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**HOUSTON MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK**

INTRODUCTION

The Houston Middle School faculty, staff, and administration wish you a productive and successful school year. The purpose of this handbook is to give you a better understanding of the rules, policies, and procedures, which are part of everyday life at HMS. It will also help to explain our instructional programs, school activities, and student expectations. Please take time to share this handbook with your parents so they can become aware of the many opportunities you will encounter this school year. To ensure that all parents have had the opportunity to see the Middle School policies and procedures please have your parents sign the form at the bottom of the Local Field Trip permission form and return it to one of your teachers tomorrow.

**MIDDLE SCHOOL EDUCATIONAL
GOALS & PHILOSOPHY**

It is our expectation that all students attending Houston Middle School will be challenged and will learn. The time taken for individual students to learn will vary with each student's abilities and his/her desire to learn. The Houston Middle School has three primary goals we will strive to accomplish this year. First, with high academic expectations every effort will be made to develop each student to their fullest academic potential. Second, we will strive to aid students in the development of social skills needed to be successful in society. Last, but maybe the most important, is to promote the character reflected in the homes and families of all students. In doing this, it is our goal that each student becomes a product of which parents, teachers, and the community can be proud.

GENERAL INFORMATION

SCHOOL DAY SCHEDULE

Students should make every effort to arrive at school no earlier than 7:40 unless they are involved in early morning athletic practice or pre-arranged tutoring sessions.

Weather permitting; students will wait in front of the middle school until dismissed by the on duty teacher at the beginning of the school day.

- Stay on the sidewalks
- Stay on the school side of the rock wall

If the weather is inclement students are to enter the gymnasium, choose a seat, and stay seated until dismissed by the on-duty teacher. Students who habitually fail to stay seated will be referred to the office for disciplinary action.

6th grade students sit in the bleachers on the South end of the gymnasium, nearest the middle school.

7th grade students sit in the middle section of the bleachers.

8th grade students sit on the North end of the bleachers, closest to the exterior doors of the gymnasium.

- Students who plan on eating breakfast in the cafeteria should report directly to the cafeteria upon arrival at school.
- Students will not be allowed to go to their lockers prior to the first bell at 8:00 a.m., unless they have class in the elementary or vocational buildings in which case they will be dismissed at 7:55 a.m.
- Students should not have basketballs or volleyballs out while waiting in the gymnasium.
- Students may request to use the restrooms or to talk to a teacher. Requests should be made to on duty teacher personnel.
- Middle School students will not be allowed access to the Library Media Center before school.
- Students should remove any hats and/or head coverings upon entering the school building.
- Cell phones and personal audio devices may be used in the gymnasium until the bell rings at 8:00 a.m.
- Students should not sit on the top row of the bleachers.
- Students will not have food and or drink in the gymnasium.
- Students with first hour vocational, or elementary, classes will be dismissed at 7:55 a.m. to catch the 8:00 a.m. Vo-Tech bus.
- At the end of the school day no students should be in the buildings after 3:15 unless they are working with a teacher.

MIDDLE SCHOOL CLASS SCHEDULE

Monday - Tuesday - Thursday - Friday

1st Period	8:05- 8:52	47 Minutes
2nd Period	8:57- 9:44	47 Minutes
3rd Period	9:49-10:36	47 Minutes
T.N.T.	10:41-11:12	27 Minutes
4th Period	11:17-11:42	25 Minutes
LUNCH	11:42-12:09	27 Minutes
4th Period	12:14-12:34	20 Minutes
5th Period	12:39-1:26	47 Minutes
6th Period	1:31-2:18	47 Minutes
7th Period	2:23-3:10	47 Minutes

MIDDLE SCHOOL CLASS SCHEDULE

Wednesdays Only

1st Period	8:05- 8:46	41 Minutes
2nd Period	8:51- 9:32	41 Minutes
3rd Period	9:37-10:18	41 Minutes
NO T.N.T.	NO T.N.T.	NO T.N.T.
4th Period	10:23-11:04	41 Minutes
5 th Period	11:09-11:34	25 Minutes
LUNCH	11:34-12:04	30 Minutes
5 th Period	12:09-12:29	20 Minutes
6 th Period	12:34-1:15	41 Minutes
7 th Period	1:20-2:00	40 Minutes

GRADE LEVEL COURSE REQUIREMENTS

6th GRADE

Required Courses: English, Reading, Math
Science, Social Studies, PE/Health

Electives: Band, Choir, Band/Choir, Art,
Keyboarding/Character Education

7th GRADE

Required Courses: English, Reading, Math
Science, Social Studies
Health & PE

Electives: Band, Choir, Band/Choir, Art, FACS, Speech,
Lifetime Sports

8th GRADE

Required Courses: English, Math, Science
Social Studies, Health & PE,
Keyboarding/Computer Applications

Electives: Band, Choir, Band/Choir, Art, FACS, Speech,
Lifetime Sports

BACKPACKS, DUFFLE BAGS, HANDBAGS, AND PURSES

Backpacks, duffle bags, handbags, and purses should not be taken to class. These items will be kept in the student's locker.

BUS (School Transportation)

Students will only be permitted to a ride a different bus (or any bus if they don't normally ride) if they bring a parent note to the middle school office on the day they want to ride the bus.

Transportation of students, to school related activities must, be provided by the school. At the conclusion of the school activity students may only be released to the student's parent or legal guardian. The parent or legal guardian must be present to sign a student activity release form provided by the sponsor at the activity.

COMPUTER USAGE AT SCHOOL

Computer and Internet access are available to students and teachers throughout the Houston Middle School. The goal in providing this service to staff and students is to promote educational excellence by increasing resource sharing, improving access to information and developing global communications.

With access to computers and communication with people all over the world comes the availability of materials that may be considered controversial. The Internet provides access to uncontrolled and unregulated information resources. Houston R-I educators firmly believe the valuable information and interaction available on this worldwide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school district.

The administrator or the network supervisor in the school district may change rules and regulations for computer or network usage, from time to time. Users of the network are subject to these rules and regulations.

1. To exercise diligence in the care of all equipment/software.
2. To maintain a contract/agreement (with parent signatures) if applicable, on file before using the Internet.
3. To maintain accurate records on the form provided at each computer station in reference to signing on and signing off the computer, program, and network.
4. To stay on task.
5. Not to send any unauthorized messages.
6. To abide by the school's policy on use of disks.

If a user violates any of these provisions, his/her access to the network and/or computers will be terminated and future access could be denied.

