

**MCCULLOCH INTERMEDIATE SCHOOL  
HIGHLAND PARK MIDDLE SCHOOL**

Student and Parent Handbook

2017 - 2018

**3555 Granada  
Dallas, TX 75205  
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# **McCulloch Intermediate School Highland Park Middle School**

3555 Granada Dallas Texas 75205

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[Mishpms.hpisd.org](http://Mishpms.hpisd.org)

## **Raider Student Handbook 2017-2018**

McCulloch Intermediate School (MIS) and Highland Park Middle School (HPMS), with an unyielding commitment to excellence, believe that a student's education is a partnership between educators, staff, students, parents, and community. Every individual's role is to commit to a superior educational experience, while addressing the unique needs of developing preteens and teenage students. We believe in:

- enhancing intellectual abilities in all academic areas;
- challenging students to be creative, curious, high-level, and independent thinkers who are committed to the process of learning;
- developing a student's sense of integrity, responsibility, honesty, leadership, and service to community;
- embracing respect for all people and celebrating diversity in a global community;
- creating a safe learning environment that meets the needs of all students;
- promoting participation in the fine arts and extra-curricular activities; and
- ensuring a dedicated faculty and staff who expertly guides and prepares students for future academic challenges.

*Highland Park Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, or age, or any other basis prohibited by law, in providing educational services, activities, and programs. For more information, go to "Nondiscrimination Statement" in this handbook.*

**McCULLOCH INTERMEDIATE SCHOOL  
HIGHLAND PARK MIDDLE SCHOOL  
3555 GRANADA  
DALLAS, TEXAS 75205**

<b>Dr. Laurie Hitzelberger</b>	<b>Principal</b>
<b>Kim Bain</b>	<b>Associate Principal</b>
<b>Greg Rico</b>	<b>Assistant Principal</b>
<b>Dr. Marcia Pool</b>	<b>5/6 Assistant Principal</b>
<b>Richard Bohac</b>	<b>7/8 Assistant Principal</b>
<b>Christen Armer</b>	<b>5th Grade Counselor</b>
<b>Margaret Arnold</b>	<b>6th Grade Counselor</b>
<b>Janet Adams</b>	<b>7th Grade Counselor</b>

<b>MIS Main Office/Attendance</b>	<b>214-780-3500</b>
<b>HPMS Main Office/Attendance</b>	<b>214-780-3600</b>
<b>Counseling Office</b>	<b>214-780-3640</b>
<b>Clinic</b>	<b>214-780-3520</b>

## **PRACTICES AND PROCEDURES**

### **Absences**

In accordance with state law, students are required to attend 90% of the days a class is offered in order to receive course credit. If a student's absences in any class (both excused and unexcused) exceed 10%, then credit for that class may be denied. The student may be called before the Attendance Committee to make an appeal for credit. The Attendance Committee may grant credit if extenuating circumstances contribute to excessive absences.

An **excused absence** is defined as any absence resulting from personal illness, illness or death in the family, observance of a religious holiday, or for a cause which is determined to be "uncommon or unavoidable" by the principal or his designee. For an absence to be appropriately classified as excused, the reason for the absence must be stated in writing and signed by the parent or other person standing in parental relation to the student.

An **unexcused absence** is defined as any absence which is not excused, in accordance with the definition cited above. Absences involving family trips, participation in non-school activities, or other similar absences will be classified as unexcused. For this category, makeup work is allowed for major grades and any other assignment deemed necessary by the teacher. All previously assigned major projects and tests must be completed upon the date of return.

Additionally, students may not participate in any school related activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than five times during each semester of the academic year.

If a student is absent, the parent is required to notify the attendance office. **On the morning following the absence, the student is required to bring a note signed by his parent explaining the reason for the absence.** The student must check in at the attendance office to receive an "Admit to Class." The student is required to present the "Admit" slip to his teachers at the beginning of each class period.

### **Absences - Make-up And Incomplete Work Due to Absences**

Students are permitted to complete make up work, tests and projects due in any class missed because of an absence. It is the student's responsibility to check with teachers concerning make-up work when he/she returns after an absence. Students who are absent have a period equivalent to the number of days missed to complete make-up assignments. Please note that one day's absence does not necessarily excuse students from the responsibility of pre-assigned work or tests on the day of their return.

Students should always refer to teacher pages on the school website ([mishpms.hpisd.org](http://mishpms.hpisd.org)) to stay current with class assignments and work.

### **Backpacks**

Backpacks pose a crowding and safety issue in the classroom and are too heavy to be carried all day by students. Therefore, all backpacks will be left in students' lockers during the school day.

### **Bicycle Racks**

Bicycles must be parked in the racks provided and should have locks. Students should "walk" their bicycles while on campus. Bicycle riders must observe safety regulations, which include coming to a complete stop at STOP signs. We strongly recommend that students wear helmets when riding.

