

***SUPPLEMENT TO THE  
2009-2010  
STUDENT/PARENT  
HANDBOOK***

## **VALUABLE INFORMATION TO KNOW ABOUT HBMS!**

**ABSENCES:** Parents/Guardians of students who are absent from school should call our Attendance Office at 281-634-3010 on the day of the absence. Upon return to school from an absence, the student should give the attendance office clerk a written note from a parent/guardian stating the date, reason for the absences, and a parent contact number. The note must be presented within two school days of the students return. Failure to do so will result in the absences being coded as *Unexcused and truancy will be filed, any, student who misses, work due to absence is responsible for getting that work from their teachers.* The student will have as many days as they were absent to make up work missed.

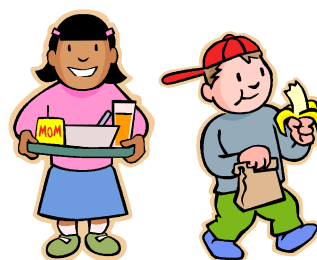
Our school has a "Parent Line" which automatically calls the home of each student reported absent for a day or a period. If you receive such a call and you have not been absent, you should have your parent/guardian contact the Attendance Office at 281-634-3010.

**AFTER SCHOOL EVENTS:** If a student is not interested in watching the event, he/she should not attend. **All non-participating students are to leave campus and return to the event with a parent.** Students are expected to adhere to all dress code guidelines while attending events. Student spectators are expected to display good behavior during and after the game. During athletic events held in the gym, students will not be allowed to congregate in the halls. Students found guilty of violating these policies will be disciplined and, depending on the nature of the violation, may be referred to the FBISD police officer on duty. Students who do not comply with these rules may be turned over to a parent or be asked to leave the event. Student spectators at football games will not be allowed to re-enter the game area after departing without a ticket stub. Students who attend volleyball or basketball games may not reenter the building once they leave. A fee may be charged for some after school events.

**ARRIVAL AT CAMPUS: The building opens at 8:15 a.m. Students may not enter the building before 8:15 a.m.** All car riders are to be dropped off at the East side of the building. Please remember cars dropping students off are not allowed on the bus ramp or in the front parking lot. All bus riders will be unloaded at the bus ramp and 6<sup>th</sup> grades will enter through the West end doors, 7<sup>th</sup> grades will enter through the 1200 hallway and 8<sup>th</sup> grade through the 1100 hallway. **Students are NOT to be dropped off before 8:15 a.m. because prior to 8:15 a.m. students are not under the supervision of any school employee.** If you arrive before 8:15 a.m., your child must remain in the car with you until 8:15 a.m. All students are to report directly to their designated area at 8:15 a.m. or immediately upon their arrival to school.

**ASSEMBLY BEHAVIOR:** Various activities will be scheduled in the commons and the gyms from time to time. Students are required to use proper etiquette during these assemblies. Courtesy must be shown to all speakers and performers. Whistling, booing or shouting is not appropriate. Food and drink are not to be taken into an assembly. All students are required to enter an assembly in a quick and orderly manner. Students should be seated according to designated areas or by teacher direction.

**BICYCLES/SKATEBOARDS:** Students entering or leaving the school grounds must walk their bicycles from the bicycle racks till they are off the campus. Bicycles must be parked in the racks provided and secured with a lock. The school is not responsible for damage to, or theft of, bicycle or bicycle parts while bicycles are parked in the racks. Students may not ride skateboards to school as skateboards and roller blades are not allowed on campus. "Heelies" (shoes with wheels) are not permitted.



**BREAKFAST & CAFETERIA/LUNCH PROCEDURES:** We would like to encourage parents to participate in the pre-paid break fast & lunch program in our cafeteria. This program allows you to pay in advance for lunches/breakfast; students are given a personal identification number (PIN) and can use that number in all lines. Students should not share PINS and, will be disciplined according to the code of conduct.

**Lunch Program:** At the beginning of the school year an application is given to each student to take home to parents in order to apply for the free/reduced meal program. As soon as possible, this application should be completed and returned to school to the designated staff member. The food services department of FBISD will notify you if you are eligible, and issue you a personal identification number (PIN) which can be used in the Plate Lunch lines. Additional information on this program can be obtained from the Child Nutrition Department by calling 281-634-1190.