DANCE

Guidelines for attending the dance are:

- Only Houston Middle School students may attend
- The dance is scheduled from 7:00 - 9:00 pm
- The building will be open for admittance at 6:55 (no earlier)
- Have someone here to pick you up at 9:00 pm
- Students will not be allowed to leave the dance early unless they have a parent pick them up.
- When students leave the building they must be leaving school grounds and will not be allowed to re-enter.
- No bare feet. Socks MUST be worn at all times. If your locker is on the first floor, plan to store your shoes in your locker during the dance.
- No glow stick of any kind will be allowed.

We do not anticipate any discipline problems but in the event there is a problem, parents will be contacted immediately and the students will be sent home. If we have to call your parents to come and pick you up, you will not be eligible to attend another Middle School dance. In addition, if a student ineligible to attend the dance shows up, they will not be allowed at any future Middle School dance.

The privilege to attend the dance is available to all students who demonstrate good citizenship for the semester. Any student with two (2) or more office referrals and or discipline that has resulted in three (3) or more days of ISS will NOT be allowed to attend.

DIRECTORY INFORMATION

Student names and photos are considered directory information and will be used on school web sites and media releases. Please notify the Middle School office if your child's name or photo should not be used.

DISTRIBUTION OF MATERIALS

No organization will offer or distribute publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal.

DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming is the responsibility of each individual student and their parents/guardians, within the following guidelines:

All students must wear shoes, boots or other types of footwear. Class activities, which present a concern for student's safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.

Clothing that is unacceptable includes:

- Hats or head coverings inside the building. Hats should remain in the student's locker throughout the school day.
- Shirts exposing the midriff or mesh/see thru shirts
- Shirts split down the sides
- Underarm openings must also be reasonable and the shirt design may not be altered.
- Clothing with profanity, vulgarity, nudity, advertisement of alcohol or tobacco products
- Pants sagging below the natural waistline
- Chains and trench coats
- Any clothing, which allows any part of a student's undergarments to be seen
- Clothing that shows an undue exposure of the body
- Clothing with sexual words, innuendo, slogans, drawings etc.
- Holes or cuts in pants/shorts anywhere above the knee.
- Other distractive clothing as described in the following paragraph:

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process by attracting undue attention to the student, and/or constitutes a threat or safety concern, the student will be required to make modifications and will receive the appropriate disciplinary action.

EMERGENCY DRILLS

The signal for a **fire drill** is the Middle School **fire siren or a long continuous bell**. When the signal is given students will follow the teachers' directions and go to the exit designated by the teacher in charge in the manner prescribed by the teacher. Promptness and orderliness in emptying the building will insure safety for all.

The signal for a **tornado drill** is a **series of short rings**. Students should follow teachers' instructions and immediately go to the predetermined areas. Specific instructions are posted in each classroom.

Additional **lock-down drills** will be held throughout the year to practice for emergency situations that may arise.

FIELD TRIPS

The Houston Middle School philosophy for field trips is based on the belief that ALL students are accountable for their actions and may expect reasonable positive or negative consequences for their behavior. Field trips are a privilege to be enjoyed by all students who earn them by choosing to be responsible citizens. Students who receive disciplinary consequences through the principal's office on more than three (3) separate occasions during the school year WILL NOT be permitted to go on the class field trip. All (non-local) field trips require that a signed parent/guardian permission slip be returned by the announced date. If the slip is not returned, the student may not go on the field trip.

FINES & FEES

Students owing a fine or fee may be denied student activity privileges such as but not limited to dances, field trips, and participation in athletic events.

FOOD/DRINKS

Students may not have snacks or drinks while class is in session or between classes. All soda/snack machines are off limits to middle school students.

FUND RAISING

Middle School students may not sell products at school for High School students or outside organizations.

GUIDANCE AND COUNSELING

The guidance program at HMS plays an important role in the total educational process and is available for all students, not just those who seek out a counselor in times of crisis. The guidance curriculum offered provides knowledge and experiences in the areas of personal/social, careers and academics. The curriculum has been developed with the goal of helping students develop into individuals who feel confident about themselves, who accept others, and who are able to cope with life's demands.

Visiting the Counselor

Students are welcome to stop by the counselor's office at any time. **However, if the counselor is with another student, or out of the office, students should sign the provided list and return to class. Students may not remain in the counselor's outer office unsupervised.** The counselor will schedule a time to see the student that day. In an emergency, the student should contact the principal who will make arrangements with another counselor as necessary.

Counseling sessions may also be scheduled through the principal, teacher or parent referrals.

Confidentiality

All information shared with the counselor is kept strictly between the counselor and the students. The counselor will not relay information to teachers, parents, or other students without that student's permission.

Duty to Warn

By law the counselor is required to relay information to the proper person or persons if a student conveys information about something that could harm themselves or others. Students are informed of this duty in the initial contact session.

HALL PASSES

Students may not leave a classroom without permission from their teacher. Students who need to leave must have a hall pass. Student agendas may be used as hall passes.

- Students leaving class without permission will be considered truant.

LIBRARY/MEDIA SERVICES

The library is available for all students' grades 6-12. Library hours are 8:05 a.m. to 3:30 p.m. All students are encouraged to use this resource center. Books issued to students for study or home use are checked out at the loan desk. Books are issued for 14 days and may be renewed. Books are stamped with the date due on the book card, which is kept on file until the books are returned. Dictionaries, atlases, encyclopedias, and magazines are classified as reference materials. Reference materials may not be removed from the library. A fine of .05 per school day is charged for overdue books. Students are responsible for books they have damaged or lost. Students repeatedly ignoring requests to return an overdue book or pay a fine may be refused library privileges until library regulations have been met. All library materials must be handled with care. Good care of materials is important since many students must use them again.

LOCKERS

Lockers will be assigned to each student as a convenient place for storage of personal property. Articles are left in lockers at your own risk, but an attempt will be made to help locate missing or lost property. Items of value should be left at home. Students may bring a combination lock to put on their lockers but if they do they must provide the combination to the Counselor's Office. Locks exclusively using a key are not allowed. Lockers are expected to look the same at the end of the year as they do at the beginning and the student will pay for abuse of lockers. School lockers are school property and random locker checks will be conducted throughout the school year. Students are to only use the locker assigned to them by the Middle School office. Students should not share lockers.

LOST AND FOUND

The Lost and Found Department is maintained through the Middle School Office. Students who either find or lose items should report to the office. The loss of property may be minimized by placing the owner's name on every item or article, and by keeping valuable items and money at home.

PHYSICAL EDUCATION

Each student is required by the State Department of Education to take physical education each year in the Middle School unless they are physically unable. A doctor's statement certifying the extent of the health problems and the probable length of the recovery will be required before consideration by the building principal for a temporary or permanent excuse from physical education activities.

