

**HOUSTON MIDDLE SCHOOL**



**2012-2013  
STUDENT & PARENT/GUARDIAN HANDBOOK**

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Mr. Scott Dill ..... Superintendent  
Mr. Jeremie Akins ..... Principal  
Mrs. Brenda McGowen ..... Guidance Counselor  
Mrs. Tanya Bathon ..... Secretary

**INTRODUCTION**

The Houston Middle School administration, faculty, and staff wish the student a productive and successful school year. The purpose of this handbook is to give the student a better understanding of the policies, procedures, and rules, which are part of the everyday life at HMS. It will also help to explain our instructional programs, school activities, and student expectations. The student should please take the time to share the handbook with his/her parent/guardian. The handbook should help the student become aware of the many opportunities he/she may and will encounter this school year. To ensure that every parent/guardian has had the opportunity to see the Middle School policies and procedures, we have required that each student returns a form, which is provided at the beginning of the school year. The student should return the form to his/her first hour teacher as soon as possible.

## 2012-2013 HOUSTON R-1 SCHOOL DISTRICT CALENDAR

August 13 - 15 .....	Teacher Work Days
August 16 .....	First Day of Student Attendance
September 3 .....	Labor Day, NO SCHOOL
October 15 .....	End of Quarter 1 - 42 Days
October 25 .....	Parent Teacher Conferences: 1:00 p.m. to 7:00 p.m.
October 26 .....	NO SCHOOL
November 21 - 23 .....	Thanksgiving Break, NO SCHOOL
December 19 .....	End of Quarter 2 - 43 Days
(END OF SEMESTER 1)	
December 20 - January 1 .....	Christmas Break, NO SCHOOL
January 2 .....	Teacher Professional Development
January 3 .....	Students Return to School
January 21 .....	Martin Luther King Jr. Birthday, NO SCHOOL
February 15 - 18 .....	President's Day, NO SCHOOL
February 28 .....	Dismiss at 12:34 for Parent Teacher Conferences
March 1 .....	NO SCHOOL
March 11 .....	End of Quarter 3 - 44 Days
March 28 - April 1 .....	Easter Break, NO SCHOOL
April 2 .....	Students Return to School
May 16 .....	End of Quarter 4 - 45 Days (Last Day of School)
May .....	Graduation: To Be Announced...
(END OF SEMESTER 2)	

*The calendar is subject to change based upon circumstances such as snow days, etc ...*

### ADVISORY/TNT/RTI

The quality of a school as a learning community can be measured by how effectively it addresses the needs of a student who is struggling. **Response to Intervention (RtI)** is a means to expand our capacity to reach and support the diverse learner. At HMS, we want to work successfully with the type of learner who struggles with gaps in educational skill and therefore becomes academically lost. Our daily bell schedule is set up to provide academic enrichment as well as necessary interventions for the middle school student. Details of planning, preparing, and scheduling those enrichments and interventions during our advisory time slots will be determined by the staff each academic year. We expect the student to treat this time with the same academic rigor and behavioral expectations as any other scheduled class time, making it a productive and important part of the academic process.

### ASSEMBLY CONDUCT

The student is expected to pass to the gym or assembly location quietly. The student will take his/her seat and sit quietly in an orderly fashion. The general guidelines of behavior at assembly programs are:

1. Give the program chairman your utmost cooperation and attention.
2. Treat performers as guests.

3. Be attentive, respectful, and polite.
4. Applaud only when applause is in order.
5. At the close of the program, wait for the signal from the chairperson to leave, and then leave quietly and orderly.

Any student who chooses not to obey the above guidelines will report to the middle school office.

### **ATHLETIC PARTICIPATION FORM**

Any student involved in Athletics at HMS must complete a Missouri State High School Activities Association Participation Certification form before the first practice session. This form requires the personal information of the athlete, parent/guardian permission and authorization for treatment, verification for basic Athletic Accident Insurance for the current school year, emergency information, an examination record from a physician, and any additional pertinent information.

### **ATTENDANCE PHILOSOPHY**

In order for students to receive the full benefit of the educational process, regular attendance is imperative. Many attendance policies are required by law, the State Department of Education, and local school boards. The Houston R-1 School Board is no different. All regulations are designed for the purpose of meeting these policies, and, at the same time, helping the student secure the finest education possible. The school is responsible for setting limits on the number of absences allowed from school. This is done so the student achieves academic success. Research shows a positive correlation between attendance and academic success. Good attendance also prepares the student for life beyond middle school.

At HMS, we understand a student may have necessary reasons to miss school throughout the course of an entire school-year. However, every effort should be made to keep absences to an absolute minimum. The student, parent/guardian, teacher, and administrator all share in this responsibility.

At HMS, the decision to consider an absence excusable or not doesn't change the fact the student missed instructional time, classroom discussion, and educational processes. Being absent should never be taken lightly because the loss cannot be entirely made-up. A student cannot adequately regain quality learning through make-up assignments. Also, it makes it really difficult for a teacher to adequately measure learning through make-up assignments. Therefore, for the purpose of this attendance policy, no distinction is made by the administration or the teacher between excused or unexcused absences.

### **ATTENDANCE POLICY AND PROCEDURES**

Whenever a student returns to school from being absent, he/she should have the parent/guardian send a note from the doctor to the middle school office. This will provide the office with the appropriate documentation. If the student did not visit a doctor, the parent/guardian should have already notified the middle school office. **The student should check in with the office before returning to class.**

If the student is absent 25 minutes or more from the beginning of class, he/she will be issued an absentee slip from the Middle School office. If a student checks-out and misses 25 minutes or more of class, he/she will be counted absent for that particular class period.

The middle school office requests the the parent/guardian to provide documentation that the student was absent. Some of the documentation the office may request include:

1. Note from a doctor/physician for illness, injury, or other health conditions
2. Phone call from a parent/guardian
3. Proof of an appointment with the juvenile office
4. Proof of an appointment with a non-school agency counselor

In case it is necessary for a student to leave school during school hours, the parent/guardian must notify the middle school office either by telephone or in writing. The parent/guardian is required to sign-in and sign-out the student in the office whenever entering and departing the school during school hours.

A letter will be sent home to any parent/guardian of a student who accumulates 8 absences in a single semester. The letter will express concern about the student missing educational instruction. Included in this letter will be a copy of the HMS attendance policy. A copy of every attendance letter will be filed with the Texas County Juvenile Office as well. Additionally, the student will be referred to the Middle School Counselor to determine if assistance from district personnel is required. The principal can require a student to serve Saturday school hours to help with attendance issues.

One day of Academic Assistance at Saturday School will be assigned to a student who accumulates 10 absences in a single semester. Academic Assistance is a structured study time which runs from 8:15 a.m. until 12:15 p.m. Academic Assistance will be assigned to help a student with excessive absences. The extra time on Saturday should serve as a deterrent to any student who may be simply choosing to miss school. Also, this extra time will help the student make-up assignments that are due from the absence(s). Student assistance will be available in the form of tutoring during this time. The student is expected to bring schoolwork/homework, and an AR book to read.

Throughout the remainder of the semester, each additional absence the student acquires beyond 10, may result in the student being assigned an additional day of Academic Assistance via Saturday School. A student who fails to attend the session required will be required to make up time the next session. Any student who cannot make arrangements for transportation to Saturday School must inform the principal in advance. The principal may choose to send the student to in-school suspension for one or two days instead of Saturday School.

At the end of the school-year, Academic Assistance sessions which have not been completed, will be completed during summer school (if available) or at the beginning of the next academic school-year.

The Academic Assistance sessions cannot fully replace the value of being present in school during a regular day. Absences have a detrimental effect on learning. Absences also negatively affect the smooth operations of the educational processes performed by the teacher and office. Therefore, any student with excessive absenteeism (20 or more per

year) will have his/her attendance records reviewed by the attendance committee to determine if additional steps need to be taken to improve his/her attendance. Retention is one option the committee will determine. State agencies such as the Division of Family Services or Juvenile Authorities will be utilized when needed.

### **ATTENDANCE POLICY RIGHT TO APPEAL**

If a student is absent for more days than opportunities to attend Academic Assistance sessions, he/she is eligible to file for an appeal. However, the student must have attended other available Academic Assistance sessions. Furthermore, there must have been valid excuses for missing sessions due to unavoidable and extenuating circumstances, such as but not limited to, major illness, accident etc...

1. The appeal needs to be filed in writing with the middle school principal at least two days before the last day of the semester.
2. The middle school principal will appoint an Attendance Committee made up of two or more teachers, the counselor, and the principal.
3. The superintendent, parent/guardian, and student will be notified of the decision made by the Attendance Committee.

### **AUDIO AND VISUAL RECORDING**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process. The Houston R-I School District prohibits the use of video or audio recording equipment on district property or at district activities by students except: If required by a school-sponsored class or activity, at performances or activities to which the general public is invited such as athletic competitions, concerts, and plays, at open meetings of the Board of Education or committees appointed by or at the direction of the Board, and/or as otherwise permitted by the building principal.

### **BAGS/CARRYING DEVICES**

Backpacks, duffle bags, handbags, purses and/or any other carrying object will not be allowed to be used in the classrooms. The student must leave these items in his/her locker unless going to gym class.

### **BEFORE SCHOOL/AFTER**

The student should make every effort to arrive at school no earlier than 7:40 unless he/she is involved in an early morning athletic practice, pre-arranged tutoring session, and/or school sponsored activity.

Weather permitting; the student will wait in front of the middle school until dismissed by the on-duty teacher. The student needs to stay on the sidewalks at all times as well as remain on the school-side of the rock wall.

If the weather is inclement the student is to enter the gymnasium, choose a seat, and stay seated until dismissed by the on-duty teacher. Any student who habitually fails 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.

Any student who plans on eating breakfast in the school cafeteria should report directly to the cafeteria upon arrival at school.

The student will not be allowed to go to his/her locker prior to the first bell at 8:00 a.m. Exceptions will be made only for a student who has class in the elementary or vocational buildings; In which case he/she will be dismissed at 7:55 a.m.

No student will be allowed to have basketballs, volleyballs, or any other sporting equipment out while waiting in the gymnasium.

The student may request to use the restroom or to talk to a teacher. Requests should be made to the on-duty personnel.

The Middle School student will not be allowed access to the Library Media Center before school.

The student will be required to 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. However, if the use of these electronic devices causes problems, the principal may choose to amend this privilege.

The student should not sit on the top row of the bleachers.

The student will not be allowed to have food and/or drink in the gymnasium.

Any student with first period vocational classes will be dismissed at 7:55 a.m. in order to catch the 8:00 a.m. Vo-Tech bus.

The student needs to leave school grounds by 3:15 unless he/she has been given permission to stay by the appropriate personnel.

### **BEHAVIOR OF THE STUDENT**

Irregular behavior on campus such as fighting, use of profanity, use of illicit drugs, use or possession of alcohol, or the use or possession of tobacco or tobacco products will result in

immediate disciplinary action. The Board of Education and Missouri School Law provide for the suspension or expulsion of the student for such behavior.

**BELL SCHEDULE**

MONDAY, TUESDAY, THURSDAY, FRIDAY

1ST BELL	8:00			
1ST PERIOD	8:05	-	8:52	47 MIN
2ND PERIOD	8:57	-	9:44	47 MIN
3RD PERIOD	9:49	-	10:36	47 MIN
TNT	10:41	-	11:12	31 MIN
4TH PERIOD	11:17	-	11:42	25 MIN
LUNCH	11:42	-	12:09	27 MIN
4TH PERIOD	12:14	-	12:34	20 MIN
5TH PERIOD	12:39	-	1:26	47 MIN
6TH PERIOD	1:31	-	2:18	47 MIN
7TH PERIOD	2:23	-	3:10	47 MIN

WEDNESDAY

1ST BELL	8:00			
1ST PERIOD	8:05	-	8:46	41 MIN
2ND PERIOD	8:51	-	9:32	41 MIN
3RD PERIOD	9:37	-	10:18	41 MIN
NO TNT				
4TH PERIOD	10:23	-	11:04	41 MIN
5TH PERIOD	11:09	-	11:34	25 MIN
LUNCH	11:34	-	12:04	30 MIN
5TH PERIOD	12:09	-	12:29	20 MIN
6TH PERIOD	12:34	-	1:15	41 MIN
7TH PERIOD	1:20	-	2:00	40 MIN

**BOARD OF EDUCATION**

The citizens of the Houston R-1 School District elect a board of seven directors to approve the policies for the operation of the public schools. To the Board of Education falls the monumental task of securing adequate funds, providing for the welfare of all school personnel, and building and maintaining the physical plant . . . all to accomplish the goal of maximum educational efficiency at a minimum cost.

The Board of Education is the primary contact between the school and the community. The board meets regularly on the second Tuesday of each month in the office of the Superintendent at 6:00 p.m. All meetings are open to the public.

**BOARD MEMBERS**

Dr. Tom Dunn .....	President
Sharon Horbyk .....	Vice-President
Jo Holland .....	Secretary/Treasurer
Doug Castleman .....	Member
Sam Kelley .....	Member
Jim Root .....	Member
Tadd McCloud .....	Member

**BULLETIN BOARDS**

Bulletin boards are located in the hall outside the middle school office. Student organizations are encouraged to use the bulletin boards to publicize various items of importance. Any student who wants to use the bulletin board must consult the office before posting any item.

