



*Parent/Student Supplemental Handbook*

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

**ABSENCES:** According to the Texas Education Agency, in order to receive credit in a class, a student must attend at least 90 percent of the days the class is offered. 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 aforementioned parent note may be sent via e-mail, but must come from a parent's verified email account to the school's daily attendance clerk Lori Kageler (lori.kageler@fortbendisd.com). Refer to FBISD's student-parent handbook for reasons for approved student excused absences.

**If the student fails to bring a note or the parent does not send an e-mail as required within the five school-day period, the absence will be coded as an unexcused and will count against the student's official attendance record.** 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. Failure to complete the work in the time frame will result in a zero for the missing assignment.

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 your child was not absent, the parent/guardian should contact the Attendance Office at 281-634-3010.

**AFTER SCHOOL EVENTS: Non-participating students are to leave campus and return when the event is scheduled to begin.** Students are expected to adhere to FBISD Student Code of Conduct and dress code guidelines while attending events. During athletic events held in the gyms, students will not be allowed to congregate in the halls or go back and forth to both gyms. The student must sit in the gym of their choice and watch the event. Students violating these policies will be disciplined and depending on the nature of the violation, may be referred to the police officer on duty. Students who do not comply with these rules may be turned over to their parent or be asked to leave the event. Students who attend volleyball or basketball games may not reenter the building once they leave.

Student spectators at football games must sit in the bleachers and will not be allowed to re-enter the game area after departing without a ticket stub. A fee may be charged for some after school events. Students must be picked up within 15 minutes of the completion of the event. Failure to be picked up on time; will result in a loss of student privileges to attend non-academic extracurricular after school events for the remainder of the semester.

**ARRIVAL AT CAMPUS:** The building opens at 8:20 a.m. Once arriving on campus, students are **NOT** allowed to leave the campus. 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 will enter through the West end doors. Adult supervision for students begins at 8:20 a.m.; students are **not supervised prior to 8:20 a.m.;** **please do not drop them off early.** All students are to report directly to their designated area.

**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 until 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. If brought on campus, the item will be confiscated and a parent must pick it up.

**BREAKFAST & LUNCH CAFETERIA PROCEDURES:** We would like to encourage parents to participate in the pre-paid breakfast & lunch program in our cafeteria. This program allows you to pay in advance for breakfast or lunches before school begins; students are given a personal identification number (PIN) and can use this number in all lines. Students should not share PINs.

**Free/Reduced Meal Procedures:** At the beginning of the school year parents must apply or reapply for the free/reduced meal program. For the 2016-2017 parents are encouraged to apply for meal benefits online at [www.fortbendisd.heartlandapps.com](http://www.fortbendisd.heartlandapps.com).

HBMS has computers available for parents/guardians to use. **Paper applications will not be sent home.** As soon as possible, this application should be completed online. 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.**
2. 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.
3. Clean up your eating area.
4. 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 result in appropriate disciplinary consequences.
5. No open food or drink containers may be taken outside the commons.
6. Open containers of food or drink found outside of the commons will be thrown away by staff members.
7. During the lunch period, students are to use the restrooms located nearest the commons at the 1100s hallway. Permission must be obtained before leaving the commons for any reason.
8. No glass containers will be allowed.
9. **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.**
10. Students should refrain from shouting, booing, whistling, talking loudly, or making disruptive noises.
11. Structured seating during all lunch periods is the standard campus practice. Administrators may assign appropriate consequences if the students do not adequately clean the cafeteria or if their behavior is not appropriate.
12. Outstanding fees from the cafeteria must be paid immediately and may result in a forfeiture of attendance in non-academic extracurricular activities.

**Breakfast Program:** Breakfast is offered to students between 8:20 a.m. and 8:50 a.m. in the cafeteria. A prepaid account may be set up in the cafeteria for students to pay for their breakfast.