### **Building Hours**

The building hours are generally 7:30am until 4:00pm Monday through Friday. The building is off-limits to students and parents at all other times, unless the student is attending a team practice, rehearsal, club meeting, study group, tutorial, etc. and under the supervision of a teacher. Students arriving early may go to the cafeteria where breakfast is served or to classrooms where tutorials are offered. After dismissal in the afternoon, unless involved in an activity under the supervision of a teacher, students should leave the campus promptly.

When students are attending before/after school activities, on or off district premises, teachers and administrators have authority over student conduct and the same rules of conduct apply as those during the instructional day.

**Bullying**

The District prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the District. Bullying may include verbal or written expression, expression through electronic means, or physical conduct. Bullying is not tolerated by the District, and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Teachers and staff are required by the administration to report any bullying incident reported or observed. Retaliation against anyone involved in the reporting process is a violation of District policy and is prohibited.

Students or parents are highly encouraged to report any alleged incident of bullying, orally or in writing, to a teacher, school counselor, principal, or other District employee. Students or parents may contact the District office directly to obtain an incident report form that may be used to submit a report of bullying or may report anonymously. Methods for anonymous reporting will be shared with parents and students during the 2017-18 school year.

Please note that after submission of the complaint to the District employee, the District may assign the report to a campus administrator to follow up on the submitted report and any other important matters pertaining to the report. We encourage you to communicate with your designated campus administrator during this time. More information about the District's bullying policy can be found in the campus administration office or in HPISD policies FFI(LEGAL) and FFI(LOCAL).

**Cafeteria**

The MIS/HPMS cafeteria, "The Lone Star Café", offers a variety of food choices. A menu and price list is sent home. Students generally spend between \$3.00 and \$4.00, depending on their choices, or students may bring all or part of their lunch from home. Skyward may be used to load money to your student's cafeteria account so they do not have to bring money from home every day. The MIS/HPMS PTA manages the cafeteria. Servers and cashiers are all parent volunteers. This is a great way to see your child at school and meet other parents. Shifts are from 10:30 AM to 1:00 PM. Please contact the PTA if you wish to volunteer.

*Food deliveries of any type are not permitted at school, including in the cafeteria and classrooms. As always, parents are welcome to come to school to eat lunch with their child.*

Teachers are allowed a maximum of two classroom parties a year. For classroom parties approved by the teacher, teachers will contact a room parent to coordinate acceptable and allergen-free treats, which can also be purchased in the school cafeteria, provided the cafeteria manager is advised the treats are for classrooms.

**Calendar**

A calendar of school events is available at [www.hpisd.org](http://www.hpisd.org) under the "calendars" link.

**Cell Phones**

In order to best preserve the learning environment, while also eliminating unnecessary distractions, we are asking students to leave all cell phones, Apple watches, or other communication devices at home. However, if devices are brought to school we will expect them to be powered off and remain off until the end of the school day and any time that students are inside the school building. Devices (if brought to school) will be "parked" (stored) as soon as the first bell rings in the morning, and may then be picked up at the end of the day. Seventh grade students in athletics or off-season will lock their cell phones in their athletic locker and retrieve it at the end of the school day. Eighth grade students in athletics or off-season will retrieve phones at the end of advisory and store them in their athletic locker until the end of practice. Again, no cell phone is to be on while in the building or at any time during the school day.

Consequences for violating the policy:

- First offense – phone collected, parent signs out for it in the office; office detention
- Second offense – phone collected, parent signs out for it in the office; 5 days lunch ISS
- Third offense - phone collected, parent signs out for it in the office; 5 days lunch ISS; phone will not be allowed at school or will be "parked" in the office all day

**Change of Address, Phone Number, or Name**

For a resident student who has changed addresses within the District, the parent or guardian must provide the school with a new proof of residence in the same manner required upon initial enrollment. These documents are: (1) closing statement/deed or lease and (2) electric or water bill (3) valid Texas driver's license or Texas ID card indicating a correct current address in the District. Parents can email the Registrar with changes in phone numbers, emails, or emergency contact information. For a name change a legal court order signed by a judge must be provided to the Registrar to make a name change for a student enrolled at MIS/HPMS.

**Cheating/Plagiarism**

MIS/HPMS believes in the importance of honesty and integrity. Students must not plagiarize or copy from others and present that work as their own. The work or ideas of others must be appropriately cited.

Students must not:

- Use any books or materials that do not meet teacher approval.
- Communicate verbally or otherwise with other students during an exam.
- Communicate with other students about exams that they have previously taken.
- Copy another student's homework.
- Steal another student's property in order to prepare for an exam.
- Present or represent someone else's ideas or work as their own.
- Cut and paste material from another source without properly quoting and citing the source.

Students must:

- Appropriately cite someone else's ideas, work, or paraphrased material, as per the teacher's directions.
- Consult the teacher if there are any questions regarding the honesty or appropriateness of any test preparation method or work product.