**BULLYING**

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**BUS CONDUCT**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

In order to maintain high standards of safety on school buses, the student is expected to abide by the following rules as well as any additional rules the drivers may require:

1. The driver is in charge of the pupil and the bus. The student must obey the driver promptly and cheerfully.

2. The student must be on time – the bus cannot wait for a late student.
3. The driver may, if and when he/she thinks necessary, assign a seat in which the student will be expected to sit each day.
4. The student should never stand in the roadways while waiting for the bus.
5. Unnecessary conversation with the driver is discouraged.
6. Normal classroom conduct and conversations is expected.
7. The use of alcohol, drugs, and/or tobacco products is prohibited on the buses.
8. The student must not throw paper and/or other rubbish on the floors of buses.
9. The student must not, at any time, extend arms or heads out of bus windows.
10. The student is expected to take his/her place upon entering the bus.
11. Under no circumstances shall a student move about while the bus is in motion.
12. Any damage to the bus is to be reported immediately to the driver.
13. When leaving the bus, the student must observe the directions and commands of the driver.
14. The student will not be permitted to board or leave the bus at any point other than his/her usual place without parental permission and driver approval. (See change of bus procedures)
15. The student must not, at any time, be in the driver's seat nor tamper with the bus in any way.

Failure to abide by the above guidelines will result in disciplinary action to be determined by the principal and/or driver.

### **BUS TRANSPORTATION FOR REGULAR SCHOOL DAY**

Any parent/guardian who wants his/her student to ride a different bus than regularly scheduled, he/she must provide the middle school office with a signed note. If the student does not normally ride a bus, the parent/guardian must provide a signed note to the middle school office as well as fill out the appropriate bus enrollment form found in the middle school office.

### **BUS TRANSPORTATION FOR STUDENT ACTIVITIES**

It is the intent of the Houston R-1 School District to provide adequate transportation for the student to and from extracurricular activities. The student is required to use the transportation provided by the school to the activities. In some circumstances however, prior arrangements can be made for the student to arrive at the activity using appropriate alternate transportation. In this situation, the parent/guardian must meet with the sponsor in advance to obtain permission.

The student is encouraged to return from activities using district provided transportation. We encourage the parent/guardian to attend and support their student at contests and games. At the conclusion of the activity, the student will either ride the bus back to school or be released to the parent/guardian. Any student being released to the parent/guardian must sign the form provided by the coach or sponsor.

Any parent/guardian who wants their student to have alternate transportation at the conclusion of an away activity must provide a signed letter and submit it to the principal in advance.

In all cases, requests for alternate transportation for the student, either to or from activities, will be granted **only** when a special situation exists which would create an unnecessary hardship on the parent/guardian.

### **CARE OF BUILDINGS/EQUIPMENT**

The student is responsible for leaving the school buildings and equipment in good condition. The student is reminded that the school and its contents are the property of all taxpayers in the school district. The way the student cares for his/her school is a direct indication of their respect for personal property.

Trash cans are provided throughout the school buildings and on school grounds. It is expected that the student will dispose of trash properly and thereby help keep the school buildings and grounds neat and attractive.

### **CELL PHONE/ELECTRONIC DEVICES**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of a cell phone in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones are banned during the instructional day. This includes breakfast, dressing areas during extracurricular activities, fields, gymnasiums, restrooms, and transport buses such as for field trips and/or vocational use. Cell phones may be kept in lockers only if they are turned off and cannot be used during the operating hours of the school day. A teacher may give a student permission to use his/her cell phone on a field trip, in the gym, on the bus, and/or outside. However, if that does happen, it is on a case-by-case basis, not the norm.

Any parent/guardian who feels a certain hardship has been placed on them due to this policy may request a hardship exception. In such cases, the cell phone of the student must be retained in the middle school office. The student who was granted the hardship may visit the office to use their cell phone for approved purposes. Keep in mind, the phones located in the school are available if the parent wishes to contact their student for legitimate reasons.

Electronic devices such as cell phones, CD players, electronic games, iPod's, MP players, lasers, pagers, walkie-talkies, walk-mans, or any other devices that disrupt the learning atmosphere are not allowed in the classroom. However, the principal may grant privileges for the use of certain electronic devices if the teacher feels the use will be educational. The student needs to be warned that the electronic devices are usually expensive and therefore, the cost of replacing a stolen or broken device will not be at the expense of the school.

## **CHAIN OF COMMAND**

At HMS, we have an open-door policy when it comes to hearing from a citizen, community member, employee, guardian, liaison, parent, patron, stakeholder, student, and supporter. We feel that communication is crucial to our ability to operate as a school and make a positive difference in the life of a student. One of the most detrimental aspects to communication is poor delivery of information. We at HMS strive to be an efficient model of communication. We intend to model effective communication between each other and desire the successful communication to carry over into the community as well.

Below is a recommendation for how communication should travel in our building when a parent/guardian has a minor concern: He/she should gather as much information from their student and see what questions can be answered without even involving a teacher. This is not always probable, but for questions a parent/guardian might have regarding a grade, a missing assignment, a tardy, etc... the student should already know the answer. This should serve as a filtering for abundant and overloaded demands on communication. A lot of times, the answer a parent/guardian is looking for, depends and reflects directly on the efforts of the student and his/her decision to work-hard, study, come prepared, and show-up to class on-time. We believe the student should be responsible for his/her academic situation and as a general rule, it helps the teacher out tremendously when the parent/guardian tries to get information from his/her student first. As a culture, if the authority figure fights all or most of the small battles for the student, the student may have to face significant consequences instead of preventing them through self-discipline.

We welcome effective and efficient communication and we want it to be positive and productive. Email is a great tool for questions a parent/guardian might have. The teacher can respond in a timely manner and a lot of communication can take place this way. The teacher is very busy between non-stop supervision, instruction, planning, and grading. Catching a teacher off-guard is not an effective means to communicate because he/she may be unprepared to discuss thoroughly the pertinent details to a situation.

If a student or parent/guardian is concerned about an assignment, a grade, or any other minor academic issue from class, the student should respectfully ask the teacher for guidance first, before anyone else gets involved.

The teacher will give an answer to the student that either resolves the academic concern or leaves the student feeling just as or more concerned.

If an academic concern from a student makes its way to the home, the parent/guardian should gather as much information as possible from the student and try to see what their concern entails.

The parent/guardian should immediately understand that with a student concern, it is either minor or very not minor. The minor concern should end at this time. It is the responsibility of the authority figure to filter out minor concerns and guide the student to accepting

responsibility, rising to the challenge, and meeting expectations. Often times, the negative and derogatory information coming home from a student is full of bias, perception, miss-communication, and miss-information.

If the academic concern is in fact not minor, the parent/guardian should help the student to organize a plan to communicate with the teacher himself/herself in an appropriate manner and at an appropriate time at school. This step in the chain of command is the most crucial, because any escalation after this step takes a lot of time from every person involved and it usually opens the door for unnecessary hurt feelings, upset persons, and/or arguments that negatively affect the learning process.

The student and teacher alone, can resolve many, if not all, minor academic concerns a student may have in school. This conflict resolution strategy will be a great way to teach a student how to handle and cope with times in life that are confusing and/or difficult. This process also helps the teacher establish trust with the student and creates a continued level of authority and respect between student and teacher. The parent/guardian should also guide the student towards accepting the responsibility of the directives and decisions of the teacher.

If the minor concern becomes a complaint or is seen as not minor at home, the parent/guardian should (1) try to email (if available) the teacher and see if the teacher is willing to give supporting details about the situation via a reply. After this timely reply, the parent/guardian should be able to make a decision to either end the complaining of the student, or begin to have conflict resolution. If the words being exchanged via email are confusing or too difficult to explain or they don't get results, (2) a telephone call to the teacher should be made. The teacher should return the phone call ASAP and either resolve the conflict at that time or (3) schedule a time to meet in person. If the parent/guardian is not satisfied with the outcome of the meeting with the teacher, (4) the principal should be notified by the parent/guardian in a calm and respectful way. This should end the complaint. However, if the meeting with the principal still does not end the complaint, (5) the superintendent should be notified by the parent/guardian. The superintendent will either resolve the issue or (6) ask the Board of Education to get involved.

The chain of command should serve as a guideline not as a strict rule. If someone violates the chain of command, he/she will not be punished or ridiculed. Again, we want to have open communication on a professional level. However, it will save a lot of time for every person involved if every person tries to uphold the chain of command. The principal will not resolve minor academic complaints without the assured confidence that all attempts have been made to resolve the issue with the student and teacher first.

### **CHANGE OF STUDENT SCHEDULES**

All schedule changes should be completed during the regular spring registration and enrollment period. However, under certain circumstances schedule changes may be allowed during the fall registration period or during the first three (3) days of the first semester

only. Schedule changes are made through the office of the counselor. At a later time, if a student wanted to change his/her schedule, a series of steps must take place. The student would have to meet with the counselor and proceed from there. The counselor will proceed with the process of changing a schedule only if it is in the best interest of the student and it does not overload another class. The principal will have final say in this matter.

### **CHECK-IN/CHECK-OUT PROCEDURES**

Houston Middle School operates with a closed campus format for the student. Once a student arrives at school, he/she is not to leave the campus until the dismissal bell at the end of the day. The student is advised: most requests to leave school grounds will be denied unless written and verbal permission has been obtained from a parent/guardian **IN-PERSON**. If permission to leave has been granted, the student must **SIGN-OUT** prior to leaving and **SIGN-IN** upon re-arrival. In addition, an admit slip must be obtained when the student returns. Remember, signing-out does not constitute permission to leave. Any student who leaves school without proper permission is considered **TRUANT**. Leaving school grounds without permission is one of the more serious offenses that can be committed. The student will be disciplined accordingly.

### **CLASS PREPARATION**

It is the responsibility of the student to have possession of: AR books, erasers, notebooks, pencils, pens, paper, sharpeners, textbooks etc... It is necessary for the student to have everything needed when reporting to class. Valuable instructional time is lost when a student does not have the necessary items for class. However, the student does not have permission to leave class for those items either. At HMS, we understand a child may lose a pencil or forget something here and there. We are not upset at things that happen few and far between regarding classroom materials. However, when the student uses the event of not having certain materials and makes a big deal of a missing book, paper, pencil, etc... to be a distraction to the learning environment that requires discipline. In some instances, the student can even feel empowered when he/she is aware of the distraction caused by the lack of not having certain materials. This is not acceptable at HMS. The teacher may use his/her discretion to discipline a student who habitually chooses to come to class unprepared. A teacher may even use his/her instincts to nip perceived behaviors prior to habits forming so a student will not begin forgetting necessary instructional items. Some of the strategies a teacher may choose to discipline include, but is not limited to: detention, disciplinary assignment, loss of privilege, lunch detention, office referral, parent contact, etc... The disruption to try and obtain instructional materials over and over will require the student to meet with the principal and/or counselor.

### **CODE OF CONDUCT/EXCESSIVE TALKING**

In order for any organization to function smoothly and efficiently, certain rules are necessary. The goal of any student should be to secure a quality education. Any person preventing others from reaching this goal will be dealt with promptly. To learn the most, a student must be able to concentrate, listen, and recite without unnecessary disruptions and noises. One of the biggest distractions to the educational process is excessive talking during instructional time. The school protects the freedom to secure a quality education.

Any conduct that distracts from the educational mission of the school is not acceptable. Any disregard for the general rules of conduct will result in disciplinary action, which may, and will, be imposed by any faculty member.

### **COMPUTER USAGE AT SCHOOL**

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

The Internet is full of uncontrolled and unregulated information and resources. We are aware that some of the materials found online are considered controversial. Even though there is a possibility a student may come across content that is inconsistent with the educational goals of HMS, we firmly believe there is still considerable value in using the World Wide Web for educational purposes.

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. The user will exercise diligence in the care of all equipment/software.
2. The user will maintain a contract/user agreement that includes the signature of the parent/guardian (if applicable) before using the Internet .
3. The user will 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. The user will stay on task.
5. The user will not send any unauthorized messages to anyone.
6. The user will abide by the policy of the school regarding the 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.

### **CORPORAL PUNISHMENT**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Houston R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

## **COURSE REQUIREMENTS - GRADE LEVEL**

### **6th GRADE**

Required Courses: English, Reading, Math, Science, Social Studies, PE/Health  
Electives: Art, Band, Band/Choir, Choir, Drama

### **7th GRADE**

Required Courses: English, Geography, Math, PE/Health, Reading, Science,  
Electives: Art, Band, Band/Choir, Choir, FACS

### **8th GRADE**

Required Courses: American History, Computer Applications/Keyboarding, English, Math,  
PE/Health, Science  
Electives: Art, Band, Band/Choir, Choir, FACS

## **DANCES**

Guidelines for attending the dance are:

1. The student must be in Middle School at HMS.
2. The dance is scheduled from 7:00 - 9:00 p.m.
3. The building will be open for admittance by 6:55 p.m. (NO EARLIER)
4. The student needs to make arrangements for a ride after the dance ahead of time because he/she will not be allowed to stay after the dance past 9:00 p.m.
5. If a student wants to leave the dance early, only a parent/guardian may pick-up him/her.
6. If a student wishes to leave, he/she is not allowed to leave the building and re-enter. Once a student leaves the building, he/she must leave school grounds.
7. Socks will be worn at all times without shoes. Therefore, bare-feet and shoes are prohibited. Shoes and other acceptable items may be stored in the lockers on the first floor of the middle school.
8. Glow-sticks of any kind will not be allowed.
9. The student is not allowed to have energy drinks at the dance.