- Students are required to provide an appropriate outfit, including tennis shoes, shorts, and a shirt.
- Students failing to dress out for physical education will incur disciplinary action for failure to complete assignments.
- Students who leave billfolds, purses or other items of value in the dressing room unattended assume all responsibility for lost articles.

RESTRICTED ITEMS

The following items shall not be brought to school unless students have obtained prior teacher permission: Personal audio devices (IPods, Mp3 players), video game systems, cell phones, and laser pointers.

This list also includes any other item, which will attract attention to that item and distract from the educational process. If items of this nature are brought to school without prior permission they will be confiscated. Personal items brought to school are the sole responsibility of the student. The school district does not carry insurance on student's personal property and lost items will not be replaced by the school district.

SCHEDULE CHANGES

Schedules may be changed only during the first three school days of the 1st semester. Schedules will be changed providing:

1. It is possible in terms of the student's existing schedule, and if it will not overload any particular class.
2. The schedule change is approved by, the teachers involved, parent, counselor, and principal.
3. If the change is for educational reasons that represent the best interest of the student

SPECIAL EDUCATION SERVICES (NOTIFICATION)

The Houston R-I School District, along with the Department of Elementary and Secondary Education, recognizes the need for providing free, appropriate educational programs for various disabling conditions through Special Education Programs. The school district is responsible for providing appropriate services to children who display the disabilities of visual impairment, hearing impairment, speech-language disorders, mental retardation, behavior disorder/ emotional disturbance, specific learning disabilities, physical/other health impairment, traumatic brain injury, autism, or who are eligible for Early Childhood Special Education. Early Childhood Special Education Services are available on the child's 3rd birthday. If you know of any disabled child residing in the school district who is not receiving services, please notify the Superintendent of Schools. A copy of the District's Compliance Plan is available for inspection in the office of the Superintendent of Schools during regular school hours.

TELEPHONE USE

Students may use the telephone on a limited basis with administrative approval only. Phones are not to be used to make plans that should have been made ahead of time. Important messages will be delivered to students but only in cases of emergency will students be called from class to accept phone calls.

- Students must receive permission before making phone calls from school.
- Students will only be allowed to use phones in the principal's office, the counselor's office, or the nurse's office. Students will not be allowed to use classroom phones.
- Students are not to use cell phones between the hours of 8:00am - 3:10pm

TEXTBOOKS

Textbooks are loaned to students. Students are expected to take proper care of their textbooks. Students will be assessed the following fees for lost textbooks:

New Book - 100% of purchase price;
1 year old - 80% of price
2 years old - 60% of price
3 years old - 40% of price
4 years old - 20% of price
5 years or older - 10% of price

VISITORS

All visitors to the Middle School must immediately report to the building office.

- Students will only be called out of class to visit with friends or relatives in emergency situations.
- Students shall not bring friends or relatives to school while school is in session.

Parents who would like a parent teacher conference should schedule an appointment with the teacher during the teacher's conference period or before or after school. Parents or other visitors will not be allowed to eat lunch with students at any time, without administrative approval.

CAFETERIA INFORMATION

PRICE

Breakfast: \$1.05
Lunch: \$1.60

BEHAVIOR EXPECTATIONS

The Middle School will have a closed lunch. No students will be allowed to leave school grounds for the purpose of eating lunch. All students are required to be in the cafeteria during their lunch period. Students are expected to use good manners in the cafeteria, much like they would at home. Lunch is a social time but it is also considered class time and students will not be allowed to roam around the cafeteria or run errands during their lunch period. The following procedures and student behavior guidelines will be followed:

- Students must keep a positive balance in their account in order to purchase a lunch. Students are encouraged to deposit money on a weekly basis and deposit the money in the **CAFETERIA** before **8:00.**
- Students are to arrive promptly to the lunchroom and must remain there during the entire lunch period.
- Once students are seated, they will not be allowed to get up and change seats. Students should only get up to return their tray.
- Loud unnecessary noise and/or throwing food will result in disciplinary action.
- Each student is responsible for cleaning their eating area and returning their lunch tray to the window when finished eating.

Students who are unable to meet the established expectations during lunch will be assigned seats and/or receive disciplinary consequences.

FREE & REDUCED LUNCHESES-BREAKFASTS

Eligibility for free and reduced price lunches will be based on the income scale as established by the Department of Elementary & Secondary Education each school year. Application forms will be supplied to students the first day of school.

MEDICAL/NURSE INFORMATION

ILLNESS OR INJURY AT SCHOOL

The school does employ a full-time nurse. A student who becomes ill or suffers injury at school and cannot attend class should notify their classroom teacher who will send them to the Middle School Office. The office will contact the nurse. After examining an ill student, a recommendation will be made that they: (1) see a doctor, (2) go home to rest, or (3) return to class.

Parents of students who become seriously ill or injured will be notified and their instructions will be followed in handling the situation. If parents cannot be reached in an emergency situation, emergency contact information will be used to contact the next nearest relative.

IMMUNIZATION

As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parents or guardian of every pupil hereafter entering public school, to furnish to the building principal upon enrolling satisfactory proof that the pupil has been immunized, or that the immunization process is being accomplished in accordance with the rules and regulations of the State Department, or within such time, to furnish the principal his/her written objection to the immunization of the pupil based on a physician's notice or due to the student's religion.

- No student infected with a contagious disease will be permitted to attend school.

PRESCRIPTION MEDICATION

Prescription medication, which contains neither narcotics nor controlled substances, will be administered by R.N. or trained personnel to the student if:

- A. Medicine is in original container.
- B. Written permission from the Parent/Guardian is on file and is accompanied by Physicians written authorization to administer the prescription medication.
- C. Directions for medication, including strength and dosage administration is on the bottle.

ACCIDENTS AND INSURANCE

Students must always have a correct address and telephone number on record in the office in case of illness or injury during school. **The Houston Schools do not provide students with supplemental accident school time insurance coverage.** However, the school shall offer parents the opportunity to participate in a group student insurance plan. A student accident policy will be issued to students on the first day of school.

The Missouri State High School Activities Association's By-Laws provide that a student shall not be permitted to practice or compete in interscholastic competition for a school until it has

verification that the student has basic Athletic Accident Insurance coverage.