Plagiarism is considered a serious disciplinary offense. Teachers suspecting plagiarism should first seek an opinion of a knowledgeable person, defined as an ELA teacher not on the same team, a librarian, or an administrator. If plagiarism is confirmed, the parent of the student will be contacted. **Disciplinary consequences will be applied for cheating and/or plagiarism.**

**Checking Out of School**

If a student has to leave school for an appointment or emergency, the parent must send a note with the student on that day, stating the reason and time that the student needs to leave. The student should bring this note to the office at the beginning of the day for a permit to leave class. When a student leaves, they are required to sign-out in the attendance office. On the student's return he/she should sign-in and receive an admittance form back to class. Doctors and dentists can supply students with notes stating he/she was at a scheduled appointment.

**Cheerleading (HPMS)**

All 8<sup>th</sup> grade girls are eligible to participate in the cheerleading program, subject to U.I.L. rules. Cheerleaders must attend all training programs and are required to pay for uniforms and other expenses related to cheerleading. All policies and procedures for the cheerleading program are outlined in the cheerleading handbook, which is issued to each participating student.

**Clinic**

The clinic is open from 7:30a.m.-4:00p.m. daily, with a nurse on duty at all times. The nurse in the clinic must administer ALL medication taken during school hours. Students are NOT allowed to carry any medication with them, including over the counter medication, without express written permission from the nurse. All **medications, both prescription and over the counter, must be in the original container.** No medications will be given without the written parental permission on file in the clinic.

State Screening Requirements: State law requires all students in the 5<sup>th</sup> and 7<sup>th</sup> grades to be screened for Hearing, Vision, and Acanthosis Nigricans. This screening will be in the fall. All students new to the district are also screened. In the spring, we will conduct our state required Scoliosis screening for all 6<sup>th</sup> and 8<sup>th</sup> grade students.

**Co-Curricular Activity: Band/Orchestra/Choir**

Band, orchestra, choir, and theater are available as electives and all students are encouraged to participate. Private instruction is available to students of band or orchestra once per week during class time. School music teachers can provide the names of private teachers in the area. Students take part in scheduled performances, which are given during the school year and also participate in musical competitions, which are held throughout the area. These courses offer students a social opportunity as well as a performance opportunity. Eligibility is determined by the same **UIL ACADEMIC REQUIREMENTS** as athletics, unless a student is involved in a performance as part of the instructional process.

**Co-Curricular Activity: Playbill/Spotlight (HPMS)**

Playbill and Spotlight are available as electives for students interested in drama and musical theater. Playbill is a full year course, open to students by audition, where students will learn to express themselves through music, dance, and drama. Audiences will include the community and student body, with scheduled performances in the fall and spring semesters. Playbill is a unique class because much of the production work is done outside of the school, and it requires a degree of commitment beyond many other electives. Spotlight is a semester elective; also open by audition, for students with a serious interest in acting. Outside of class rehearsal is also required. Eligibility for co-curricular drama activities is determined by the same **UIL ACADEMIC REQUIREMENTS** as athletics, unless a student is involved in a performance as part of the instructional process.

**Code of Conduct**

The state of Texas requires that all districts have a written Discipline Management Plan, called the Student Code of Conduct and the Extracurricular Code of Conduct. The Codes of Conduct outline policies as well as consequences for violations. Every parent and student is required to read the Codes of Conduct and sign an acknowledgement that they have read and understand these documents. The Code of Conduct and Extracurricular Code of Conduct may be accessed through the district's website, <http://www.hpsid.org>.

**Complaints and Concerns**

Usually student/parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For more complicated complaints or concerns the District has adopted a standard complaint policy at FNG (local) in the District's policy manual. (This can be found on the District's website at [www.hpsid.org](http://www.hpsid.org))

**Counseling Office**

Guidance and counseling services are provided to assist students and parents with educational planning, test interpretation, study help, and concerns involving home, school, and social problems.

Four grade level counselors serve MIS/HPMS students. Each grade level is assigned to one counselor. To ensure a smooth transition into each grade level, the counselor moves up with the same group of students each year, from fifth through eighth grade.

To prepare for the move to the high school, the high school counselors and staff will meet with eighth grade students and parents in the spring semester to complete their four-year high school plan.

**Credit by Exam for Acceleration**

The district provides the opportunity for acceleration by examination in the core areas specified by the Commissioner of Education for grades 6-12. Algebra I is not eligible for acceleration by exam. This pertains to courses for which the student has not had prior instruction. The district's acceleration by exam requires the student to attain a grade determined in accordance with board policy EHDC on a test covering the course or subject. Placement or credit obtained by acceleration by exam shall be recorded on the permanent school record for grades 1-8 and on the academic achievement record for grades 9-12. The grade awarded through credit by examination without prior instruction will be the competency test score. In accordance with TEA guidelines, once credit is earned for a course, the grade will be recorded on the student's transcript and can only be changed in accordance with law. While a student is enrolled in middle school, high school courses offered and passed at middle school or passed through credit by examination without prior instruction will not count toward the GPA but will appear on the student's transcript, in accordance with law. Courses taken at Highland Park High School, regardless of the student's age, will count toward GPA and will appear on the transcript. The maximum number of times a student may take a credit by exam for acceleration in the same course is **two**. For further information, see your student's counselor.