We do not anticipate any discipline problems, but in the event there is a problem, the parent/guardian will be contacted immediately and the student will be sent home. If we have to call home for discipline problems, the student will not be eligible to attend another HMS dance this school year. In some instances, a student may be permanently removed from HMS dances including activities next year as well. If necessary, the principal may issue further discipline.

The privilege to attend the dance is available to the student who demonstrates good citizenship for the semester. Any student with documented discipline problems may result in a loss of privileges such as the dance. All circumstances to allow or prevent a student from attending the privileged dance is at the discretion of the principal.

## **DIRECTORY INFORMATION**

The name and photo of a student is considered directory information and will be used on school websites and media releases. In the event a photo of a student should not be used, the parent/guardian may request the Middle School office to remove it.

## **DISHONESTY**

The student is not allowed to cheat on assignments, tests, projects, and/or similar activities. It is prohibited to claim credit for the work of someone else (plagiarism). The student should not fabricate facts or supply false sources or other supporting material. It is not appropriate to facilitate academic dishonesty. The teacher may allow collaboration to take place. However, unauthorized collaboration would be dishonest. Any other misconduct related to academic dishonesty including the items mentioned above will have consequences.

## **DISMISSAL-INCLEMMENT WEATHER**

Because student safety is a primary concern, it is occasionally necessary to dismiss school due to poor weather conditions. Every attempt will be made to reach a decision by 6 A.M. Along with notifying appropriate television and radio stations, we will once again utilize the School-Reach system. We would also like to begin making notifications using social networks such as twitter and facebook. Please remember to keep your phone number current in the middle school office. The student should not call a teacher or an administrator about school dismissal.

## **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 recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. The Houston Board of Education expects the student to dress with good taste. The student is expected to keep himself/herself well

groomed and neatly dressed at all times. This helps the school to promote and operate as a positive learning environment. The student can remain healthy as well as safe. The school believes the parent/guardian should know what their student is wearing and how he/she is dressed for school each day. This responsibility falls on both the student and the parent/guardian alike.

Dress and appearance must not present health or safety hazards, be indecent, disruptive, or inappropriate for the classroom. Any school organization or any extracurricular activity may set additional restrictions on dress other than those listed below because certain class activities may present a concern for the safety or well-being of the student. This includes the need to wear protective goggles, gloves, and/or hair coverings.

Please use the following guidelines to help maintain our HMS standards:

1. Shoes, boots, sandals, or other footwear will be worn.
2. Headbands, bandanas, hats, or any other head coverings are not to be worn in the building. The student may put his/her head coverings in his/her locker throughout the day.
3. Specific classes may require the student to adjust hair, clothing, or remove jewelry during that period for safety. The teacher will have the ability and authority to use discretion for this standard.
4. Any clothing worn shall not have writings, drawings, or emblems that are obscene, derogatory, advertise alcoholic beverages, tobacco or drugs. This includes vulgarity, nudity, innuendos, slogans and profanity.
5. Dresses, shorts and skirts should demonstrate standards of modesty. A general rule will be the dresses, shorts, and skirts will be longer than the length of the fingertips of the student when he/she is standing straight with arms down to the sides. The student will not be allowed to wear clothing that shows an undue amount of exposure to his/her skin.
6. Transparent blouses or shirts, midriff garments, or any other clothing that would display a considerable amount of skin or undergarments are not acceptable. Ripped or torn clothing with rips above the knees are not acceptable.
7. Tight fitting shorts such as bicycle pants or spandex shorts are not acceptable as outerwear. However, if the student is wearing this type of clothing underneath, it should not be visible at all.
8. Wearing clothing in such a manner that would suggest gang-like association is not permitted. Sagging pants (pants worn below the natural waistline, hips, or below) or any other variation of dress deemed inappropriate by the administration will not be allowed. This includes wearing shirts with non-factory cuts/other alterations to the sleeves that show the underarms.
9. Sunglasses, except those prescribed by physicians, may not be worn.
10. Jewelry may not be worn in any other manner than that which is normally accepted. Earrings and rings on fingers are acceptable. Jewelry in noses, eyebrows, belly-buttons, or other parts of the body is unacceptable.
11. No chains are to be worn except light-weight jewelry.
12. No trench coats are to be worn.
13. Physical Education dress code: the student will wear proper attire which includes athletic shoes with non-marking soles, and t-shirts that have not been altered by the

student. The student is more than welcome to wear sweatpants and sweatshirts when necessary due to inclement weather or personal comfort. When a student wears shorts for activities in physical education, the expectation is for the clothing to cover up the appropriate amount of skin. If there is a question regarding the length of shorts, refer to the general ruling on the length of shorts found in the general dress code. Undergarments should not be visible to any other student or teacher at any time during PE class. All jewelry must be removed prior to the beginning of class activities. The Houston R-1 School District dress code rules will be applied and enforced during PE class on a daily basis with no exceptions. Clothing worn or not worn must be taken home and appropriately washed at least once per week.

Any student who violates this code will be given the opportunity to change and fix the situation. This entire dress code will be ruled at the discretion of the principal. Failure to abide by the above guidelines will result in disciplinary action and/or loss of privileges. This entire dress code is in place to prevent the student from undue attention that inhibits the learning process. It also helps the student to remain healthy and safe.

## **DRUGS AND ALCOHOL**

The Houston R-I School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD.

Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

The district encourages students with chemical dependency to get professional help. Seeking assistance for chemical dependency will not jeopardize a student's continued education; but ongoing decreased performance, attendance or behavioral problems caused by alcohol or drug abuse will.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be given the opportunity to participate in such programs as an option to suspension or expulsion if they are found to be in violation of this policy.

### **EDUCATIONAL GOALS/PHILOSOPHY**

It is our expectation that Houston Middle School will challenge all kids to be the very best person he/she can be. This challenge will help the student to learn, both in and out of the classroom. The amount of time it takes a student to learn varies with each individual student. This is because the student has different abilities, support systems, and desires to learn. Houston Middle School has three primary goals we will strive to accomplish this year: **First**, at HMS, we expect every individual student to reach his/her full academic potential. Every effort will be made by the teacher as well as the administration to accomplish this goal. **Second**, at HMS, we will strive to aid the student in the development of appropriate social skills. We intend to model the appropriate social skills as an organization, both in and out of the classroom. **Third**, at HMS, we wish to inspire the kind of character necessary for the student to find success and enjoyment at school as well as in the community. Meeting the three primary goals will enable every student to become a product worthy of entering high school. The HMS student will be ready, willing, and able to learn effectively and enjoy life. In the meantime, the student can make the community of Houston and every person in it proud.

### **EMERGENCY DRILLS**

Houston R-1 Schools will be conducting fire, tornado, and lock-down drills routinely. Emergency instructions are posted in all classrooms and will be reviewed with the student at the beginning of the school-year.

**Fire Drill:** Fire siren or long continuous bell - The teacher will direct the student toward the designated exit. The student will go in an orderly manner in order to ensure safety for all people. Specific instructions are posted in each classroom.

**Tornado Drill:** Series of short rings - The teacher will direct the student toward the designated shelter. The student will go in an orderly manner in order to ensure safety for all people. Specific instructions are posted in each classroom.

**Lockdown Drill:** Announcement via intercom - The teacher will direct the student to remain silent and out of sight from windows and doors. The student will need to be attentive and calm.

### **EXTRACURRICULAR ELIGIBILITY**

In order for a student to be eligible to participate in extracurricular activities, he/she must be in compliance with all MSHSAA guidelines. The Houston R-1 School District athletic eligibility policy states that any student who earns failing (F) grades in more than (1) class during a quarter will forfeit his/her athletic eligibility for the following quarter. This policy is

utilized by all Houston Athletic Programs grades 7-12. In addition, the MSHSAA stipulates any student who failed more than (2) subjects shall be ineligible the following semester. If a student does not make standard progress in Special Education, he/she will be ineligible as well.

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district and the Missouri State High School Activities Association (MSHSAA), when applicable. Students who wish to participate in district athletic programs will not be allowed to participate until all required paperwork has been submitted, in accordance with law and district procedures.

Unless participation in an extracurricular activity or group is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from extracurricular activities or groups as a disciplinary action, as a consequence for poor performance in school or otherwise as determined by district administrators. Students and/or their parents/guardians are not entitled to a hearing solely on the basis of exclusion from an extracurricular activity or group that is not required for a course in which the student is enrolled.

On the day of the game or activity, the student must be in attendance all day or have approval from the building administrator before being allowed to play/perform. Funeral, doctor/dental/orthodontist appointments, etc. are appropriate reasons for missing part of a day on game days. With documentation, those excuses would still warrant student eligibility to compete/perform on that school-day.

On the games and events that fall on Saturdays or other days where HMS is not in session, the student is required to have been present the day before. In order to participate in practice, compete, or perform, the student would need to be in attendance all day or have approval from the building administrator before being allowed to participate in practice, competitions, or performances. Again, with proper documentation, doctor/dentist/orthodontist appointments and funerals are good examples of what would warrant administrative approval.

### ***Band***

The Music Department offers an instrumental program consisting of a beginning band class for the 6th grade student who is interested, as well as for the 7th and 8th grade student.

### ***Choir***

Choir is offered to any student grades 6 through 8. Participation may include, but is not limited to vocal competitions and concerts. The student should expect at least (2) per year.

### ***Student Council***

The student council is not a student self-government. However, it is an opportunity for the student to participate in a form of government. Through the organization, it is hoped that the student will be aided in understanding and living in our democracy. The Student Council consists of a president, secretary/treasurer, representatives, and a vice-president from each

grade (6-8). Participation in Student Council is a privilege. If any member chooses not to comply with the established guidelines for the duty, he/she will be dismissed.

### **FIELD TRIPS**

The privilege to attend a field trip is available to the student who demonstrates good citizenship for the semester. Any student with documented discipline problems may result in a loss of privileges such as the field trip. All circumstances to allow or prevent a student from attending the privileged dance is at the discretion of the principal.

All (non-local) field trips require a signature from a parent/guardian. If the slip is not returned by the appropriate date, the student will be required to stay behind.

While on the field trip, the student is required to follow the HMS handbook regarding food and drinks.

We believe the student is responsible for his/her actions. Therefore, if he/she is disciplined while on the field trip, consequences will follow. The principal will use his/her discretion as to the severity of the discipline. Circumstances may allow for the principal to remove the privilege of attending future field trips as well.

### **FIGHTING**

The student is expected to seek non-violent means in solving disputes. If physical confrontation is anticipated, the student is to seek assistance from an administrator and/or teacher.

### **FINES/FEES**

Any student who owes a fine or fee may be denied privileges. Any student who has unpaid bills will not be permitted to register for the fall semester until such obligations have been satisfied.

**Band Instruments:** School-owned instruments will be loaned to the student at no cost. The student to whom the instrument has been loaned, however, will be responsible for any repair costs. Normal wear will not be the responsibility of the student. The student is encouraged to purchase insurance on personal equipment.

**Yearbooks:** Yearbooks are sold to any student who wishes to purchase one. The cost of the book will be determined by the actual financial expense of the yearbook account. We will be offering a Middle School only yearbook this year.

**Damages to School Property:** The student is responsible for damages he/she made to any school property. He/she will be charged a fee based upon the actual replacement cost of the damaged item.

**Emergency and Fire Equipment:** Is the activating, damaging, and/or tampering of emergency and fire equipment. Any student offender is subject to legal prosecution. Discipline will be at the discretion of the principal.

**Fireworks and Explosive Devices:** Is the possession and/or use of fireworks and/or explosive devices on or near school grounds. This includes incendiary devices such as displaying, possessing, and/or using lighters, matches, and/or various devices used to start fires. If there is enough evidence, the principal may upgrade this to the use of weapons.

### **FOOD/DRINKS**

The student is not allowed to have food and/or drinks of any kind in the school buildings. The only two exceptions to this rule would be: **ONE**, the student brought his/her lunch from home. This lunch should be left inside his/her locker until the student goes to the cafeteria. Any drinks brought with the lunch, must be in a closed container. **TWO**, if a teacher allows the student to have candy, drinks, or snacks in their classroom.

All soda/snack machines are off limits to the middle school student.

The student is not allowed to drink or possess Energy Drinks of any kind during the school day or on Field Trips. The teacher will have final say if a student is unsure.

### **FUND RAISING**

The middle school student does not have permission to sell any products at school as a fundraiser without the approval of the principal. No student will be allowed to sell products or services at school for personal gain.