STUDENT ATTENDANCE

ATTENDANCE POLICY RATIONALE

Promptness and regular attendance are imperative for students to receive the full benefit of the school's educational programs. The educational loss resulting from absences, which cannot be adequately measured or entirely regained through make-up work, is the rationale for this attendance policy. The parent, or guardian, has the responsibility to decide times and reasons a student should not come to school, but it is the school's responsibility to set limits on a student's absences from school. This is imperative because of the positive correlation between attendance and academic success as well as the development of punctuality and responsibility needed for future success beyond the middle school.

It is understood that a few absences from school may be necessary throughout the course of a school year. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences to an absolute minimum.

When a student is absent the school recognizes two possible reasons for that absence: (1) The student's absence is necessary and/or unavoidable or (2) the student's absence was the results of a decision to do something other than attend school. Generally the specific reason for an absence from school serves as the basis for the absence to be considered excused or unexcused but for the purpose of this attendance policy no distinction is made between excused or unexcused absences. When a student misses a day of school, despite the reason for the absence, the educational loss from missed instruction and classroom discussion cannot be entirely made up.

ATTENDANCE POLICY AND PROCEDURES

Whenever a student is absent from school, the student should have their parent or legal guardian send a note with them upon their return to school. This will provide the school with the appropriate information to document the absence. All Students should check in at the office before returning to class.

When a student accumulates 8 absences in a semester the parent will be contacted by a letter which will express concern about the student missing educational instruction and a copy of the Houston Middle School attendance policy will be provided. A copy of every attendance letter will be filed with the Texas County Juvenile Office. Additionally, the student will be referred the Middle School Counselor to determine if assistance from district personnel is required.

When a student accumulates 10 absences in a semester, they will be assigned one day of Academic Assistance at Saturday School. Academic Assistance is a structured study time, which runs from 8:15-12:15. Academic Assistance will be assigned to help students

with excessive absences to make up any assignments they may have missed due to their absences as well as to serve as a deterrent to students who may be simply choosing to miss school. Student assistance will be available in the form of tutoring during this time and students will be expected to bring schoolwork to complete or bring an AR book to read.

Throughout the remainder of the semester, each additional absence the student acquires will result in the student being assigned an additional day of Academic Assistance. If arrangements cannot be made for parents to provide transportation or if students are scheduled to stay in Academic Assistance but they fail to attend the session they will be assigned two days of in-school suspension to replace the Academic Assistance session. During in-school suspension students will be supplied with missing assignments and will be encouraged to diligently work toward making up all assignments, which they may be behind on.

- At the end of the semester, Academic Assistance sessions, which have not been completed, will be completed at the beginning of the next semester or during summer school.

ATTENDANCE DOCUMENTATION

Students will be advised to provide the following types of documentation, in addition to a parent note or telephone call, to the middle school office for inclusion in the student's attendance file.

- A. Parent/Doctor notes for illness, injury, or other health conditions
- B. Absences to comply with legal orders
- C. Appointment with juvenile office
- D. Appointment with non-school agency counselor
- E. Death in immediate family
- F. Failure of school bus to provide transportation during inclement weather

HOMEBOUND INSTRUCTION

Students with a diagnosed and documented illness, which results in 5 or more consecutive days of absences, are encouraged to complete a homebound instruction form. This form must be signed by a licensed physician and will then be considered as an attendance waiver. The waiver will be received and approved or disapproved by the principal. During this time the student is responsible for his/her make up work.

EXCESSIVE ABSENTEEISM

Even when excessive absences are made up in Academic Assistance sessions, the time students miss class is still detrimental to the smooth operation of that class and to their education. Therefore students with excessive absenteeism will have their attendance records reviewed by the attendance committee to determine if additional steps need to be taken to improve his/her attendance. State agencies such as the Division of Family Services or Juvenile Authorities will be utilized when needed.

ATTENDANCE APPEALS

If a student is absent more days than there are opportunities to attend Academic Assistance sessions due to valid and unavoidable extenuating circumstances (major illness, accident) and the student has attended other available Academic Assistance sessions then that student is eligible to file an appeal.

1. The appeal should be filed in writing with the middle school principal prior to the last day of the semester.
2. The Middle School Principal will appoint an Attendance Committee (Middle School Principal, Counselor and two or more middle school teachers).
3. The superintendent, parent, and student will be notified of the Attendance Committee's decision.

MAKE-UP WORK

Make-up work will be provided at the request of the student. The length of time for completion of make-up work shall be equivalent to twice the period of the absence (approximately 2 days to make up the work for every day absent). Students must remember, it is their responsibility to ask for, obtain, complete, and then turn in their makeup work to the appropriate teachers. Teachers may specify specific dates or deadlines that work is to be turned in by.

- **It is the student's responsibility to ask for, obtain, complete, and turn in their makeup work to the appropriate teachers.**

CHECK-IN/CHECK-OUT PROCEDURES

The Houston Middle School operates with a closed campus. Students are not to leave the school campus once they have arrived at school. If a student must leave school during the school day, they must check out through the Middle School office. For a student to be checked out of school the student's parent or guardian must personally come to school and give permission for the student to be released. **Upon their return to school, students must check back in through the Middle School Office.**

Any student who leaves school without permission and checking out through the Middle School Office will be considered **TRUANT**.

STUDENT ACADEMICS

REPORTS TO PARENTS

Reports of student progress shall be issued to the parents of each pupil on a quarterly report card. Letter grades on their report card will be used to indicate their proficiency in the subjects they have taken.

The grading system at Houston Middle School is based on the total point system or percentage method. The following system will be used for evaluating achievement:

MIDDLE SCHOOL GRADING SCALE

A	= 95 - 100	C	= 74 - 76
A-	= 90 - 94	C-	= 70 - 73
B+	= 87 - 89	D+	= 67 - 69
B	= 84 - 86	D	= 64 - 66
B-	= 80 - 83	D-	= 60 - 63
C+	= 77 - 79	F	= 0 - 59

INC = Incomplete

An "INC" may be given when a student has not completed the required work within the school quarter. An "INC" given for this reason must be removed within 10 school days after the quarter ends or the work automatically becomes a zero, with the grade calculated accordingly.

PROGRESS REPORTS

Progress reports will be sent home with every student, every three weeks.

CLASS PREPARATION

It is the responsibility of the student to have all of the materials necessary for class with them when they report to class. Valuable instructional time is lost when students do not have the necessary items for class and must go to their locker to get them. To alleviate this disruption, students who must go to a locker for materials will receive a tardy.

LATE ASSIGNMENTS

Late Assignments are defined as those assignments for which a student was present at school and responsible for turning in on the due date but failed to do so.

Credit will be given for late assignments according to the following schedule:

Late assignments will be docked 2% per day to a maximum of 20% per assignment.

