

HOUSTON MIDDLE SCHOOL



**HOUSTON R-1 MIDDLE SCHOOL
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**2016-2017
STUDENT & PARENT HANDBOOK**

Table of Contents

2016-2017 TEACHERS AND STAFF.....	5
2016-17 HOUSTON R-1 SCHOOL DISTRICT CALENDAR.....	1
WELCOME.....	1
Introduction	1
Middle School Mission Statement.....	1
ACADEMIC RECOGNITION.....	1
General Information	1
Citizenship Awards.....	2
Presidential Excellence.....	2
Presidential Achievement.....	2
Honor Roll.....	2
Academic Letters.....	2
ATHLETIC AND ACTIVITIES	2
Participation Requirement	2
Sports and Athletics.....	2
Before Away Sporting Events	2
After Away Sporting Events.....	2
Sportsmanship	3
ATTENDANCE POLICY AND PROCEDURES.....	3
Attendance	3
What Should I Do if Absent Today?	3
Returning from an Absence	3
Leaving Early/Arriving Late.....	3
Truancy.....	3
Excessive Absenteeism Warning.....	4
Principal Discretion	4
AUDIO AND VISUAL RECORDING.....	4
BAGS & OTHER CARRYING DEVICES.....	4
BEFORE AND AFTER SCHOOL.....	5
Before School	5
After School.....	5
BELL SCHEDULE	5
BUS TRANSPORTATION.....	6
Privilege.....	6
Discipline.....	6
Guidelines.....	6
Riding a Different Bus.....	6
CAFETERIA	7
Student Price.....	7
Free and Reduced Lunches.....	7
Account Balances	7
Lunch Procedures and Guidelines	7
CANCELLATION OF SCHOOL	8
Procedures	8
CELL PHONES AND ELECTRONIC DEVICES.....	8
Where Are Electronic Devices Banned?.....	8
Where Are Electronic Devices Allowed?	8
Acceptable Use of Electronic Devices.....	8
Privilege.....	8
Discipline.....	8

CORPORAL PUNISHMENT	8
DANCES	9
Privilege.....	9
Guidelines.....	9
Discipline.....	9
DIRECTORY INFORMATION & ACCESS	9
Family and Educational Rights and Privacy Act (FERPA)	9
Definitions	9
Health Information	10
Parent and Eligible Student Access	10
Directory Information.....	10
Law Enforcement Access	11
Children's Division Access.....	11
DISCIPLINE POLICY & CODE of CONDUCT.....	11
Rationale.....	11
Board Approved	11
Minor Discipline.....	11
Progressive Code	12
Students with Disabilities	12
Discipline Away From School.....	12
Types of Consequences	12
Code of Conduct.....	14
• Agitating Incident	14
• Arson.....	14
• Assault.....	14
• Bullying.....	14
• Bus Misconduct.....	15
• Chronic Failure to Work on Assignments	15
• Computer Violation.....	15
• Dishonesty with Academics	15
• Dishonesty or Lying.....	15
• Disruption or Misconduct	16
• Disruptive/Harmful Devices	16
• Dress Code Violation	16
• Drugs and Alcohol	16
• Electronic Device	16
• Extortion	17
• Failure to Meet the Conditions of Suspension or Discipline.....	17
• False Alarms and Emergency Reports	17
• Fighting	17
• Harassment.....	17
• Hazing	17
• Incendiary Devices or Fireworks	17
• Indecent Exposure and Sexually Explicit Material	18
• Insubordination or Defiance.....	18
• Littering.....	18
• Profanity.....	18
• Public Display of Affection and Mixing with HS	18
• Sexual Activity.....	18
• Sexual Harassment	18
• Tardiness	19
• First Offense—4 th Tardy—Parent Letter.....	19
• Tobacco.....	19
• Theft.....	19

• Threats.....	19
• Truancy	19
• Undesignated Area or Unauthorized Entry	19
• Vandalism	19
• Weapons and Firearms	19
DISTRIBUTION OF MATERIALS	20
DRESS CODE.....	20
Goal	20
Discipline.....	20
Code.....	20
DRUGS AND ALCOHOL	21
District Policy	21
Law	21
Discipline.....	21
Students with Disabilities	22
EMERGENCY DRILLS	22
Overview	22
Earthquake Drill	22
Fire Drill	22
Tornado Drill.....	22
Lockdown Drill.....	22
eMINTS/Student Laptop	22
EXTRA & Co-CURRICULAR ACTIVITIES	26
Eligibility	26
Discipline.....	26
Exclusion	26
Attendance	26
Athletics.....	26
Band.....	26
Choir.....	26
Student Council	26
24 and Math Team.....	26
FIELD TRIPS	27
Privilege.....	27
Procedures	27
Discipline.....	27
FINES AND FEES	27
FOOD AND DRINKS	27
Guidelines	27
FUND RAISING	27
GRADING & REPORTING	28
Progress Reports	28
Report Cards.....	28
Grading Scale	28
• 100 Point Scale.....	28
• Incomplete.....	28
GUIDANCE AND COUNSELING	28
Goals.....	28
Procedures and Scheduling	28
Confidentiality	29
HALLWAYS.....	29

Guidelines	29
Mobile Hallway and Outside	29
HEALTH SERVICES	29
Parents and School Communication	29
Medications	29
Prescription Medication.....	29
Inhalers	30
Immunization.....	30
Nurse.....	30
Serious Injury or Sickness	30
Other.....	30
HOMEBOUND INSTRUCTION.....	30
INSURANCE	30
LIBRARY AND MEDIA SERVICES	31
LOCKERS.....	31
Purpose	31
Guidelines.....	31
Locks	31
LOST AND FOUND.....	31
LUNCH DETENTION.....	32
NO CHILD LEFT BEHIND.....	32
Notice to Parents.....	32
Special Services.....	32
PHYSICAL EDUCATION	32
State Law	32
Unable to Perform	32
Hygiene.....	33
Participation.....	33
Locker Room.....	33
Bowling and Swimming Units.....	33
PROMPTNESS	33
Goals.....	33
Discipline.....	33
PLEDGE OF ALLEGIANCE.....	34
RESPONSE TO INTERVENTION.....	34
Duration and Frequency	34
Philosophy	34
Procedures	34
Student Expectations	34
RETENTION POLICY	34
SCHEDULING.....	35
Schedule Changes.....	35
High School Credit	35
SEARCH & SEIZURE.....	35
School Personnel	35
Interview with Police or Juvenile Officers/Other Law Enforcement Officials.....	36
Removal of Students from School by Law Enforcement Officials.....	36
Interview with the Children's Division	36
Contacts by Guardian Ad Litem and Court-Appointed Special Advocate	36
SECRET ORGANIZATIONS.....	37
STEWARDSHIP	37

STUDENT WORK & ASSIGNMENTS	37
Purpose	37
Missing Assignments.....	37
Late Assignments	37
Assignment Policy	37
Make-up Assignments	38
TECHNOLOGY	38
Computer Usage at School	38
TEXTBOOKS	38
VISITORS	38
Defined	38
Procedure.....	38
Teacher Visits.....	39
Eating With Children.....	39
WEAPONS.....	39
WITHDRAWAL FROM SCHOOL.....	39

2016-2017 TEACHERS AND STAFF

Mrs. Mandy Adey - Computers	Mr. Steve Huffman – Science
Mrs. Julie Allen – Art	Mrs. April McKinney – Paraprofessional
Mrs. Kathy Bradshaw - English Language Arts	Mrs. Carla Mitchell – Math
Ms. Jodie Forbes – Music	Ms. Rhonda Morgan – English Language Arts
Mrs. Jode Huffman – Science	Mrs. Ashli Todaro – English Language Arts
Ms. Sherry Gatlin – Library	Mrs. Patricia Roberts -- Math
Mr. Jeff Richardson – PE	Mr. Michael Roy – Band
Mrs. Sandra Haney – Math	Mrs. Mary Beth Shea – Reading
Mrs. Teresia Keller – Art	Mrs. Wytney Steelman – FACS
Mrs. Rebecca Kirkwood – Paraprofessional	Ms. Sherry Walser – Paraprofessional
Mr. John Coussons – ISS	Mrs. Beth Williamson – Choir
Mrs. Shelly Mutzebaugh – Social Studies	Ms. Dana Harper – Special Education
Ms. Jana James – Social Studies	Mr. Matthew Peterson – Spanish
Mrs. Kaylon Buckner - PE/Health	Mr. Dan Backus - Custodian
Mrs. Karen Smith – Nurse	
Mrs. Deedra Campbell – Speech	
Mrs. Joyce Jones – Food Service	

2016-17 HOUSTON R-1 SCHOOL DISTRICT CALENDAR

August 8-12	New Teachers Meetings	
August 15-17	Teacher Work Days	
August 18	First Day of Pupil Attendance	
September 5	No School	Labor Day
September 26	No Students	PD Day
October 19	End of 1 st Quarter	
October 27-Early Dismissal 12:34	Parent/Teacher Conferences	
October 28	No School	
October 31	No Students	PD Day
November 21-25	Thanksgiving Break	
December 16 - Early Dismissal 12:34	End of 2nd Quarter	End of 1st Semester
December 19 – January 2	Christmas Break	
January 3	No Students	PD Day
January 4	School Resumes	
January 16	No School	Martin Luther King Jr. Birthday
February 17	No School	PD Day
February 20	No School	President's Day
March 10	End of 3 rd Quarter	
March 23-24	No School	Spring Break
March 27	No School	PD Day
April 13-17	No School	Easter Break
May 20	Graduation 4:00 p.m.	
May 23 - Early Dismissal 12:34	End of 4th Quarter	Last Day of School

WELCOME

Introduction

- The purpose of this handbook is to give students a better understanding of the policies, procedures, and rules, which are part of the everyday life at HMS. Middle school administration and faculty desire students to experience a productive and successful school year. This handbook will help to explain our instructional programs, school activities, and student expectations. This handbook should help students become aware of the many experiences that may be encountered this school year. Students should take the time to share this handbook with their parents. To ensure parents have the opportunity to see the MS policies and procedures, we are requiring students to **return a form** which is provided along with the packet students receive at the beginning of the school year. Students should return the signature page to their 3rd hour teacher by the end of the following week of school starting.

Middle School Mission Statement

- High Levels of Learning for All - Endless Opportunities

ACADEMIC RECOGNITION

General Information

- Each spring, the Citizens for Education Committee hosts an academic awards ceremony. Students in grades 6 - 8 will be recognized by teachers for their attitude, attendance, leadership, and performance. During the ceremony, other local organizations offer recognitions as well. The middle school principal and counselor recognizes the recipients of the citizenship awards, presidential award, perfect attendance award, and the honor roll.

Citizenship Awards

- Students are selected by majority vote of staff.

Presidential Excellence

- This award is presented annually to 8th grade students who have a GPA of 3.5 or above for the fall semester of the current school year and have scored Proficient or Advanced on the previous year's MAP test in the subject area of either Communication Arts or Mathematics.

