

**SAM HOUSTON  
MIDDLE SCHOOL**

# **STUDENT HANDBOOK**

**Marshall ISD**

**2016 - 2017**

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## ***Welcome to Sam Houston Middle School***

**To the Student:** Sam Houston Middle School is YOUR school. The faculty and staff want your time here to be the best we can provide. If you have any questions after reading this handbook, just ask and we will answer them to the best of our ability. Please ask your parents to read this handbook with you.

**To the Parent:** The faculty and staff at Sam Houston are dedicated to providing your child with the best educational opportunity possible. We want you to be involved with your child's education. Middle school is an important link between your child's formative years and their secondary education. *Please remember that your child is still a child and needs you to be involved just as much as you always have been, even though they have left elementary school behind.*

We want you to feel comfortable coming to your child's teachers, counselor and administrators with any questions or comments that might arise during the year. Please get to know your child's teachers. This is a very important part in helping your child succeed. We know that if the school and presents work together, your child will succeed.

**Angela Fitzpatrick:** Principal

**Zachary Venable:** Assistant Principal

**Elissha Monsivias:** Counselor

**Terri Sparks:** Secretary

**Spike the Bulldog:** Mascot:

**School Colors:** Red & Black

**School Phone #:** 903. 927. 8860

**Student's Responsibility:** Students during the school day, or attending any school-related function, are under the direction of the faculty and administration employed by MISD. When any of these persons give students instructions, or counsel, the student is expected to respond courteously. Sam Houston's school wide initiative for teaching social skills is called Sam's Social Skills. Students are expected to use these skills and common courtesy with any adult or student he/she comes in contact.

## GENERAL GUIDELINES

**Withdrawal Procedures:** To withdraw from SHMS a student's parent/guardian should:

1. Notify the MISD Administration Building of the withdrawal.
2. Have all charges cleared in the cafeteria.
3. Have all fines cleared in the library, and any lost books paid for.
4. Bring textbooks, clearance slips, and withdrawal to the school secretary.

**Change of Address:** Students who have a change of address and/or telephone number should report this information to the school office. Students whose parents or legal guardians change employment should also notify the school office of the new emergency telephone and address.

**Absences:** State law prohibits a student from being given credit for a class unless the student is in attendance for at least 90% of the days that the class is offered. The school principal shall recommend disciplinary action for a student who has accrued more than the allowable days of unexcused absences. Disciplinary action may include the student's loss of credit for the class, required summer school, court referral or other appropriate measures. Home-based instruction or suspension may not be used for truancy or excessive absences.

**Arrival:** *ALL students will be dropped off at the front of the school on East Travis.* Do not drop off your child prior to 7:15am. There are no duty personnel to monitor your child prior to that time, and you will be putting his/her safety at risk. MISD/Sam Houston personnel will not be held responsible for any child left unattended prior to 7:15am.

**Late Arrivals/Tardies:** The first bell rings at 7:45am, announcements at 7:55 am and the tardy bell rings at 8:00 am. If problems arise getting your child to school, please know that bus transportation may be arranged, and the MISD transportation department can be contacted at 903. 927. 8753. We monitor late arrivals and require that you come in with your child to the office to sign them in after 8:00 am. Discipline procedures consist of a warning, parent call, and then lunch detention.

**Dismissal:** Sam Houston is responsible for the safe departure of over 475 students, thus making the following of the utmost importance. Due to safety/personnel/construction reasons the front doors are lock at 3:00 each day. No check-outs or phone messages are allowed after this time. For the safety of all students, please adhere to the following procedures and expectations:

**Early Bus Riders: (3:35pm - Bell)**

1. Students will not be dismissed from class prior to the 3:35 pm bell.
2. If a student's bus is at Sam Houston at 3:35 pm, that student will not have time to go to the restroom, so organization and preplanning are very important.
3. Early bus riders should walk from the building using the nearest front door from their last classroom, and then onto their bus.
4. Students can only ride their assigned bus. If you have any questions regarding bus transportation please call them at 903. 927. 8753. The school cannot give permission for a child to ride a different bus.

**Late Bus Riders: (3:39 pm - Bell)**

1. Upon dismissal, late bus riders will go to 1st hall and sit quietly while working on homework, or reading. Talking is not permitted, as this is study time.
2. Late bus riders are expected to make it to 1st hall without stopping anywhere else.
3. As buses arrive, students will be given time to pack up their things, stand, check their area, and then be released to the bus circle.