### **GRADING SCALE**

95	-	100	=	A
90	-	94	=	A-
87	-	89	=	B+
84	-	86	=	B
80	-	83	=	B-
77	-	79	=	C+
74	-	76	=	C
70	-	73	=	C-
67	-	69	=	D+
64	-	66	=	D
60	-	63	=	D-
00	-	59	=	F

**INCOMPLETE:** An incomplete may be given when a student has not completed the required work within the quarter. It is the responsibility of the student to complete the work within ten (10) days of the end of the quarter or the score will automatically become a zero (0). The grade of the student would then reflect accordingly.

## **GUIDANCE AND COUNSELING**

The guidance program at HMS plays an important role in the total educational process. It is available to every student, not just the student that feels like he/she is in a state of crisis. The guidance curriculum provides the student with knowledge regarding personal and social relationships, careers, and academics. The goal of the program is to help the student develop into the person who can feel confident about himself/herself. Another goal is to promote tolerance for other people. Finally, the counseling curriculum is designed to help the student cope with the demands of life.

The student is welcome to make an appointment at any time. If the counselor is unavailable, the student should prepare to return to class after signing-up on the sheet provided. The student may not linger unattended in the office of the counselor. The counselor will make arrangements to meet with the student as soon as possible by scheduling an appointment or seeing the student right-away. In an emergency situation, the student should contact the principal. The principal will contact the counselor or make arrangements with another counselor as needed. Counseling sessions may also be scheduled through the principal, teacher, or parent/guardian referrals.

All information shared with the counselor is kept strictly between the counselor and the student. The counselor will not relay information to anyone without the permission of the student. However, 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 himself/herself, or others. The student will be informed of this duty in the initial contact session with the counselor.

## **HALLWAYS/HALL PASSES**

The congestive nature of school hallways requires the student to exercise total care when passing to and from classes. Loitering in hallways and thereby adding to the already congested halls will not be tolerated.

The student may not leave a classroom without permission from his/her teacher. Any student who needs to leave must have a hall-pass with a noted destination, signature, and time.

Any student who leaves class without permission will be considered truant.

## **HAZING**

For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forceful consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

### **HEALTH SERVICES**

The healthy learner is a better learner. A parent/guardian can assist the school by making sure his/her child maintains a healthy diet, gets adequate exercise, and plenty of rest. Communication between the school and the parent is vital. The school must be made aware of any health condition the child may have. The school must also be made aware of changes in phone numbers and have contact numbers that will aid the school in making emergency medical decisions.

The student is not allowed to have medications with him/her or in the locker. The parent/guardian must bring any medicines to the nurse with the prescription from the doctor. The student will be sent to the principal if he/she is found with any medication with him/her or in the locker. This includes any bag, pouch, pocket, etc...

If the student has an inhaler, the school nurse and middle school office must be made aware. It is important that we know how to care for him/her in the event of an asthma attack. The student is not allowed to carry inhalers on himself/herself unless the appropriate paperwork has been completed.

Please make us aware of all allergies. If the student has been prescribed an EpiPen, the school must be made aware.

Our campus is smoke free and it is asked that it remains that way all of the time.

Random head checks are done for head lice. The parent/guardian will be contacted if the student has head lice. He/she will be required to leave school grounds and get treatment.

Delinquent immunization letters are sent out throughout the school year. It is state law that immunizations be kept up-to-date with public school attendance.

### **HOMEBOUND INSTRUCTION**

Any student with a diagnosed and documented illness, which results in five (5) or more consecutive days of absences, is 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 either approved or disapproved by the principal. During this time, the student is responsible for his/her make-up work.

## **HONOR ROLL**

In order for a student to qualify for the "B" or Principal's Honor Roll, he/she must have no grade below a "B-"

In order for a student to qualify for the All "A" Honor Roll, he/she must receive grades of "A" or "A-" in all courses.

## **ILLNESS/INJURY AT SCHOOL**

The school does not employ a full-time nurse. If a student becomes ill or suffers an injury at school, he/she should ask for help from a teacher. The teacher will help make arrangements for the student to be sent to the Middle School Office. The office will contact the nurse. After examining an ill student, a recommendation will be made to the student to either, (1) see a doctor, (2) go home to rest, or (3) return to class.

If a student becomes seriously ill or injured at school, the parent/guardian will be notified. The parent/guardian should make decisions as to how to handle the situation. If a parent/guardian cannot be reached in an emergency situation, the school will use the emergency contact information to contact the nearest relative. If nobody can be reached, the nurse or personnel will help the student to the best of his/her ability.

## **IMMUNIZATION**

As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parent/guardian of every pupil hereafter entering public school, to furnish to the middle school office upon enrolling, satisfactory proof of the student immunization. If the student has not been immunized, there needs to be proof that the parent/guardian is in the process of having that task accomplished in accordance with the rules and regulations of the State Department. The student may request not to furnish the middle school office an immunization document based upon religious beliefs or a note from his/her physician. No student infected with a contagious disease will be permitted to attend school.

## **INSURANCE**

The Houston R-1 School District does not provide the student with supplemental accident school-time insurance coverage. However, the school will offer any parent/guardian the opportunity to participate in a group-student insurance plan. A student-accident policy will be issued on the first day of school.

Student insurance is required for all participants in MSHSAA athletic activities. Every student athlete is required to submit proof of insurance (basic athletic-accident coverage) to be granted eligibility to participate in practice and/or interscholastic competitions.

The student and his/her parent/guardian should read the insurance material carefully to fully understand the amount of coverage provided since all insurance policies have limitations. Remember, it is the responsibility of the student/parent/guardian to make sure

the insurance claim is properly filed with the company. School officials will assist in every way possible, but will assume no obligation or liability in regard to the filing of claims.

### **LATE ASSIGNMENTS/HOMEWORK**

By definition, homework is traditionally work assigned by the teacher to the student to do outside of the classroom. Homework, in the general sense at HMS, can also be viewed as any assignment given to the student, whether it is done in class or outside of class.

Aside from a student who has been absent, late-work poses a problem because it is more time consuming to grade an individual assignment when the main batch of the assignment has already been graded. This is the reason behind most no late-work policies of the past.

However, if an assignment is meaningful and necessary in order for a student to achieve mastery, the most important thing is that the work gets completed and with quality. This is the reason behind accepting late work.

Unfortunately, there is not a perfect late-work policy. The two opposing philosophies at work against the middle school student is: (1) responsibility; or (2) completion. These two ideals make it difficult to determine the best approach to dealing with the middle school student and his/her late assignments. At HMS, we really want to promote responsibility. The student can learn valuable lessons by meeting the academic expectations we rigorously require. Often times, if we raise the standard, the student will either have to work harder and smarter or suffer the consequences. Unfortunately, far too often, a student may view the expectation of our staff as an excuse to not try at all and just accept failure as an alternative. Research has proven that not every student learns at the same speed. If not every student learns at the same speed and all of our assignments are designed to be meaningful and necessary for achievement and mastery, we must be willing to create a policy that is fair for every student. Unfortunately, it is not fair when a student works really hard to turn an assignment in on time and with quality while another student does not and earns the same grade. On the flip side, it is not fair for a student to be expected to work within a time constraint that is not realistic to his/her individual abilities. Consequently, life is not fair. Life is firm and difficult. We have the right to lean more towards being a school that forces the student to be responsible or else, fail. Failure can be a good motivator and a good learning experience. It is necessary for the student to understand how important responsibility is and that at HMS, we will not be just giving a student a grade.

At HMS, we intend to for every assigned assignment, whether or not it is in class or homework, to be completed to pass any course. Generally speaking, the middle school student is capable of accomplishing this and does a wonderful job of working hard to complete assignments and with quality. A very small percentage of the student population becomes what is called a non-intentional learner. This type of learner spends more effort trying to fail and not doing work than what it would take to pass. We have consequences in place to combat this type of learner philosophy. We desire to make a positive difference, but at the end of the day, we cannot make him/her learn.

The focus of the late assignment policy is for this next type of student. This is where the implementation of this policy will be most utilized. A certain percentage of the student population may be viewed by the staff at HMS as the type of student that is borderline struggling or capable of becoming either non-intentional or generally responsible. This student sometimes does the work on time and with quality and sometimes he/she does not. This student is often times just an intervention away from being a responsible learner all of the time. However, this student is also just a poor circumstance away from being a non-intentional learner. This type of student simply needs a fair policy that gives consequences for being irresponsible and yet has no ability to choose failure as an alternative.

### **LATE ASSIGNMENT POLICY**

On occasion, a student may choose to not meet the defined teacher deadline by handing in completed and/or quality work. The term "Late Assignment" is used by the teacher to accurately assess consequences for such assignments that do not meet the requirements of the teacher. The assignment may include any type of work created by the teacher, regardless of whether or not it took place in class or is considered homework. The appropriate consequence for failing to complete an assignment should be completing the assignment if mastery is the goal of learning. However, a certain level of responsibility must ensue to the student. Therefore, the consequences for late assignments are:

1. The student will expect a reduction of 25% for a (1 day) late assignment.
2. The student will expect a reduction of 50% for a (2 day) late assignment.
3. The student will expect a reduction of 100% for a (3 day) late assignment.
4. The student could lose privileges, free time, and unstructured class and/or study hall time until the assignment is turned in.

"Late Assignments" are sometimes confused with the "Make-Up Work" policy for absent students. Turning in late assignments and turning in make-up work (with-in the specific time limits) are entirely different situations governed by separate policies.

### **LIBRARY/MEDIA SERVICES**

The library is available for the student from grades 6-12. Library hours are 8:05 a.m. to 3:30 p.m. The library is designed to be a resource to the student as a place to research and study. It is expected that low conversational volume be maintained during operating hours. The student should also be sure to arrange the furniture properly before leaving. The student will not be allowed to sit on tables or use chairs as foot rests.

Any student is eligible to borrow a book from the loan desk for up-to 14 days. These books can be taken home, but must be returned by the due-date or renewed for another set of 14 days. Books are stamped with the date due on the book card, which is kept on file until the book is returned. Dictionaries, atlases, encyclopedias, and magazines are classified as reference materials and therefore, are not eligible to be removed from the library. All library materials must be handled with care.

A fine of \$0.05 per school day is charged for overdue books. Any student repeatedly ignoring requests to return an overdue book may be refused library privileges. If the fine is not paid by the end of the semester, the student will not receive his/her grade card. The

balance will be carried over into the next semester and over the summer too (if necessary). The student is responsible for books that have been damaged or lost.

### **LOCKERS**

Lockers will be assigned to each student by the middle school office as a convenient place for storage of personal property. Lockers as with any other school property should be taken care of well. Lockers should be kept clean and orderly. Locker doors should be kept shut and locked at all times, with nothing hanging out. Doors should be able to shut easily. If the item does not fit into the locker, the student should not bring it to school. If doors or locks are damaged, the student will be charged accordingly. Basically, the lockers are expected to look the same at the end of the year as they did at the beginning of the year. The student should expect random locker checks throughout the school year.

Extra clothes, coats, shoes, etc. should be taken home on at least a weekly basis. The student should keep personal items to a minimum. Articles left in the locker are done so at the financial risk of the student. Any items of value should be left at home. The student is free to bring his/her own combination lock to put on the assigned locker. However, he/she must provide a combination to the office of the counselor. Locks exclusively using a key are not allowed. Any student wanting to switch lockers must have prior permission from the counselor.

### **LOST AND FOUND**

The lost and found barrels will be located in the middle school gymnasium. The school is not responsible for any lost, damaged, or stolen property. It is best if the student could leave money and/or any items of value at home. The loss of property may be minimized if the student placed his/her name of the articles. The student who either lost an item or found an item should report to the office immediately. Remember, if you lost something and it was returned to you, **RETURN the FAVOR!**

### **LUNCH AND BREAKFAST PROGRAM**

**Price:**

Breakfast	-	\$1.05
Lunch	-	\$1.60

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

The Houston R-1 School district lunch and breakfast program is designed to serve nutritious, balanced and appetizing meals at a nominal cost to the student. The price for student breakfast and lunch is subject to change based upon the financial experience of the program. Any parent/guardian who feels his/her family may qualify for free or reduced lunches may pick up an application in the middle school office. Breakfast and lunch will be purchased using the biometric scan.

The account balance for the student is to remain positive. Money can be put into a student account in the middle school office either before or after school. The deposit of money is encouraged to take place on a weekly basis. If a student is wanting a second breakfast, lunch, and/or extra milk, he/she must pay full price. No exceptions will be made, even if the student is on free and reduced benefits. If there are any problems with an account, the student should see the cashier before the beginning of the school day, not during lunch.

The 8th grade student will enter the red door. The 6th and 7th grade student will enter through the south and east door respectively. The student must go to the cafeteria and stay in the cafeteria during his/her assigned lunch shift regardless of whether or not he/she is eating food from the cafeteria or not. The student is not allowed to leave the school to eat lunch somewhere else. Once the student arrives, he/she is not permitted to change seats that particular day. It is possible for the person supervising lunch/breakfast, to assign a seating chart. There are only a few outdoor places to sit and eat, therefore, they are on a first-come/first-serve basis. The student will assume his/her share of the responsibility for keeping the cafeteria clean. All paper cartons, and napkins should be placed in the receptacles provided. Empty plates and utensils should be taken to the proper place. Metal utensils are not to be thrown in the trash. The student must behave using good manners just like he/she would at home. Even though eating in the cafeteria is considered a social aspect of school, it still qualifies as classroom time, therefore the student will be required to maintain a reasonable volume of noise when speaking. The student will not be allowed to leave the cafeteria during the scheduled lunch time, unless approved by a lunchroom supervisor and/or the principal. If a student needs to use the restroom, he/she must obtain a pass from the on-duty personnel and proceed to the office of the nurse. School food, trays, utensils, or cartons are not to leave the cafeteria without appropriate permission. Any student who is unable to meet the requirements for lunch/breakfast will receive disciplinary consequences.