Presidential Achievement

- This award is presented annually to 8th grade students who have a GPA of 3.0-3.49 for the fall semester of the current school year, recommended by principal, and have scored either Proficient or Advanced on the previous year's MAP test in the subject area of either Communication Arts or Mathematics.

Honor Roll

- Houston Middle School Honor Roll exists to recognize those who achieve academic excellence. At the completion of each quarter, the honor roll will be published in the Houston Herald based on the tabulated grades for that quarter. The honor roll will be divided into two categories: The "High Distinction" Honor Roll and the "Distinction" Honor Roll.
- Students will be eligible for the "High Distinction" Honor Roll if they have achieved a 3.55 Grade Point Average with no grade below a "C-." To be eligible for the "Distinction" Honor Roll, students must achieve at least a 3.00 Grade Point Average with no grade below a "C-."

Academic Letters

- Students achieving the High Distinction Honor Roll the first, second, and third quarters of the school year will be awarded an academic letter the first year qualifying and an academic certificate the following years.

ATHLETIC AND ACTIVITIES

Participation Requirement

- Students involved in Athletics at HMS must complete a MSHSAA Certification form prior to the first practice session or tryouts. The form requires athletes to provide personal information, parent permission of 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 noted in the form.

Sports and Athletics

- | | | |
|------------------------------------|------------------------|--|
| • 7 th / 8th Grade Boys | • 7th /8th Grade Girls | • 7 th / 8th Grade Students |
| Football - Fall | Volleyball - Fall | Cheer - Fall and Winter |
| Basketball - Winter | Basketball - Winter | |
| Track & Field - Spring | Track & Field- Spring | |

Before Away Sporting Events

- It is the intent of the Houston R-1 School District to provide adequate transportation for students to and from extracurricular activities. Students are required to use the transportation provided by the school to the activities. Exceptions will only be made with prior permission from the principal.

After Away Sporting Events

- Students are strongly encouraged to return from activities using district provided transportation.
- At the conclusion of the activities, students will either ride the bus back to the school or be released to the parents. Students being released to their parents must sign the form provided by the sponsor. Parents must meet with the sponsor in advance if they wish for their children to have alternate transportation. The sponsor will direct the request to the principal for final approval. The principal will ask for an E-mail or a signed letter in advance for documentation. In all cases, requests for alternate transportation for students, either to or from activities, will be granted only when a special situation exists which would create an unnecessary hardship on the parents.

Sportsmanship

- We encourage parents to attend and support their children at contests and games. As student athletes, it is a very important goal in life to strive for good sportsmanship. It is crucial to the development of good sportsmanship and a quality character that students be gracious winners as well as losers.
- At HMS, we believe it is possible for students and parents to be fierce competitors and yet, lose with dignity and honor. It is the expectation of HMS, that students demonstrate exemplary levels of sportsmanship in interscholastic competitions. 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 and positive reputation for the school. However, it only takes a few minutes to create a negative one. Students not displaying positive sportsmanship may lose privileges based upon the discretion of the sponsor and the principal.

ATTENDANCE POLICY AND PROCEDURES

Attendance

- In order for students to receive the full benefit of the educational process, regular attendance is imperative.
- The school is responsible for setting limits on the number of absences allowed from school. At HMS, we understand students may have necessary reasons to miss school throughout the course of an entire school-year. However, every effort should be made by parents to keep absences to an absolute minimum. The school district is held accountable for student attendance by the Department of Education. Therefore, the administration also carries the burden of responsibility to inform parents and students.

What Should I Do if Absent Today?

- Parents need to notify the middle school office when students are absent. For those who do not notify the middle school office the day of student absences, the office will send out a School Messenger call to the number in SIS at approximately 10:30 a.m. specifying students who are not in attendance.

Returning from an Absence

- Whenever students return to school from being absent, it is helpful if parents provide documentation as to why. Forms of documentation may include some of the following: (1) Note from a doctor for illness, injury, or other health conditions; (2) Proof of an appointment with the juvenile office; (3) Proof of an appointment with a non-school agency counselor; (4) Note from home regarding an illness; (5) Calling the office is acceptable practice, however a note is preferred.

Leaving Early/Arriving Late

- In some instances, students may need to leave campus during school hours. If this must happen, parents must either notify the middle school office in writing or with a phone call. Parents must also sign the students out in the middle school office when departing the school during school hours.
- In some instances, students arrive late to campus after school is in session. If this must happen, students need to immediately report to the middle school office so attendance can be credited.
- The computer system calculates attendance per minute. Houston Middle School is held accountable by the state for attendance minutes. The symbol "E" will notate students leaving early in the information system. The symbol "L" will notate students arriving late to class in the information system. Any students checking-in for the first time each day after the first bell will be considered "late." Leaving early or arriving to school late counts against students' attendance record.
- Students leaving school early or arriving late habitually will be monitored. In the event leaving early or arriving late from school consists of unverified reasons, students may face discipline for truancy per the code of conduct.

Truancy

- Once students arrive to campus, they are not permitted to leave the campus until the dismissal bell at the end of the day. Students who leave campus without proper permission are considered truant.
- Students waiting until after classes have begun during the day and showing up late to school may be considered truant.

Excessive Absenteeism Warning

- Houston Middle School exists to improve lives through education. The Houston R-1 School District seeks to enroll and educate all resident children in our community, as required by law and district policy.
- Students accumulating at least four (4) absences in one or more CLASSES each semester will receive a letter explaining the importance of being in school. The letter will also note a warning expressing future consequences including educational neglect and truancy crimes. Keep in mind; this is per class - not necessarily full days.
- Students accumulating six (6) absences in one or more CLASSES each semester will receive a letter explaining the importance of being in school. The letter will also note a warning expressing future consequences including educational neglect and truancy crimes. A phone call will be made to parents to help improve attendance. If necessary, a meeting will be made with the principal and juvenile authorities. If meetings are required and parents are unable to attend, another appointment will be made. Home visits are likely. If communication is unavailable, a hotline for educational neglect may be made. Keep in mind; this is per class - not necessarily full days.
- Students accumulating eight (8) absences in one or more CLASSES each semester (and each subsequent absence after 8) may be hot lined for educational neglect. Referrals may be sent to juvenile authorities accompanied by evidence of attendance records and communications regarding attendance. Another letter may be sent to the prosecutor. Keep in mind; this is per class - not necessarily full days.
- In addition, students will be monitored overall per minute possible for the school year. Students arriving late to school or checking-out early accumulate a loss of minutes that don't necessarily accumulate absences in the informational system, but still negatively impact the attendance of students. Students falling below 92% of their maximum minutes per quarter may qualify for the same warning process as class absences.
- Students who fall below 90% attendance of their maximum minutes for the school year may be required to attend summer school to qualify for a promotion. A committee will meet in the spring to determine summer school placement for students with poor attendance. Keep in mind, Summer School is not always a guarantee each summer. Students with attendance below 90% for the year may be considered for retention if summer school is not available.

Principal Discretion

- The principal will use discretion concerning all matters of attendance. Just like in discipline, it is unlikely every scenario can be addressed and outlined in writing ahead of time.

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 educational 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 or if it happens 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 as otherwise permitted by the building principal.

BAGS & OTHER CARRYING DEVICES

- Students must leave backpacks, duffle bags, handbags, purses and any other carrying devices in their lockers during the school day. However, students will be allowed to take these items to the locker room for PE classes.
- Certain students have been given permission to carry their purses or bags for medicinal reasons. Those students must gain permission from the principal to be allowed the privilege.

BEFORE AND AFTER SCHOOL

Before School

- Parents need to make every effort necessary to prevent students from arriving on campus prior to 7:40 a.m. each day. Exceptions will be made for school sponsored activities.
- When students enter the front doors, they are to either go to the gymnasium or the cafeteria.
- If students chose to enter the gymnasium, they are to choose a seat, and stay seated until dismissed by the on-duty teachers. Students who habitually fail to remain seated will be referred to the office for disciplinary action. 8th grade students sit in the bleachers on the north end of the gymnasium, nearest the bus parking lot. 7th grade students sit in the middle section of the bleachers. 6th grade students sit on the south end of the bleachers, closest to the interior doors of the gymnasium.
- Students who plan on eating breakfast in the school cafeteria should report directly to the cafeteria upon arrival at school instead of the gymnasium. Students will not be allowed to travel back and forth from the cafeteria to the gym or vice versa.
- Students will not be allowed to go to the lockers prior to the first bell at 8:00 a.m. unless they ride the vocational bus first period. They will be released to lockers at the 7:55 a.m. bell. Students who travel to the vocational building first period must use the bus transport which departs at 8:05 a.m. from the designated area.
- Students in the gymnasium before school will not be allowed to play with or possess basketballs, volleyballs, or any other sporting equipment.
- Students may use the restroom or go visit teachers only with permission from the on-duty personnel.
- Students will not be allowed access to the Library Media Center before school.
- Students have permission to use their cell phones and personal audio devices in the gymnasium until the bell rings at 8:00 a.m. However, if the use of electronic devices causes problems, the principal may choose to remove this privilege.
- Students are not permitted to sit on the top row of the bleachers.
- Students are not allowed to have food or drinks in the gymnasium.

After School

- Students waiting to get picked-up need to wait near the east wall out front of the middle school until transportation arrive.
- Students will not be allowed to participate in horse-play and other activities that could result in injury.
- Students who walk home must gather their materials and leave as soon as possible after the dismissal bell at 3:10 p.m.
- Students who ride the bus must take a direct path to the bus, stopping only at their locker (if necessary). Students must leave school grounds by 3:15 unless given permission to stay longer by the appropriate personnel.

BELL SCHEDULE

First Bell	7:55 a.m.	(for students going to vocational building only)		
Second Bell	8:00 a.m.			
First Period	8:05 a.m.	to	8:52 a.m.	47 minutes
Second Period	8:57 a.m.	to	9:44 a.m.	47 minutes
Third Period	TNT 9:49 a.m.	to	10:20 a.m.	31 minutes
Fourth Period	10:25 a.m.	to	11:12 a.m.	47 minutes
Fifth Period	11:17 a.m.	to	12:04 p.m.	47 minutes
Lunch	12:04 p.m.	to	12:34 p.m.	30 minutes
Sixth Period	12:39 p.m.	to	1:26 p.m.	47 minutes
Seventh Period	1:31 p.m.	to	2:18 p.m.	47 minutes
Eighth Period	2:23 p.m.	to	3:10 p.m.	47 minutes

BUS TRANSPORTATION

Privilege

- Bus transportation is a privilege offered by the Houston R-1 School District. 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. 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.

Discipline

- Students, parents, bus drivers and school officials must work together to provide for the safe transportation of students. 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.
- Students are subject to district authority and discipline while waiting for, entering, and riding district transportation. All statements written in the student discipline code shall be applicable to the bus discipline code.
- Any offense, which is not listed in the code, shall be referred to the principal for professional discretion.
- Students who commit infractions 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.
- Bus suspensions include activities as well as regular scheduled school days.

