

## **ANNOUNCEMENTS**

Announcements made by the principal are an important part of the students' day at the middle school. These announcements are informative and may include dates of important school activities. Students are asked to listen carefully to these announcements.

### **BREAKFAST**

There will be a breakfast program each day. Prices will be determined at the beginning of each year in accordance with food prices. Charges will not be allowed for breakfast.

### **CONDUCT GRADES FOR THE ACADEMIC CLASSROOM**

Conduct grades shall be given by each teacher. These grades shall reflect the student's behavior while under that teacher's supervision. The conduct grades will be "E", "S", "N", or "U". These grades shall be interpreted as follows:

- "E" grade - Excellent
- "S" grade - Satisfactory
- "N" grade - Needs improvement
- "U" grade - Unsatisfactory

### **CONDUCT MARKS**

Students may receive conduct marks at the teacher's discretion. Some of the behaviors that will result in conduct marks are listed below:

1. Not following classroom rules pertaining to behavior
2. Talking without permission or passing notes
3. Not following instructions
4. Disrupting class
5. Eating, drinking or chewing gum

A student will be referred directly to the office for serious misbehavior such as fighting, disrespect, or the use of profanity. When a student receives two conduct marks in a specific class two times, the teacher will make documented phone contact with the parent. The fourth conduct mark will result in a parent phone call and an after school detention. If a student fails to attend the after school detention, they will be assigned two days of ISS by the school administration. The fifth conduct mark will result in an office referral and a Saturday school assignment. If a student fails to attend Saturday school, they will receive one-day home suspension. In the event a sixth conduct mark occurs, the student will be assigned Saturday school. If they fail to attend Saturday school, two days of home suspension will be assigned. On the seventh conduct mark, the student will be assigned three days of home suspension.

## **DAMAGE TO SCHOOL PROPERTY**

Students and their parents are financially responsible for loss, damage or destruction of school or personal property, including textbooks and media center materials. If the damage is of a malicious nature, other disciplinary action may be in order up to and including possible legal action.

## **DRESS GUIDELINES**

### **Be neatly and cleanly groomed at all times.**

Students are not to wear “tee” shirts or other items of clothing with pictures, logos, phrases, letters, or words printed on them that are obscene, pornographic, or disruptive in the judgment of the school administration. This shall include, but shall not be limited to:

- clothing considered to represent illegal gang paraphernalia, including bandanas, “colors”, oversized saggy pant (all pants must be worn at the waist)
- no nude/semi-nude figures
- clothing or jewelry or other symbols that contain satanic, witchcraft-related, or other occult wording or images
- pictures or logos of alcoholic beverages or tobacco, obscene gestures or words, or pictures that depict prohibited substances

Students are not to wear hats of any kind within school buildings unless approved by the administration for special occasions. “Hats” should be interpreted broadly as including caps, visors, bandanas, scarves, or kerchiefs and similar hat-like apparel.

Hair should be of natural color.

### **Be dressed in a manner that does not distract others from learning.**

- **No half-length or midriff tops, tank tops, body suits, or see-through garments.**
- No spikes, chains (wallet or leash type)
- No visible ink, graffiti or tattoos are allowed on student’s skin.
- Earrings may be worn **in the ears only**. Body piercing on other body areas is not permitted.
- The **minimum length** of any garment with legs in it, regardless of what it is called, must fall within the range of the tips of the fingers to the base of the fingers (knuckles). This includes, but is not limited to, jeans, slacks, pants, sweat pants, culottes, walking shorts, “jams”, “clam diggers”, jump suits, etc.
- Skirts, or anything that gives the appearance of a skirt must be at least fingertip length.
- Shorts or skirts must allow students to be able to stand, sit, and/or bend with modesty.
- Any garment that reveals the back is not acceptable.
- Cutouts or holes in any garment will not be permitted.
- Cut-off shorts or cut-off shirts shall not be worn.
- Biking shorts or tights are not to be worn except during athletic periods or activities as approved by coaches.