**Car Riders: (3:37 pm - Bell)**

1. Rides should line up along Indian Springs Rd. Personnel will assist students in crossing the street at the crosswalk.
2. Upon dismissal go directly to the east door only, and exit the building using the sidewalk to go to Indian Springs Rd.
3. Students shall stay in front of the trees and WATCH for their ride. Do not play at the creek, re-enter the building, or stand next to the curb. Students are not permitted to pass the creek at any time.
4. No students will be permitted to wait in front of the building, unless it is raining.
5. In the event of rain, please note that students will be directed to exit out the south doors at the front entrance of the school, and parents will pick up their child in front of the school.
6. Car drivers do not use the bus circle to drop off or pick up students.
7. All students being picked up by a car are expected to be picked up prior to 3:45pm. If a student remains after 3:45pm on more than 3 occasions, the campus will make arrangements with the Transportation Department for that student to become a bus rider as the school day ends at 3:35 pm.

**Visitors:** Parents and other visitors are welcomed at Sam Houston Middle School. *All visitors* must enter through the doors by the office, sign-in and receive a visitor's badge. Visits to individual classrooms during instructional time are not permitted without the principal's prior approval. Parents are encouraged to call ahead at 903. 927. 8860 for an appointment.

**Permission to Leave Campus:** *No student may leave campus without permission through the office.* A parental request to the office is required for a student to leave campus during the school day. Any student who leave campus without permission is truant. No student will be allowed to walk home without permission from parent/guardian. Doing so without permission will result in disciplinary consequences.

**Hazardous Weather:** Should it become necessary for the school district to dismiss school due to weather conditions or other reasons, information regarding dismissal of school will be broadcast over KCUL AM 1410 and KCUL FM 92.3 radio stations, posted on the Marshall ISD website and Sam Houston Facebook page..

**Textbooks:** Textbooks are furnished for use in courses of study. By state law, the book should be kept covered at all times. The student is responsible for the payment of damage or loss of the textbooks if it happens at school or at home.

**Homework Policy:** Homework serves an important purpose in a child's school life. It is the child's responsibility to complete their homework, and turn it into the teacher. Homework will count as part of their 9 weeks grade. Each teacher will advise you to his/her policy on homework.

**Grades:** Grading periods consist of 9 weeks. At the end of each 9 week period, a report card will be sent home. If in any subject a student receives a grade equal to or less than 70, the parent is encouraged to contact the teacher for a conference. Progress reports will be sent home every 4 weeks.

**Personal Counseling:** The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should speak to their teacher, the counselor, or office personnel.

*Please note:* The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

**Inside the Building:**

1. Walk on the right side of the hall.
2. Quiet/low voices should be used at all times.
3. No running inside the building.
4. No horseplay, pushing, playing, etc.
5. Always keep all body parts and belongings to yourself.
6. No caps will be worn inside the building.
7. Students are not allowed in the hall during class time unless they have a pass.

**Lockers:** Lockers will not be used during the 2016 - 2017 school year.

**Backpacks:** Backpacks need to be standard size. Roller backpacks are not permitted.

**Bringing “Things” to School:** Any toys, electronic gadgets, etc. which have no educational benefit are not permitted on school grounds. Any item of this kind, including, but not limited to laser pens, yoyo’s, trading cards, etc. will be confiscated. Radios, cd players, tablets, etc. will also be confiscated and may become the property of MISD.

**Telephone Use:** School telephones are for school business only. Students will be granted permission to use the phone only in the case of an emergency or school business. *Please note, students will not be pulled from classrooms to take phone calls or visits. In the case of an emergency, please leave a detailed message with the office, and an administrator will contact the parent/guardian.*

**Cafeteria:**

- ❖ *Breakfast:* Students eating breakfast should go immediately to the cafeteria.
- ❖ *Lunch:* Students will enter the cafeteria with their teacher/class, and stand together in line as instructed by personnel. There is NO talking while waiting in line. Once a meal is picked up students will sit next available as directed by personnel. Tables will be dismissed by personnel after students have ample time to eat their meals.
- ❖ *Recess:* Personnel will notify students when they may leave through the north doors to go outside for recess for the remainder of their lunch period. Students will go to recess on the north and/or west side of the building, as directed by personnel. There will be NO food taken outside the cafeteria.
- ❖ *Parents, and other guests, are welcome to eat lunch with their child after signing in at the front office, and obtaining a visitors pass, upon entering the building. Please note, parents can only bring food for their student/s.*

**Discipline:** Teachers will have classroom expectations and consequences they will explain, give examples of, and post in their classroom. All teacher classroom rules and consequences will be implemented and enforced prior to an office referral.