**Credit by Exam for Recovery (After Failing a Course)**

If a student fails a course with a grade of 60 or higher, after receiving direct instruction, he/she may take a Credit by Examination (CBE) test to receive credit. The district uses CBE tests from the University of Texas or from Texas Tech University. If a student earns less than a 70 on a credit by examination, the student must repeat the course in summer school. The maximum number of times a student may take an exam for credit in the same discipline is **two**. A student desiring to obtain credit by examination should obtain information from the counseling office.

**D.A.R.E.**

Drug Assistance Resistance Education (D.A.R.E.) program is administered by a member of the University Park Police Department. Regularly scheduled D.A.R.E. classes are given in the 6<sup>th</sup> grade. The D.A.R.E. officer is on campus from 8:00 AM until 3:45 PM daily. The officer also works with the school staff on safety and crisis prevention.

**Deliveries and Messages**

In order to avoid classroom interruptions, all deliveries and messages are held in the office for student pick up. Office aides are not permitted to make deliveries, except in emergency situations.

Parents are asked to leave all deliveries in the office and not go to classrooms. Students will be notified of deliveries or phone messages and will be allowed to stop by the office at lunch, advisory and passing periods to check for messages and/or deliveries. Food deliveries are not allowed at any time, including lunches.

**Discipline**

Students who violate the Code of Conduct are subject to the appropriate disciplinary techniques used at MIS/HPMS. Consequences are assigned according to the severity of the offense. The hierarchy of consequences may include: Teacher Detention, Before/After School Detentions, Lunch Detentions, Saturday Detentions, Work Duties, Saturday School, In School Suspension, Out of School Suspension, DAEP (Alternative School), and Expulsion. See the HPISD Code of Conduct for more information. Sponsors and coaches of extracurricular groups and clubs have the authority to impose additional expectations and consequences with regard to student discipline in their organizations.

**Dress Code**

**MIS** - Students are expected to be neat, well groomed, and appropriately dressed for school. Any style of dress that detracts from the instructional process is unacceptable. Examples of unacceptable dress include: tank tops, shirts with advertisement or quotations pertaining to drugs, tobacco, alcohol, sex, cult activity, heavy metal, or vulgar or obscene phrases or pictures. Unacceptable dress also includes see-through, provocative or excessively tight or short clothing and torn jeans. Students are expected to wear shoes in the building. Shoes must be worn at all times; house shoes, slippers, etc., are prohibited. Shorts, including athletic shorts, may be worn at MIS if they are **fingertip length**. Skirts and dresses should also be fingertip length. Caps and hats are **not** to be worn in the building and may only be worn outside. If you are uncertain about proper attire, please check with your teacher or counselor.

The final decision on the appropriateness of school dress rests with the school administration. Situations not covered by these guidelines are based on whether or not they disrupt the learning environment. Students who are not dressed appropriately will either call their parents for a change of clothes or be sent home if appropriate attire is not found at school.

**HPMS** - Appropriateness of dress and the avoidance of distractions to the learning process are the guiding principles of the dress code. All students are expected to be neat, well groomed and appropriately dressed for school. If a student's attire or hairstyle distracts others from learning, he/she will be asked to change clothes or call home for a change of clothing. If this is not possible, then the student may be asked to change into clothing from the school's lost and found or remain in the ISS room until suitable clothing can be brought to school.

Students should adhere to the following guidelines:

1. Shorts must be mid-thigh length; no athletic shorts or cut-offs are to be worn.
2. Skirts must be mid-thigh length; no cut-off skirts are to be worn.
3. If leggings or tights are worn, then the shirt worn over them should also be mid-thigh in length.
4. Tank tops, halter tops, spaghetti straps, see through garments, bare midribs, and excessively tight clothing are not permitted. Therefore, spaghetti strap shirts with see through clothing over them are not permitted.
5. Excessively tattered jeans, shorts, or skirts are not to be worn. Pajamas or similar clothing are prohibited. Underwear must not be visible.



6. T-shirts and all clothing should not have inappropriate words or slogans, and should not make references to alcohol, drugs, tobacco or sex.
7. Shoes must be worn at all times; house shoes, slippers, etc., are prohibited.
8. Hats are not permitted.

Situations not covered by the above guidelines will be evaluated on how they affect the learning environment. The final decision on the appropriateness of school dress rests with the school administration. Students may be asked to change into clothing provided by the school if dress is deemed inappropriate by the school administration.

### **Electronic Communication (Responsible Use and Code of Conduct)**

Only students who have been authorized by the District are permitted to use a computer or to access any local network or outside resources such as the Internet. Students are prohibited from using any device to access inappropriate websites, download unauthorized software or external data (including images), change screensavers or other settings, pretend to be someone else, transmit obscene messages or pictures, reveal personal addresses or telephone numbers (their own or others), or use the network in a way that would disrupt use by others.