Guidelines

- In order to maintain high standards of safety on school buses, students are expected to abide by the following rules as well as any additional rules the driver may require:
 1. The driver is in charge of the pupils as well as the bus.
 2. Students must obey the driver promptly and cheerfully.
 3. Students must be on time to their bus stop – the bus cannot wait for late students.
 4. The driver is encouraged by the principal to assign seats to students.
 5. Students who are misbehaving may have special assigned seating to allow for driver supervision.
 6. Students should never stand in the roadways while waiting for the bus.
 7. Students should avoid unnecessary conversation with the bus driver.
 8. Students are expected to speak at reasonable volumes and maintain normal classroom conduct.
 9. The use of alcohol, drugs, or tobacco products is prohibited on the bus.
 10. Students must not throw paper or other rubbish on the floors of the bus.
 11. Students must not, at any time, extend arms or heads out of bus windows.
 12. Students are expected to sit in the appropriate seat upon entering the bus.
 13. Under no circumstances shall a student move seats or stand on the bus while the bus is in motion.
 14. Any damage to the bus is to be reported immediately to the driver.
 15. When leaving the bus, students must observe the directions and commands of the driver.
 16. Students will not be permitted to board or depart the bus at any location other than the usual, assigned, and designated place without parental permission and driver approval.
 17. Students 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 referrals.

Riding a Different Bus

- Parents who want their children to ride a bus or ride a different bus other than the one regularly scheduled, must provide either a signed note or make a phone call to the MS office no later than 30 minutes prior to the dismissal of school. A bus note will be delivered to the student.

CAFETERIA

Student Price

- Breakfast - \$1.35
- Lunch - \$1.90
- The price for breakfast and lunch is subject to change based upon the financial experience of the program.
- Students will be required to enter a 6 digit code when purchasing their food.

Free and Reduced Lunches

- Eligibility for free and reduced price services is based upon the income scale as established by the Department of Elementary and Secondary Education each school year. Houston R-1 School district benefits financially from the data collected regarding free and reduced services. Application forms will be supplied to students on the first day of school.
- Students who complete their free and reduced forms and return them to the middle school office will earn privileges and prizes.
- Students on free or reduced rates must pay full price for second helpings.

Account Balances

- The account balance for students is to remain positive. Money can be put into accounts in the following ways: MS office or with the online credit card feature.
- If there are any problems with accounts, students should make an appointment with the food services clerk before the beginning of the school day.

Lunch Procedures and Guidelines

- Students will wait until the cooks are ready to proceed through the line.
- As noted above, students will be issued a 6 digit code to keep track of fund balances. They should keep this code a secret from other students.
- During lunch, students are to speak to students beside them or in front of them only to help maintain volume. When students are finished eating, they are required to dump their trays and return to their exact seat. Students are not to move from seat to seat.
- Students who spend all of their time socializing or playing on their electronic devices will not be given extra time to eat.
- Students will not be allowed to leave their food or trash at the tables. Students are required to clean up after themselves.
- Students who choose not to eat at all are still required to go to the cafeteria. Students who choose to bring their own lunch are required to eat in the cafeteria. Students are not permitted to leave the campus to eat elsewhere.
- Seating charts will be given to students who are having a difficult time getting along, following directions, or causing other problems.
- Outdoor seating is only available when the weather is nice outside.
 - Mondays are for boys only.
 - Tuesdays are for girls only.
 - Wednesdays are for 6th grade students.
 - Thursdays are for 7th grade students.
 - Fridays are for 8th grade students.
- 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. Students caught throwing metal utensils in the trash will be required to retrieve it if possible or pay a fine. Students are required to use good manners at school just like if they were eating at home.
- Even though eating in the cafeteria is considered a social aspect of school, it still qualifies as classroom time; therefore students will be held accountable for their behaviors. Students will not be allowed to leave the cafeteria during the scheduled lunch time, unless approved by a lunchroom supervisor.
- When lunchtime is over, school food, trays, utensils, or cartons are not to leave the cafeteria without appropriate permission.
- Students may go see the nurse only when granted permission by an on-duty supervisor.

CANCELLATION OF SCHOOL

Procedures

- If inclement weather is expected, every attempt will be made to reach a decision by 6 a.m. The superintendent will notify the appropriate television and radio stations. Houston R-1 Schools will utilize the School Messenger system as well as any other social networks such as twitter and Facebook.
- Parents need to remember to keep the middle school office updated with current phone numbers. Students should not contact teachers or administration regarding school dismissal.
- On occasion, it is necessary to dismiss school early due to poor weather conditions. Many of the same resources will be used to communicate.

CELL PHONES AND ELECTRONIC DEVICES

Where Are Electronic Devices Banned?

- Cell phones being used in the classroom pose increasing risks of learning disruptions, bullying, distractions, criminal activity and academic dishonesty. Until the culture is such to allow these devices to be used constructively, we must use the following regulations. HMS does not allow students to use cell phones or other electronic devices in the classroom during instructional time. Students who use their cell phones or other electronic devices during instructional time will be disciplined according to the code. Teachers may allow students to use cell phones or other electronic devices for instructional with principal permission only.

Where Are Electronic Devices Allowed?

- Students will be allowed to use and carry their cell phones and electronic devices in the hallways, on the vocation bus, and to lunch each and every day as a privilege.

Acceptable Use of Electronic Devices

- Acceptable use of electronic devices include: texting, playing games, calling home, searching the web, watching videos, reading books, and listening to music.

Privilege

- Just like all privileges, electronic devices can be taken away from students. HMS will not tolerate cell phone and electronic device usage to impede on the learning environment. It is imperative the physical, mental, or emotional health and safety of students are protected. All discipline in relation to cell phones and electronic devices will be at the discretion of the principal in accordance with the code.

Discipline

- Students will be expected to abide by district policy for communicating with staff members.
- Cell phones and electronic devices are usually expensive. Therefore, take every precaution to take very good care of them. The Houston R-1 School district will not be responsible for the lost, stolen, or broken devices.
- Pictures, videos, or texts are considered the same as hard copy possession. Students will be held responsible in the same regard.
- Students who engage in inappropriate behavior with electronic devices including cell phones will lose the privilege to have electronic devices at school. Students may also face further discipline according to the code.

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.

- Staff members may, however, use reasonable physical force against students for the protection of students 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.

DANCES

Privilege

- Dances are a privilege, not a right. Dances are funded by the fundraising efforts of middle school students. Student Council members are responsible for the dance and all of its components.
- Students who demonstrate good citizenship for the semester will be allowed to attend dances. The principal will use professional discretion when determining the final roster of students allowed to attend the dance. As a guideline, students with only 1 documented incident on SIS will be determined on a case by case basis. Students with 2 or more incidents will not be allowed to attend the dance.

Guidelines

- Students must be a current middle school student at HMS.
- Students are not permitted to leave the dances early unless being picked up by parents. Students are not allowed to leave the building and then re-enter. If students leave, they must also leave school grounds.
- Students must wear gym appropriate tennis shoes or socks. Bare-feet are prohibited.
- Students are not allowed to have energy drinks at the dance.
- Students showing too much skin will be required to change clothes, cover up, or call home.

Discipline

- If there is discipline or behavioral problems at the dance, parents will be contacted immediately to come and pick up their students. Students disciplined at dances will not be eligible to attend another HMS dance during the school year.
- Depending on the severity of the infraction, students may be permanently removed from HMS dances including activities for the next year as well. If necessary, the principal may issue further discipline in accordance with the discipline code.

DIRECTORY INFORMATION & ACCESS

Family and Educational Rights and Privacy Act (FERPA)

- In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.
- The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

- *Eligible Student* – A student or former student who has reached age 18 or is attending a postsecondary school.
- *Parent* – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- *Student* – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

- Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

- All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.
- If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.
- The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

- Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.
- Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.
- The school district designates the following items as directory information:
 - *General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
 - *Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Law Enforcement Access

- The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.
- If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.
- Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

- The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

DISCIPLINE POLICY & CODE of CONDUCT

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. Students need firm yet careful discipline to learn good values and to portray wisdom. If we fail to deliver proper consequences, students may feel permitted to behave inappropriately. We want to help students develop integrity and good character by taking the time and energy to follow through with discipline when necessary. One of the most caring outcomes and teachable moments we can provide for students is to hold them accountable through appropriate discipline.

Board Approved

- When students are 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, have been deemed appropriate and necessary for the maintenance of a wholesome MS climate.

Minor Discipline

- Classroom teachers, staff members, or other personnel will make every effort to deal with the problems as they arise. A lot of minor discipline problems are quickly resolved by meeting with students for a moment, explaining the nature of what happened and why it was wrong, and redirecting them to better decisions next time. Unfortunately, some students react to corrective discipline inappropriately causing a minor discipline problem to escalate to a serious one in a hurry. We ask students to respectfully accept responsibility for their actions, thank teachers for their guidance and input, and get back to work.
- Sometimes, parents are called in as cavalry to help get the point across to students. However, with minor discipline, we shouldn't ever have to get to that point. At HMS, every effort will be made to work out minor discipline problems with just the students.
- Teachers are asked to instruct content and manage behaviors at the same time. Students who continually display behaviors such as nuisances, sneaky behaviors, belligerent attitudes, lack of respect, and poor listening skills, make the opportunities for learning very difficult for others. Teachers are asked to correct those behaviors early and often. Students who do not take heed and correct their misbehavior find themselves facing consequences that seem worse than the infractions committed. Often times, the little things are the most difficult for teachers to correct because it is so time-consuming and distracting to the overall learning process.

Progressive Code

- The HMS discipline code is progressive. Each additional office referral constitutes more stringent disciplinary action until students are 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. Our philosophy determines that it is never, under any circumstances, acceptable for students to be a distraction or cause a distraction to the instructional process.
- We discipline to teach! Students receiving consequences for their actions are meant to prevent the next infraction. Students getting in trouble more than once or twice are not adequately taking the discipline seriously.
- Teachers should not have to stop class to address behaviors distracting behavior. Staff members should not have to remind students about proper passing from class-to-class, boisterousness, name-calling, or any other expected cultural norms for behavior. Nonetheless, we do it. We teach behavior in the school just like we teach reading, writing, and arithmetic. Students cannot learn if they will not learn.
- The MS principal understands that no discipline code can specifically address all disciplinary circumstances. The administrative staff will exercise professional judgment while administering disciplinary options set forth under the student disciplinary code.
- The principal always reserves the right to immediately remove students from class or the school grounds, if their presence constitutes a danger to staff members, themselves, visitors, or students. This includes threats which distract the orderly conduct of school and if they are in violation of state statutes and city ordinances.
- The administrative staff is vested with the authority to advance beyond the normal discipline chart if students' conduct is in warranted violation of the school policy, regulation, and rules.