### **LUNCH DETENTION**

At HMS, we expect the student to be on his/her best behavior as well as working hard to complete assignments. If a student has chosen to act out poor behaviors and/or neglect to work in the classroom, we must provide appropriate consequences and discipline. The student may receive a detention to be served during his/her lunch period. Any student who serves lunch detention will be required to sit in isolation without talking to any other student and/or work on necessary assignments. Lunch detention may be served in another room as well as directed by the principal. In the event the principal determines this to be used, the student would still be allowed to eat his/her lunch.

### **MAKE-UP WORK**

Make-up work will be provided to any student who was absent due to school trips such as, academic, athletic, and field trips. The work will be provided at the request of the student. Therefore, it is the responsibility of the student to ask, obtain, complete, and turn in his/her make-up work to the appropriate teacher. The student will be allowed a minimum of two days to arrange for and complete make-up work. For an absence longer than one day, the

general rule is approximately two days per day absent. A teacher may allow more time if necessary.

Any student who has been absent will be required to complete the make-up work assigned to him/her regardless of whether or not credit will be given by the teacher for a grade. Again, it is the responsibility of the student to ask, obtain, complete, and turn-in his/her make-up work to the appropriate teacher.

If a student is aware that he/she will be absent in the future, a form will be available to be used. Any teacher should have the form. However, it is the responsibility of the student to obtain this sheet and present it to every teacher. Any student who chooses to use this method of retrieving assignments ahead of time, will still be eligible for the two days grace period.

### **MIDDLE SCHOOL MISSION STATEMENT**

HMS, along with the shared responsibility of our community, will provide a safe learning environment that promotes respect for each other, motivates the student to reach his/her academic potential, and challenges the student to behave responsibly.

### **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 paraprofessionals 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.

## **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 disabilities 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 "ZERO" STATEMENT**

The student is expected to complete every assignment that a teacher assigns. The assignment is expected to be of quality, on-time, and accurate. The assignment is not supposed to be the main measurement of understanding and learning of the student. Instead, the assignment provided by a teacher is an opportunity to practice skills, learn new material, enrich ideas, think critically, and rehearse facts. Failure to work on an assignment will drastically increase the chance that important information will not be learned by the student. Without the total process of learning (which includes, instruction from the teacher, questions from the student, guided practice from the teacher, individual practice for the student, feedback from the teacher, fixing incorrect processes and/or information, feedback from the teacher again, student confirmation, and final assessment), the student cannot be prepared to provide evidence of learning. Without the evidence, it is nearly impossible for a teacher to provide accurate scores/data to provide a letter grade. The test/assessment should represent the bulk/weight for grading. No student should be earning an "A-" or better at HMS without providing evidence of skill mastery and/or content understanding above and beyond expected outcomes. Simple completion of assignments cannot provide evidence that the student has learned anything. Consequently, No student should be earning an "F" if he/she understands the content at a basic level or better. It is the desire of the administration to provide meaningful lessons, challenging practices, intricate feedback, and fair evaluations for learning. Therefore, the student should treat every assignment as if it is one-step closer to learning.

At HMS, we are committed to providing the student the support he/she needs to learn. The teacher provides time in-class to work on some assignments. However, since the student doesn't necessarily learn at the same pace as another student, he/she may be required to work outside of the classroom. To help with work completion, we expect the student to make good use of class-time. He/she should fill out an assignment agenda, keep the locker clean, and organize his/her materials.

Here are some options for any student who feels as if he/she is falling behind on assignments: He/she may attend before or after school tutoring. This is to be set-up per teacher. The student can work during our TNT time unless the teacher has other specific instructions that particular day. The student can request to work during social times such as lunch. The student can attend after school detention. This is a teacher assigned intervention. The student can attend our Saturday School sessions. The student may be required to miss special privileges such as field trips, lock-ins, assemblies, and/or other events/activities.

Since HMS is offering many ways for the student to complete assignments, we hope this statement will prevent him/her from attempting to take the easy way out of an assignment by settling for a "0". We want to teach the student strong study habits so he/she will have success in school and beyond.

### **OFFICE**

The office is a place of business. The student is always welcome to come to the office when he/she has matters of business or special problems to discuss with the office staff. However, the student will not be allowed to loiter in the office or use the office as a way to avoid attending class.

### **PARENT/GUARDIAN: RIGHT TO KNOW**

Dear Parent/Guardian:

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:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so, his/her qualifications.
4. 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 a parent/guardian may request, the district must provide to each individual parent/guardian:

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

## **PHYSICAL EDUCATION**

The State Department of Education requires each student to take physical education courses each year in the middle school. Any student who is truly unable to perform physical activities may have exceptions made if necessary. If a student is needing excused from physical education, he/she will have to provide the middle school office a statement from a licensed physician certifying the extent of the health problem and the probable length of recovery. At that time, the length and consideration for a temporary or permanent excuse will be made by the principal. At HMS, we understand a student may not be feeling well on a particular day, so therefore, at the discretion of the teacher, a parent/guardian note may be sufficient for a one-day excuse. However, the note from home will not be allowed to determine prolonged excuses for missing physical activity in class.

It is vital that the MS student understand and model acceptable hygiene and social awareness. The student will be required to dress out for PE. However, the PE attire must abide by the MS dress code. Dressing out for PE class includes: changing into an appropriate different t-shirt, changing into an appropriate different pair of shorts or athletic pants such as sweatpants, and wearing tennis shoes. The PE teacher assigns 25 points per day for dressing out and participating. If a student only meets the requirement of wearing the appropriate tennis shoes, he/she will earn 19/25 points. At HMS, we represent good stewardship and believe it is in the best interest of every stakeholder to maintain and take care of the gym floor. Therefore, the student is required to wear tennis shoes each day in the gym or else earn a score of zero for the day. Even though the student earns a score of zero for the day, he/she is still required to follow the directives of the teacher.

Student behavior is also a part of the daily grade. The student should be on his/her best behavior and treat equipment as well as other people with respect. The teacher can deduct participation points at his/her discretion for poor behavior as well as non-active participation.

If a student chooses not to dress-out for physical education, he/she will incur disciplinary action from the teacher. The teacher will send the student to the principal after the 3rd no-dress. The principal will use the Physical Education discipline code for any student the teacher refers to the office for not dressing out.

The locker-room is not a safe place to leave billfolds, purses, and/or wallets. Any student who loses something of value assumes all responsibility for the items. The school will not be held responsible for lost or stolen property.

## **PRESCRIPTION MEDICATION**

Prescription medication, which contains neither narcotics nor controlled substances, will be administered by the R.N. or another trained personnel to the student. Any student who needs to take prescription medications while at school must have his/her parent/guardian bring the medicine directly to the school nurse and have it secured in the office. In order for the school to administer the prescribed medication, written permission from the

parent/guardian must be on file, accompanied by written authorization of the physician. The medicine must be in the original container. The directions for administering the medicine, including the dosage and strength must be on the bottle/package. The prescription must be taken in the presence of the school nurse. Any student who does not abide by this rule is violating the drug/alcohol policy of the district.

### **PROGRESS REPORTS**

The student will receive notice of his/her grades approximately every three weeks via a report. The student is expected to take the report home. This is a proactive report the school uses to help communicate the progress of the student regarding academic performance. At no point should this report be seen as an end-of-the-quarter report card. The teacher is also encouraged to send additional notices to the parent/guardian at any time during the school-year as the need arises.

### **QUALITY OF ASSIGNMENTS/WORK**

The student is expected to submit assignments to the teacher that displays the expected amount of effort required for learning. This should reflect the amount of time-on-task and attention to detail as outlined by the teacher. The student at HMS is expected to have reached at least a fundamental understanding of the importance of spelling, grammar, punctuation, and penmanship. In addition, it is important that these fundamentals extend to every class and all school-work.

The teacher is not obligated to accept incomplete, hurried, or sloppy assignments. The teacher has full authority to require the student to re-work, start over, re-submit, change, edit or adjust any assignment at any time. If a question should arise regarding the quality of the assignment, the **student** should communicate his/her concern to the teacher. If the student is still unsure, the parent/guardian should feel free to contact the teacher via an email or telephone call.

### **REPORT CARD**

On a quarterly basis, a report will be issued to the parent/guardian of each student. The report will include a letter grade used to indicate the proficiency of the student in his/her subjects.

The grading system at HMS is based upon the total point system or the percentage method.

**NOTE** - Grading Scale above.

### **RESTRICTED ITEMS**

The following items shall not be used during school hours: Personal audio devices (iPod, Mp3, etc...), video game console or system (PS3, Wii, XBOX etc...), handheld gaming device (PSP, Gameboy, DS, etc...), cell phone, and laser pointer. This list also includes any other item not mentioned, which will distract the educational process. The teacher is free to give permission for a student to bring an item from the above list on a case-by-case basis.

However, the student needs to understand the school is **NOT** responsible for broken, lost, or stolen items. The school district does not carry insurance on the personal property of a student. Also, the student is still subject to following the code of conduct. If a student brings a restricted item to school without prior permission from the appropriate personnel, it will be confiscated swiftly.

### **RETENTION POLICY**

The student will be promoted to the next grade level if he/she is meeting grade level expectations as identified by the local and State Department of Education core subject objectives. Any HMS student who earns a failing grade for more than (1) quarter in more than (1) of the following core subjects: (English, Math, Reading, Science, or Social Studies); will automatically be scheduled for review by the Retention Committee. Any student who fails (1) core subject and (1) or more elective courses: (Art, Band, Computers, Music, PE etc...); may also be scheduled for review by the Retention Committee. This committee will consist of the middle school principal, at least one teacher, and the counselor. In order to advocate on behalf of the student, the committee will factor in his/her academic, emotional, and social needs.

The list below will help guide the committee towards a decision that will best benefit the student:

1. Promotion - the student may be promoted to the next grade without any corrective measures.
2. Remedial Placement - the student may be promoted to the next grade level. However, he/she may be enrolled in basic/remedial classes as part of the promotion.
3. Repeat the Course - the student may be required to repeat only the course in which he/she failed during the next academic school year.
4. Retention - the student may be required to repeat the currently enrolled grade in the next academic school-year.
5. Summer School - the student may be required to complete specific goals related to age appropriate standards during summer school. The standards shall include assignments and tasks that will help the administration determine whether or not the student has mastered content and earned the promotion.
6. Variable Alternatives - the student may be subject to variable alternatives which helps the committee to determine the best course of action not defined by this list.

Excessive absenteeism, grades in other classes, and reading levels all play a factor in determining whether or not a student will be retained.

Keep in mind, budget cuts are very possible each and every school-year. Therefore, summer school and/or transportation to summer school could be dropped/cut at any time. There is simply no guarantee. If summer school is not offered, the policy regarding retention will still be followed.

## **SECRET ORGANIZATIONS**

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the Houston R-I School District by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

## **SPORTS AND ATHLETICS**

The sports offered to the 7th and 8th grade student at HMS are basketball, football (boys only), track and field, and volleyball (girls only). The primary objectives for the athletic program at HMS is to offer appropriate social contact, development of good sportsmanship, development of permanent interest in sports, development of personal physical fitness and wellness, development of school spirit and team morale, development of specific skills, enjoyable recreation, and self-discipline.

Any student participating in an extracurricular activity will receive from each coach/sponsor handouts containing the expectations, policies, regulations, and rules in reference to the particular activity. The handout must be signed by the parent/guardian and the student before it is returned to the appropriate coach/sponsor. The student is NOT eligible to participate in the activity or sport before this takes place. In addition, for a student to participate in an athletic contest, he/she and the parent/guardian must attend the meeting conducted by the coach/sponsor and/or athletic director.

## **SPORTSMANSHIP**

It is a very important goal in life to strive for good sportsmanship. Being a gracious winner, as well as a gracious loser, is a special character trait. It is possible for the student and parent/guardian to be a fierce competitor and yet, a gracious loser. It is the expectation of HMS, that every student demonstrate exemplary levels of sportsmanship in interscholastic competition. Our goal as a school should be that of demonstrating good sportsmanship at all times. The pride we have in our personal conduct is a direct reflection of what we have been taught at home and at school. It takes years to establish a good/positive reputation for the school. However, it only takes a few minutes to create a negative one.

## **TARDIES**

The student is given ample time (5) minutes to report to class prior to the tardy bell. Any student who is not in the proper room and seated when the last bell rings is considered tardy. Tardies may also be assessed for the student who misses class-time to get materials and/or use the restroom. These activities are to be taken care of during the passing time.

The student is responsible for arriving to school on-time in the morning, proceeding from one class to another throughout the school day, and having all of his/her classroom materials. (5) minutes are allotted for passing between classes. This is more than ample

time if it is used wisely. The student does not have enough time to waste visiting and/or socializing between class because he/she could be tardy to class.

