



*Parent/Student Supplemental Procedures*  
2024-2025

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## VALUABLE INFORMATION TO KNOW ABOUT HBMS!

**ATTENDANCE:** According to the Texas Education Agency, in order to receive credit in a class, a student must attend at least 90% 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 absence(s), 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 Cynthia Nieto-Lee (cynthia.nietolee@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 unexcused and will count against the student's official attendance record.** Any student who misses work due to an absence is responsible for getting that work from their teachers. The students will have as many days as they were absent to make up any work missed. Failure to complete the work in the timeframe 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.

In order for a student to receive a grade in their class, they must be in attendance for at least 90% of the days a class is offered. If a student is absent for more than 10% of the days a class is offered, they will be required to make up their time outside of the regular school hours. An attendance committee meeting will be held and the student and parent will receive information on how the student will be able to make up their time missed.

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 at the end of the semester in middle school courses. Instead, an additional major grade for a total of (4) major grades will be added in the last grading period of the course.** If a student will be out of school during the scheduled exam periods for any reason, arrangements must be made for the student to make up the

exam. 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.

**AFTER SCHOOL EVENTS: Non-participating students are to leave campus and return, with a parent/guardian, 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, with 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. Re-entry into the building/event is not permitted once exited.

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.

### UIL Behavior Expectations of Spectators

- Remember that you are at the contest to support and yell for your team, and to enjoy the skill and competition not to intimidate or ridicule the other team or its fans.
- Remember that school athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious. Learn the rules of the game, so that you may understand and appreciate why certain situations take place. Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgement of game officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.

Commented [BB1]: Please add the spectator expectations that was shared by Lemley/DLL/Athletics

- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).
- Use only cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.
- Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.
- Game officials can ask that school administrators have unruly fans removed from a contest facility.
- There is no such thing as a "right" to attend interscholastic athletics. Interscholastic athletics are considered a "privilege" and the spectator who avails themselves of it is expected to conduct himself or herself accordingly.
- Keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense.
- The school is responsible for the behavior of their spectators. The school district can be and will be punished for actions of patrons in violation of UIL standards and rules.

**Loss of Privileges for After School Events** – Students may lose their privileges to attend after-school events. The length of the loss of privilege will be determined by an administrator.

Reasons for loss of privileges include, but are not limited to:

- Failure to be picked up on time
- Suspension (in/out of school)
- Alternative school placement
- Truancy/Excessive Absences

**ARRIVAL AT CAMPUS: The building opens at 8:25 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 8:25 a.m.; students **are not supervised prior to 8:25 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 for breakfast or lunches before school begins; students are given a student ID and must use this in all lines. Personal identification number (PIN) may be used in the lines if the student does not have an ID available. 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 2024–2025 school year, parents are encouraged to apply for meal benefits online at <https://www.schoolcafe.com/fbisd>. 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. **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 8:25 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. **Parents may NOT bring food items or any other deliveries to school for their child.** 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 tables in the commons. The parent can only sit with their child(ren), as documented in Skyward, and cannot share any food they brought with any other students. Please do not invite other students to sit with your child.

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

Students can use their own devices at designated times in designated areas. Earbuds and headphones are encouraged. Once prepared for dismissal all technology must be powered down and out of sight. When being dismissed from designated areas all technology must be powered down and out of sight. *You can lose that privilege if you choose not to act responsibly.*

Cell phones 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. Cell phones will be delivered to students at the end of the day and no fee is charged. Disciplinary action is at the discretion of the administrator.

3<sup>rd</sup> and Subsequent Offense(s): Device is confiscated and turned over to the receptionist. Cell phones will be delivered to students at the end of the school day and a fee of \$15 may be charged. 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.*

As part of the district's Equipped 1:1 initiative, a laptop will be checked out to all students. A warranty can be purchased for the device, if the parent/guardian is interested. Please check the district's Information Technology page for further details <https://www.fortbendisd.com/equipped>.

**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 **damage** to school property assigned to you that has been negligently used.

**DELIVERIES:** NO DELIVERIES WILL BE ALLOWED. **This includes lunch money, lunch, payments for school events, projects, clothes and instruments, etc.**

**DETENTION:** Students will be assigned to stay after school as a consequence by their teachers or members of the administrative team. HBMS will have 1-hour detention on Wednesdays from 4:15 PM until 5:15 PM. **No transportation will be provided. Failure to attend D-hall will result in further disciplinary action. Saturday Detention is also used as a consequence and will be held at Bush HS from 8:00 AM to 12:00 PM in the cafeteria on the assigned date. 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

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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 & 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. Parents are not permitted to enter the pick up area if they are not inside of their vehicle. Walkers and Bikers must use the crosswalks. Students who walk home must leave the campus immediately. Once students have exited the building they will not be allowed to re-enter the building without a parent. Walkers and bike riders must use the crosswalk located on the corner of Bissonnet and Hodges Bend Dr. Students are not to cross in the middle of the street.

**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.

#### **Shirts, Blouses, Sweatshirts, Sweaters, Vests**

- Shirts, blouses, sweatshirts, sweaters, vests that expose undergarments and/or midriff are prohibited.
- Shirts, blouses, sweatshirts, sweaters, vests must not depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations.