Students with Disabilities

- If students' 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 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.

Discipline Away From School

- Students are subject to disciplinary action up-to and including expulsion for serious misconduct away from school. Students are 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.
- Students will be disciplined pursuant to the discipline policy of the MS as if the misconduct had occurred during normal school hours.

Types of Consequences

- After School Detention - After-school detention is a structured study time, which begins at 3:15 p.m. and runs until 4:15 p.m. every day. All students are subject to this consequence if necessary. Teachers have the authority to assign ASD for repeated tardiness, repeated horse-play, repeated cell phone violations, and ongoing minor classroom disruptions. Detentions will be communicated by teachers and parents to ensure proper transportation can be arranged. Parents are responsible for making necessary arrangements for transportation for the agreed upon time. Students who fail to attend assigned after school detention sessions will be required to make-up the session on another date or during Saturday School unless another arrangement is made in advance. If necessary, ISS may be given if arrangements cannot be made.
- Counselor Referral - Students may be required to meet with the counselor on a periodic basis. The counselor will advise students on ways to improve their behavior.
- Disciplinary Assignment - Teachers have full authority to use their discretion to assign discipline assignments which focus on improving the behavior of students. The DA will not include extra homework and will not count as a grade. This consequence is not to be used as mass discipline. It is on an individual basis only. The DA will be returned to the teacher for accountability within the expected time limit.
- Informal Talk - School officials (teacher, administrator, or counselor) will talk to students and try to reach an agreement regarding how behavior should be corrected.
- Expulsion - Students, who consistently refuse to conform to school policies and regulations as outlined in the student discipline code, may be recommended to the superintendent for expulsion from school.

- Agency Referrals - Any violation, which also violates state statutes or city ordinances, may be referred to the appropriate law enforcement agency. The principal may refer students other agencies to include, but not limited to: Texas County Juvenile Office, Division of Family Services, or other outside counseling agencies.
- In-School Suspension - In-School Suspension is a behavior modification program which involves students being suspended from their regular school-day schedule. ISS has locations in both the high school and the elementary. ISS operates with the same bell schedule. Students must report to the ISS room with their necessary supplies and materials needed for the entire day. Students will not be permitted to leave the ISS classroom during the school-day unless authorized by the ISS instructor, another teacher, or the principal. ISS students will eat lunch separately from their peers. Students in ISS do not take regular breaks between each class period. Students who violate the rules and regulations of the ISS program 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 from students such as but not limited to athletic participation, extracurricular activities, dances, field trips, in-school rewards and activities, and student organizations.
- Lunch Detention - At HMS, we expect students to be on their best behavior as well as work hard to complete their assignments. Students who choose to act out poor behaviors or neglect to work in the classroom do not deserve to participate in privileged activities. We provide appropriate consequences and discipline. Students may receive a detention to be served during their lunch period. Students serving lunch detention will be required to sit in isolation without talking to others. Depending on the reason for lunch detention, students may be required to work on missing assignments. Lunch detention may be served in another room or in the cafeteria depending upon the discretion of the principal. In the event the principal determines this to be used, students will still be allowed to eat their lunch.
- Out of School Suspension – Out of School Suspension is the removal of students from the regular school environment, which prohibits them from attending school. Suspended students are not allowed to be on or around the school campus at any time day or night unless permission is obtained from the principal in advance. Students who are serving their OSS are not allowed to attend or participate in any extracurricular activities sponsored by Houston R-1 Schools. In some cases, the principal may require students to attend Saturday School in addition to or in lieu of OSS. Students receiving OSS will be given the opportunity to stay current with their assignments.
- Parental Involvement - Parents are notified of disciplinary action by a certified letter, personal contact, Email, or telephone. A conference may be appropriate for some incidents. Often times, consequences at school are only as good as they are at home. As a team, the principal and parents can help students learn from their misconduct.
- Report of Misconduct - Teachers are required to document the negative behavior of students in a step-by-step process. Certain infractions skip the progressive reporting process and go straight to the principal. However, most of the classroom discipline has historically been minor. Therefore, teachers who are concerned about distracting behaviors of students will document their concerns. The documented concerns can be reported to parents in a variety of ways such as face-to-face conferences, Email, letters, or phone calls. Once parents receive the report of misconduct from teachers, an intervention should take place at home. Also, teachers and parents can work together to help prevent discipline incidents from progressing to office referrals.
- Saturday School - Parents should view Saturday School as an opportunity to recover and recuperate pertinent learning which may have been lost due to excessive absences, tardiness, or distractions in the classroom. Saturday School is a structured study time which runs from 8:30 a.m. until 12:30 p.m. every other Saturday beginning with the 2nd Saturday in September. The extra time on Saturday should serve as a deterrent to students who may be simply choosing to miss school, show up late to class, or cause distractions. Student assistance will be available in the form of tutoring during Saturday School. Saturday School sessions will be scheduled, as needed, at the discretion of the principal as well. Students assigned Saturday School who show up late (even if it is not their fault) will have to make-up lost time on a different or the same Saturday. The consequence for skipping an assigned Saturday School without communication is for students to make up time in Saturday School at a later time. Saturday School requirements will accumulate. Students missing 2 or more scheduled Saturday School sessions may be required to make up their time in ISS depending on the infractions. Students are expected to bring schoolwork, homework, and

a book or magazine to read. If parents cannot make arrangements for transportation to Saturday School, the MS office should be notified in advance. The principal may choose to alter the consequences on a case-by-case basis. At the end of the school-year, Saturday School sessions which have not been completed, may be completed during summer school (if available). Consequences may follow students until the next school year as well.

- **Time Out** - Students may simply need a time-out. Time-outs can be an effective re-directive for struggling students as long as it is done appropriately. Time-outs take place when students are removed by teachers and placed in a different classroom with different school personnel for a short time. Students may also request time-outs if they know they are necessary to prevent escalation. Teachers will use their discretion regarding this request.

Code of Conduct

- **Progressive in Nature** - 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 students have demonstrated excellent behavior and then become involved in a problem area, their prior record of behavior will be taken into consideration before any action is taken. Students, who are continually involved in problem areas, will continue to receive disciplinary action. This might be at the maximum action. Factors such as students' attitude while being disciplined, time between offenses, and severity of the problems, will be taken into account before any action is taken. If incidents occur that have not yet been addressed in the listed code, the principal will use professional discretion for determining consequences, if any. All consequences may be adjusted by the principal on a case-by-case basis.
- **Agitating Incident**
 - Is saying or doing something irritating to other students in an attempt to cause annoyance, discomfort, pain, or suffering in a mentally, physically, or emotionally way. This often times leads to retaliation or tattling. This is not to be confused with bullying.
 1. Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
- **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.
 1. 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, financial restitution, contact the juvenile authorities or law enforcement officials
 2. 1-180 days of OSS, Expulsion, financial restitution, contact the juvenile authorities or law enforcement officials
- **Assault**
 - Is hitting, striking, or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury, or physically injuring another person. Assault could also be attempting to or successfully causing serious physical injury or death to others.
 1. Loss of Privileges, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement officials
 2. Loss of Privileges, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement
- **Bullying**
 - Intimidation or harassment of students 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 is represented by repeated patterns and is targeted. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm. Bullying is misused quite often in school settings. Friends who are having relationship problems are not necessarily bullying one another. Students often have a difficult time seeing how their own actions instigate retaliation from other students. When that happens, it is no longer bullying. However, actual bullying will

not be tolerated and the principal will discipline within the full extent of the code of conduct for students who truly bully others.

1. Loss of Privileges, 1-5 days of ISS, 1-180 days of OSS, contact the juvenile authorities or law enforcement officials
 2. Loss of Privileges, 1-180 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement
- **Bus Misconduct**
 - Is an offense committed by students on district owned or contracted buses. Students shall be disciplined in the same manner as if the offenses had been committed at the school.
 1. Warning
 2. Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS
 3. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 4. Loss of Privileges, Loss of Privileges, 1 day of Bus Suspension, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 5. Loss of Privileges, 5 days of Bus Suspension, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 6. Loss of Privileges, 10 days of Bus Suspension, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 7. Loss of Privileges, 20 days of Bus Suspension, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 8. Loss of Privileges, Double the prior Bus Suspension, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 - **Chronic Failure to Work on Assignments**
 - Occurs when students chronically fail to work on their assignments in the classroom setting. This is the refusal to put forth effort in class under the direction and supervision of the teacher. This includes activity classes such as Art, Band, Choir, and PE.
 1. Loss of Privileges, Warning
 2. Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS
 3. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 - **Computer Violation**
 - Is 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 or blocking device; viewing inappropriate websites or unauthorized websites.
 1. Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS, financial restitution
 2. Loss of Privileges, 1-180 days of ISS, 1-180 days of OSS, financial restitution
 - **Dishonesty with Academics**
 - Is cheating on assignments, tests, projects, 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.
 1. Loss of Privileges, Retake or Redo the assignments, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS
 2. Loss of Privileges, Retake or Redo the assignments, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 - **Dishonesty or Lying**
 - Any act of lying, whether verbal or written, including forgery to staff members.
 1. Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS, nullification of forged document
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, nullification of forged document

- **Disruption or Misconduct**
 - Is conduct, behavior, or speech 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, 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. Many of the incidents involving disruption include students talking excessively, making noises, laughing, and not being respectful when the teacher is talking.
 1. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion
- **Disruptive/Harmful Devices**
 - Possession or used of devices including, but not limited to water balloons, rocks, peashooters, firecrackers, silly string, shaving cream, pocket knives under four inches, laser pointers, etc....
 1. Warning, Confiscation permanently, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-10 days OSS
 2. Confiscation permanently, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-10 days OSS
- **Dress Code Violation**
 - Students not following the dress code.
 1. Warning, Correction of Violation, Loss of Privileges, 1-3 days of ASD, 1-3 days of ISS, 1-3 days of OSS
 2. Correction of Violation, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS, Expulsion
 3. Correction of Violation, Loss of Privileges, 1-10, days of ASD, 1-10 days of ISS, 1-10 days of OSS
- **Drugs and Alcohol**
 - Is possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation; is 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; Is 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.
 1. Loss of Privileges, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement officials
 2. Loss of Privileges, 1-180 days of ISS, 11-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement officials
- **Electronic Device**
 - Possession or use of toys, games, audio devices, and other electronic devices that are not authorized for educational purposes while in the classroom. It also includes using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during classroom instructional time. Students may use their electronic devices appropriately during passing periods and in the cafeteria as long as they still have the privilege.
 1. Confiscation for rest of the day, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS
 2. Confiscation until parents retrieve, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS

- **Extortion**
 - Occurs when students obtain money, property, or services through coercion. The actual attainment of money or property is not required to commit the offense. If the students make threats or try to intimidate others, referring to a requirement of a payment of money, property, or something of value, they are committing the offense. This includes exacting pain or suffering on others in order to endure something unpleasant, therefore, obligation to give-in to the demand is the best choice.
 1. Warning, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion
- **Failure to Meet the Conditions of Suspension or Discipline**
 - Occurs when students directly or indirectly fail to meet the conditions of an expulsion, suspension, or other disciplinary consequences.
 1. Warning, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement officials
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement officials
- **False Alarms and Emergency Reports**
 - Is 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.
 1. Warning, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, Expulsion, restitution, contact the juvenile authorities or law enforcement officials
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, restitution, contact the juvenile authorities or law enforcement officials
- **Fighting**
 - Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action. Students are expected to seek non-violent means in solving disputes. If physical confrontation is anticipated, students are to seek assistance from an administrator or teachers.
 1. Warning, Loss of Privileges, 1-3 days of ASD, 1-3 days of ISS, 1-180 days
 2. Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement officials
 3. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement officials
- **Harassment**
 - Regular harassment is any unwelcome verbal, written, or symbolic language directed towards people based upon their ethnic group, race, religion, or other various discriminatory reasons.
 1. Warning, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion
- **Hazing**
 - Any activity that would negatively impact the emotional, mental, or physical safety of students by requiring them 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, or various groups. Hazing may occur even when every student involved is a willing participant.
 1. Correction of Violation, Warning, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS
 2. Correction of Violation, Warning, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion
- **Incendiary Devices or Fireworks**
 - Possession or use of fireworks and other explosive devices on or near school grounds. This includes incendiary devices such as displaying, possessing, and using lighters, matches, and other various devices used to start fires. Items used for educational purposes must have principal approval.
 1. Warning, Confiscation permanently, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-10 days OSS

2. Confiscation permanently, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days OSS
- **Indecent Exposure and Sexually Explicit Material**
 - Is when students display or possesses sexually explicit, violent, or vulgar material, electronically or otherwise, including, but not limited to depictions of nudity, explicit death, explicit injury, pornography, explicit music or sounds, or any other various material that is considered vulgar. This includes indecent exposure of own sexuality or another person's. The prohibition of certain items does not prevent teachers from using Houston R-1 District approved material for age appropriate educational value.
 1. Confiscation permanently, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, contact juvenile authorities or law enforcement
 2. Confiscation permanently, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact juvenile authorities or law enforcement
 - **Insubordination or Defiance**
 - Is directly disobeying or displaying an open and defiant attitude towards staff members when asked to do routine or appropriate tasks.
 1. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS
 - **Littering**
 - Is throwing, leaving, or setting trash or trash-like material in places other than designated trash cans.
 1. Correct of Violation, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS, Disciplinary Assignment to Clean
 2. Correct of Violation, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, Disciplinary Assignment to Clean
 - **Profanity**
 - Degrading or offensive actions, gestures, and language either verbal or written. Students using profanity towards people will be disciplined more aggressively.
 1. Loss of Privileges, Disciplinary Assignments, 1-5 days of ASD, 1-5 days of ISS
 2. Loss of Privileges, Disciplinary Assignments, 1-10 days of ASD, 1-10 days of ISS
 - **Public Display of Affection and Mixing with HS**
 - Any physical contact that is meant to display physical or emotional affection toward other people. For HMS, anything that exceeds the holding of hands is defined as excessive PDA. 8th grade students will not be allowed to show any affection towards students below 7th grade. MS students are not permitted to hang out with, talk, socialize, high-five, hug, or walk with HS students.
 1. Correct of Violation, Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-5 days of OSS
 2. Correct of Violation, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS
 - **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 the buses.
 1. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement
 - **Sexual Harassment**
 - Is the use of unwelcome physical, verbal, written, and 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 words. Other 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.
 1. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement

- **Tardiness**
 - Students are disciplined for tardies they accumulate PER QUARTER
- **First Offense—4th Tardy—Parent Letter**
 1. Second Offense—5th Tardy—2 lunch detentions
 2. Third Offense—6th Tardy—2 lunch detentions
 3. Fourth Offense—7th Tardy—2 lunch detentions
 4. Fifth Offense—8th Tardy—And each one thereafter—2 days ISS
- **Tobacco**
 - Possession or use of tobacco products, electronic cigarettes or imitation tobacco or cigarette products or any related paraphernalia such as packaging, lighters or matches, on buses, school property, and at school-sponsored functions. Possession and Use have two different levels of consequences.
 1. Correct of Violation, Confiscation permanently, Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, contact the juvenile authorities or law enforcement
- **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.
 1. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, restitution or return of property, contact juvenile authorities or law enforcement
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, restitution or return of property, contact juvenile authorities or law enforcement
- **Threats**
 - Are verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
 1. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, contact juvenile authorities or law enforcement
- **Truancy**
 - Absence from class or school without prior consent and knowledge of the parents and the school administration. It can also be excessive, non-justifiable, absences from school, even with the consent and knowledge of parents and the student. In addition, coming to school late or checking out early may be considered truant.
 1. Loss of Privileges, 1-3 days of ASD, 1-3 days of ISS, 1-3 days of OSS, 1-3 days of Saturday School, contact juvenile authorities or law enforcement
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, 1-10 days of Saturday School, contact juvenile authorities or law enforcement
- **Undesignated Area or Unauthorized Entry**
 - Is assisting any other person to enter or entering into a district facility, locker, office, or other area that is locked or not open to the general public for use.
 1. Loss of Privileges, 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, contact juvenile authorities or law enforcement
 2. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-10 days of OSS, Expulsion, contact juvenile authorities or law enforcement
- **Vandalism**
 - Destroying or mutilating materials belonging to the school, school personnel or other people.
 1. Loss of Privileges, 1-10 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion, financial restitution, contact juvenile authorities or law enforcement
- **Weapons and Firearms**
 - Possession or use of a firearm, knife, weapon, or other devices used for attack and 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. Possession or use of any instrument or device as defined in 571.010 RSMo. The Houston R-1 District will take the following action upon determining that students have brought a firearm or weapon to school: The district will refer students to the appropriate criminal justice or juvenile delinquency system, and The district will suspend students 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. 365 days may imply a full academic calendar such as 180 school days. 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. The district may, at its discretion, provide suspended students under this regulation, with educational services in an alternative setting. Possession or use of a weapon or 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).

1. Loss of Privileges, 1-10 days of ASD, 1-180 days of ISS, 1-180 days of OSS, Expulsion, contact the juvenile authorities or law enforcement

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

Goal

- 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 are designed with the goal of balancing the competing interests of student expression and student safety.

Discipline

- Students who violate the 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.

Code

- Students must wear shoes, boots, sandals, or other appropriate footwear at all times during the instructional day. Cleats, swim shoes, roller skates, or other inappropriate footwear is not permitted.
- Students must not cover their faces with masks, bandanas, or any other face coverings at any time during the day.
- Students are permitted to wear ball caps (baseball hats) and other appropriate head coverings in the halls, on the vocation bus, and in the cafeteria only. Helmets, bandanas, or other inappropriate head coverings are not permitted for safety reasons. HMS protects the educational learning environment and therefore head coverings are not allowed to be worn in the classrooms. The MS is offering a relaxed hat wearing environment outside of the classrooms. Therefore, in-class infractions will be dealt with more severely. This privilege can be permanently taken away from students for misuse and abuse.
- Teachers of specific classes may require students to adjust their hair, clothing, or remove jewelry during that period for safety. Teachers have the ability and authority to use discretion for these standards of safety.
- Students' clothing shall represent modesty and good taste. They shall not have writings, drawings, printings, slogans, or emblems that have obscenities, derogatoriness, vulgarities, nudity, inappropriate innuendos, or profanity. Clothing must not advertise alcoholic beverages, tobacco or drugs.
- Dresses, shorts and skirts should demonstrate standards of modesty and good taste. Dresses, shorts, and skirts will be at least longer than the length of students' fingertips when they are standing straight with their arms down to their sides. Students will not be allowed to wear clothing that shows an undue amount of exposure to their legs above their knees. Ripped or torn clothing with rips above the knees are not acceptable.
- Transparent blouses or shirts, midriff garments, or any other clothing that displays a considerable amount of skin or undergarments are not acceptable. This includes wearing shirts with non-factory cuts and other alterations to the sleeves that show the underarm and sides.

- Shirts or blouses that do not cap over the shoulder are unacceptable. Spaghetti straps and strapless shirts are not allowed. Shirts that cover one shoulder and hang off the other shoulder are not allowed. Shirts that expose too much skin on the chest will not be allowed.
- Tight fitting shorts such as bicycle pants or spandex shorts are not acceptable as outerwear. However, if students are wearing this type of clothing underneath other clothing, it is fine as long as there is no visibility.
- 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.
- Sunglasses, except those prescribed by physicians, may not be worn.
- No trench coats are to be worn.
- Students will not be allowed to wear their hoodies over their heads during instructional time.
- Physical Education classes have special requirements:
 - Students are to wear proper attire which includes athletic shoes with non-marking soles, and t-shirts that have not been altered.
 - Students may wear sweatpants and sweatshirts when necessary due to inclement weather or personal comfort.
 - As students wear shorts for activities in physical education, the expectation is for the clothing to cover up the appropriate amount of skin.
 - If there are questions or concerns 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 students or teachers 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.
 - All clothing worn or not worn must be taken home and appropriately washed at least once per week.

DRUGS AND ALCOHOL

District Policy

- The Houston R-1 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.

Law

- 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.

Discipline

- Students 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

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

EMERGENCY DRILLS

Overview

- HMS will be conducting earthquake, fire, tornado, and lock-down drills routinely. Emergency instructions are posted in all classrooms and will be reviewed with the students at the beginning of the school-year.

Earthquake Drill

- Earthquake will shake the ground - Teachers will direct students to take appropriate cover. Following the all clear, teachers will direct students toward the designated exits. Students will go in an orderly manner in order to ensure safety for all people. Specific instructions are posted in each classroom.

Fire Drill

- Fire siren or long continuous bell - Teachers will direct students toward the designated exits. Students 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 - Teachers will direct students toward the designated shelter. Students 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 - Teachers will direct students to remain silent and out of sight from windows and doors. Students will need to be attentive and calm. Students will not be allowed to open the doors for anyone.

eMINTS/Student Laptop

Laptop Orientation/Usage

Technology resources at Houston R-1 are provided for the purpose of supporting the educational mission of the school to provide all students with a quality education that supports success in an ever changing world. HMS participated in an eMINTS grant and acquired technology. Laptops will be provided to 7th and 8th grade students. The school’s goal in providing the laptop to its students is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and expectations consistent with all school rules and policies including, but not limited to, those stated in the Parent-Student Handbook, and the Student Acceptable Use Policy.

During orientation, Houston R-1 students are required to attend to the following responsibilities:

- Review the following Houston R-1 documents:
- Laptop Acceptable Care, Use, and Responsibility Procedures
- Setting Up Your Laptop to Connect to a Wireless Network
- Laptop Damage Report
- Laptop Loaner Agreement
- Student Pledge of Laptop Care, Use, and Responsibilities Procedure

1. Laptop

1.1 Receiving a Laptop

Laptops will be distributed following “Laptop Orientation.”