- Slits in skirts should be no higher than fingertip length.
  - Students shall wear shoes.
  - No “wild-eye” or other similar contact lenses may be worn.
  - Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team shall be governed by the immediate person in charge of these activities, under the direction of the principal.
  - Mums or corsages shall be permitted in high schools only
  - “Banquet attire” at the middle schools (grades 7 & 8) shall be limited to “Sunday attire”. No formals, tuxedos, or other such formal attire shall be worn.
- Appropriateness and moderation in all things, concern for health and safety of students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress is highly controversial; opinion among people varies. The individual schools will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being and general welfare of students.

*These guidelines are in compliance with the KISD Student Code of Conduct*

The Board authorizes school administrators to make appropriate adjustments in the dress code to fit the unique needs of a particular campus and to employ appropriate disciplinary procedures to carry out and enforce this policy.

### **DRESS FOR P.E.**

Students may not wear the clothes that they wear to school for physical education class. **Please have names on all items. Students must use a lock on their P.E. locker and store P.E. clothes in the locker room.** Students are responsible for their own personal property and must keep their lockers locked at all times.

### **ELECTRONIC COMMUNICATIONS DEVICES**

Students may possess electronic communications devices including, but not limited to cell phones, pagers, PDAs, etc. during the school day from the first bell to the last bell under the following conditions:

1. The device must be turned off at all times.
2. The device must be out of sight at all times.
3. The device may not be used at any time during the school day.

Electronic devices may be possessed and used after school and at school-sponsored or school-related events subject to appropriate rules of usage.

If an electronic device is seen or heard from the first bell to the last bell, the following steps may be taken:

1<sup>st</sup> Offense: Confiscated by the teacher and turned over to HMS administration. Student may pick up the item after school with a phone call to parent. Student must sign for the electronic device.

2<sup>nd</sup> Offense: Confiscated by the teacher and turned over to HMS administration. Phone call to parent. Parent must pick up and sign for the electronic device.

3<sup>rd</sup> Offense: Confiscated by the teacher and turned over to HMS administration. Phone call to parent. Electronic device may be held until the end of the term. Parent must pick up and sign for the electronic device. Disciplinary action may be taken in accordance with the KISD Student Code of Conduct *or* the HMS Handbook.

Based on recommendations from crisis experts, during a school-wide crisis situation, all student cell phones may be collected. These phones will be used to prolong the school's ability to maintain communication. **The KISD Crisis Management Plan provides for necessary, controlled communication in times of school-wide crisis.**

### **EXTRACURRICULAR ACTIVITIES**

Any student who is in any alternative setting due to disciplinary action will not be allowed to attend or participate in extra-curricular activities during his/her assignment. The consequences for this assignment extend until the beginning of the next school day. This includes athletic events, band/choir performances, club meetings, and any other school event held on or off campus.

### **FIRE DRILL REGULATIONS**

The State of Texas has adopted the following fire drill signals, which are standard in most of North America. Students should march out of the building quietly, quickly, and orderly.

Students setting off false alarms will be penalized according to the state penal code and may be ticketed, fined and/or suspended. Maximum penalty may include felony charges brought against the student or students who deliberately cause a false fire alarm.

### **FIREWORKS/STINK BOMBS**

Possessing and/or shooting fireworks or stink bombs of any kind in the building are illegal. Students are subject to disciplinary and police action.

### **HALL REGULATIONS**

When classes are in session, all students who are in the hall must use the hall pass in the back of their agenda. These passes are given by teachers as they deem it necessary for their students to be in the hall during class.

## HONOR ROLL

Honor rolls are published at the end of each nine-week grading period. Students who receive a B average or better will receive recognition. Special recognition will be given to students who achieve this honor, both at semester and year-end.

## IMPROPER EQUIPMENT

Any object not necessary to the instructional program will be left at home. Items such as skateboards, roller blades, roller shoes and scooters are not allowed on school grounds. Radios, walkmans, CD players, tape recorders, yo-yos, toys, cameras, electronic games, rubber bands, etc. also fall into this category.