Eating in the cafeteria will be more pleasant if the following procedures are followed:

- 1) Enter the commons in an orderly fashion. DO NOT RUN. Arriving to the cafeteria after the bell rings will be considered a tardy and the appropriate discipline will apply.
- 2) Vending machines may be used only during the beginning of your designated lunch

- period and can not be used during “structure seating”
- 3) Go through one lunch line only. Consider others in line waiting to be served and wait your turn quietly. Keep your place in line; do not save places for friends.
  - 4) Buy YOUR lunch only; do not buy lunches for your friends. Cafeteria workers will limit quantities of items purchased.
  - 5) Clean up your eating area.
  - 6) Students are to eat in the cafeteria only. Students are not to wander through the halls or upstairs during their lunch period. Leaving the cafeteria area without permission will be considered truancy and appropriate disciplinary consequences will result.
  - 7) No open food or drink containers may be taken outside the commons.
  - 8) During the lunch period, students are to use the restrooms located nearest the commons down main hall at the 1100 hallway. Permission will be required before leaving the commons for any reason.
  - 9) No glass containers will be allowed.
  - 10) **In order to ensure that all students are served in a timely manner, students may be moved from one serving line to a shorter serving line.**
  - 11) Students should refrain from shouting, booing, whistling or talking loudly.
  - 12) For the last 2 or 3 minutes of each lunch period, all students will be required to sit quietly without talking as the students are being dismissed. Structured seating during all lunch periods is the standard campus practice. Structure seating will occur the first 3 weeks of school and the last 3 weeks of each semester. Free or unstructured seating is a privilege to be earned through consistent appropriate behavior in the cafeteria during the lunch periods. Administrators may assign appropriate consequences if the cafeteria is not adequately cleaned by the students or if their behavior is not appropriate.
  - 13) Any outstanding fees of the cafeteria will result in a phone call from the Administrator.

Breakfast is offered to students between 8:15 and 8:35 a.m. in the cafeteria. The school cannot lend students breakfast or lunch money. Breakfast will not be served after 8:35. A debit (prepaid) account may be set up in the cafeteria for students to pay for their breakfast or lunch. These accounts should be paid for before school. Students and parents are not to order food to be delivered to campus as no deliveries of any kind for students will be accepted by school personnel. If parents bring in food, it needs to be brought at the student’s scheduled lunch time. Neither lunches nor lunch money will be delivered to

students in their classroom by school personnel. **Parents may bring food items to school for their child only by checking in the front office.** Students’ birthday parties are not to be held during lunch or during school time. **No exceptions will be allowed.**



**BUS INFORMATION:** Students will be dismissed at 3:50 p.m. daily. All students must clear the main and portable building area by 4 p.m. The buses will begin departure at 4 p.m. All car riders must exit by the East end of the building. Parents are to use the East circular drive whenever picking students up in the afternoon. Students will not be allowed to walk between buses to enter cars parked on the West side of the building. All walkers must exit through the East end with the exception of the students in the portables, these students report to the buses or car rider side. **Students must ride their assigned bus.** Due to overcrowding on our buses, no exceptions will be made to this procedure. Students may not ride home with their friends or siblings at a different school site. If additional information is needed about bus transportation, please call the Hodges Bend Transportation Terminal at 281-634-1970.

**CAEP:** Persistent misbehavior will result in a discretionary placement into the Hodges Bend Middle School’s **CAEP** (Campus Alternative Education Program) for a 20 day minimum assignment. The CAEP environment is more structured than the regular school setting and uniforms are required. Parent orientation is highly recommended prior to the student’s first assigned day of CAEP. Serious violations of the **Student Code of Conduct** may result in a mandatory removal to **DAEP** (District Alternative Education Program). Please refer to policy and procedures, which are located on the FBISD web page. It is possible that their placement may carry over to the proceeding school year.



**CELL PHONES:**

- Cell phones must be completely turned off; not on silent; not on receive messages – OFF!

- Cell phones must be kept in a place that is not visible – not clipped onto belts or waistband of pants.
- Cell phones are for emergency use only before or after school. Parents should call the Front Desk of HBMS at 281-634-3000 to leave a message for their student.
- HBMS Staff Members are obligated to take up and give to a principal any cell phone they see during class or class changes.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

**1<sup>st</sup> and 2<sup>nd</sup> Cell Phone Violations – Confiscation;** Parent may pick up cell phone the following school day (in 24 hours) after payment of a \$15 return fee; and appropriate disciplinary action at administrators discretion. Cell phones will only be returned to the parent. Phones can be picked up during school hours from **9:00 – 4:00**.