Each student may accumulate (3) tardies per quarter, per classroom, without being disciplined by the principal. However, when a student has accumulated his/her fourth (4) tardy during a quarter, the principal will be involved with handing out discipline. Each subsequent tardy per quarter, per classroom, will receive an additional consequence as well. The teacher may use corrective measures for each tardy beginning with the first (1) one, to help create a punctual and respectful student.

Given the ample time, (5) minutes, to report to class prior to the tardy bell, any student who is not in the proper room and seated when the last bell rings is considered tardy. The teacher will be allowed to use his/her discretion for tardies if a student is in the room.

Any student who checks in late and is absent for less than 25 minutes from the beginning of a class, will be issued a tardy slip from the Middle School office. If the student is absent 25 minutes or more from the beginning of class, he/she will be issued an absentee slip from the Middle School office. If a student checks-out and misses 25 minutes or more of class, he/she will be counted absent for that particular class period.

### **TELEPHONE USE**

The office telephone is to be used for business purposes only. The principal may allow a student to use the phone on a limited basis. Plans need to be made ahead of time, not during the school day. The student will not be summoned to take phone calls unless and emergency exists. However, important messages will be delivered to the student throughout the day if necessary. If the student wishes to use the middle school office phone, he/she must receive permission. The student will not be allowed to use a classroom phone. The phones available are in the middle school office, office of the counselor, and with the nurse. The student will not be allowed to use cell phones during school hours (8:00 a.m. - 3:10 p.m.) See Cell Phone policy.

### **TEXTBOOKS**

The student is issued a textbook in certain classes as a loan from the school. The student is expected to take proper care of the textbook. If a student is guilty of destroying, hurting, or losing a textbook, he/she is responsible for the replacement fee:

New book - 100% of the price of the book

Book 1 year old - 80%

Book 2 years old - 60%

Book 3 years old - 40%

Book 4 years old - 20%

Book 5 years or older - 10%

### **THREATS, STUDENT HARASSMENT, INAPPROPRIATE SEXUAL ACTIONS**

The Houston R-1 School District is committed to providing an environment free from intimidating, hostile, and/or offensive behavior. This also includes unwelcome sexual advances, physical, and verbal communication and/or conduct constituting sexual

harassment. Allegation of threats and/or harassment will be investigated. If substantiated, corrective, disciplinary, and/or legal action will be taken. We have a zero tolerance for threats of violence directed at students or staff members. All threats of violence will be taken seriously. It is the responsibility of the building principal to determine, *after giving notice of the allegations and basis of the allegations, along with a chance to explain, to the pupil alleged to have made a threat covered by this policy*, when and if a threat of violence has occurred.

### **TOBACCO**

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, day-care or early childhood development services to children, as well as facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services. Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

### **TRUANCY**

1. Truancy is when a student is absent from school without the knowledge and consent of his/her parent/guardian and the principal.
2. Truancy is when a student comes to school, but he/she does not attend classes or authorized activities.
3. Truancy is when a student leaves his/her classroom without permission from the teacher.
4. Truancy is when the student leaves school grounds without permission from the principal.
5. Truancy is when a student obtains permission from the teacher to go to a specific place on campus, but he/she goes somewhere else.
6. Truancy is when a student brings a forged note that gives false reason for his/her absence.

### **VANDALISM**

The Board shall seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Houston R-I School District. District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible. The superintendent and/or principal shall be authorized to sign a complaint, press charges and pursue civil action against perpetrators of vandalism to school property. Restitution for the damages caused will be sought from such persons -- and, in the case of minors, from their parents/guardians -- under the laws of this state. Students found guilty of willfully defacing

or injuring any school property shall pay for the damages caused thereby and may be suspended or expelled as provided by law.

### **VIDEOS, GUEST SPEAKERS & OUTSIDE INSTRUCTIONAL RESOURCES**

Videos and other media resources can be an invaluable aid to instruction when used properly. However, to prevent showing an inappropriate video or wasting valuable instructional time, all media resources are to be previewed prior to student viewing. Community values and standards are to be considered in the selection and use of videos, materials, and speakers. A teacher may choose to show clips of movies for instructional purposes. Ratings used by the Motion Picture Association of America should be used to determine suitability for the age group that the video is shown. No video will be shown to a classroom if the rating makes it inappropriate. The building principal should be notified when a film being shown is a "Hollywood" type of film. Any student who asks permission to be excused from viewing may be excused. If a film is used strictly for educational content and a student requests to be excused, the student will be given an alternative assignment to derive a similar educational value. The teacher is also responsible for following relevant copyright laws.

Guest speakers are to be cleared with the building principal in advance.

### **VISITORS**

Any visitor to the Middle School must immediately report to the office. A visitor is defined as any person not employed by the school or enrolled as a student. If a visitor arrives asking to visit with a friend or relative, the student will not be summoned out of class unless it is an emergency situation. A student is not allowed to bring friends or relatives to school as a visitor while school is in session. We do not expect a student to visit other schools when we are in session at HMS. Neither do we expect a student from another school to visit our school. Therefore, a student visitor is not allowed at any time during school-hours. The same goes for HMS dances.

If a parent/guardian wants to speak with the counselor and/or principal, he/she should email or call and make an appointment. If the principal and/or counselor is available, a stop-in visit is acceptable too. However, there is no guarantee the counselor and/or principal will be available every time a random visit is made to the Middle School office.

If a parent/guardian wants to visit with a teacher, he/she should email or call and make an appointment to meet during the conference period, before, or after school. The teacher should never have to meet with a parent/guardian during his/her conference period without an appointment being made unless it is an emergency. An appointment with the teacher should be made by the teacher, not through any office. Communication is vital to our success at HMS. We want to be in touch with anyone we can to help make a difference in the life of a student. We believe that proper execution of protocol for visiting the school is an excellent way to keep the operation of the school running smoothly.

A parent/guardian should not make plans to eat lunch/breakfast with the student without the prior approval of the principal.

## **WEAPONS**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide a secured storage of student firearms if necessary.

A weapon is defined to mean one or more of the following: A firearm as defined in 18 U.S.C. § 921, A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo, A dangerous weapon as defined in 18 U.S.C. § 930(g)(2), All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense, Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

## **WITHDRAWAL FROM SCHOOL**

In the event that a student should find it necessary to withdraw from school, the following procedures are applicable:

1. The parent/guardian should notify the counselor of the intent to leave school and the reason for such action.
2. The student should obtain a withdrawal form from the office to be presented to each teacher and the counselor so the student may be given his/her grades for the work already completed. The teacher can also provide any transfer information at that time.
3. The student should return all books and equipment belonging to the school.
4. The student should pay all fees, dues, and bills.
5. The parent/guardian should help us by having the new school request the records of the student ASAP.

REVISED: July 2012

# HOUSTON MIDDLE SCHOOL STUDENT DISCIPLINE HANDBOOK

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## DISCIPLINE POLICY RATIONALE

One of the most important goals of the educational process is the development of good discipline. Discipline is the development of self-control, sound character, due diligence, and proper consideration for other people. The student needs firm yet careful discipline to learn good values and to portray wisdom. The failure to deliver proper consequences permits negative habits and superiority to fester and grow. We want to help the student develop integrity and good character by taking the time and energy to follow through with discipline when necessary. One of the most caring and teachable moments we can do for the student is to hold them accountable through discipline.

When a student is under the care of school officials, it is necessary for the learning to take place in an environment that is consistent, controlled and safe. The rules outlined in this policy and approved by the Houston R-1 Board of Education, has been deemed appropriate and necessary for the maintenance of a wholesome middle school climate.

If a minor discipline problem has taken place, the classroom teacher, staff member, or personnel on-duty, will make every effort to deal with the problem. A lot of minor discipline problems can be resolved by meeting with the student for a moment, explaining the nature of what happened and why it was wrong, and redirecting the student to a better decision.

However, the reaction of the student can escalate a minor discipline problem to a serious one in a hurry. We ask the student to respectfully accept responsibility for his/her actions, thank the teacher for their guidance and input, and get back to work. Sometimes, a parent/guardian may have to be involved to help get the point across to the student. We don't want to get to that point regarding minor discipline problems. At HMS, every effort will be made to work out minor discipline problems between the teacher and the student. It is too much to ask of a teacher to put-up with nuisances, sneaky behaviors, belligerent attitudes, and lack of respect day-in and day-out of a student without the ability to correct the behavior early-on and with authority. Often times, the little things are the most difficult for a teacher to correct because it is time-consuming and distracting to the overall learning process. Those little things add-up slowly but surely. In order to prevent "the straw that broke the camel's back" type of disciplinary report, the teacher may aggressively protect the integrity of the learning environment by issuing a strong referral early-on. Likewise, the teacher has full authority to execute proper discipline for those little things in the cafeteria, classroom, gym, hallway or even outside. If the teacher feels it is necessary, he/she may just hand the discipline over to the principal. There are several factors that will be used to determine the outcome of a discipline referral. (1) the seriousness of the offense, including the statement of the teacher, (2) the number of previous referrals, and (3) the respect and reaction of the student while being disciplined. Anytime a student is referred to the office for disciplinary purposes, the parent/guardian will be notified by either a letter in the mail or a phone call.

The HMS discipline code is progressive. Each additional office referral constitutes more stringent disciplinary action until the student is excluded from school altogether. Our goal is not to exclude a student from school, but rather, provide a system which delivers, natural and appropriate consequences for inappropriate behavior. We discipline to teach! Our philosophy determines that it is never, under any circumstances, acceptable for a student to be a distraction or cause a distraction to the instructional process. No teacher should ever have to stop class to remove a student from the room because of a distracting behavior. Also, the staff member/ teacher should not have to remind a student about proper passing from class-to-class, boisterousness, name-calling, or any other expected cultural norms for behavior.

The Middle School understands that no discipline code can specifically address all disciplinary circumstances. The administrative staff will exercise his/her own judgment administering disciplinary options set forth under the student disciplinary code/policy.

The middle school **ALWAYS** reserves the right to immediately remove a student from class or the school grounds, whose presence constitutes a danger to another staff member or student. This includes threats which distract the orderly conduct of school and if he/she is in violation of state statutes and/or city ordinances.

The administrative staff is vested with the authority to advance beyond the normal discipline chart if the student was in warranted violation of the school policy, regulation, and rule.

Any student who lies about violating the policy, regulation, and rule of the school, should expect additional disciplinary action.

### **Applicability of Regulations to a student with disabilities**

If the student who is determined to be in violation of the regulation is a student with a disability; under the Individuals with Disabilities Act, the district will assign the student to an alternative education placement for a period of up to forty-five (45) days and/or take other steps to address the misconduct of the student, as permitted by law. Excessive discipline problems could result in a long-term suspension or expulsion from school.

### **After-School Detention (ASD):**

After-school detention is a structured study time, which begins at 3:15 p.m. and runs until 4:15 p.m. The student will be notified at least one day prior to his/her detention. He/she must make necessary arrangements for transportation. Any student who fails to attend an ASD session will be required to make-up the session. A deliberate decision to miss ASD over and over may result in the student being issued one or more days of In-School Suspension.

### **Corporal Punishment (CP):**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Houston R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

### **Counselor Referral:**

The student may be required to meet with the counselor on a periodic basis. The counselor will advise the student on ways to improve his/her behavior.

### **Disciplinary Assignment (DA):**

The teacher has full authority to use his/her discretion to assign discipline assignments which focus on improving the behavior of the student.

Informal Talk: A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.

### **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 a student to other agencies to include, but not limited to: Texas County Juvenile Office, Division of Family Services, and other outside counseling agencies.

The student is subject to disciplinary action up-to and including expulsion for serious misconduct away from school. The student is subject to disciplinary action up-to and including expulsion for serious misconduct during school activities such as but not limited to interscholastic contests and athletic activities. The student will be disciplined pursuant to the discipline policy of the Middle School as if the misconduct had occurred during normal school hours.

**In-School Suspension (ISS):**

In-School Suspension is a behavior modification program which involves the student being suspended from his/her regular school-day schedule. ISS is located in the High School and the Elementary. ISS is run from 8:05 a.m. until 3:10 p.m. each day the district is in-session. The student must report to the ISS room with his/her books, supplies, and materials needed for the entire day. The student will not be permitted to leave the classroom during the school-day unless authorized by the ISS instructor, another teacher, and/or the principal. The student will eat lunch at a separate time from the rest of the student population. The student in ISS will not take regular breaks in-between each period. If a student violates the rules of the ISS program, he/she will receive additional disciplinary penalties. All further discipline will be ruled by the discretion of the principal.

**Loss of Privileges:**

The principal reserves the right to withhold privileges such as but not limited to athletic participation, extracurricular activities, dances, field trips, and any other student organization, from any student.

**Lunch Detention:**

At HMS, we expect the student to be on his/her best behavior as well as working hard to complete assignments. If a student has chosen to act out poor behaviors and/or neglect to work in the classroom, we must provide appropriate consequences and discipline. The student may receive a detention to be served during his/her lunch period. Any student who serves lunch detention will be required to sit in isolation without talking to any other student and/or work on necessary assignments. Lunch detention may be served in another room as well as directed by the principal. In the event the principal determines this to be used, the student would still be allowed to eat his/her lunch.