**Lunch:** Students and parents are not to order food to be delivered to campus, as school personnel will accept no deliveries of any kind for students. If parents bring in food, it needs to be brought to campus by 10:30 a.m. **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 school time. **No exceptions will be allowed.**

If parents wish to eat lunch with their child, they may do so at the designated table in the commons. The parent can only sit with their child(ren). Please do not invite other students to sit with your child.

#### **BYOD (Bring Your Own Device) Campus Procedures**

Students can use their own devices in their morning and lunch areas. Earbuds and headphones are encouraged. Once

prepared for dismissal all technology must be powered down and out of sight. When being dismissed from morning areas and at the end of lunch all technology must be powered down and out of sight. *You can lose that privilege if you choose not to act responsibly.*

Cell phone and other electronic device uses will be determined by the classroom teacher based on the use for instructional purposes only. Cell phones cannot be used for note taking in the classroom. They can only be used at specific times that are teacher driven and teacher directed for specific instructional use.

**CELL PHONES:** See BYOD Campus Procedures for cell phone use in the building. If students have their cell phones out, on, or seen they may be confiscated. 1<sup>st</sup> and 2<sup>nd</sup> Offense: Device is confiscated by a teacher or an administrator and turned in to the receptionist. Parent or student may pick up cell phone upon payment of \$15 administrative fee. Cash only. Disciplinary action is at the discretion of the administrator.

3<sup>rd</sup> Offense: Device is confiscated and turned over to the appropriate receptionist. Parent or student may pick up the cell phone at the end of the school year upon payment of a \$15 administrative fee. Disciplinary action is at the discretion of the administrator.

The district is not responsible for damaged, lost, or stolen telecommunications devices. **Administrators will not investigate or conduct searches involving stolen or lost personal devices.**

**COMPUTER/IPAD USE POLICY:** At HBMS, you will have access to the Internet. When you use the computers/iPads at HBMS, you have a responsibility to use them appropriately. 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 appropriately. *You can lose that privilege if you choose not to act responsibly.*

**DAMAGES:** Microscopes, band equipment, textbooks, iPads, computers, chairs, desks, textbooks and computers should be used with proper care. *Books are to be cared for as any other item; 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.

**DELIVERIES:** All classroom deliveries must be dropped off at the front office no later than 10:30 a.m. **This includes lunch money, lunch, payments for school events, projects, clothes and instruments, etc.**

**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. HBMS will have 1-hour detention hall Monday – Thursday from 4:15 PM until 5:15 PM. **No transportation will be provided. Failure to attend D-hall will result in 2 days of lunch detention. Saturday Detention is also used as a consequence and will be held at HBMS from 8:00 AM to 12:00 PM. No transportation is provided.** Students must arrive on time for detention and must arrive with a book to read or any additional academic work. Sleeping is not permitted.

**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 during the first days of school.

**DISMISSAL INFORMATION:** Students will be dismissed at 4:10 p.m. daily. All students must clear the building by 4:15 p.m. **Buses** will begin departure at 4:15 p.m. Students that ride the bus must exit the West end of the building. Students will not be allowed to walk between buses to enter cars parked on the West side of the building. **Students must ride their assigned bus.** If additional information is needed about bus transportation, please call the Hodges Bend Transportation Terminal at 281-634-1970. Misconduct on buses, in district vehicles, or at bus stops, will be addressed in accordance with the Student Code of Conduct.

**Car riders and walkers** must exit the East end of the building. Parents are to use the East circular drive whenever dropping off and picking students up in the afternoon. Walkers and Bikers must use the crosswalks. Students who walk home must leave the campus by 4:15 p.m.

**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. Sagging pants are not permitted. Tank tops, halters, spaghetti straps, camisoles, tube tops, see through garments, bare midriffs, bare backs, and bare shoulders are not acceptable. Boys must maintain a clean shaven face, no long sideburns, nor inappropriate carvings in their haircuts. Excessively tight

clothing is not allowed. All skirts and shorts worn must be no more than 3 inches above the knee in the front and in the back. **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. Bandanas, headbands, sweatband, hats, and/or visors will not be allowed. Sunglasses are not permitted to be worn during school. PE uniforms are acceptable only during PE class.

