any makeup assignment not turned in within the allotted time falls within the late work guidelines.

Failed Assignments and Tests

A student shall be permitted three days to redo an assignment or retake a test for which the student received a failing grade. If a student earns a 70 or higher on the second assignment, a grade of 70 shall be recorded in the grade book. If a student fails to earn a 70 on the second assignment or test, the higher of the two grades is recorded.

Work assigned to be redone due to academic failure by a student, including tests, may be of an altered version.

Late Work

Students are given adequate time to complete and turn in their assignments. Teacher is required to contact a parent when assignments are consistently not turned in. Contact can be made by phone, text, and/or email. Students who submit an assignment after the due date are subject to the following penalties:

- 1 day late 80% of earned grade
- 2 days late 70% of earned grade
- 3 days late 50% of earned grade
- 4 or more days late 0% of earned grade

A student who submits work late and receives a failing grade is not permitted to redo the assignment.

INCLEMENT WEATHER

Listen to local radio stations for announcement of school closings. In addition, information will be provided by KLTW channel 7 and KETK channel 56 whenever possible.

LUNCH

The Middle School campus is closed. Lunch must be eaten in the cafeteria unless a parent or guardian checks out and returns his/her student to the office during the lunch period. For security reasons, a student will not be allowed to leave with another person unless parental permission is given to the principal. No food orders will be accepted from outside delivery people. Food items brought by a parent or guardian are allowed, provided they go by the office to get a visitor's pass before entering the cafeteria. **Parents may bring food for their child ONLY. Parents must eat lunch with their child only in the guest dining area.** The district participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information and application forms can be obtained from the principal's office.

NO OUTSIDE FOOD OR DRINK IS ALLOWED ON CAMPUS. STUDENTS WILL NOT BE ALLOWED TO CARRY DRINKS, WATER BOTTLES OR FOOD AROUND WITH THEM.

(Any food or drink brought on campus for lunch (lunch kit) must remain closed until the lunch time begins. Food and drink will be consumed in the cafeteria only and discarded after the lunch period is over.)

NO ENERGY DRINKS OF ANY KIND ARE ALLOWED ON CAMPUS AT ANYTIME (this includes during extracurricular activities).

PARENT COMMUNICATION

Communication between parent and school is essential to the success of students. Parents shall be provided any relevant information concerning their child that will enhance their understanding of the child's ability, effort, success, or progress in the school program.

Parents and school personnel are encouraged to use the following:

- Telephone
- Digital: Email, Remind, Skyward, Facebook
- Report Cards/Progress Reports
- Conferences

Teachers will communicate with parents by telephone, email, or personal conference if a student has not received a passing grade at the end of the three-week interim reporting period, at the end of the six-weeks grading period, if the student receives two zeros during a grading period, and/or when ascertaining that a student is performing below a level that will permit him or her to meet promotion requirements or earn high school credit in accordance with EIE(LOCAL).

SCHEDULES

Changes

Students requesting a schedule change must fill out a “Change of Schedule” form by the 3rd week of school. No schedule changes will be made after the end of the first three weeks of school.

PAP Requisites

PAP classes are higher level/advanced courses for 6th, 7th and 8th grade math students.

- The student must meet specific criteria to be placed in PAP Math or Algebra I. The following areas will be considered:
 - STAAR Score
 - Final Math grade for the previous year
 - Teacher Recommendation
 - Algebra I- Placement Test Score
- The student must meet specific criteria to be placed in PAP Language Arts/Reading. The following areas will be considered:
 - STAAR Scores
 - Final ELAR grade for the previous year
 - Lexile
 - Teacher Recommendation
- The student must meet specific criteria to be placed in Science and/or Social Studies. The following areas will be considered:
 - Final Science and/or Social Studies grade for the previous year
 - Teacher Recommendation

Should a student not meet PAP requirements, a parent/guardian may submit a written request to the Campus Principal for review and possible acceptance to the program.

SKYWARD

Skyward provides parents with easy access to student grades, attendance, and discipline. Parents are highly encouraged to create access to Skyward. Skyward provides an avenue to update any necessary changes to phone numbers, emails, and address changes.

SUMMER SCHOOL

Summer school will be required for students who fail the second administration of 8th grade reading and/or math STAAR Test. HMS may also offer summer school for students who fail two or more core classes. More detailed information regarding summer school will be sent home during the second semester.

TARDINESS DURING SCHOOL DAY

Students have 4 minutes to move from one class to another. If a teacher detains a student causing them to be late, the student can get a permit from that teacher to avoid being marked tardy. Students late to school must sign in at the office upon their arrival. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct and Attendance Policy. Tardies will accumulate each six weeks grading period.

UNEXCUSED ABSENCES

Within three (3) days of returning to school, a student absent for any period of time because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

VISITORS

Photo ID is required each time someone visits the campus. This includes having lunch, picking up students, teacher conferences, etc.