**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. The suspended student is not allowed to be on or around the school campus unless permission is obtained from the principal in advance. When a student is absent because of OSS, he/she may not attend or participate in any extracurricular activities sponsored by Houston R-1 Schools. He/she cannot even be on school grounds either that day or that evening until he/she has attending school again on a regular day. In some cases, the principal may require the student to attend Saturday School in addition to or in lieu of Out-Of School suspension. The student receiving an Out-Of School suspension is expected to remain current with his/her assignments.

**Parent Involvement:**

The parent/guardian is notified of disciplinary action by a certified letter, personal contact, or telephone. A conference may be conducted between the student and/or the teacher, as appropriate.

**Report of Misconduct:**

When a teacher is concerned about the behavior of a student, he/she may complete a report. The teacher may fill out a report if there is a concern over the academic progress as well. This Report of Misconduct is sent home to inform the parent/guardian of the concern.

**Saturday School (ASAA):**

Saturday School sessions will be scheduled, as needed, at the discretion of the principal. Saturday School will begin at 8:15 a.m. and will dismiss at 12:15 p.m. Any student who is late or fails to attend the session will be disciplined by the principal. The consequence of missing a requirement for a previous discipline such as Saturday School will not be taken lightly and could make the original discipline escalate to a more severe punishment.

**Student or Parent/Guardian Conference:**

A formal conference may be held between the student and/or the parent/guardian and one or more school officials, including the principal. During this conference, the behavior of the student will be examined and corrective measures will be discussed.

**Time-Out:**

The student is removed from the class in which a disruption occurs and placed in an isolated area of the building for a limited amount of time. The student may be removed and placed in a different classroom with a different school personnel as well. If it is in the best interest of a student to calm-down and de-escalate a behavior or reaction, he/she may request to have a time-out. The teacher will use his/her discretion regarding this request.

**STUDENT DISCIPLINE CODE**

The following illustrations show the types of disciplinary actions that will be taken for each problem area. In each instance a minimum and maximum action is listed, as well as an action for the first occurrence and one for repeated occurrences. If a student has demonstrated excellent behavior and then becomes involved in a problem area, a school official would certainly want to consider his/her record and behavior before any action is taken. If a student has continually been involved in problem areas, then the disciplinary action would probably be the maximum action, especially if he/she has previously been involved in discipline problems. Such factors as the attitude of the student while being disciplined, time between his/her last offense, and severity of the problem, will be taken into account before any action is taken. If an incident, not yet addressed in the listed student code of conduct occurs, it will be addressed at the discretion of the building principal.

**ARSON:** Is attempting to start a fire or explosion, starting a fire, or causing an explosion with the intention of damaging buildings and/or property.

*The principal may require all or just some of the consequences per offense.*

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, financial restitution, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options In Addition-* loss of privileges.

Second Offense: 1-180 days of OSS, Expulsion, financial restitution, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options In Addition-* 1-10 days of ISS, loss of privileges.

**ASSAULT INTENT TO INJURE:** Is hitting, striking, and/or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury, and/or physically injuring another person.

First Offense: principal/student conference, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options In Addition-* loss of privileges.

Second Offense: 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options In Addition-* 1-10 days of ASD, 1-10 days of ASAA, loss of privileges.

Third offense: 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options In Addition-* 1-10 days of ASAA, 1-10 days of ASD, 1-10 days of ISS, loss of privileges.

**ASSAULT INTENT TO KILL:** Is attempting to and/or successfully kill or cause serious physical injury to another.

*The principal may require all or just some of the consequences per offense.*

First Offense: Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

**BULLYING including CYBER-BULLYING:** Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in addition-* loss of privileges.

Second Offense: 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in addition-* 1-10 days of ASD, 1-10 days of ISS, loss of privileges.

**BUS MISCONDUCT:** Is an offense committed by a student on a district owned/contracted bus shall be disciplined in the same manner as if the offense had been committed at the school. All statements written in the Student Discipline Code shall be applicable to the Bus Discipline Code. Any offense, which are not listed in the Bus Discipline Code, shall be referred to the Student Discipline Code as well. Any offense committed by a student on an activity bus or regular scheduled school bus may result in the loss of privilege to ride the bus. In addition, the principal may utilize the discipline code. Some regular violations include, but are not limited to: boisterous misconduct, degrading language verbal or written, disrespect, disruptions, electronic devices, gestures, harmful behavior, gambling, extortion, harassment, insubordination, misconduct, obscenities, profanity, threats, tripping, and wrestling. Bus suspension includes activities as well as regular scheduled school days.

First Offense: Warning, Parent/Guardian contact,  
*Options in addition-* loss of privileges.

Second Offense: 1 day of Bus Suspension  
*Options in addition-* 1 day of ASAA, 1 day of ASD, 1 day of ISS, loss of privileges.

Third Offense: 5 days of Bus Suspension  
*Options in addition-* 1 day of ASAA, 1 day of ASD, 1 day of ISS, loss of privileges.

Fourth Offense: 10 days of Bus Suspension  
*Options in addition-* 1 day of ASAA, 1 day of ASD, 1 day of ISS, loss of privileges.

Fifth Offense: 20 days of Bus Suspension  
*Options in addition-* 1 day of ASAA, 1 day of ASD, 1 day of ISS, loss of privileges.

Repeated Offense: Double the prior bus suspension.

**DISHONESTY of ACADEMICS:** Cheating on assignments, tests, projects, and/or similar activities; claiming credit for the work of someone else (plagiarism); fabrication of facts and false sources or other supporting material; facilitating academic dishonesty; unauthorized collaboration; and other misconduct related to academics.

First Offense: no credit on the assignment and/or reduction in grade for the assignment and/or replace assignment.

*Options In Addition-* 1-5 days of ASAA, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS, redo the assignment, give an alternative assignment, loss of privileges, principal/student conference, parent/guardian conference.

Second Offense: no credit on the assignment and/or reduction in grade for the assignment and/or replace assignment, removal from extracurricular activities.

*Options In Addition-* 1-10 days of ASAA, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, redo the assignment, give an alternative assignment, loss of privileges, principal/student conference, parent/guardian conference.

**DISHONESTY in GENERAL:** Any act of lying, whether verbal or written, including forgery.

First Offense: 1-5 days of ASD, 1-5 days of ISS, nullification of forged document, principal/student conference, detention, or in-school suspension.

*Options in Addition-* 1-5 days of ASAA, 1-5 days of OSS, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, nullification of forged document, principal/student conference, detention, or in-school suspension.

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

**DISRESPECTFUL/DISRUPTIVE CONDUCT OF SPEECH:** Is conduct and/or behavior that is disruptive to the orderly educational procedure of the school. This may include, but is not limited to, defamation of the ethnic origin, gender, race, and/or religion of another person, defiant behaviors, demeaning language, gestures, obscenities, pictorials, rudeness, symbolic language; verbal or written, threats of violence, vulgarities, and verbal or written curses and swearing meant to harass or injure another person. This can be during activities, athletic events, on the bus, in the cafeteria, classrooms, competitions, field trips, hallways, outside, and various locations on school grounds.

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS.

*Options in Addition-* 1-10 days of ASAA, loss of privileges, principal/student conference, parent/guardian contact.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion.

*Options in Addition-* 1-10 days of ASAA, loss of privileges, principal/student conference, parent/guardian contact.

**DEFIANCE OF PERSONNEL (Insubordination):** Is directly disobeying an administrator, staff member, and/or teacher. It also includes an open defiant attitude toward the same.

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, principal/student conference, parent/guardian contact.

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, principal/student conference, parent/guardian contact..

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

**DRESS CODE VIOLATION:** Is when the student is in violation of the dress code.

First Offense: 1-3 days of ASD, 1-3 days of ISS, 1-3 days of OSS, verbal warning.

*Options in Addition-* 1-3 days of ASAA, loss of privileges.

Second Offense: 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS, verbal warning.

*Options in Addition-* 1-5 days of ASAA, loss of privileges.

Third Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, verbal and written warning.

**DRUGS AND ALCOHOL OVER THE COUNTER:** Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: 1-10 days of ISS, 1-180 days of OSS, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-5 days of ASD, loss of privileges.

Second Offense: 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASD, 1-10, days of ISS, loss of privileges.

**DRUGS AND ALCOHOL INFLUENCE:** Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-10 days of ISS, 1-180 days of OSS, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-5 days of ASD, loss of privileges.

Second Offense: 11-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10, days of ISS, loss of privileges.

**DRUGS AND ALCOHOL DISTRIBUTION:** Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ISS, loss of privileges.

Second Offense: 11-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10, days of ISS, loss of privileges.

**EXTORTION:** Occurs when a student obtains either money, property, or services from another student through coercion. The actual obtainment of money or property is not required to commit the offense. If the student makes a threat or tries to intimidate another student, referring to a requirement of a payment of money, property, or something of value, he/she is committing the offense. This includes exacting pain/suffering on another student in order to endure something unpleasant, therefore, the hurting student is obligated to give-in to the demand.

First Offense: -5 days of ASD, 1-5 days ISS, 1-10 days of OSS, principal/student conference, documentation in the discipline record of the student.

*Options in Addition-* loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days ISS, 1-180 days of OSS, Expulsion, documentation in the discipline record of the student.

*Options in Addition-* loss of privileges.

**FAILURE TO MEET CONDITIONS OF SUSPENSION:** Occurs when a student directly or indirectly fails to meet the conditions of an expulsion, suspension, or other disciplinary consequences.

First Offense: 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, Expulsion, verbal warning, contact the juvenile authorities and/or law enforcement officials for trespassing (if expelled).

*Options in Addition-* 1-5 days of ASAA, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, verbal warning, contact the juvenile authorities and/or law enforcement officials for trespassing (if expelled).

*Options in Addition-* 1-5 days of ASAA, loss of privileges.

**FAILURE TO WORK ON ASSIGNMENTS:** Occurs when a student chronically fails to work on his/her assignments in the classroom setting. This includes activity classes such as Art and PE.

First Offense: 1-3 days of ASD, 1-3 days of ISS, 1-3 days of OSS, verbal warning.  
*Options in Addition-* 1-3 days of ASAA, loss of privileges, DA, apology letter to the teacher, lunch detention.

Second Offense: 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS, verbal warning.  
*Options in Addition-* 1-5 days of ASAA, loss of privileges, DA, apology letter to the teacher, lunch detention.

Third Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, verbal warning.  
*Options in Addition-* 1-5 days of ASAA, loss of privileges, DA, apology letter to the teacher, lunch detention.

**FALSE ALARM EMERGENCY REPORTS:** Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense: 1-3 days of ASD, 1-3 days of ISS, 1-180 days of OSS, Expulsion, restitution, principal/student conference, contact the juvenile authorities and/or law enforcement officials, and documentation in the discipline record of the student.

*Options in Addition-* loss of privileges.

Second Offense: 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, Expulsion, restitution, principal/student conference, contact the juvenile authorities and/or law enforcement officials, and documentation in the discipline record of the student.

*Options in Addition-* loss of privileges.

**FIGHTING:** Is mutual combat in which both parties have contributed to the conflict, either verbally or by physical action. The student is expected to seek non-violent means in solving disputes. If physical confrontation is anticipated, the student is to seek assistance from an administrator and/or teacher.

First Offense: 1-3 days of ASD, 1-3 days of ISS, 1-180 days of OSS, principal/student conference.

*Options in Addition-* 1-3 days of ASAA, loss of privileges.

Second Offense: 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, Expulsion.

*Options in Addition-* 1-5 days of ASAA, loss of privileges.

Third Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

**FIREWORKS/EXPLOSIVE/INCENDIARY/DEVICES:** Is the possession or use of fireworks and/or explosive devices on or near school grounds. This includes incendiary devices such as displaying, possessing, and/or using lighters, matches, and/or various devices used to start fires unless required as part of an educational exercise.

First Offense: 1-5 days of ASD, 1-5 days of ISS, 1-10 days of OSS, confiscation, principal/student conference.

*Options in Addition-* 1-5 days of ASAA, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, confiscation, principal/student conference.

**GAMBLING:** Is the wagering of money or something of value on an event with an uncertain outcome regardless of the stakes. The student is engaging in any game of chance

or activity in which something of real or symbolic value may be won or lost. The primary intent of winning additional money or something of value is usually the goal. The student will not be allowed to place bets of financial, service, or trade value during school hours. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: 1-5 days of ASD, 1-5 days of ISS, principal/student conference, loss of privileges.

*Options in Addition-* 1-5 days of ASAA, 1-5 days of OSS, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, principal/student conference, loss of privileges.

*Options in Addition-* 1-10 days of ASAA, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

**GANG PARAPHERNALIA:** Is carrying, displaying, and/or wearing gang paraphernalia and/or exhibiting behavior and/or gestures which symbolize gang membership. This includes any other attribute which indicates or implies affiliation or membership with such a group.

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, confiscation, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, confiscation, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

**HAZING:** Is any activity that would negatively impact the emotional, mental, or physical safety of a student. It includes requiring a student to endure disconcerting, humiliating, ridiculous, and stressful positions for the purpose of admission to membership, affiliation, initiation, or maintenance of membership in any athletic team, class, club, organization, and/or various groups. Hazing may occur even when every student involved is a willing participant.