**3<sup>rd</sup> and thereafter Cell Phone Violation – Confiscation;** Parent may pick up cell phone at the end of the semester after payment of a \$15 return fee; and appropriate disciplinary action at administrators discretion.



**COMPUTER USE POLICY:** At HBMS, you will have access to a high-speed connection to the Internet. When you use the computers at HBMS, you have a responsibility to use them correctly. This means that the computers should never be used to access or create materials that do not belong at school. This could include, but is not limited to, images and messages that are sexually explicit, grotesquely violent or seek to demean or harass others.

Please be aware that the privilege of computer use at HBMS depends on your ability to use them correctly. *You can lose that privilege if you are unable to act responsibly.* **Only those students who have returned the “Student Acceptable Use Policy” signature page from the student handbook will be allowed computer use at HBMS.**

**USE OF SCHOOL EQUIPMENT & PROPERTY:** You should exercise extreme care in the use of all school equipment and property. Microscopes, band equipment, textbooks, computers, chairs, desks, textbooks and computers should be used with proper care. *Books are to be cared for as any other book; your textbooks are expensive and you are responsible*

*for them!* You may be held responsible for damages to school property assigned to you that has been negligently used.



**SCHOOL-WIDE DISCIPLINE PLAN:** Your classroom teacher is the front-line authority in the scope of discipline in the classroom. Disruptions that cause teaching and learning to stop will not be tolerated. The first step with any classroom concern will be a conference between the student and the teacher/team and then a parent conference. In the event that this step does not provide the solution, HBMS has a school-wide discipline plan that revolves around consistent consequences for teacher interventions. This plan will be explained to students on the first days of school.

**DETENTION HALL:** Students will be assigned to stay after school as a consequence by their teachers or members of the administrative team. If assigned to “D-Hall”, the assigning adult will complete a discipline slip about the infraction that has resulted in D-Hall. The discipline slip will be signed by the student as verification of notice given and a copy will be mailed home. HBMS will have 1 hour **detention hall** Monday – Friday from 4:00 PM until 5:00 PM. **No transportation will be provided. Failure to attend D-hall will result in a Saturday detention at Bush High School or Hodges Bend M.S. SATURDAY D-Hall is from 8:00 AM until 12:00 PM. No transportation is provided. Students must arrive on time for detention and must arrive with required materials.**

**DRESS CODE & GROOMING:** FBISD has established a dress & grooming code for our students, which is detailed in the Student Handbook. Student dress and grooming shall not distract, disrupt, create a safety hazard or take away from the learning process. Appropriate dress and personal grooming by each student for all school activities is required and shall reflect the high standard of the school, the community and our district. The District’s dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Sagging pants and break away pants are not permitted. Halters, spaghetti straps, camisoles, tube tops, see through garments, bare midriiffs, bare backs, and bare shoulders are not acceptable. Ripped or torn clothing are not allowed. Leggings and excessively tight clothing are not appropriate. All skirts and shorts worn must be no more than 3 inches above the knee. All clothing must be worn as appropriately designed. Slogans, inappropriate pictures or other graphic portrayals of violence, sex, drugs, or inappropriate language are not permitted. Gang-related attire, as determined by the

administration, will not be tolerated. Bandannas, hats, and/or visors will not be allowed. Sunglasses are not permitted to be worn during school.

Violation of the dress code will result in disciplinary action. If inappropriate clothing is worn, the student will contact a parent to bring appropriate attire. PE uniforms are acceptable only during PE class. While waiting for the appropriate clothing, the student will remain in the in-school suspension (ISS) room. Additional consequences (i.e. after-school detention, Saturday detention, etc.) will also apply for the violation of dress code. If a pattern of continued dress code violations continues, it will be deemed insubordination and consequences will become more severe.