Please refer to the Code of Conduct for the complete HPISD policy on Responsible Use.

**Students violating the responsible use policy may have their computer privileges denied and may be subject to school discipline.**

### **Eligibility**

In order to participate in extracurricular activities, a student must maintain passing grades. A grade below a 70 in any course makes a student ineligible during the following three weeks. Please check with your child's counselor or with sponsors and coaches if in doubt.

**End of School Activities For Eighth Grade** A series of school-sponsored activities for 8<sup>th</sup> grade students begins in May. In May, the PTA and school co-sponsor events including a spirit day and awards assembly at which time students are recognized for their outstanding accomplishments and service to the school.

### **Exams (HPMS)**

At the end of each semester, exams are given covering the semester's work. This normally occurs on the last three days of the semester. For 7<sup>th</sup> graders, exams will be weighted as 10% of the semester grade. For 8<sup>th</sup> graders, exams will count as 20% of the semester grade. Students are not allowed to take semester exams prior to the scheduled exam date, however, if extenuating circumstances exist, students may request approval for early testing from the appropriate subject area teacher. The final decision whether or not to approve an early exam will rest with the teacher. If approval is not granted, semester exams will be made up when students return from their absences.

### **Field Trips - School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school. The principal may make an exception to this requirement if the parent personally requests in writing that the student be permitted to ride with the parent. Students must have a liability waiver on file to participate in field trips and travel opportunities. **A student with excessive disciplinary referrals may be denied the privilege of participation in field trips.**

### **Food, Safety, and Wellness Information**

#### **Food & Nutrition**

- A price list and nutritional information is available from the campus and district websites. Schools, in partnership with parents, are in a position to influence children's lifelong dietary habits, and we will work to convey the importance of good nutrition and the development of good eating habits and healthy lifestyles. In addition, we recognize that nutritious meals and foods can improve students' concentration, academic success and overall health.
- Food is rarely in the classrooms, but if food is allowed, the teachers are responsible for ensuring that no allergens for their students are allowed. Teachers will ensure desks are wiped down after food is used in the classroom and students are responsible for wiping off hands with wipes or washing their hands with soap.

Food Allergies, Cross Contamination/Cross Contact, etc.

- The school nurse will provide information regarding students' allergies to teachers and staff that work directly with those students.
- All classrooms and common areas that are "food allergen aware" will be marked with an "Allergy Aware Area" sign. No products containing food allergens may be brought into these areas.
- We have found that due to the large numbers of students in the cafeteria, the best way to avoid cross contamination in the seating area is for a student with a life-threatening allergy to use a tray to place food on. Students rarely want to sit away from their friends at a designated "Allergy Aware" table, however, those tables are available for the student and a friend. Students with food allergies may choose to sit in the designated "Allergy Aware Area" table with a friend.
- All teachers and staff at MIS & HPMS are trained in detecting the signs and symptoms of anaphylaxis and how to administer an Epi-Pen.
- More detailed information regarding food allergies and cross-contamination is posted on the MIS/HPMS website: [http://mishpms.hpsid.org/pics/cafe/food\\_allergies.aspx.jpeg](http://mishpms.hpsid.org/pics/cafe/food_allergies.aspx.jpeg)

#### Food Deliveries

- Food deliveries of any type are not permitted at school or in classrooms. This is a serious safety issue for many of our students due to life-threatening allergies to a variety of food products. Occasionally, a class may host certain celebrations or functions tied to the curriculum that involve food. The teacher or room parent will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

#### Fifth Grade Snack

- Fifth grade teachers may schedule a brief classroom snack in the afternoon. Students must provide their own snack, which must follow the specific guidelines communicated by the teacher.

#### Emergency and Other Contact Information

- If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information that the nurse or the teacher needs to know.

#### **Grades**

Report cards are issued every nine weeks for MIS and HPMS. A numerical grading system is used, with the lowest passing grade of 70. Conduct grades are used to reflect effort, work completion, participation, responsible work habits, and behavior in class.

#### **Grading Policy for MIS-HPMS**

The MIS-HPMS grading policy is posted on the principal page at [mishpms.hpsid.org](http://mishpms.hpsid.org). The grading policy will be communicated by teachers to students at the beginning of the school year.

#### **Homework**

Home study is a necessary part of a high-achieving educational program. In addition to scheduled classroom instruction, each student is expected to schedule study time at home in order to achieve their best. Some assignments are long range and require planned study time for their completion. Planned study schedules will maximize the student's efficiency in completing assignments on time. Occasionally when assignments are not completed in class, they may be given as homework. Students are expected to complete all class work and homework on time. Failure to do class work or homework on time may result in a teacher or office detention, lunch detentions, or Saturday detentions, to complete the work. Failure to turn in classwork or homework may also result in a conduct grade penalty. For repeated offenders, students may be given ISS in addition to other consequences in order to complete missing work.