PROMOTION/RETENTION PROCEDURES

Any middle school student grade 6-8 who earns a failing grade for more than one quarter in more than one core subject (English, Reading, Math, Science, Social Studies) will automatically come up for review by the Retention Committee. Students who fail one core course, and one or more elective courses (Art, Band, Choir, Shop, Etc.) will also, be reviewed by the Retention Committee. This committee will consist of the school principal, the student's teachers and the school counselor.

The Retention Committee will select one or more of the following options in an effort to best meet each student's academic, social, and emotional needs.

1. Retention

The Retention Committee may decide that the student should repeat the grade in which they are currently enrolled in an attempt to complete the course work he or she has failed.

2. Repeat Failed Classes

The Retention Committee may decide that the classes failed should be retaken during the following school year.

3. Summer School

The Retention Committee may decide that the student may be promoted if the class or classes can be made up during summer school.

4. Remedial Class Placement

The Retention Committee may recommend that a student be promoted to the next grade level but be placed in remedial (basic skills) classes during the next school year.

5. Passed on to the Next Grade

The Retention Committee may decide that the best placement for the student is to pass them on to the next grade without any corrective measures.

6. Student Contracts or Other Alternatives

The Retention Committee may agree upon another alternative which they feel best serves the needs of the student involved.

* In addition to core class grades, student reading levels and grades earned in elective or exploratory courses will be examined by the Retention Committee and may be the deciding factor on student retention.

STUDENT DISCIPLINE

DISCIPLINE POLICY RATIONALE

Development of good discipline is one of the most important goals of the educational process. Discipline is the development of self-control, character, and proper consideration for other people. The objective of the student discipline code is to establish rules with regard to the conduct of all students at Houston Middle School.

When students are under the care of school officials it is necessary to have a certain degree of control for safety and to ensure that learning can take place. The rules, which have been established, have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students.

When behavior problems are of a minor nature the classroom teacher, or teachers on duty, will make every effort to deal with the problem and may involve the parents in correcting these particular problems before it is necessary to write up a disciplinary form. However, the seriousness of the offense will dictate the degree of action taken. Any time a student is referred to the office for disciplinary purposes parents will be contacted by phone when possible or by mail.

The Middle School discipline code is of a progressive nature. As seen in the discipline code each additional office referral constitutes more stringent disciplinary action until the student is excluded from attending school. The goal of our discipline code is not to exclude students from school but to provide a system, which delivers natural, appropriate consequences for inappropriate behavior. The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to be or cause a distraction in class which forces a teacher to stop the instructional process to address the problem or remove the student from their classroom.

DISCIPLINE POLICIES AND PROCEDURES

Student or Parent Conference: A formal conference may be held between the student and/or the student's parent or legal guardian and one or more school officials. During this conference, the student behavior will be examined and corrective measures will be discussed.

Report of Misconduct: When a teacher has concerns about a student's behavior and/or academic progress the teachers may complete a "Report of Misconduct" report, which is sent home to inform parents of the teacher's concern.

Loss of Privileges: Extracurricular activities, such as school dances, field trips and athletic participation are considered privileges, which are offered to students. These privileges may be revoked.

Time-Out: The student is removed from the class in which a disruption occurs and placed in an isolated area of the building or classroom for a limited amount of time.

Counselor Referral: Students may be required to meet with the counselor on a periodic basis. The counselor will advise the students on ways of improving their behavior.

Disciplinary Assignments (D.A.): Disciplinary assignments which focus on the student behavior, which needs improved may be used in certain circumstances at the discretion of the teachers and administration.

Lunch Detention: Students may receive a detention to be served during their lunch period. All students who serve lunch detention will be required to sit in isolation without talking to other students.

Corporal Punishment: A paddling, which includes 2 swats administered to the student by the principal.

In-School Suspension (I.S.S.): In school suspension is a behavior modification program, which involves the student being suspended from their regular school day schedule. In school suspension is located in the high school and the elementary and is offered each school day from 8:05 - 3:10. When reporting to I.S.S. students must bring all their books, supplies, and materials needed for the entire day. They will not be permitted to leave the classroom during the school day unless authorized by the I.S.S. monitor or building principal. The student will eat lunch at a separate time from the rest of the school and will not take breaks each period as other students do. If a student placed on I.S.S. violates the rules of the I.S.S. program, they will receive additional disciplinary penalties.

Out-Of School Suspension (O.S.S.): Out of school suspension is the removal of a student from the regular school environment, which prohibits him/her from attending school. Suspended students are not allowed to be on or around the school campus unless permission is obtained from the principal. This includes participation or attendance of any extracurricular activities sponsored by or on school grounds.

It may be necessary for the building principal to refer to the superintendent any student who has been suspended from school for disciplinary reasons, when the student is suspended for the third time in one school year. The superintendent may hold a meeting with the parents of the student and the principal to determine if it is in the best interest of the school system and child to exclude the child from school. The superintendent may refer the student to the Board of Education at which time a hearing will be held to determine if the child is to be expelled from school.

Expulsion: If any student consistently refuses to conform to school policies and regulations, as outlined in the student discipline code, the principal may recommend to the Superintendent that the student be expelled from school.

- Any violation, which also violates state statutes or city ordinances, may be referred to the appropriate law enforcement agency. The principal may refer students to other agencies to include, but not limited to: Texas County Juvenile Office, Division of Family Services, and other outside counseling agencies.
- Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities outside of normal school times for serious acts of misconduct, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the school's discipline policy as if the misconduct had occurred at school.

After-School Detention (A.S.D.): After school detention is a structured study time, which begins at 3:15 and runs till 4:15. Students will be notified at least the day prior to their detention and must make necessary arrangements for transportation. Any student who fails to attend a scheduled A.S.D. session will be required to make up the session or may be scheduled for a day of In-School Suspension.

Saturday School (A.S.A.A.): Saturday school sessions will be scheduled, as needed, at the discretion of the Principal. Saturday school will begin at 8:15am and will dismiss at 12:15pm. Any student who is late for, or fails to attend Saturday school will automatically be suspended for two school days. (2 Days OSS)

TARDIES/PASS TIME BETWEEN CLASSES

Students must be responsible for arriving to school on time and proceeding from one class to another. Five minutes are allotted for passing between classes. This is more than ample time if it is used wisely. Students who have to change buildings during this time period do not have time to waste visiting or there is a good chance they will be tardy.

Each student may accumulate four tardies per quarter without being disciplined. However, when a student has accumulated their fifth tardy during a quarter the student will be assigned one day of Saturday school, or one day of I.S.S.