**For HBMS students, these additional rules for school dress apply:**

- Students will not wear pants or shirts that are excessively long or baggy. Boys will tuck in their shirts.
- Ladies may not wear short tops that expose the midriff, or low waist pants that expose the midriff/belly button. Wearing a jacket over the top (if inappropriate) **DOES NOT** make it acceptable.
- Ladies may not wear earrings larger than a quarter size.
- Students may not wear tank tops.
- Students may not wear garments that expose undergarments.
- **Students may not wear flip-flops or backless shoes. All sandals must have a heel strap to hold the sandal onto the foot.**
- **Shoes requiring shoe laces must have them, and the laces must be tied.**
- **Students may not pin money to their clothing in celebration of their Birth Day.**

**Students out of the Dress Code at any time during the school day will be written up and sent to their appropriate Assistant Principal. Students out of the Dress Code will not be allowed to go to class, and will be held in the office or In School Suspension (ISS) until an acceptable change of clothing is brought to school by a parent.**

**ELEVATOR USE:** The elevator is reserved only for those students for whom the nurse determines may not safely use the stairs. The nurse will issue a pass and instructions to those individual students. **No other students are permitted to use the elevator.**

**EMERGENCY DRILLS:** After the emergency signal is given the students must follow the directions given by the teacher. There is absolutely no talking during an emergency drill.

**FACILITIES AND GROUNDS:** The school and its furnishings are entrusted to the students and it is expected that each student will respect the property of others. If a student observes anything being done to mar the beauty or cleanliness

of the school, it is his/her civic responsibility to report such actions. Any student who damages school property will be required to pay damages and will be subject to disciplinary action. **Actions involving graffiti can result in severe consequences including suspension, AEP assignment, arrest and/or felony charges.**

**FAMILY TRIPS:** We hope that extended family trips will not occur during the school year, these absences will be **UNEXCUSED**. Extended absences can affect a student's academic progress and grades resulting in unexcused absences and truancy filed.

**HBMS does not give end of semester exams early to students leaving on family trips.** If a student will be out of school during the scheduled final exam periods for any reason, the exams will have to be taken upon the student's return to school. **No exams will be given before the scheduled date and time.** Until the exam is taken, a grade of zero will be reflected on the report card. Once the exam has been taken and scored, the correct grade will be recorded. Arrangements may be made for a student to take the exams missed upon their return. Please contact your counselor for assistance in this matter. Exams must be taken within a reasonable amount of time.

**HAIR / JEWELRY / TATTOS:** In addition to the district hair code, no designs may be cut or shaved into the hair. Spiked hair in excess of one inch and Mohawks are not permitted. Severe, distracting, or unnatural hair colors or styles will not be permitted. Jewelry that displays drugs or weapons is not permissible. No visible tattoos will be allowed along with drawings on the body parts. Piercing of any body part other than the ears, except for religious purposes, will not be permitted.

**HALLWAY BEHAVIOR:** Students are allowed five minutes between each period for changing classrooms, going to his/her locker at appropriate times, using the restrooms and water fountain, etc. Students are not to block the flow of traffic by standing in the hallway in groups or walking the halls in group fashion. Violation of this rule poses a safety hazard and will result in disciplinary action. Running, loitering, horseplay, interlocking of individuals or making loud noises in the building is not allowed. **Certain halls or areas are reserved for specific grades or subjects and are not open to general student travel. Failure to adhere to these instructions will result in disciplinary action.**

**HAZARDOUS ITEMS:** For safety reasons, students are not permitted to bring aerosol cans, paintballs, laser pointers, fireworks/poppers, lighters, stink bombs, matches, etc. to school. Possession of any of these items will result in disciplinary action including suspension, AEP assignments or referral to the FBISD police department.

**LATE WORK POLICY:** Students are encouraged to hand in all assignments on the date requested by the teacher. The following procedure is in place:

- 1<sup>st</sup> day late will result in a reduction of 10 points from the overall earned score;**
  - 2<sup>nd</sup> day late will result in a reduction of 20 points from the overall earned score;**
  - 3<sup>rd</sup> day late will result in a reduction of 30 points from the overall earned score. ZAP will be available for all students during Advisory for all missing or late work assignments.**
- On or after the 4<sup>th</sup> day past the due date, the work will be accepted by the teacher but it is at the teacher's discretion whether or not the work will be accepted for credit. If it is accepted for credit, at least 30 points will be deducted from the overall earned score.