**Academic teams will work collaboratively to ensure the total time spent on core homework assignments does not exceed one and one-half hours per night.**

#### **Late Arrivals/Tardies**

Students are expected to be on time to classes. Students arriving late on a school day are required to bring a note signed by their parent, explaining the reason for the late arrival. Students are required to sign in at the

attendance office to receive an “Admit to Class.” The student must present the “Admit” to his teacher as he/she enters the classroom.

**All tardies** are recorded on the student’s attendance record.

### **Library Media Center**

- Library Hours are 7:30a.m. to 4:00p.m.
- Students may have 3 books checked out at one time for 2 weeks plus renewals.
- A fine of 10 cents per day is charged for overdue books with a \$2.00 maximum per book.
- Replacement of lost or damaged books will be at current price, or a minimum of \$18.00 for hardbacks and \$6.00 for paperbacks.
- Students may not check out books if they have unpaid fines or overdue books.
- Backpacks, book bags, rolling packs, etc. should be left at the front of the library before and after school for safety and security reasons.
- The library web page has directions on home access; links for reading lists & homework help; checkout policies; and other library information.

### **Lockers**

A locker is issued to each student for storage of school materials and personal belongings. Combinations should be kept confidential, and lockers should be kept locked. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect or search all lockers at any time.

### **Lost and Found**

The Lost and Found Room is located on the second floor near the Library and is kept locked. It is opened to students and parents at scheduled times during the day. Please encourage your student to check the Lost and Found for missing items. Unclaimed items are regularly donated to charity.

Students are responsible for all personal possessions; therefore, the following guidelines are suggested:

1. Do not bring valuables, credit cards or large sums of money to school.
2. Never leave personal property unattended.
3. Make sure a name appears on and in everything.
4. Use the locks provided on hall and gym lockers.

### **No Put Down Policy**

In a continuing effort to deal with bullying and to help every student feel safe, MIS/HPMS has a “No Put Down” Policy. “Put downs” are defined as verbal or non-verbal expressions for the purpose of making someone feel inferior. Teachers will help to implement this policy in their classrooms, and students will be instructed in strategies to prevent bullying. Students who violate this policy will be subject to school discipline.

### **Nondiscrimination Statement**

In its efforts to promote nondiscrimination and as required by law, Highland Park ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Girls Athletic Coordinator, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.
- 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Programs, 4220 Emerson Avenue, Dallas, TX 75205, 214-780-3000.
- All other concerns regarding discrimination: Superintendent of Schools, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.

[See policies FB, FFH, and GKD.]

### **Peer Tutor Program (HPMS)**

Peer Tutor is an elective course designed for those students who would like to assist in Special Education classes. They will assist students with special needs, assist the teacher, and help with field trips.

**Pick Up Zone**

Fifth grade students are released at the Granada Street door. Sixth grade students are released on High School Street. Parents need to stay in the queue line and observe safety rules and speed zones. Pedestrians must be given the right away. Students need to respect our neighbors and always stay off their property when waiting for pick up.

Vehicles are not permitted in the fire lane or in the circular drive at the front of the school. Passes are available in the special education office or front office for parents of students who require front door drop off.

**Posters**

An administrator must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. All posters should be placed on display boards, not on painted walls. Outside organizations must get approval from the Principal.

**Progress Reports**

Each three weeks, progress reports will be posted to Skyward so that students and parents can monitor work progress.

**Report Cards**

Report cards are released on Skyward every nine weeks for MIS and HPMS. Parents may log into Skyward to view report cards. The lowest passing grade for content is 70.

**Safety**

Student safety on campus is a high priority of the District. MIS/HPMS has a well-developed safety/crisis plan and students and staff regularly participate in fire, tornado and lock down drills. To further ensure the safety of everyone in the building, students should avoid conduct that could put others at risk and should follow the behavior standards in the student handbook and the HPISD Code of Conduct. Additionally, the outside doors of the building are locked during the school day and all visitors are required to check/sign in with the office.

**Schedules and Schedule Changes**

Students meet with grade level counselors in the spring to finalize scheduling requests for the following year. The choice sheets submitted by the students are considered to be commitments to the school. The master schedule is completed based upon these schedule requests. Students will receive their final class schedules and team assignments on or before the first day of school.

Students needing to make a schedule change must meet with their counselor to see what options are available. Students must have parental and counselor approval to request a schedule change.

**School Events**

The Code of Conduct and school dress code will be observed at school events held outside the regular school day hours. Due to liability issues, students are not permitted to bring guests to school events. A student attending a school event may leave early only with a parent or parental permission.

**Semester/Final Exams (HPMS)**

The campus administration will set the dates for make-up exams, which are generally the first week students come back to school after the fall exams, and the week after school ends for the spring exams. If a student misses an exam in any class, he/she will need to contact the office to make up the exam. The above-mentioned time period may be extended in such cases as a family death or extreme illness. An administrator will address each individual request. Vacations, camp, etc. are not considered extenuating circumstances.