*** Students not in their seat, ready to begin class, will be counted tardy. If a student does not have all the requisite materials to participate in class they will be counted tardy.**

Students who check into school late and are absent less than 25 minutes from the beginning of a class will be issued a tardy slip. A student absent 25 or more minutes from the beginning of a class will be issued an absentee slip. A student who checks out of school and misses 25 or more minutes will be counted absent for that class period.

TRUANCY

Truancy is when a student:

- Is absent from school without the knowledge and consent of their parents/guardians and the administration.
- Comes to school but does not attend classes or authorized activities.
- Leaves classroom without teacher permission.
- Leaves school grounds without parent and principal permission.
- Obtains permission from a teacher or the office to go to a specific place on campus, but does not go there.
- Brings a parent-signed note that is forged or gives a false reason for the absence.

THREATS, STUDENT HARASSMENT, INAPPROPRIATE SEXUAL ACTIONS

The Houston Schools are committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, and other verbal or physical conduct or communication constituting sexual harassment. Allegation of threats and harassment will be investigated and, if substantiated, corrective, disciplinary, and/or legal action will be taken.

**HOUSTON MIDDLE SCHOOL
STUDENT DISCIPLINE CODE**

Understanding that no discipline code can specifically address all disciplinary circumstances the administrative staff will exercise their own judgment in the administration of disciplinary options set forth under this student disciplinary code policy.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations and policies were of such a nature as to warrant it.

Students who lie about violating the school's policies, rules, and regulations should expect additional disciplinary action.

Abbreviations used in Student Discipline Code:

A.S.D	-	After School Detention
I.S.S.	-	In-School Suspension
O.S.S.	-	Out of School Suspension
C.P.	-	Corporal Punishment
Exp.	-	Expulsion
S.S.	-	Saturday School

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
<p>ALCOHOL/DRUGS Possession of prescription drugs or over-the-counter medications</p> <p>Possession, use, or being under the influence of alcohol, prescription medication or illegal drugs.</p> <p>Selling or supplying Alcohol or Drugs (Contact juvenile authorities and/or police)</p>	<p>Adm. Warning Parent Contact To I.S.S. (1-2 days)</p> <p>O.S.S. (5-10 days)</p> <p>O.S.S. (11-180 days) to Expulsion</p>	<p>I.S.S. (2-3 days) to O.S.S. (1-3 days)</p> <p>O.S.S. (11-180 days) to Expulsion</p>	<p>I.S.S. (3-5 days) to O.S.S. (3-5 days) to Expulsion</p>	<p>O.S.S. (5-10 days) to Expulsion</p>	<p>O.S.S. (11-180 days) to Expulsion</p>
<p>ARSON Starting or attempting to start a fire or causing or attempting to cause an explosion.</p>	<p>I.S.S. (1-10 Days) O.S.S. (1-180 Days) Expulsion</p>	<p>O.S.S. (1-180 Days) Expulsion</p>			
<p>ASSUALT Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. (Contact juvenile authorities and/or police)</p>	<p>I.S.S. (3-5 days) to O.S.S. (5-10 days)</p>	<p>O.S.S. (11-180 school days)</p>	<p>Expulsion</p>		
<p>BULLYING- Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.</p>	<p>I.S.S. (1-2 days) or S.S. (1 Days)</p>	<p>I.S.S. (3-5 days) O.S.S. (1-3 days)</p>	<p>I.S.S. (5-10 days) O.S.S. (3-5 days)</p>	<p>O.S.S. (5-10 days)</p>	<p>O.S.S. (11-180 days) or Expulsion</p>
<p>CHEATING/DISHONESTY Any act of lying, whether verbal or written, including forgery. Zero on assignments(s)</p>	<p>I.S.S. (1-2 days)</p>	<p>I.S.S. (2-3 days) O.S.S. (1-3 days)</p>	<p>I.S.S. (3-5 days) O.S.S. (3-5 days)</p>	<p>O.S.S. (1-3 days) O.S.S. (5-10 days)</p>	<p>O.S.S. (11-180 days) or Expulsion</p>

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
CHRONIC FAILURE to work on assignment(s) during class period	Student Conference	I.S.S. (1-2 Days) and/or S.S.	I.S.S. (1-2 days) and/or S.S.	I.S.S. (2-3 days) and/or S.S.	I.S.S. (3-5 days) and/or S.S.
DISRUPTION/DISORDERLY CONDUCT (Classes, halls, cafeteria, school grounds, bus, school activities, etc.)	I.S.S. (1-2 days)	I.S.S. (2-3 days) to O.S.S. (1-2 days)	I.S.S. (3-5 days) to O.S.S. (3-5 days)	I.S.S. (5-10 days) to O.S.S. (5-10 days)	O.S.S. (11-180 days)
DRESS CODE VIOLATION (Change of clothing required)	WARNING	I.S.S. or S.S. 1 day	I.S.S. or S.S. 2 days	I.S.S. or S.S. 2 days	I.S.S. or S.S. 3 days
ELECTRONIC DEVICE (Cell phone, personal music player, games, or other device)	Warning — Confiscation of device — student may pick up at the end of the day	I.S.S. 1 Day Confiscation of device — student may pick up at the end of the day	I.S.S. 2 Days Confiscation of device — student may pick up at the end of the day	I.S.S. 2 Days Confiscation of device — student may pick up at the end of the day	I.S.S. 2 Days Confiscation of device — student may pick up at the end of the day
FAILURE TO COMPLETE A DISCIPLINARY ASSIGNMENT (D.A.)	I.S.S. or ASD (1 day)	I.S.S. or ASD (2 days)	I.S.S. or ASD (3 days)	I.S.S. or ASD (4 days)	I.S.S. or ASD (5 days)
FAILURE TO MEET CONDITIONS OF SUSPENSION	Warning	I.S.S. 1-10 Days O.S.S. 1-10 Days	O.S.S. 1-10 Days	O.S.S. 1-10 Days	O.S.S. 1-10 Days
FALSE ALARM (Fire Alarm) (Contact juvenile authorities and/or police)	I.S.S. (1-10 days) O.S.S. (11-180 days) or Expulsion	I.S.S. (1-10 days) O.S.S. (11-180 days) or Expulsion	I.S.S. (1-10 days) O.S.S. (11-180 days) or Expulsion	I.S.S. (1-10 days) O.S.S. (11-180 days) or Expulsion	I.S.S. (1-10 days) O.S.S. (11-180 days) or Expulsion
FIGHTING Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. (Contact juvenile authorities and/or police)	I.S.S. (3-5 days) to O.S.S. (3-5 days)	I.S.S. (5-10 days) to O.S.S. (5-10 days)	O.S.S. (10 days)	O.S.S. (10-90 days)	Expulsion
GAMBLING/EXTORTION	Conference to I.S.S. (1 days)	I.S.S. (1-2 days) to O.S.S. (1-3 days)	I.S.S. (3-5 days) to O.S.S. (3-5 days)	O.S.S. (5-10 days)	O.S.S. (11-180 days)