In addition to the Laptop students will receive a case. Students will receive earbuds. Students may purchase or bring their own headphones.

1.2 Returning a Laptop

Laptops will be returned during the final week of school. The date will be determined by the district calendar.

Students who transfer, withdraw, are suspended or expelled from Houston R-1 must surrender their laptop upon termination of enrollment or the last day of attendance, whichever comes first.

Students are expected to return the following items with the laptop: laptop case. All items will be inspected for damage.

A student who fails to return the laptop at the end of the school year or upon termination of enrollment at Houston R-1 will be subject to criminal prosecution or civil liability.

1.3 Protecting and Storing a Laptop

Students should use a secure place to store their laptop. When students are not using their laptops, they should be stored in their locker.

Students will be assigned to one laptop. Each laptop will have a designated charging cart. Students will check out their laptop at the beginning of each day and will return their laptop at the conclusion of each day.

- When storing the laptop, nothing should be placed on top of the laptop.
- Laptops should not be stored in any location that is not climate controlled.

1.4 Loss or Theft of a Laptop

In the case of loss or theft occurring at school, the borrower must report the incident to the Middle School Principal immediately but no more than one day after the occurrence.

1.5 Fines and Fees

By taking possession of a laptop and case, the borrower agrees to assume responsibility for the safety, security, care and proper use of the borrowed property.

Students will be responsible for any damage(s) to the laptop, in the case of abuse, neglect, or intentional damage. The student may be charged a fee for intentional damage(s), not to exceed the replacement cost of the laptop (\$604). Houston R-1 School District Administration will make the final determination of any fees assessed.

2. Taking Care of a Laptop

Students are responsible for the general care of the laptop they have been issued. Laptops that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment. Students are responsible for anything done using their assigned laptop or their login. The laptop is school property and all users will follow the Laptop Acceptable Care, Use, and Responsibilities Procedure; Student Pledge for Laptop Use; and, the Houston R-1 Acceptable Use Policy.

2.1 General Precautions

- A. While the laptop is considered scratch resistant, the laptop will scratch. Avoid using any sharp object(s) on the laptop.
- B. Laptops do not respond well to liquids. Avoid applying liquids to the laptop. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the laptop. Use of unapproved cleaners may damage the laptop.
- C. Do not attempt to gain access to the internal electronics or repair a laptop. If a laptop fails to work or is damaged, report the problem to the Technology Integration Coach or Principal.

- D. Cords and cables must be inserted carefully into the laptop to prevent damage.
- E. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Houston R-1.
- F. Laptops have the ability to be remotely located. Modifying, disabling or attempting to disable the QNS App is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- G. Laptops have a unique identification number and at no time should the numbers or labels be modified or removed.
- H. Laptops must never be left in an unlocked locker, on top of a locker, on a table, in an unlocked car, or in any unsupervised area.
- I. Laptops are assigned to individual students and the responsibility for the care of the laptop solely rests with that individual. Students should not lend their laptop to another person.
- J. Please do not attempt to contact Lenovo service directly for repair questions. Please contact the Technology Integration Coach.

2.2 Carrying Laptops

The protective case provided with the laptop has sufficient padding to protect the laptop for normal treatment and it provides a suitable means for carrying the device. Students are expected to carry the laptop within its protective case and they are expected to avoid placing too much pressure and/or weight (such as folders, workbooks, textbooks, etc.) on the laptop.

2.3 Screen Care

The laptop screen is particularly sensitive to damage from excessive pressure on the screen and/or excessive heat and cold temperatures. Also, if subjected to rough treatment, the screen can be damaged. The screen should be cleaned with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used. The following tips should be followed:

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the laptop.
- Do not “bump” the laptop against lockers, walls, doors, floors, etc...as it will eventually damage the laptop.

3. Using a Laptop

Laptops are intended for use at school each day. In addition to teacher expectations for laptop in-class use, textbooks, school messages, announcements, planners, calendars, and schedules may be accessed using the laptop. Students are responsible for bringing their laptop, fully charged, to all classes unless specifically instructed not to do so by their teacher.

3.1 Laptops Undergoing Repair

Loaner laptops may be issued to students when their assigned laptops have been sent for repair (Laptop Loaner Agreement). A limited number of “loaner” laptops are available and are not guaranteed.

3.2 Charging a Laptops Battery

Laptops must be returned to their designated charging cart so they can be charged and in a fully charged condition for the following day.

3.3 Camera and Photos

The laptop comes equipped with web camera capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording and individual/group and notifying the individual/group of the intended usage of the image or video. Laptop cameras may NEVER be used in a locker room or restrooms.

3.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.5 Printing

Printing may or may not be available with the laptops. Students will be given information and instructions on printing from the laptop at school when it becomes available.

3.6 Behaviors and Discipline

Many behavior violations concerning technology can be directly related to an equivalent “traditional” violation and disciplined as such. The chart below identifies some common equivalencies.

<u>Technology Violation</u>	<u>Equivalent “Traditional” Violation</u>
Failure to bring laptop to class	Coming to class unprepared
Missing case	Not having required supplies
Emailing, texting, face timing, Surfing, etc...	Passing notes, playing games, etc...
Using someone else’s account	Breaking into someone’s locker
Accessing inappropriate material	Bringing inappropriate material to school
Cyber bullying	Bullying/Harassment
Using inappropriate language in text	Using inappropriate language in speech
Sending/forwarding assignment for Others to use – cheating, plagiarism	Giving a paper to someone to copy – cheating, plagiarism

4. Managing Files and Saving Work

4.1 Students should create a folder on the desktop on the laptop to save files for use.

4.2 Students should create a folder for each class to help stay organized on the laptop. Students should store all information on their H drive.

4.3 Network Connectivity

Houston R-I makes no guarantee that the school wireless network will be up and running 100% of the time.

5. Laptop Software

5.1 Originally Installed Software

- The software originally installed by Houston R-I must remain on the laptop in useable condition and be easily accessible at all times.
- It is the responsibility of the systems engineer to install additional software programs.

5.2 Additional Software

- It is the responsibility of the systems engineer to install additional software programs or files. Students are NOT ALLOWED to install anything on the school’s laptop.
- Violent games and computer images containing obscene or pornographic materials are banned.

5.3 Inspection

- The laptop is the property of the Houston R-1 School District. Teachers, administrators and/or systems engineers may ask to see the laptop at any time.

EXTRA & Co-CURRICULAR ACTIVITIES

Eligibility

- In order for students to be eligible to participate in extracurricular activities, they must be in compliance with all MSHSAA guidelines.
- MSHSAA stipulates: students who failed more than two (2) subjects shall be ineligible the following semester. If students do not make standard progress in Special Education, they will be ineligible as well.

Discipline

- 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.

Exclusion

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

Attendance

- On the day of extracurricular activities, students must be in attendance all day to be eligible to compete, perform, and practice. Exceptions can be made only by the building principal and with advanced notice and communication with parents. Acceptable excuses may include funerals and doctor's visits.
- For events that fall on Saturdays or other days where HMS is not in session, students are required to have been present all day the day before.

Athletics

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

Band

- The Music Department offers an instrumental program consisting of a beginning band class for the 6th grade students who are interested. Students wishing to continue their learning in band may do so in the 7th and 8th grade.

Choir

- Choir is offered to all students in 6th through 8th grade. Participation may include, but is not limited to two (2) vocal competitions and concerts.

Student Council

- The student council is not a form of self-government for students. However, it is an opportunity for students to participate in service for their fellow students. Through the council, it is hoped that students will be aided in understanding and living in our democracy. Student Council consists of three representatives from each grade. Participation in Student Council is a privilege. Students will be dismissed from serving if they do not comply with the established guidelines for duty.

24 and Math Team

- The 24 Team is offered to all students in 6th through 8th grade. Participation may include, but is not limited to two (2) Saturday competitions.

FIELD TRIPS

Privilege

- Field Trips are a privilege, not a right. Depending on the available school funding, students may be given the opportunity to attend educational field trips. The field trips are funded in part by the fundraising efforts of middle school students and in part by individual students.
- Students who demonstrate good citizenship for the semester will be allowed to attend the field trips. The principal will use professional discretion when determining the final roster of students allowed to attend the field trips. As a guideline, students with only 1 documented incident on SIS will be determined on a case by case basis. Students with 2 or more incidents will not be allowed to attend the field trip.

Procedures

- All (non-local) field trips require parents' signature. If the appropriate slip is not returned by the appropriate date, students will be required to stay behind. While on the field trip, students are required to follow the HMS handbook regarding food and drinks.

Discipline

- If there is discipline or behavioral problems while on the field trips, parents will be contacted immediately to come and pick up their students. Students disciplined while on field trips will not be eligible to attend another HMS field trip during the school year. Depending on the severity of the infraction, students may be permanently removed from HMS field trips including activities for the next year as well. If necessary, the principal may issue further discipline in accordance with the discipline code.

FINES AND FEES

- Students who owe fines or fees may be denied privileges.
- Fines and Fees will follow students to their senior year and graduation.

FOOD AND DRINKS

Guidelines

- Students are not allowed to have any food of any kind in the school buildings except for the two exceptions below:
 - Students who bring their lunch from home may leave it in their locker until lunch time - drinks need to be sealed shut in a plastic container with a lid.
 - Teachers may allow students to have candy, drinks, or snacks in their classroom on occasion for special rewards. Drinks must be plastic bottles with lids. Snacks, candy, food, and drinks for a reward need to be consumed prior to the next passing period.
- Bottled Water is acceptable in a regular sized container as long as it does not distract from the learning environment. Teachers have the authority to deny bottled water in their respective classrooms.
- MS students do not have access to any soda or snack machines throughout the day. Purchasing snacks or sodas in the vocational building is considered a violation of MS rules.
- Students are not allowed to drink or possess any type of energy drinks. If students are unsure whether or not a drink is considered an energy drink, the teachers will make the final decision.

FUND RAISING

- MS students do not have permission to sell any products at school as a fundraiser unless they are a part of the school fundraiser. Students are also not allowed to sell or rent products or services at school for personal gain.

GRADING & REPORTING

Progress Reports

- Students will receive notice of their grades approximately every three weeks via a printed report. Students are expected to take the report home to their parents.
- At no point should this report be seen as a final report card. Progress reports can change on a daily basis as teachers enter grades into the computer system.
- Teachers are encouraged to send additional notices to parents at any time during the school year as the need arises.
- Parents can check their student's grades through Parent Portal by signing an agreement at the office.

Report Cards

- On a quarterly basis, a summative report will be issued to parents of students. The report will include a letter grade for each subject used to indicate the proficiency of students' learning. The grading system at HMS is based upon the total point system or the percentage method.