Violation of the dress code will result in disciplinary action. Administration will assist the student in correcting the dress code violation. If the clothing item is inappropriate, the item will be confiscated and will only be returned to the parent. Should the student fail to correct the dress code concern, the student will contact a parent to bring appropriate attire. 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 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.
- 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 **DOES NOT** make it acceptable.
- Students may not wear clothing that exposes undergarments.
- Female students may not wear shirts tied around their waists in order to cover up leggings/tights/jeggings.
- Unsafe footwear is not permitted (i.e.: house shoes, shower shoes, slippers, etc.)
- Appropriate shoes must be worn during P.E. /gym classes as well as during lab activities in science, CTE, etc.

**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. Emergency drills are important to school safety. Students who are disruptive during drills will be issued disciplinary action.

**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 damage 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. **Students involved in acts of graffiti will be disciplined accordingly.**

**FAMILY TRIPS:** Family/individual vacations/visits scheduled during regular school days are not excusable absences or extenuating circumstances. These absences will be counted as unexcused absences regardless of the number of days missed. Extended absences can affect a student's academic progress and grades. Unexcused absences may result in possible truancy being filed.

***HBMS follows district policy, which states that semester exams will not be given before the scheduled date and time.*** If a student will be out of school during the scheduled final exam periods for any reason, the exams must be taken upon the student's return to school only if their absence was excused by the attendance clerk according to district policy. Students with unexcused absences will not be allowed to make up exams. 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 earned grade will be recorded. Arrangements will 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 the window given by the counselor.

**FINES:** Students are required to pay all outstanding fines throughout the school year in order to participate in school events and activities. Fines include library fines, cafeteria fines, textbooks, athletic uniforms, and activity fines. All fines must be paid by the deadline date established by the campus. Failure to pay fines could cause a student not to participate in non-academic extracurricular activities. **NO EXCEPTIONS.**

**FRATERNITIES, SORORITIES, SECRET SOCIETIES, AND GANGS:** HBMS is committed to providing a safe and secure environment for all students and preventing the spread of gang involvement and gang activity. Student connections to or membership in secret societies, fraternities, sororities, or gangs is **NOT** permitted. HBMS is designated as a gang-free zone. Engaging in gang-related activities at HBMS is considered organized crime, and the consequences given to students for gang behavior will be determined from the district's Student Code of Conduct in conjunction with the Texas Penal Code. "A person commits an offense if the person...is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of public school fraternity, sorority, secret society, or gang." Campus administrators will contact parents at the first sign of any activity or behavior that looks as if it could be gang-related, conduct a phone or face-to-face conference,

administer appropriate disciplinary actions, and document the activity or behavior for future reference.

**HAIR/JEWELRY/TATTOOS:** In addition to the district hair code, no designs may be cut or shaved into the hair. Severe or distracting hair colors or styles will not be permitted. Jewelry that displays drugs or weapons or can be associated with gang activity 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, using the restrooms and water fountain. 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, profanity, loitering, horseplay, interlocking of individuals, drawing attention in a crowd during passing periods, yelling or making loud noises in the building is not allowed. **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, DAEP 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.**

This means the highest grade the student would be able to earn on the third day late is a 70. On or after the 4<sup>th</sup> day past the due date, the work could 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 allowed to carry mesh, clear, or drawstring backpacks to class. Girls should avoid carrying "backpack-purses" as their backpacks. Unacceptable backpacks will be confiscated and a parent will be notified that their student's backpack does not meet HBMS' requirements. Gym lockers will be issued for P.E.; only P.E. clothing can be stored in these lockers. The school is not responsible for items lost or stolen from P.E. lockers. Students are encouraged to lock the lockers and not share combinations.

**LOITERING:** Students are not permitted to loiter or play games in the street, yards, or parking lots near the campus upon arrival to school or after dismissal. 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 4:10 p.m. Students staying after school for an activity or tutorials, must be with an adult or sponsor at all times.