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
HAZING Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants	I.S.S. (1-2 days) or S.S. (1-2 Days)	I.S.S. (3-5 days) O.S.S. (1-3 days)	I.S.S. (5-10 days) O.S.S. (3-5 days)	O.S.S. (5-10 days)	O.S.S. (11-180 days) or Expulsion
INDECENT EXPOSURE (Inappropriate sexual acts, or actions, etc.)	I.S.S. (5-10 days) to O.S.S. (5-10 days)	O.S.S. (11-180 days)	Expulsion		
INCENDIARY DEVICES Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.	I.S.S. (1-2 days)	I.S.S. (2-3 days) to O.S.S. (1-3 days)	I.S.S. (3-5 days) to O.S.S. (3-5 days)	I.S.S. (5-10 days) to O.S.S. (5-10 days)	O.S.S. (5-10 days)
MIXING WITH HIGH SCHOOL STUDENTS: Middle School students are not to congregate during school hours with high school students.	WARNING To Parent Contact	I.S.S. (1-2 days)	I.S.S. (2-3 days)	I.S.S. (3-5 days)	O.S.S. (1-2days)
PROFANITY Degrading and/or offensive language, gestures, or actions.	I.S.S. (1-2 days)	I.S.S. (2-3 days) to O.S.S. (1-3 days)	I.S.S. (3-5 days) to O.S.S. (3-5 days)	I.S.S. (5-10 days) to O.S.S. (5-10 days)	O.S.S. (5-10 days)
PUBLIC DISPLAY OF AFFECTION Any physical contact that exceeds the holding of hands is defined as excessive.	Warning	I.S.S. (1-2 days) or S.S.	I.S.S. (2-3 days)	I.S.S. (3-5 days)	O.S.S. (1-3 days)
SELLING/TRADING OBJECTS AT SCHOOL	Student Conference	I.S.S. (1-2 days)	I.S.S. (2-5 days)	I.S.S. (5-10 days)	O.S.S. (1-3 days)
SEXUAL HARASSMENT Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.	Parent Conference ISS 1-10 Days OSS 1-10 Days	Parent Conference ISS 1-10 Days OSS 1-10 Days	Parent Conference ISS 1-10 Days OSS 1-10 Days	Parent Conference ISS 1-10 Days OSS 1-10 Days	Parent Conference ISS 1-10 Days OSS 1-10 Days

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
<p>SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL</p> <p>Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.</p>	<p>Parent Conference</p> <p>ISS 1-10 Days</p> <p>OSS 1-10 Days</p>	<p>Parent Conference</p> <p>ISS 1-10 Days</p> <p>OSS 1-10 Days</p>	<p>Parent Conference</p> <p>ISS 1-10 Days</p> <p>OSS 1-10 Days</p>	<p>Parent Conference</p> <p>ISS 1-10 Days</p> <p>OSS 1-10 Days</p>	<p>Parent Conference</p> <p>ISS 1-10 Days</p> <p>OSS 1-10 Days</p>
<p>STAFF (Offenses against staff members)</p> <p>INSUBORDINATION and/or open defiant attitude or willful DISOBEDIENCE toward any staff member</p> <p>OFFENSIVE/OBSCENE LANGUAGE AND GESTURES directed at staff members</p> <p>THREATENING BODILY HARM TO ANY STAFF MEMBER (Contact juvenile authorities and/or police)</p> <p>STRIKES, SLAPS, KICKS directed to staff members (Contact juvenile authorities and/or police)</p>	<p>I.S.S. (1-3 days) to O.S.S. (1-3 days)</p> <p>I.S.S. (3-5 days) to I.S.S./O.S.S. (5-10 days)</p> <p>I.S.S. (5-10 days) to O.S.S. (5-10 days)</p> <p>O.S.S. (11-90 days)</p>	<p>I.S.S. (3-5 days) to O.S.S. (3-5 days)</p> <p>O.S.S. (5-10 days)</p> <p>O.S.S. (10 days)</p> <p>Expulsion</p>	<p>I.S.S. (5-10 days) to O.S.S. (5-10 days)</p> <p>O.S.S. (11-180 days)</p> <p>O.S.S. (11-180 days)</p>	<p>O.S.S. (10 days)</p> <p>Expulsion</p>	<p>O.S.S. (11-180 days)</p>
<p>TARDIES</p> <p>Per Quarter — Students with habitual tardy problems may receive additional penalties</p>	<p>4TH TARDY</p> <p>Conference/ Warning</p>	<p>5TH TARDY</p> <p>S.S. and/or I.S.S. (1 day)</p>	<p>6TH TARDY</p> <p>S.S. and/or I.S.S. (1-2 days)</p>	<p>7TH TARDY</p> <p>S.S. and/or I.S.S. (1-3 Days)</p>	<p>8TH TARDY</p> <p>S.S. and/or I.S.S. (1-4 Days)</p>
<p>TECHNOLOGY VIOLATIONS</p> <p>Internet Contract Violation</p> <p>COMPUTER MISUSE</p> <p>*Financial Restitution *Computer use terminated</p>	<p>Loss of Internet privileges for up to one semester</p> <p>I.S.S. (1-3 days) to O.S.S. (1-3 days)</p>	<p>Loss of Internet privileges for up to one year</p> <p>I.S.S. (3-5 days) to O.S.S. (3-5 days)</p>	<p>I.S.S. (5-10 days) to O.S.S. (5-10 days)</p>	<p>O.S.S. (5-10 days)</p>	<p>O.S.S. (11-180 days) or Expulsion</p>