#### **Dresses, Jumpers, Skirts, Shorts, Skorts, Pants, and Jeans**

- Dresses, jumpers, skirts, and skorts may be worn at a length that is slightly above mid-thigh.

- Shorts, jeans, and all pants shall be worn at the hip or higher and must cover undergarments. Shorts may be worn at a length that is approximately above mid-thigh.
- Athletic wear, which may include yoga pants, stretch leggings, biker shorts, and fitness tights, are permissible as long as they do not reveal undergarments, do not have sections of see-through material, or are worn with a shirt that covers the posterior, and are not disruptive to the school environment.
- Clothing must cover areas one armpit to the other armpit, have straps, down to the mid-thigh or slightly above.

#### **Shoes**

- Shoes shall be worn, and if designed to be tied shall be properly tied.
- Unsafe footwear is not permitted (i.e., house shoes, slippers).
- Appropriate shoes must be worn during PE/athletics classes, as well as during lab activities in science, CTE, etc. Foam clogs, flip flops, or shoes with no back/heel strap should not be worn during these activities.

#### **Hair**

- All hair, including facial hair, shall be neat, clean, and well groomed, and worn in a style that is not distracting.
- Mustaches, beards, or goatees shall be neat, clean, and well groomed, and worn in a style that does not display derogatory remarks, symbols, or statements that disrupts the learning environment. Hair markings must not depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, violence, vulgar or obscene language, or images that substantially disrupt or interfere with normal school operations. Drawings, icons, and/or other markings cut into the hair, including eyebrows, and not associated with required religious markings or hairstyles are not permitted.

#### **Miscellaneous**

- Proper undergarments shall be worn at all times.
- Revealing clothing of any type may not be worn.
- No clothing that has been ripped, torn, or cut in a way as to reveal undergarments, midriff, chest, or posterior.
- Clothing including face coverings with profanity, obscene patches, references to alcohol, drugs, weapons or tobacco, or anything that may be construed as violent, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations.
- Any attire, tattoo, icons, or markings on body, e.g. bandanas, shoelaces, chains, t-shirts, etc., that is distracting, causes a disturbance, or identifies a student as part of an unauthorized group, gang, or society are not permitted that includes but is not limited to virtual background choices.

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- No pajama wear of any type except on campus designated days.
- Body piercings that are distracting or that pose a safety concern are not permitted.
- No hats, caps, doo-rags, wave caps, bonnets, bandanas or hoods worn indoors, except on campus designated days or during designated times permitted by the campus.
- No sunglasses may be worn inside the building unless there is a medical note on file.

If the clothing item is inappropriate, the item will be **confiscated** and **will only be returned to the parent**. The student will contact **a parent to bring appropriate attire**. While waiting for the appropriate clothing, the student will remain in the administrator's office. Additional consequences (i.e. after-school detention, Saturday detention, etc.) will also apply for noncompliance. If a pattern of dress code violations continues, it will be deemed insubordination, and consequences will become more severe.

**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.** Students caught using the elevator without permission will receive disciplinary consequences.

**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 or vandalism will be disciplined accordingly.**

**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, lost/damaged electronic device, 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. Piercings that are distracting or that pose a safety concern are not 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. When deemed necessary, a staggered dismissal schedule will be used. Students will be dismissed by grade level and will be allowed three minutes to get to class. **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 procedures are in place:

- 1<sup>st</sup> day late will result in a reduction of 5 points from the overall earned score;**
- 2<sup>nd</sup> day late will result in a reduction of 10 points from the overall earned score;**
- 3<sup>rd</sup> day late will result in a reduction of 15 points from the overall earned score.**



This means the highest grade the student would be able to earn on the third day late is an 85. 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 will not be assigned a general locker outside of PE. 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. Students who are staying after school must be in their designated location by 4:15 p.m. or they will have to immediately exit the building.

**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 on this, please refer to your FBISD Student Handbook or call the HBMS Clinic at 281-634-3012.

**SAFETY PROTOCOLS:** In alignment with the FBISD Profile of a Graduate, HBMS students will focus on the attribute of being a compassionate citizen. Students will demonstrate their respect for others by taking ownership of their environment and its safety for themselves and others by cleaning items they touch after use. Additionally, social distancing protocols (3ft apart at all times), wash hands/use hand sanitizer frequently and remain home/away from campus when ill.

**SIGN-OUT PROCEDURES:** Only a person who is on the student's emergency information screen in Skyward 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 Skyward.** 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.** No student can be picked up after 3:30pm.

**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 administrator 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 supplies to each class, which includes their 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 Lunch 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 out 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**

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

#### **TUTORIALS (MORNING)**

Students desiring to attend morning tutorials must check in at the designated location to show that they have a pass to tutorials. Students must have a teacher pass or written parent permission to attend the specific teacher's tutorial session. Morning tutorials are held in the teachers' classrooms. Information/schedules regarding tutorials will be posted on the campus website.

**TUTORIALS (AFTERNOON):** 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 SELLS:** 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 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; visitors should wear the badge for the duration of the visit and the pass/lanyard 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 needs to schedule the visit with the teacher and administrator 48 hours in advance.
- A parent in the classroom is there as an **observer only in the class period in which your child is scheduled**. 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 grade level administrator.
- If a teacher conference is needed, this appointment should be set up separately from a classroom visit.

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.