Discipline will be administered when necessary to protect students, school employees, and to maintain order in the school. A proper learning environment will be upheld. Students will be treated fairly and consistently as discipline will be based on careful assessment of the circumstances of each case.

Consideration shall be given to the seriousness of the offense, frequency of the misconduct, student's attitude, potential effect of the misconduct, student's age, and intent of violation. Appropriate levels of due process will be provided. The Student Behavior Code of Conduct Handbook provides a broad range of behaviors considered misconduct, and are representative of the most frequent disruptions to the learning environment. All acts of misconduct are not listed. Disciplinary action for misconduct is based on the classification of the offense at the discretion of MISD.

**Fights:** When a student(s) is involved in a fight, a full investigation will take place to determine the details of the incident, and each student will be disciplined appropriately and accordingly. Consequences for such behavior will be administered in accordance with district policy, and will include, but not limited to, In School and/or Out of School Suspension.

Please encourage your child to avoid any confrontations, and to always inform an adult at school of any impending disruptive situations. We are here to assist your child in any way we can, and hope we will not have to resort to the above measures to keep our school and students safe.

It is important to know that all of the discipline options will guide the administrators in determining the appropriate and necessary course of action. Options in disciplinary consequences serve to establish a degree of consistency in the disciplinary actions taken. It is imperative to remember that the administrator's professional judgment will always prevail. An attempt to contact the parent/guardian will be made when possible. If no contact is made, a copy of the actions taken by the administrator will be mailed to the parent/guardian or sent home by the student.

**Threats:** Terroristic threats will be addressed according to district policy. Please note that Sam Houston Middle School takes threats seriously, and will take action immediately to ensure student safety. Please refer to Student Code of Conduct Handbook for actions to these offenses.



**Sam's Social Skills (SSS):** provides educational and social expectations and interventions for ongoing ongoing behavior disrupting the educational environment. The student is expected to regain self-control and acknowledge the adult in a positive manner. The goal for SSS is to have the student remain in the class, as that is where they need to be to receive the instruction designed for their success.

If the student fails to regain self-control, and office referral will be implemented. Once the student is referred to the office, administrative intervention will begin. Before the student is admitted back to class, he/she must display self-control, and will receive/be notified of the consequences for their chosen behavior.

**The FISH Philosophy:** What does this mean? The FISH! Philosophy began with a group of fish-market workers in Washington. As one can imagine, working in a fish market isn't exciting. It's cold, smelly and a little boring. However, this group of fish-market workers chose to make their jobs the envy of all others who worked around them. They chose to "choose their attitude," "make someone's day," "be there for others," and "play (appropriately)," each day. Soon, a job that was once a place of employment where no one wanted to work, had people from all over stopping by just to see what was happening that day at the FISH! Market. Bankers, lawyers, store owners, people from all over the world, soon heard about the FISH! Philosophy, and realized they could make it a part of their work place. At Sam Houston we realized we could make it a part of our day also. We continuously try to remind each other to live the FISH! Philosophy by:

1. Choose Our Attitude: We can choose to be happy, sad, mad, etc... but in the end it's our own responsibility about how we feel, so why not choose to be happy!
2. Make Someone's Day: Do something nice for someone else, such as a smile, opening a door, offering to help...
3. Be There for Others: Practice listening. Give a pat on the back or a shoulder to lean on.
4. Play Appropriately: Take time to have some fun... giggle, be silly, laugh and learn when it's appropriate to play, and when it's time to get down to business.

**FISH! is not a program, it's a daily walk, and we want all to walk along with us.**

*By living this daily we are teaching ourselves how to be better people, be more productive, and how to become responsible for the way we respond to things that happen around us.*

## **MARSHALL ISD**

### **Uniform Dress Guidelines for Grades PK - 8**

Marshall ISD is a goal-oriented district with high expectations for all students. Student dress can play an important role in the success of school students and helps with the development of a positive learning environment. A uniform dress policy may:

- Promote school pride and unity
- Improve student conduct and performance
- Increase self-esteem
- Increase school safety
- Decrease peer pressure and competition with regard to clothing, style, and brands
- Decrease gang influence.