Grading Scale

- **100 Point 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 to students who have not completed the required work for the quarter. It is the responsibility of students to complete their work prior to the end of the quarter so teachers can accurately evaluate and report learning.
 - Students who don't finish their essential work may be required to attend summer school to receive a grade.

GUIDANCE AND COUNSELING

Goals

- The guidance program at HMS plays an important role in the total educational process of students. Guidance and counseling is available to all students, not just those feeling as if something is wrong.
- The guidance curriculum provides students with knowledge regarding personal and social relationships, careers, and academics.
- The goal of the program is to help students develop confidence and self-love. Another goal is to promote tolerance for other people. Finally, the counseling curriculum is designed to help students cope with the demands of life, especially in middle school.

Procedures and Scheduling

- Students are welcome to make an appointment at any time. However, if the counselor is unavailable, students should prepare to return to class after signing-up on the sheet provided.
- Students may not linger unattended in the office of the counselor nor are they allowed to wait in the MS office either. The counselor will make arrangements to meet with students as soon as possible by scheduling an appointment. If possible, the counselor will try to see students who are scheduled right-

away. In an emergency situation, students should contact the principal. The principal will contact the counselor or make arrangements with another counselor as needed.

Confidentiality

- All information shared with the counselor is kept strictly between the counselor and students. The counselor will not relay information to anyone without the permission of students.
- However, by law, the counselor is required to relay information to the proper person or persons if students convey information about something that could be harmful to self or others. Students will be informed of this duty to relay in the initial contact session with the counselor.

HALLWAYS

Guidelines

- The congestive nature of school hallways requires students to exercise total care when passing to and from classes. Students will not be allowed to loitering in hallways and thereby add to the already congested halls. Please be polite and stay to the right.
- Students need to be reminded the sole purpose of passing time in the hallway is to make a direct path to the next class, stopping only when necessary at a locker, water fountain or restroom.
- Cell phones and electronic devices are allowed to be used in the hallways. However, this is privilege that can be taken away by any faculty members if misuse and abuse is taking place.
- Head coverings that are deemed acceptable by the dress code are allowed to be worn in the hallways. However, this is a privilege that can be taken away by any faculty members if misuse and abuse is taking place.

Mobile Hallway and Outside

- The vocation bus is considered a mobile hallway and therefore, students are expected to act and behave appropriately.
- Sidewalks and places outside of the building but still on campus are considered hallways as well. Students are expected to behave appropriately.

HEALTH SERVICES

Parents and School Communication

- Communication between parents and school is vital in regards to health. The middle school must be made aware of any health conditions students may have. The school must also be made aware of changes in phone numbers to enable the school to make contact with someone capable of making emergency medical decisions.

Medications

- Students are not allowed to possess medications or have them in their locker. Parents must bring all medicines to the nurse with the prescription from the doctor.

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.
- Students who need to take prescription medications while at school must have their parents 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 parents 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 or package. The prescription must be taken in the presence of the school nurse.
- Students who do not abide by this rule are violating the drug and alcohol policy of the district.

Inhalers

- If students have inhalers, the school nurse and middle school office must be made aware. It is important that we know how to care for students in the event of an asthma attack.
- Students are not allowed to carry inhalers unless the appropriate paperwork has been completed and it is filed in the MS office and the nurse.

Immunization

- It is state law that immunizations be kept up-to-date with public school attendance. As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parents of every pupil hereafter entering public school, to furnish to the middle school office upon enrolling, satisfactory proof of immunization.
- If students have not been immunized, there needs to be proof that parents are in the process of having that task accomplished in accordance with the rules and regulations of the State Department.
- Students may request not to furnish the middle school office an immunization document based upon religious beliefs or a note from a physician.
- Students infected with contagious diseases will not be permitted to attend school.
- Delinquent immunization letters are sent out throughout the school year.

Nurse

- If students feel as if they are ill, they should report their injury or sickness to teachers. Teachers will make arrangements for students to be sent to the Middle School Office. The office will then contact the nurse.
- After examining students that are ill, the nurse will send students back to class unless it is necessary to send them home to rest. Depending on the severity of the illness or injury, the nurse may suggest the parents take the students to go see a physician.

Serious Injury or Sickness

- If students become seriously ill or injured at school, parents will be notified. Parents should make decisions as to how to handle the situation. If parents cannot be reached in an emergency situation, the school will use the emergency contact information to contact the nearest relatives. If nobody can be reached, the nurse or personnel will help students with the best of their ability.
- HMS will look after the care of students in the absence of parents or nearest relatives even if that means contacting emergency officials. The MS representative will inform the emergency officials that every effort is being made to contact parents. HMS does not take financial liability for acting in good faith when parents are not available for communication on serious or life threatening injuries.

Other

- If students have been prescribed an EpiPen, the school must be made aware. Please make the MS office and the nurse aware of all allergies.
- Random head checks are done for head lice. Parents will be contacted if their children have head lice. Students will be required to leave school grounds and get treatment.

HOMEBOUND INSTRUCTION

- Students who have a diagnosed or documented illness are encouraged to complete a homebound instruction form. This form must be signed by a licensed physician and will then be considered as an attendance waiver.
- Final approval of the homebound form is at the discretion of the principal. During this time, students are still responsible for their make-up work.

INSURANCE

- The Houston R-1 School District does not provide students with supplemental accident school-time insurance coverage. However, the school will offer students the opportunity to participate in a group-student insurance plan.

- A student-accident policy will be issued on the first day of school. Students and their parents should read the insurance material carefully to fully understand the amount of coverage provided since all insurance policies have limitations.
- It is the responsibility of the parents 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.

LIBRARY AND MEDIA SERVICES

Library Services

- The library is available for students in grades 6-12 during the hours of 8:00 am – 3:30 pm. All students are encouraged to use this resource center. Books and magazines are checked out to students for study or home use at the checkout desk. Checkout time is 28 days for each and can be renewed once. A fine of .05 per school day is charged for each overdue item. Students will be charged for replacement cost of lost or damaged items. Students who repeatedly ignore requests to return overdue items or pay a fine may be refused library privileges until regulations have been met. The library is located on the second floor above the administrative offices. **All students are to check-in and check-out at the library service counter.**

LOCKERS

Purpose

- Lockers will be assigned to students at the beginning of the school year by the middle school office. They are to be used as a convenient place for storage of personal property.
- Lockers as with any other school property should be well taken care of. Lockers should be kept clean and orderly.
- Locker doors should be kept shut at all times, with nothing hanging out. Doors should be able to shut easily, so be sure to not overload it. If items do not fit into the locker, don't bring them to school.
- If doors or locks are damaged by students, fees will be charged accordingly.
- Students should expect the principal to do random locker checks throughout the school year.

Guidelines

- Extra clothes, coats, shoes, etc... Should be taken home on at least a weekly basis. Students will be expected to keep personal items to a minimum.
- Articles left in the locker are done so at the financial risk of students. Any items of value should be left at home.
- Students are not allowed to switch lockers.
- Food and drinks are not allowed in the lockers unless specifically used for lunch. Leftovers need to be thrown away and not stored in the lockers.
- Mirrors and decorations are only allowed if hung correctly and they don't cause problems. Stickers are not allowed on to be stuck on lockers. Students are not allowed to write on their lockers with anything.
- If students wish to promote encouragement and school spirit, principal approval is required.

Locks

- Students are free to bring their own locks to put on their assigned locker. However, the combination or key must be provided to the office of the principal.
- The principal has the authority to remove locks with bolt cutters. Locks that are cut by the principal will not be replaced by the school.

LOST AND FOUND

- The lost and found barrels will be located in the corner of the middle school office. The school is not responsible for any lost, damaged, or stolen property.

- At least twice per year, lost and found items will be given to charity.
- It is best if students leave their cash money and items of value at home. Students who lose their items need to seek help from teachers immediately. Students who find items that do not belong to them need to report the items to the MS office immediately. Use the golden rule when finding items.

LUNCH DETENTION

- At HMS, we expect students to be on their best behavior at all times. This includes working hard to complete all of their assignments. Students who choose to act out poor behaviors or neglect to work hard in the classroom will face a loss of privileges.
- Students may lose the privilege of eating with their peers. If this happens, students will not miss out on lunch altogether, instead, they will be isolated during this time.
- Students in lunch detention will not be allowed to wear their hats, use their electronic device, or cell phone...

NO CHILD LEFT BEHIND

Notice to Parents

- Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:
 - Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
 - Whether your child is provided services by Para-professionals and, if so, their qualifications.
 - What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- In addition to the information that parents may request, districts must provide to each individual parent:
 - Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
 - Timely notice that the parent's child has been assigned, or has taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Special Services

- The Houston R-1 School district will service students with disabilities from ages (3) to (21) in accordance with the regulations set forth in State regulations.
- The Houston R-1 School district will work to identify and provide education and assistance to students who are homeless, migrant, and are learning English as a second language.

PHYSICAL EDUCATION

State Law

- The State Department of Education requires each student to take physical education courses each year in the middle school.

Unable to Perform

- Students truly unable to perform physical activities may have exceptions made as long as parents provide the MS office and nurse statements from licensed physicians certifying the extent of the health problems and the probable length of recovery. The physician's note will determine the length and consideration for a temporary or permanent excuse of non-participation. The principal will be involved in determining that length as well with the collaborative efforts of the PE teacher.

- We understand there are some days when students may not be feeling well. Therefore, at the discretion of the PE teachers, occasional notes may be sufficient for one day excuses. Parents should provide a note explaining the nature of the sickness or pain. However, notes from home will not be allowed to determine prolonged excuses for missing physical activity in class.

Hygiene

- It is vital that MS students understand and model acceptable hygiene and social awareness. Students will be required to dress out for PE. However, the PE attire must abide by the MS dress code.
- What is good hygiene? Students need to change into an appropriate different t-shirt, appropriate different pair of shorts or athletic pants such as sweatpants, and wear tennis shoes. Students should wear deodorant and apply new deodorant after sweating.

Participation

- Students should be on their best behavior and treat equipment as well as other people with respect. The teacher can deduct participation points for non-active participation. If students choose to not to dress-out for physical education, they will incur disciplinary action from the teacher including alternative assignments. PE teachers will refer students to the principal's office after the 3rd no-dress. The principal will use the Physical Education discipline code for students who are not participating in PE.

Locker Room

- The locker-room is not a safe place to leave billfolds, purses, or wallets. Students who lose something of value assume all responsibility for the items. The school will not be held responsible for lost or stolen property.
- Horse play, rough housing, or messing around will be disciplined as the same as fighting because of the risk of injuries.

Bowling and Swimming Units

- If the school chooses to do a bowling unit, students must participate for credit. The local bowling alley charges a small fee for bowling. If students cannot pay for the bowling, alternative assignments will be made available for participation.
- If the school chooses to do a swimming unit, students must participate for credit. The local pool does not charge any fees, but students are required to provide their own swimwear. Certain students may have physical limitations preventing them from being able to participate in every swim session. Collaboration with the teacher is necessary to determine if that is the case. Upon reviewing the situation, teachers may exempt students and they will be given alternative assignments for participation.
- Remember, while at the bowling alley or pool, the locker room is not a safe place to leave billfolds, purses, or wallets. Students who lose something of value assume all responsibility for the items. The school will not be responsible for lost, stolen, or damaged property.