First Offense: 1-10 days of ISS, 1-180 days of OSS, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASD, loss of privileges.

Second Offense: 1-180 days of OSS, Expulsion documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASD, 1-10 days of ISS, loss of privileges.

**MIXING WITH A HIGH SCHOOL STUDENT:** An HMS student is not allowed to congregate with a high school student during school hours.

First Offense: warning, 1-5 days of ASD, 1-5 days of ISS, principal/student conference, parent/guardian contact.

*Options in Addition-* 1-5 days of ASAA, 1-5 days of OSS, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, principal/student conference, parent/guardian contact..

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

**NUISANCE ITEMS/DEVICE:** Possession or use of toys, games, audio devices, and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: 1 day of ASD, 1 day of ISS, confiscation, warning, principal/student conference.

*Options in Addition-* 1 day of ASAA, loss of privileges, The student may pick-up the item at the end of the day.

Second Offense: 1-2 days of ASD, 1-2 days of ISS, 1-10 days of OSS, confiscation, warning, principal/student conference.

*Options in Addition-* 1-2 days of ASAA, loss of privileges, The student may pick-up the item at the end of the day.

Third Offense: 1-3 days of ASD, 1-3 days of ISS, 1-10 days of OSS, confiscation, warning, principal/student conference.

*Options in Addition-* 1-3 days of ASAA, loss of privileges, The parent/guardian may pick-up the item at the end of the day.

Fourth Offense: 1-5 days of ASD, 1-5 days of ISS, 1-10 days of OSS, confiscation, warning, principal/student conference.

*Options in Addition-* 1-5 days of ASAA, loss of privileges, The parent/guardian may pick-up the item at the end of the day.

Fifth Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, confiscation, warning, principal/student conference.

*Options in Addition-* 1-10 days of ASAA, loss of privileges, The parent/guardian may pick-up the item at the end of the day.

**PHYSICAL EDUCATION CLASS NO DRESS POLICY:** Is when a student chooses to not follow the dress code for physical education participation. The expectation is that the student changes his/her pants, shirt, and shoes. See Physical Education above. The code is the same as failure to work on assignments.

First Offense: 1-3 days of ASD, 1-3 days of ISS, 1-3 days of OSS, verbal warning.

*Options in Addition-* 1-3 days of ASAA, loss of privileges, DA, apology letter to the teacher, lunch detention.

Second Offense: 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS, verbal warning.

*Options in Addition-* 1-5 days of ASAA, loss of privileges, DA, apology letter to the teacher, lunch detention.

Third Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, verbal warning.

*Options in Addition-* 1-5 days of ASAA, loss of privileges, DA, apology letter to the teacher, lunch detention.

**PROFANITY:** Is degrading and/or offensive actions, gestures, and/or language either verbal or written.

First Offense: warning, 1-5 days of ASD, 1-5 days of ISS, principal/student conference, parent/guardian contact.

*Options in Addition-* 1-5 days of ASAA, 1-5 days of OSS, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, principal/student conference, parent/guardian contact.

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

**PUBLIC DISPLAY OF AFFECTION:** Is any physical contact that is meant to display affection toward another person. For HMS, anything that exceeds the holding of hands is defined as excessive PDA.

First Offense: warning, 1-5 days of ASD, 1-5 days of ISS, principal/student conference.

*Options in Addition-* 1-5 days of ASAA, 1-5 days of OSS, parent/guardian contact, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, principal/student conference.

*Options in Addition-* 1-10 days of ASAA, parent/guardian contact, loss of privileges.

**SELLING/TRADING OBJECTS/SERVICES AT SCHOOL:** Is any transaction in which the student sells and/or trades and object and/or service to another student in exchange for a different object and/or service.

First Offense: warning, 1-5 days of ASD, 1-5 days of ISS, principal/student conference, loss of privileges.

*Options in Addition-* 1-5 days of ASAA, 1-5 days of OSS, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, principal/student conference, loss of privileges.

*Options in Addition-* 1-10 days of ASAA, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

**SEXUAL ACTIVITY:** Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation. It is prohibited on school property, away from property on school sponsored activities, and/or the buses.

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, loss of privileges, DA

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, loss of privileges, DA

**SEXUALLY EXPLICIT/VULGAR/VIOLENT MATERIAL:** Is if a student displays and/or possesses sexually explicit, violent, and/or vulgar material, electronically or otherwise, including, but not limited to depictions of nudity, explicit death, explicit injury, pornography, explicit music and/or sounds, or any other various material that is considered vulgar. This includes indecent exposure of the body as either his/her own sexuality or another person. The prohibition of certain items does not prevent the teacher from using Houston R-1 District approved material for age appropriate educational value. The student will not be disciplined for speech situations where he/she is protected by law.

First Offense: 1-10 days of ASD, 1-10 days of ISS, confiscation, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of OSS, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, confiscation, principal/student conference, parent/guardian contact, contact the juvenile

authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

**SEXUAL HARASSMENT/HARASSMENT NO CONTACT:** Is the use of unwelcome verbal, written, and/or symbolic language based upon gender or of a sexual nature. Examples include but are not limited to actions, comments, pick-up lines, requests for favors, sexual jokes, symbols, various other offenses, and/or words. Regular harassment is any unwelcome verbal, written, and/or symbolic language directed toward an individual based upon the ethnic group, race, religion, or other various discriminations of the person.

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, principal/student conference, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* loss of privileges.

Second Offense: 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASD, loss of privileges.

**SEXUAL HARASSMENT/HARASSMENT WITH PHYSICAL CONTACT:** Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASD, loss of privileges.

Second Offense: 1-180 days of OSS, Expulsion, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASD, 1-10 days of ISS, loss of privileges.

**TARDINESS:** Is arriving late to class. The student should use passing time to use the restroom. The principal may require additional consequences to be added to the student who habitually comes to class late and/or unprepared. The student is allowed to have 3 tardies per class, per quarter without a referral.

First Tardy - warning, teacher consequences

Second Tardy - warning, teacher consequences

Third Tardy - warning, teacher consequences

First Offense (or 4th tardy): 1-3 days of ASD, 1-3 days of ISS, principal/student conference.

*Options in Addition-* 1-3 days of ASAA, 1-3 days of OSS, parent/guardian contact, loss of privileges.

Second Offense (or more than 4 tardies): 1-10 days of ASD, 3-10 days of ISS, removal from extracurricular activities.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of OSS, parent/guardian contact, loss of privileges.

**TECHNOLOGY MISCONDUCT UNAUTHORIZED ACCESS:** Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: 1-3 days of ASD, 1-3 days of ISS, 1-3 days of OSS, financial restitution, principal/student conference, loss of user privileges.

*Options in Addition-* 1-3 days of ASAA

Second Offense: 1-180 days of OSS, Expulsion, financial restitution, loss of user privileges.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ASD, 1-10 days of ISS.

**TECHNOLOGY MISCONDUCT ELECTRONIC DEVICE:** Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. This includes other misconduct not mentioned above.

First Offense: 1-3 days of ASD, 1-3 days of ISS, confiscation, principal/student conference.

*Options in Addition-* 1-3 days of ASAA, 1-3 days of OSS, loss of privileges.

Second Offense: 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, Expulsion, confiscation, principal/student conference.

*Options in Addition-* 1-5 days of ASAA, loss of privileges.

**TECHNOLOGY MISCONDUCT AUDIO OR VIDEO:** Use of audio or visual recording equipment in violation of Board policy.

First Offense: 1-3 days of ASD, 1-3 days of ISS, confiscation, principal/student conference.

*Options in Addition-* 1-3 days of ASAA, 1-3 days of OSS, loss of privileges.

Second Offense: 1-5 days of ASD, 1-5 days of ISS, 1-10 days of OSS, confiscation, principal/student conference.

*Options in Addition-* 1-5 days of ASAA, loss of privileges.

**THEFT:** Is taking property that belongs to another person regardless of how expensive the item may be. It could also be defined as knowing about possession of stolen property.

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, restitution and/or return of property, principal/student conference, contact the juvenile authorities and/or law enforcement officials, and documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, loss of privileges.

Second Offense: 1-180 days of OSS, Expulsion, restitution and/or return of property, contact the juvenile authorities and/or law enforcement officials, and documentation in the discipline record of the student.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ASD, 1-10 days of ISS, loss of privileges.

**THREATS/VERBAL ASSAULT:** Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, report to the superintendent, parent/guardian contact, principal/student conference

*Options in Addition*- 1-10 days of ASAA, loss of privileges, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, apology, 11-180 days of OSS, Expulsion.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, report to the superintendent, parent/guardian contact, principal/student conference

*Options in Addition*- 1-10 days of ASAA, 1-10 days of ASD, 1-10 days of ISS, loss of privileges, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, apology.

**TOBACCO:** Is the possession and/or use of tobacco of any kind or any related paraphernalia such as lighters or matches, on buses, school property, and/or school-sponsored functions.

***Possession of tobacco***

First Offense: 1-5 days of ASD, 1-5 days of ISS, confiscation of tobacco product, principal/student conference.

*Options in Addition*- 1-5 days of ASAA, 1-5 days of OSS, loss of privileges.

Second Offense: 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, confiscation of tobacco product.

*Options in Addition*- 1-10 days of ASAA, loss of privileges.

***Use of tobacco***

First Offense: 1-3 days of ASD, 1-3 days of ISS, 1-3 days of OSS, confiscation of tobacco product, principal/student conference.

*Options in Addition*- 1-3 days of ASAA, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

Second Offense: 1-10 days of ISS, 1-10 days of OSS, confiscation of tobacco product.

*Options in Addition*- 1-10 days of ASAA, 1-10 days of ASD, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

**TRUANCY:** Is the absence from class or school without prior consent and/or knowledge of the parent/guardian and/or the school administration. It can also be excessive, non-justifiable, absences from school, even with the consent and/or knowledge of the parent/guardian of the student.

First Offense: 1-3 days of ASD, 1-3 days of ISS, principal/student conference.

*Options in Addition*- 1-3 days of ASAA, 1-3 days of OSS, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

Second Offense: 1-10 days of ASD, 3-10 days of ISS, removal from extracurricular activities.

*Options in Addition*- 1-10 days of ASAA, 1-10 days of OSS, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

**UNAUTHORIZED ENTRY:** Is assisting any other person to enter and/or entering into a district facility, locker, office, or other area that is locked and/or not open to the general

public for use. This includes assisting any other person to enter and/or entering any other unauthorized entrance.

First Offense: 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, principal/student conference.

*Options in Addition-* 1-5 days of ASAA, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

Second Offense: 1-180 days of OSS, Expulsion

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ISS, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

**VANDALISM:** Is destroying or mutilating materials and/or belonging to the school, school personnel and/or any other person.

First Offense: 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, financial restitution, principal/student conference.

*Options in Addition-* 1-10 days of ASAA, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

Second Offense: 1-10 days of ISS, 1-180 days of OSS, Expulsion, financial restitution.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ASD, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

**WEAPONS/FIREARMS:** Is the possession and/or use of a firearm, knife, weapon, and/or other device used for attack and/or defense, regardless of whether or not the item is fake or real. This prohibition includes possession on buses, parking lots, playgrounds, and all other school activities as well. Houston R-1 School District has a zero tolerance for this infraction. The term firearm includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon barrel, weapon frame, designed to, and/or may be designed to, and/or may be readily converted to; expel a projectile by action or an explosive.
2. Any item which may, or which will be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter.
3. Any explosive, incendiary or poison gas, such as bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law.
4. Any combination of parts, either designed to or intended, for use in converting any device into a device as described in the paragraphs above.

Possession or use of any instrument or device as defined in 571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person (see Weapons/Firearms and Definition of Weapons below)

1. Blackjack
2. Brass Knuckles
3. Butterfly Knife
4. Concealable firearm

5. Explosive weapon
6. Firearm
7. Firearm silencer
8. Knife with blades 4" or longer
9. Gas gun
10. Machine gun
11. Projectile weapon
12. Rifle
13. Shotgun
14. Spring gun
15. Switchblade knife

The Houston R-1 District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The district will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The district will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the superintendent if the superintendent determines that circumstances justify such a modification.
3. The district may, at its discretion, provide a student suspended under this regulation, with educational services in an alternative setting.

**POSSESSION OR USE OF A WEAPON:** Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: 1-10 days of ISS, 1-180 days of OSS, Expulsion.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ASD, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

Second Offense: 1-10 days of ISS, 1-180 days of OSS, Expulsion.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ASD, 1-10 days of ISS, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

**POSSESSION OR USE OF A FIREARM:** Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ASD, 1-10 days of ISS, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

Second Offense: Expulsion.

**POSSESSION OR USE OF A COMPONENT:** Possession or use of ammunition or a component of a weapon.

First Offense: 1-10 days of ISS, 1-180 days of OSS, Expulsion.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ASD, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

Second Offense: 1-10 days of ISS, 1-180 days of OSS, Expulsion.

*Options in Addition-* 1-10 days of ASAA, 1-10 days of ASD, 1-10 days of ISS, principal/student conference, parent/guardian contact, contact the juvenile authorities and/or law enforcement officials, documentation in the discipline record of the student, loss of privileges.

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