**LOCKERS & BACKPACKS:** Students are not allowed to carry draw string book bags, tote bags, oversized purses or backpacks between classes. Once at school the student must place his/her book bag or backpack in the locker. The lockers at Hodges Bend Middle School do not accommodate oversized backpacks (ones with handles and wheels). Teachers or office staff will not secure backpacks. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right, whenever the administration deems appropriate, to inspect all lockers whether or not the student is present. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others, Students are not allowed to share lockers with other students. The school is not responsible for items lost or stolen from student lockers. **These restrictions and limitations apply to gym lockers, also. Gym lockers are for P.E. and athletic equipment ONLY!**

All textbooks that have been lost the previous school year must be paid for *BEFORE* a locker will be issued. Students will not be asked to share lockers on the main campus. However, you are entirely responsible for what is in your locker.

A schedule of when students will be able to go to their lockers during the day will be explained during the first days of school. All students will be allowed to go to their locker before first period.

- Students may not carry backpacks during the school day.

- Heavy coats/sweaters should be placed into lockers during the day.

**LOITERING:** Students are not permitted to loiter or play games in the street, yards, or parking lots near the campus. Upon dismissal from school, bike riders and walkers should leave the campus promptly. Only students who are remaining on campus for after school tutorials, school activities, club meetings, etc. should be on campus after 4:00 p.m. with a sponsor.

**LOST & FOUND:** In order for the staff to return lost articles to their rightful owners, we ask that you write your name on all items you bring to school. Please keep your identification card in your wallet or purse. Do not bring large sums of money or valuable items, such as jewelry to school. Items that are lost, and do not have identification on/in them, will be sent to the Attendance Office. School related items should only be brought to school. Those items not reclaimed are donated each semester to charities in Fort Bend County.



**MEDICATIONS:** Whenever possible, all medication should be given by parents at home. If medication must be given at school, it must be furnished by the parent and kept in the clinic. Students may not carry medication of any type, including aspirin, etc., and may not administer medications to themselves. Any medication to be given at school must be delivered by the parent. The medication must be delivered in it's original container with the physician's name, name of the medication, and the amount to be given. For more information of this, please refer to your FBISD Student Handbook or call the HBMS Clinic at 281-634-3012.

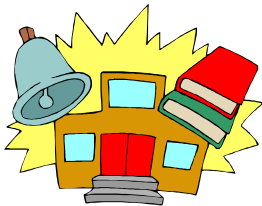
**PLANNERS/ID Badges:** Within the building, students are required to have a planner and a visible ID badge, whenever moving during class time or before school. Hall passes may be issued by teachers or other school officials. Hall passes are issued for a specific purpose and students should not deviate from the stated purpose or destination. Failure to possess a hall pass/ID, planner or any deviation from the purpose for which the pass was initially issued will result in disciplinary action. This pass, ID, will be part of the student's daily planner, which is provided to each student at the beginning of the school year. Without the planner, the student will have no pass privileges. Replacement planners & ID badges are available through the front office/library and school store for a fee of \$5.00. ID badges will be replaced with a temporary badge until the debt can be meet.

**STAIRWAYS:** The administration will designate certain stairways to be one way only traffic or reserved for specific grades.

**STUDENT CONCERNS:** Students or parents who have a concern should first discuss the matter with the teacher. It is expected that the teacher will return phone calls within 48 hours. If the outcome of that discussion is not satisfactory, parents should request a conference with the appropriate assistant principal. If the issue is not resolved then parents should request a conference with the building principal (please refer to policy FNG LOCAL).

**SUBSTITUTE TEACHERS:** Our school is fortunate to have capable people to help us whenever our regular teachers are absent. A substitute teacher is an important employee whose impressions of our school will be carried into the community. Students are expected to be polite, helpful, and considerate to all substitutes. Students who are disrespectful or misbehave in a substitute teacher's classroom will be disciplined for inappropriate behavior.

**SUPPLIES:** On a daily basis, students need to come to each class prepared with pen, pencil, paper and other necessary supplies required by the teacher. **Permanent markers (Sharpies) will not be allowed for either classroom or personal use.** Student organizational planners will be provided and the student must bring the planner to each class daily to write down assignments and homework. The planner also serves as the student's hall pass. Failure to be prepared for class will result in a lowered conduct grade.