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
THEFT (Juvenile authorities may be contacted) *Financial Restitution	I.S.S. (1-3 days) to O.S.S. (1-3 days)	I.S.S. (3-5 days) to O.S.S. (1-5 days)	I.S.S. (5-10 days) to O.S.S. (1-10 days)	O.S.S. (5-10 days)	O.S.S. (11-180 days)
THREATS, HARASSMENT, INAPPROPRIATE SEXUAL ACTIONS (Contact juvenile authorities and/or police)	WARNING I.S.S. (1-2 days) to O.S.S. (1-2 Days)	I.S.S. (3-5 days) to O.S.S. (3-5 days)	O.S.S. (5-10 days)	O.S.S. (10 days)	Suspension (11-180 days)
TOBACCO POSSESSION (on school property including buses)	I.S.S. (1-2 days)	I.S.S. (2-3 days)	I.S.S. (3-5 days)	O.S.S. (3-5 days)	O.S.S. (11-180 days)
TOBACCO USE (on school property including buses)	I.S.S. (3 days)	I.S.S. (5 days)	O.S.S. (3 days)	O.S.S. (5-10 days,	O.S.S. (11-180 days)
TRUANCY Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. Juvenile Authorities may be contacted	Conference and I.S.S. (1-3 days) or S.S.	I.S.S. (2-3 days) or S.S.	I.S.S. (3-5 days)	I.S.S. (5-10 days)	O.S.S. (10-180 days)
UNAUTHORIZED ENTRY Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	I.S.S. 1-10 Days O.S.S. 1-180 Days	Suspension 1-180 Days Expulsion	Expulsion		
VANDALISM Willfully causing damage to property belonging to staff, students, or other individuals while at school or on school property. *Financial Restitution	I.S.S. (1-5 days) to O.S.S. (1-3 days)	I.S.S. (5-10 days) to O.S.S. (3-5 days)	I.S.S. (5-10 days)	O.S.S. (11-180 days)	Expulsion
WEAPONS Offensive/Defensive Dangerous Devices Explosives	The POSSESSION or use of a weapon, guns, knives, or any device used for attack or defense will result in 1-year suspension or expulsion. Houston has a zero tolerance policy. A weapon shall be defined as any instrument or device customarily used to attack or inflict physical injury or harm to another person.				

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE	5 TH OFFENSE
POSSESSION of a Dangerous Device	O.S.S. (10 days) to Expulsion	O.S.S. (11-180 days) to Expulsion	Expulsion		
ATTEMPTED USE OF A DANGEROUS DEVICE	O.S.S. (10 days) to Expulsion	O.S.S. (11-180 days) to Expulsion			

SCHOOL BUS DISCIPLINE CODE

Misconduct, Disruptions, Harmful/Disruptive behavior, devices, items, etc. Insubordination/willful disobedience, Lewd/Obscene materials, Profanity, degrading language and Gestures, Gambling/Extortion, Boisterous Misconduct (wrestling, scuffling, tripping, harassment, threatening bodily harm, etc.)						
SCHOOL BUS OFFENSES	1 ST Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Repeated Offenses
Incident(s) prior to the referral to the Principal						
Parent Notification by School Bus Driver (Telephone, Note, or Letter)	Conference Warning Parent Notification	I.S.S. (2 days) or Bus Susp. (2 days)	Bus. Susp. (5 days from all school buses)	Bus. Susp. (10 days from all school buses)	Bus. Susp. (20 days from all school buses)	Bus Susp. (Double the Prior Bus Susp.)

SCHOOL BUS DISCIPLINE CODE

1. All statements written in the Student Discipline Code shall be applicable to the School Bus Discipline Code.
2. All offenses, which are not listed in the School Bus Discipline Code, Shall be referred to the Student Discipline Code. Offenses committed by a student on an activity bus may result in the student's privilege to ride the activity bus being revoked, plus placement on the Student Discipline Code.

ACTIVITIES & ATHLETICS

ATHLETICS

The sports offered to 7th and 8th graders at Houston Middle School are volleyball (girls), football (boys), basketball and track. The principle objectives are recreation, social contact, and development of good sportsmanship, and permanent interest in sports, development of school spirit, team morale, and physical fitness.

All students participating in extra-curricular activities shall receive from each coach/sponsor handouts containing the policies, rules, regulations, and expectations in reference to that particular activity. The handout must be signed by the student and parent/guardian and returned to the appropriate sponsor/coach before the student is eligible to participate in that particular specific activity.

In addition for a student to participate in an athletic contest the student, their parent's or legal guardian must attend a meeting conducted by the coach and/or athletic director or principal.

The school must provide transportation of students to school related activities. At the conclusion of the school activity students may only be released to the student's parent or legal guardian. The parent or legal guardian must be present to sign a student activity release form provided by the sponsor at the activity.

ATHLETIC PARTICIPATION FORM

All students involved in Athletics must complete a Missouri State High School Activities Association Participation Certification form PRIOR to the first practice session. This form requires the following information:

- Athlete's Application and Personal Information.
- Parent Permission and Authorization for treatment to include verification that the student has basic Athletic Accident Insurance for the current school year.
- Emergency Information
- Physician's Examination Record
- Additional Pertinent Information

ATHLETIC ELIGIBILITY

The Houston R-I School District athletic eligibility policy states that students who earn failing (F) grades in more than one class during a quarter will forfeit their athletic eligibility for the following quarter. This policy is utilized by all Houston R-I School District Athletic programs grades 7-12. In addition the Missouri State High School Activities Association stipulates any student who failed more than two subjects, or failed to make standard progress in special education at the end of a semester shall be ineligible the following semester.

ABSENTEEISM AND PARTICIPATION-ATTENDANCE IN EXTRA-CURRICULAR EVENTS

A student participating in an extra-curricular activity (sports, instrumental or vocal music, school sponsored trip, etc.) must be in school all day in order to participate on that day. Exceptions, due to valid extenuating circumstances, shall be granted only through the Principal. Any student in violation of this policy shall be prohibited from participating in the next activity(s).

BAND

The Music Department offers an instrumental program consisting of a beginning band class for interested sixth graders and a band class for seventh and eighth grade students.

CHOIR

Choir is offered to all sixth, seventh and eighth grade students. Participation may include but not be limited to vocal competitions and concerts (two per year).

STUDENT COUNCIL

Student Council does not mean student self-government, but it does mean student participation in government. Through the organization, it is hoped that students will be aided in understanding and living in our democracy.

The Student Council consists of a president, vice-president, secretary-treasurer, and representatives from each class.

Participation in Student Council is a privilege, and if members do not comply with established guidelines for the council they will be dismissed.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Houston Reorganized School District #1 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disabled in admission or access to, or treatment or employment in its activities or programs. Any person having inquiries concerning Houston Reorganized School District #1 compliance with regulations implementing Title VI and Title IX, is directed to contact Superintendent of Schools, 417-967-3024, 423 W. Pine, Houston, MO 65483-1199. The superintendent has been designated by Houston Reorganized School District #1 to coordinate the institution's efforts to comply with the regulations implementing Title VI and Title IX. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI and Title IX.

No Child Left Behind

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by para-professionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has taught for four or more consecutive weeks by, a teacher who is not highly qualified.