## I.S.S. (In School Suspension)

Students may be assigned to our In-School Suspension for serious or persistent misbehavior. The duration of the assignment will be determined by the offense. While in I.S.S., students will be assigned work, which will be graded by their teachers.

**Assigned work is to be completed before an exit pass will be given to return to regular classes.** Students are responsible for classwork they may have missed while in I.S.S. and are required to check with their teachers to see that they keep up with classroom assignments.

**Students who refuse to do their work or cause serious or persistent disruptions while in I.S.S. will be suspended from school from one to three days.** Repeated behavior problems may result in placement in the KISD Challenge Placement Center (CPC).

## LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property or while using district transportation, or while attending school sponsored or school related activities. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct.

## LATE ASSIGNMENT POLICY

Late assignments received from a student in a given class during a nine-week grading period may be handled as follows:

7<sup>th</sup> Grade: For each day that a student's work is late, a maximum of 10 points per day late may be deducted from the grade.

8<sup>th</sup> Grade: For each day that a student's work is late, a maximum of 15 points per day late may be deducted from the grade.

## LEAVING CAMPUS EARLY

A note from parents must be turned into the office before first period on the morning the student wishes to leave early. A phone number must be included for verification. At dismissal, a parent or guardian must sign the student out of the office. No one will be allowed to check a student off campus without his or her name being put on the student emergency card prior to check out.

## LOCKERS

Students have lockers assigned to them, and it is their responsibility to keep these clean and have their books and materials arranged in an orderly fashion at all times. No students are permitted to put their books in a locker that has not been assigned to them. All book bags and backpacks will be left in the students' lockers. **No student should permit another student to share his/her locker at anytime.** If students have problems with their lockers, they should see their homeroom teacher. Lockers remain the property of the school. As such, students should not expect them to be private; they are subject to search at any time reasonable cause exists to believe they contain any prohibited substance or property belonging to another. Students will not be permitted to use their personal locks because lockers have built-in locks. The school district is not responsible for items kept in lockers.

## LOST AND FOUND

It is the student's responsibility to see that all of his/her personal property bears proper identification. All items should be marked with a laundry pencil or other form of permanent marker and stored in the student's locker. Found items are to be brought to the office.

## LUNCH ROOM

Students may bring their lunches and use the school cafeteria. **No one may leave school during the lunch period.** Lunch prices will be determined at the beginning of each school year in accordance with food prices. Students may be assigned tables according to their designated lunch area.

## MAKEUP WORK POLICY

Make-Up Policy: Students will have two days for every day of absence to complete missed work.

Ex. 1: Student A misses school on Tuesday and returns on Wednesday...Makeup work is due on Friday.

Ex. 2: Student B misses four days of school. She has eight days to turn in all makeup work.

*\* Makeup work will be available at the front office at the end of the 2<sup>nd</sup> consecutive day missed upon the request of the parent or guardian.\**

**Re-Take Policy:** A student who scores below 70 on a test may retake the test for no more than a 70. For example:

Ex. 1: Student C makes a 54 on a test. He retakes and makes a 67. His grade on the test is a 67.

Ex. 2: Student D makes a 54 on a test. He retakes and makes a 75. His grade is a 70.

## **MEDICATION**

All students who require medication of any kind at school must complete a Health Services form, which is available in the nurse's office.

## **MIDDLE SCHOOL/FWPD LIAISON OFFICER**

A FWPD Officer has been employed by KISD to serve as a school liaison officer. This officer can and will be brought into matters regarding violations of both the Education Code and the Penal Code, that occur at school. The involvement of this officer does not always mean police action will be taken, but that the offense is serious enough to warrant police involvement in some way.

## **NATIONAL JUNIOR HONOR SOCIETY**

National Junior Honor Society is a privilege afforded to those students who meet the academic requirements and display the following characteristics: scholarship potential, dependability, responsibility, leadership potential, courtesy, maturity, outgoing nature, personality and character, positive attitude towards school and course work, temperament, and ability to get along with others.