**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. 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. Only school related items should be brought to school. Those items not reclaimed are donated each semester to charities in Fort Bend County. Hodges Bend Middle School is not responsible for lost/stolen items brought to school. It is best to leave valuable items at home.

**MEDICATIONS:** Students may not carry medication of any type, including aspirin, cough drops, etc., and may not administer/distribute medication to themselves or others. Any medication to be given at school must be delivered by the parent. The medication must be delivered in its original container with the physician's name, name of the medication, and the amount to be given. Student medication will be kept in the clinic at all times. For more information of this, please refer to your FBISD Student Handbook or call the HBMS Clinic at 281-634-3012.

**PLANNERS:** A planner is provided to each student at the beginning of the school year. Students must have a planner whenever they are at school and need to leave during class time. Staff will write a hall pass inside the student's planner. These passes are issued for a specific purpose and students should not deviate from the stated purpose or destinations. Students deviating from the purpose for which the pass was initially issued will result in disciplinary action. Without the planner, the student will have no pass privileges. Replacement planners are available through the front office for a fee of \$5.00.

**SIGN-OUT PROCEDURES:** Only a person who is on the student's emergency information screen may pick up a student who needs to leave early. **No one can pick up a student from school unless he/she is listed on the student's emergency information screen located in the student's electronic file.** When the adult listed on the student's emergency information arrives, he/she must sign in at the attendance office and must present proper I.D. before a student will be released. **All students must be signed out by one of the adults listed on the student's emergency information screen before they leave.**

**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 24 hours. If the outcome of that discussion is not satisfactory, parents should request a conference with the appropriate assistant principal or counselor. If the issue is not resolved, then parents should request a conference with the building principal.

**SUBSTITUTE TEACHERS:** Our school is fortunate to have capable people to help us whenever our campus 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 shall bring their AVID supplies to each class which includes their three-inch binder that will hold the student's planner along with other necessary supplies required by the teacher. If a student arrives without their supplies for 3 consecutive days, the teacher must contact the parent. **Permanent markers (Sharpies) will not be allowed for either classroom or personal use.**

**TARDIES:** *Being tardy is 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. 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. Parent notification via telephone is made prior to the detention being served. Students with tardies will receive the following disciplinary action: 1) Warning; 2) Parent Contact; 3) Parent Contact and 1 Hour Detention; 4) Office Referral. After the fourth tardy, an office referral will result for each additional tardy and the consequences will increase. Tardies are cumulative throughout the semester. Unannounced **TARDY SWEEPS** are conducted throughout the school year. If a student is caught in a Tardy Sweep, he/she is issued a consequence. Refer to the section on detentions.

**TEXTBOOKS:** Textbooks are checked for students for daily student classroom use. Parents may check out books for home use. Dates and times will be announced at the beginning of the school year. Students are expected to pay for damaged or lost books.

#### **THINGS NOT TO BRING TO SCHOOL**

- Card collections of any type
- OPEN containers of food or drinks
- Glass containers

- Balloons, flowers, stuffed items, gifts, birthday cakes, cupcakes for you or friends
- Tobacco, alcohol, drugs, weapons
- Bandanas, caps, afro picks, or hats
- Sharpie pens or Sharpie markers

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

School officials will remove items that may be distracting or interfere with the educational program from the students' possession.

**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. Information/schedules regarding tutorials will be posted on the campus website.

**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 will be confiscated will not be returned.

**VERBAL/WRITTEN ABUSE:** School is no place 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 this 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 to scan through the Raptor System. This Raptor system is another way we 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 to the front office.

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

- A parent in the classroom is there as an **observer only**. To do otherwise would be a disruption to the instructional environment.
- Each visitation will be limited to a 45-minute class period unless prior approval has been obtained by the alpha-split administrator.
- If a teacher conference is needed, this appointment should be set up separately from a classroom visit.