**TARDIES:** *Being tardy is considered to be disruptive to the educational environment at HBMS and is not appropriate behavior for our students.* Students are considered tardy if they are not in their assigned classroom when the bell rings. It is considered a skill for life to be punctual. HBMS has a tardy procedure, which will be outlined for each student when school begins. This plan will include TARDY SWEEPS each period of the day with consequences to follow. Each student will be given one verbal warning about being on time to class without penalty; thereafter, a consequence is assigned for each tardy throughout the school year. Tardy assignments to detentions are mailed home to parents or parent notification via telephone is made prior to the detention being served. A student is tardy if he/she is not in the classroom when the tardy bell rings. Students with tardies will receive the following disciplinary action: 1) Warning; 2) Parent Contact; 3) Detention; 4) Office Referral. After the fourth tardy, an office referral will result for each additional

tardy and the consequences will increase as evidence of persistent tardiness unfolds. Tardies are cumulative throughout the semester.



**TICKETS/CITATIONS:** FBISD is very fortunate to have its own police force. Our campus has a police officer, who is on campus each day; and, one of the duties is to write tickets/citations when appropriate under the law, to students for inappropriate conduct and behaviors. When a ticket is issued, a principal or the police officer will contact the parent to inform them. Issuance of a ticket requires both the parent and student appear before a Justice of the Peace. School consequences may also be applied when a ticket is issued.



**TEXTBOOKS:** Students will be issued Textbooks by teacher and are expected to pay for damage or lost books. Book checks will occur every 9 weeks period.



#### THINGS NOT TO BRING TO SCHOOL!

- Cameras, tape recorders, CD Players &/or headsets; MP-3 players, etc.
- CD/DVD for computers
- Hand held electronic games of any size/type
- Card collections of any type
- OPEN containers of water, soda, etc. Any container brought to school must be sealed.
- Balloons, flowers, birthday cakes, cupcakes for you or friends.
- Tobacco, alcohol, drugs, weapons
- Bandanas, caps or hats

- **Any item to sell - Students may not sell any item at school without permission from the campus principal.**

Items that may be distracting or interfere with the educational program will be removed from the students' possession by school officials.

**TUTORIALS:** Tutorials will be held in the teachers' classrooms. Students must have a teacher pass or written parent permission to attend the specific teacher's tutorial session.

**UNAUTHORIZED SALES:** No items may be sold on the bus/school grounds by any individual. Only recognized group-sponsored sales approved by the principal will be permitted. Students will be subject to disciplinary action. Items confiscated may be returned to a parent.

**VERBAL/WRITTEN ABUSE:** There is no place at school for any behavior that hurts another person's feelings. Name-calling, derogatory remarks, "slam" books, sexual harassment, bullying, etc. will not be tolerated. Any negative comments regarding race or ethnic background will not be tolerated. Students must report their behavior to the appropriate Administrator, teacher or staff member. Students engaging in this type of behavior will be disciplined.



**VISITORS ON CAMPUS:** All visitors must enter through the main office. *To register as a visitor, it is required that you have a valid Texas Drivers' License because we scan those into a system called "Raptor". This Raptor system is another way we hope to provide a safe educational environment at HBMS.*

**All persons visiting the campus must sign in at the front office and obtain a "Visitor's Pass."** For student safety, visitors are restricted to the area designated on the pass, and the pass should be returned at the end of the visit. Students are not allowed to have other student visitors during the day. If the **Visitor's Pass** is not worn and easily visible, the visitor will be escorted from the building.

If parents wish to visit their child's classes during the school day, the following guidelines are in place:

- Prior to visiting the child's classroom, parents must make an appointment with the teacher and notify the appropriate grade level administrator.

- A parent in the classroom is there as an **observer only**. To do otherwise would be a disruption to the instructional environment.
- Limit visits to no more than one classroom visit per teacher per nine weeks. Each visitation will be limited to a 45 minute class period unless prior approval has been obtained by the grade level principal.
- Parents may visit a classroom only when their child is scheduled for that class and present in the classroom.
- If a teacher conference is needed, that appointment should be set up separately from a classroom visit. Do not conference with the teacher before, during or after the classroom visit as teachers are busy supervising students during these times.

*Thank you for supporting us by discussing these procedures with your child. Our goal is to provide the safest learning environment possible for each and every student and employee of Hodges Bend Middle School.*