**Service Leadership Club (MIS)**

This student organization meets twice monthly and organizes activities on-campus and in the community to learn and apply leadership skills in service to others. Applications are available at the beginning of the school year and meetings are held before school and during advisory. Members of the Service Leadership Club assist the school with raising the school flag, making morning announcements, and school-wide service projects. Each year, members also select special projects in the community to assist through fundraising and direct service.

**Special Services**

The District provides special programs for gifted and talented students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program at the district or campus level can answer questions about eligibility requirements, as well as programs and services offered in the District. A student or parent with questions about these programs should contact the Special Programs Director of HPISD.

**Student Council Elections (HPMS)**

In the spring semester, 7<sup>th</sup> grade students may run for Officer Positions on the Executive Board for the following year. At this election, the 6 boys and 6 girls who receive the most votes will be declared the Student Council Executive Board. In order to run for office and maintain eligibility once in office, students must have a 70 average for each grading period in all classes, must not have spent a full day in ISS, must not have violated the Code of Conduct or Extracurricular Code of Conduct, and must meet election deadlines.

**Student Curriculum Overview**

The course of study at MIS/HPMS takes into account the requirements set by the State of Texas, the special needs of the intermediate and middle school child, and the preparation needed for high school. MIS/HPMS offers a program, which is challenging, but at the same time developmentally appropriate. Fifth grade students supplement core courses and physical education with an elective course rotation. Electives for fifth graders include art, choir, band and orchestra. Sixth grade students supplement core courses and physical education with one of the following electives: art, band, orchestra, choir, theater, and creativity. Seventh and eighth grade students supplement core courses and physical education with elective offerings, such as band, choir, orchestra, French, Spanish, Chinese, art, ceramics, computer applications, coding, family and consumer sciences, theater, multimedia, health and speech.

**Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use. Virtually all information pertaining to student performance including grades, standardized test results, and discipline records are considered confidential education records. Release is restricted to: parents—unless parental rights have been legally terminated; district staff members who have a “legitimate educational interest”; some governmental agencies; and a school to which a student transfers or enrolls. The law specifies that some information is considered “directory information” and will be released to anyone who follows procedures for requesting it. Such information includes a student’s name and grade level, primarily for athletic rosters, news releases, and yearbooks. Release of directory information can be denied through BSSU or by contacting the school.

**Student’s Right to Pray**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

**Summer School**

Attending summer school is the traditional process for obtaining credit for a failed course. Summer school usually begins the first of June and lasts for approximately four weeks. Summer school classes are usually offered for math and language arts. Tuition is charged for summer school classes. A student planning to receive credit from another school should first check with the administration to make sure that the school and course are accredited.

**Supply Room**

The Supply Room is managed by the HPMS/MIS PTA. Students may purchase most of their school supplies from the Supply Room, which is located in the back of the cafeteria.

Supply Room hours: 7:45a.m. - 8:15a.m.  
11:00a.m. - 1:00p.m.

**Talented and Gifted Program**

A building level committee screens students for the “Talented and Gifted” program, as per district guidelines. A variety of tests are used to determine eligibility. Students new to the school district must undergo a screening and identification process, regardless of their participation in gifted programs at their previous schools. Fifth grade students found eligible for TAG services will be assigned to a pull-out Explorations class and advanced math as appropriate, based on testing data. Sixth-eighth grade students found eligible for

TAG services will be assigned to talented and gifted math, language arts, science, and/or social studies classes, based on testing data.

### **Textbooks**

State law requires that hard-back textbooks be covered at all times. The student is responsible for lost, stolen, or damaged books. When a student pays for a lost book, a new book and a receipt will be issued. If the original book is found, the student may receive a refund. The student's name should also be written in ink in the cover. The school is not legally permitted to sell state-owned books to students; however, students wishing to have personal copies can purchase them directly from the publisher.

### **Tribal Tribune (HPMS)**

*The Tribal Tribune* is the school newspaper that is produced by a staff of 8<sup>th</sup> graders. Seventh grade students who desire to be on the newspaper staff as 8<sup>th</sup> graders must take a journalism class and may apply in the spring. The sponsor seeks students who have computer skills, photography skills, and artistic ability, as well as the ability to write well. HPMS Students may subscribe to the newspaper by completing the order form found during online registration.

### **Tutorials**

MIS - Tutorials are offered during advisory time. Additional tutorials before or after school may be arranged with teacher approval. Tutorials will be held in teacher classrooms as designated by the teacher team.

HPMS - Students who need extra help in their subjects may attend tutorials before or after school. Generally, because of athletic practices, 8<sup>th</sup> grade CORE teachers hold tutorials before school and 7<sup>th</sup> grade CORE teachers hold tutorials after school. Tutorial times for elective teachers may be before school or after school, and are announced to the students at the beginning of the school year. Each teacher's tutorial times are posted in the classroom, are available in the Main Office and Counseling Office, and are also posted on the school web site: [mishpms.hpisd.org](http://mishpms.hpisd.org)

### **Visitors**

District and campus policy requires parents and other visitors to report to the office to sign in and receive a visitor's badge. Visitors and volunteers must wear an approved badge at all times in the building. Visitors must get approval from the principal and teacher before visiting a classroom during instructional time. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Student visitors are not allowed at school during the school day.