Students who meet the academic requirements will receive a letter (usually in February), declaring their eligibility for consideration. It is very important that all materials and forms are returned on time or the student will be dropped from consideration. This is one of the highest honors a middle school student may receive and we hold these students to a high standard of excellence in all they do. They, too, have a constitution, which governs their activities. This should be read carefully by any candidate for NJHS.

## **POLICE QUESTIONING OF STUDENTS**

The following guidelines shall apply when law enforcement officer(s) or other lawful authorities desire to question or interview a student at school:

1. The Principal or Assistant Principal shall 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.
2. The Principal shall ordinarily make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the Principal considers to be a valid objection to the notification, parents will not be notified.
3. The Principal shall ordinarily be present during the questioning or interview. If the interviewer raises what the Principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

### **SATURDAY SCHOOL**

A student may be assigned to Saturday school for continued tardiness to class or misbehavior. Students must bring all materials with them necessary to work.

### **SCHOOL FUNCTIONS**

Students are held responsible for their conduct while in attendance at any school function, be it athletic, literary or social. A student who is on the school grounds or in attendance at any school function at any place, day or night, is subject to all regulations of the school and will be governed accordingly. Proper respect for all school personnel will be required of students at all school functions.

### **STUDENTS LEAVING CAMPUS**

Once a student arrives on campus, he/she is not allowed to leave campus without permission from the office. Once a student boards school transportation, they are under school jurisdiction. They will be expected to dress and behave accordingly.

### **TARDIES**

A student is tardy when he/she has not entered the doorway of the assigned class by the time the tardy bell rings. Tardiness, like absence, cuts down on the school's efficiency as time is lost and classes are disrupted.

When a student has been tardy to a specific class two times, the teacher will make a documented phone contact with the parent. The fourth tardy will result in a parent phone call and an after school detention. If a student fails to attend the after school detention, they will be assigned two days of ISS by the school administration. The fifth tardy will result in an office referral and a Saturday school assignment. If a student fails to attend Saturday school, they will receive one-day home suspension. In the event a sixth tardy occurs, the student will be assigned Saturday school. If they fail to attend Saturday school, two days of home suspension will be assigned. On the seventh tardy, the student will be assigned three days of home suspension.



## **TELEPHONE**

Students will not use the office telephone except in cases of extreme emergency. Permission to use the office telephone must be obtained from the Principal's Office. Parents may call students to the phone only in an emergency. In other cases, an office aide will deliver messages to students between classes. A pay telephone is available for student use before and after school.

## **TEXTBOOKS AND MATERIALS**

Textbooks and some other materials used in the courses offered at HILLWOOD MIDDLE SCHOOL are furnished to students at no charge. Students will have to pay for any damaged or lost books. State law requires textbooks be kept clean and covered. Please be sure your name and your teacher's name are written in your books in ink in case they are misplaced. Students will not be issued additional textbooks until all lost books and fines are cleared.

## **TORNADO DRILL**

A rapid series of bells will be the alert for violent weather. Students quietly, but quickly, move to a designated area and assume the duck-and-cover position.

## **TRUANCY**

Truancy is a violation of the school code and state law. Truancy, as defined here, is the illegal absence from one or more classes in the school day. If a student is truant, the parent and police will be notified. Truancy will lead to disciplinary action and the loss of grades, and possible legal action.

## **UIL ELIGIBILITY REQUIREMENTS**

Students participating in Interscholastic League athletics, fine arts, all cheerleaders and pep squad members must meet eligibility requirements set by the Texas Education Agency.

## **VISITORS**

Parents and visitors are welcome at the middle school at any time, and the school staff is anxious to cooperate with them. However, parents wishing to discuss problems with teachers should make an appointment with the teacher through the office for a conference during the teacher's conference period. In order to avoid unnecessary classroom interruptions, all visitors must check by the office to receive a Visitor's Pass before visiting with teachers or students.

# **HILLWOOD MIDDLE SCHOOL**

## **STUDENT HANDBOOK**

HILLWOOD MIDDLE SCHOOL  
8250 PARKWOOD HILL BLVD.  
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