PROMPTNESS

Goals

- One of the goals of the administration is for all MS students to display responsibility by being punctual. Therefore, students are expected to not only arrive to class on time, but also; be seated and ready to learn.
- One of the best ways to accomplish this goal is for students to use the time between classes wisely and avoid excessive socializing. Students who practice taking the most direct path to classes have the best opportunity to arrive on time.
- Because MS students are given ample time to report to class, consequences will be assigned to students who habitually fail to adhere to the tardy policy.
- Teachers may use professional discretion when assigning tardies to students.
- Students who report to school late must sign-in at the office. Attendance is calculated based upon a percentage of minutes present in school not by class period.

Discipline

- Students will be disciplined in accordance with the tardy policy.

PLEDGE OF ALLEGIANCE

- Students will be asked to honor their country by saying the pledge of allegiance before school each day. Students not wanting to participate may opt out if they choose. Students choosing not to participate in the pledge of allegiance will be expected not to interrupt or cause problems so others can exercise their rights. Students causing disruptions or interrupting the pledge may be removed from the setting or face discipline according to the code of conduct.

RESPONSE TO INTERVENTION

Duration and Frequency

- HMS offers academic intervention time every school day. We call it TNT. (TIGERS NEED TIME)

Philosophy

- RtI is a means to expand our capacity to reach and support diverse learners.
- This first takes place in the classroom with great quality tier 1 instruction. Teachers provide instruction to all students. Some will be ready to move on after initial instruction from teachers because they either had prior knowledge or understood the instruction the first time. However, other students need just a little bit more time and focus. That time is called differentiated instruction.

Procedures

- Our daily bell schedule is set up to provide interventions for MS students. Interventions are determined by teachers during the collaboration time. Teachers use evidence based artifacts such as common formative assessments, rubrics, and other relevant information to help determine intervention placements.
- Students who are determined to need more intervention based upon student artifacts will be placed in tier 2. Tier 2 students will have opportunities to learn skills that have not been mastered yet. Once students master the standards provided by teachers, they will have opportunities to improve on other weak standards as well.
- Students who do not have any weak areas to improve upon according to research based practices may be able to receive academic enrichment or extended social time.
- Details of planning, preparing, and scheduling interventions during our TNT time slot each day will be determined by the staff each quarter. It is necessary for teachers and students to be flexible during this time as teachers use research based practices to help students learn at high levels.

Student Expectations

- We expect students to treat TNT with the same academic rigor and behavioral expectations as any other scheduled class time. Students will not be receiving grades for this time slot, but they are required to put forth the same quality of work.

RETENTION POLICY

- Research indicates an effect of less than desirable outcomes for students who are retained in MS. Students will be promoted to the next grade level if they meet grade level expectations as identified by the local and State Department of Education common core subject objectives regardless of their behavior.
- Certain students may be candidates for retention only if it is deemed as the best possible outcome by the retention committee.
- Students may qualify for retention based upon their attendance. A decision will be made by the attendance committee whether or not students will be required to attend summer school to avoid retention.
- Students who qualify for retention based upon the recommendation of the committee may be required to attend summer school and meet academic standards during that time in lieu of retention. However, summer school is not always available for students each and every year.

SCHEDULING

Schedule Changes

- Schedule changes will be permitted during the fall registration period prior to the first day of school only if possible and beneficial. Once school begins in August, students may request schedule changes only during the first three (3) days of school. This is done through the office of the middle school counselor.
- Not all schedule changes are possible due to the limited number of teachers and classes available. If students need schedule changes after the deadline, the principal will be notified by the counselor. The principal will only allow schedule changes after the deadline for extenuating circumstances.

High School Credit

- 8th grade students who take and pass Algebra 1 will receive high school credit. Below is a summary of how it works:
 - 7th grade students will be evaluated in a variety of ways including placement tests, their grades, quality of work, formative assessment data, and teacher recommendations.
 - Houston High School offers Algebra 1 credit in 8th grade. In order to receive high school credit for the course, a passing grade must be maintained. This grade will be reflected on the high school transcript.
 - Students are encouraged to earn a B- or higher to provide evidence of proficiency. In some cases, earning less than a B- might warrant the need for students to repeat Algebra 1 again as a 9th grade student in the high school.
 - Students enrolled in 8th Algebra will be required to take the High School End of Course Exam (EOC) instead of the 8th grade Math MAP test.
 - The 8th algebra course will implement the rigorous high school curriculum. This course is the foundation of all higher mathematics courses. Successful 8th Algebra students will take the EOC and move on to Algebra 2 as 9th grade students in high school.
 - In some instances, students in 8th Algebra who are failing may be allowed to drop the course and return to the 8th Math section to finish out the year. This will be determined on a case-by-case basis. Doing so however, will result in no credit for the 8th Algebra class.
 - Students who complete the course with a failing grade will be required to repeat the course in high school.
- It is important to note that several colleges do not recognize 8th Algebra as a high school math course even though students in Houston will receive high school credit on their transcript toward graduation. Most colleges require three (3) math credits – earned during high school.
 - Students taking Algebra 2 as 9th grade students will be expected to take upper level math classes for credit beginning their sophomore year. Such classes included but are not limited to: Geometry, Trigonometry, or test into Dual Credit College Algebra.
- Students wanting to apply for the A+ program need to score proficient or advanced on their 8th Algebra EOC. If they do not score proficient or advanced, special permission must be granted for a retake in high school. Once students score proficient or advanced on the Algebra 1 EOC and meet the other requirements, they are eligible for A+.

SEARCH & SEIZURE

School Personnel

- School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.
- Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

- It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.
- The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.
- School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents as soon as possible.
- During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

- Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.
- When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The agency desiring to interview the student will be responsible for notification of parents.

Removal of Students from School by Law Enforcement Officials

- Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student, and that official will have responsibility for parent notification.

Interview with the Children's Division

- Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

- When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

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.

STEWARDSHIP

- Students are responsible for leaving the school buildings and equipment in good condition. The school and its contents are the property of all taxpayers in the school district. Trash cans are provided throughout the school buildings and on school grounds. Students are expected to dispose of trash properly and help keep the school buildings, grounds, and buses neat and attractive.
- Restrooms, locker rooms, and the cafeteria are areas of high concern. It is the responsibility and duty of students to keep those areas tidy and in working order. Students who fail to do so will be disciplined per the code of conduct.

STUDENT WORK & ASSIGNMENTS

Purpose

- Everything we do at HMS is to promote learning at high levels. Assignments, projects, quizzes, and tests are designed to be evaluated so a determination can be made to see if learning has taken place. The frequency, duration, and expectation is at the discretion of the teacher.

Missing Assignments

- Keep in mind the purpose of assignments is to measure what is being learned and what is not being learned. At HMS, we only assign work that is meaningful and necessary for learning. Because of that, we also expect assignments to be completed with quality. When students have missing assignments, it makes it really difficult for teachers to evaluate their learning.
- Teachers may require missing assignments to be completed during TNT, lunch, focus room, ISS, study skills, before school, after school detention, or tutoring. Once students turn in work, it is at the discretion of the teachers to whether or not the work needs to be fixed, completed, or rewritten. Students who fail to turn in work will be motivated by teachers and administration to get their work completed or else face loss of privileges or discipline.

Late Assignments

One obstacle to academic success is the failure to complete assigned homework on the part of the student. Without student's completion of homework, teachers have no way of knowing if the student learned the concept or not. Teachers will set guidelines for late work. Grade reductions may occur. Students who consistently fail to turn in work will be referred to the office.

Assignment Policy

- The appropriate consequence for failing to complete or attempt assignments is attempting and completing the assignments. Teachers and administration will motivate, encourage, and reinforce good work ethic. However, consequences such as loss of privileges will soon follow for all students not turning in their work on time with quality.
- Students will be expected to complete their assignments and the assignments will need to be quality. Students will not be allowed to NOT do an assignment. If necessary, they will be required to do work in detention, Saturday School, or ISS.
- Students may receive an "Incomplete" if they still have missing assignments at the end of a grading period. Students may be required to do their missing assignments in Summer School (if available).

Make-up Assignments

- Make-up work will be provided to students who are absent. Students need to take the initiative to find out what was missed while absent. However, if by the end of the first or second day back, students have not made the effort to recover make-up assignments, teachers will meet with students about what is owed.
- Students will be expected to keep track of their assignments.
- Once students have been given their make-up assignments, an allowance of time will be made for completion without facing consequences. A general rule for teachers to follow is: approximately two (2) days of allowance per one (1) day absent. All assignments assigned are worth doing and completing for the sake of learning and therefore, completion with quality is the expectation.
- If students do not complete the work in that general allowance of time, teachers can either extend the consequence free time allotment or issue a referral for missing work.

TECHNOLOGY

Computer Usage at School

- Computer and Internet access are available to students and teachers throughout HMS. The goal in providing this service to students and staff 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 students 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:
 - The user will maintain a contract/user agreement that includes the signature of the parent/guardian (if applicable) before using the Internet.
 - The user will exercise diligence in the care of all equipment/software.
 - 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.
 - The user will stay on task.
 - The user will not send any unauthorized messages to anyone. The user will abide by the policy of the school regarding the use of disks and data storage devices.
 - If a user violates any of these provisions, access to the network and computers will be terminated and future access could be denied.

TEXTBOOKS

- Students are issued textbooks in some classes as a loan from the school. Students are expected to take proper care of textbooks. If students are guilty of destroying, hurting, or losing textbooks, they will be financially responsible for the replacement fee.

VISITORS

Defined

- Visitors are not employed by the school nor enrolled as students.

Procedure

- Visitors must report immediately to the MS office upon arrival on campus. Visitors will not be given permission to wander the halls. If visitors request to visit with students, the answer will be “no” unless it is an emergency situation. The principal will make that determination.

- Students are not allowed to bring friends or relatives to school as a visitor while school is in session. The same goes for HMS dances.
- All visitors who have an academic or expected reason to be on campus will be wearing a visitor's pass. If students spot someone on campus that is not employed, substituting, or contracted to be here, without a pass, please report that information to teachers immediately.

Teacher Visits

- Parents wishing to visit with teachers should Email the teachers to make appointments. Otherwise, a phone call to the MS office is appropriate as well. Appointments will be scheduled for their conference period, before, or after school.

Eating With Children

- Parents should not make plans to eat breakfast or lunch with their children without the prior approval of the principal.

WEAPONS

- 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:
 - The parent should notify the counselor of the intent to leave school and the reason for such action.
 - Students should return all books and equipment belonging to the school.
 - Students should pay all fees, dues, and bills.