### **Yearbook**

The yearbook is produced by a staff of 8<sup>th</sup> grade students. Seventh grade students who desire to be on the yearbook staff during their 8<sup>th</sup> grade year must take a journalism class and may apply in the spring. A limited number of students are selected for the staff, and these students work the entire school year on producing the yearbook. The yearbook is delivered in May. Students may order yearbooks during online registration.

## **ATHLETICS/PE**

HPISD has established an Extracurricular Code of Conduct that extends beyond the Student Code of Conduct and applies to all students in grades 7-12 participating in extracurricular activities. The Extracurricular Code of Conduct can now be found online at the district website.

Student clubs and performing groups such as band, choir, theater, cheerleading and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

### **Opportunities for Participation in Sports**

The following competitive University Interscholastic League team sports are offered. Students interested in any of these activities should talk with their PE teacher.

7<sup>th</sup> and 8<sup>th</sup> grade boys may participate in basketball, football, track, tennis, soccer, wrestling, gymnastics, and cross-country.

7<sup>th</sup> and 8<sup>th</sup> grade girls sports include volleyball, basketball, track, tennis, soccer, gymnastics, and cross-country.

**Athletics Attire – HPMS** – For 7<sup>th</sup> and 8<sup>th</sup> grade boys Athletics grey shorts and grey shirts are required. For 7<sup>th</sup> and 8<sup>th</sup> grade girls solid black shorts and a solid white shirt are required. If trim is on the shorts, it must be white trim only.

### **Physical Education Attire**

MIS - Students at McCulloch Intermediate School have P.E. for 70 minutes every other day or 30 minutes every day (depending on grade level and elective choice) and do not change clothes. Students should be prepared and have appropriate footwear to wear in the gyms each day.

HPMS - For 7<sup>th</sup> and 8<sup>th</sup> grade, PE attire consists of a T-shirt, gym style shorts, socks, and athletic shoes. Students are issued lockers and for a small fee they can purchase locks. To avoid loss or theft, students should keep all belongings locked in their lockers at all times.

### **Required Forms for Athletes (HPMS)**

The required athletic forms that should be completed online prior to the first practice are as follows:

- UIL rules acknowledgement form
- HPISD athlete emergency information form
- Parent/Student Steroid acknowledgement form
- Concussion acknowledgment form
- Sudden Cardiac Arrest Awareness form
- Extra-Curricular Code of Conduct signature page
- UIL physical form\* (paper form required for physical only and must be turned in to the HPMS office or the district athletic office prior to the first practice)

These forms may be downloaded and completed online from the HPISD website under “Athletics.” Reminder – physical form must be a paper form turned in to the HPMS office or district athletic office.

### **UIL Academic Eligibility Requirements**

- At the end of the first six weeks, the student must have a grade of 70 or above in all subjects. The same eligibility requirements apply at the end of each nine-week grading period. Students who are passing all courses remain eligible for the entire nine-week grading period.
- The penalty for making any grade below 70 is 3 weeks of ineligibility. During the time of ineligibility, the student may practice with the team or group but may not participate in the game or contest in any way.
- Students who were eligible do not lose eligibility until 7 calendar days after the end of the grading period. (Note: end of the grading period, not when report cards are issued)
- After the 3-week period, the student regains eligibility by passing not only the prior failed course but also by passing all courses at this time. The student regains eligibility 7 calendar days after the 3-week evaluation period ends.
- Semester grades have no bearing on eligibility.

### **“Incomplete” Grade**

- **A student with an “incomplete” grade is ineligible at the end of the seven-day grace period unless the “incomplete” is replaced with a passing grade before the end of the seven-day grace period.**
- Students with any “incomplete” grade past the seven-day grace period remain ineligible until the next recheck, unless the incomplete was due to an excused absence and the work was made up within the allowable time period for makeup work after an excused absence.
- Students with any “incomplete” grade due to missing work (other than an excused absence) remain ineligible until the next recheck, unless all the missing work is completed before the end of the seven-day grace period.

### **Grade Changes**

- The only situations in which a student’s originally recorded failing grade may be changed to passing and the student’s eligibility restored are as follows:
  1. There was a mechanical error in averaging or recording the original grade, or
  2. The teacher’s grading procedure violated either local policy (including campus grading policy) or state law, and the student would have received a passing grade if the correct policy or law had been followed.

- Extra credit work or late work turned in after the grading or evaluation period is over (except for extended time related to excused absences) **may not** be considered when determining a student's eligibility for extracurricular activities. However, this would not necessarily preclude the teacher from counting extra credit or late work in determining a student's average separate and apart from eligibility requirements.