**Clothing:** Marshall ISD, grades PK-8 will be promoting a uniform dress code that will be district specific. The uniform dress policy in grades PK-8 will offer choices but will be limited to:

#### GIRLS:

1. Skirts, skorts, jumpers, over-alls, or shorts, with the bottom of the hem being no shorter than three inches (dollar bill rule) above the top of the knee (navy blue, khaki or black)
2. Pants or trousers (navy blue, khaki or black) with belt if appropriate and standard size pockets. (Belts will not be required for students in grades PK-2.)
3. Collared shirt or blouse, tucked in (solid colors of red, white, navy blue or other official school color) oxford style button down shirt, turtle-neck, or polo style with long or short sleeves, depending on the weather, with no commercial logos on shirts/blouses
4. Sweaters or sweatshirts with no commercial logos may be worn over the approved shirt - cardigan, pullover, or vest (red, white or navy blue/not oversized)

#### BOYS:

1. Pants or trousers (solid colors of navy blue, khaki or black) with belt and standard size pockets - classic style, straight or pleated (belts will not be required for students in grades PK-2)
2. Shorts with belt (navy blue, khaki or black - with bottom of the being no shorter than three inches (dollar bill rule) above the top of the knee. Shorts must be hemmed. (Belts will not be required for students in grades PK-2)
3. Collared shirt, tucked in (solid colors of red, white, navy blue or other official school color) oxford style button down shirt, turtleneck or polo style with long or short sleeves, depending on the weather, with no commercial logos or shirts.
4. Sweaters or sweatshirts may be worn over the approved shirt - cardigan, pullover, or vest (solid red, white or navy blue/not oversized), with no commercial logos.

Each campus may add a top color that is specific to that particular campus.

Not Allowed: Spandex, sweat pants, wind pants, cargo pants and sagging or oversized apparel.

## SHMS DRESS CODE

The district/Sam Houston's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

### SHIRTS:

- Uniform shirts must be worn and tucked in at all time.
- Uniform shirts must have a collar and not be low cut.
- Polo style shirts must be solid red, white or navy blue with NO emblems or decals, writing or pictures of any kind, larger than a quarter.
- Official MISD (SH & PTY) sponsored t-shirts may be worn on Fridays.
- No sleeveless shirts are allowed.
- Undershirts and camisoles must be red, white or navy blue.

### PANTS:

- Uniform pants are to be worn and must be solid khaki, navy blue or black.
- Uniform pants may not have any pockets on the pant leg, regardless of the size.
- Uniform pants, and shorts, cannot have slits, holes or rips.
- Uniform pants must not be tight fitted or extremely loose fitted.
- Jeans that have slits, frays, holes or rips may NOT be worn to school.
- Uniform shorts may be worn, but cannot be shorter than the "dollar bill rule:" Turn the dollar on its side with the face up, kneel on the floor, and if the bill cannot touch the floor and the bottom of the shorts, they are considered too short. Disciplinary action will be taken with each infraction.

### SHOES:

- Shoes must be worn that cover the toes and the heel for safety reasons.
- High heels are discouraged, and any heels over 2" should not be worn for safety reasons.
- Shoes with "roller balls" are not allowed anywhere on MISD property.
- Students are not allowed to wear flip flops.
- Students must wear socks with all shoes.
- Shoes, socks and shoe strings must be respectively the same color on both feet.

### COATS/JACKETS:

- Students may wear any style of coat to school that opens in the front.
- Any lightweight jackets, pullovers, vests, sweaters or sweatshirts worn in the building must have a waistline length that does not cover pants pockets.
- Small logos and/or stripes are allowed.
- Large designs, names and/or pictures are NOT allowed.
- Any reference to tobacco or alcohol is NOT allowed.
- *No hoodies are allowed to be worn in the building at any time.*

### HAIR/OTHER:

- Student's hair color must be of a natural color.
- No letters, numbers or symbols may be cut into hair.
- Mohawks are not allowed.
- Distracting hairstyles are not permitted as determined at the principals discretion.
- Belts are part of the uniform and must be worn daily.
- Male students may NOT wear earrings.

FREE-DRESS:

- On special days, the principals may allow "free dress"; however, the regular MISD dress code will be adhered to.
- Advance notice will be sent to parents prior to any upcoming events.
- Appropriate dress will be expected on these special days and events as well.
- The above list will be adhered to, and unacceptable garments will not be worn.
- Student not in compliance with free dress code more than three times will lose free dress privileges for the remainder of the school year.

If the principal determines that a student's grooming/clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school, and/or call home. If not corrected, or should the student fail to contact a parent/guardian, or the parent/guardian is unable to bring the proper attire, the student may be assigned to lunch detention and/or in-school suspension for the remainder of the day, until the problem is corrected, or until a parent/guardian or designee brings an acceptable change of clothing to the school . Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

School administration has the right to determine if ANY clothing might be "gang related," and for the safety of the Sam Houston students, will require students to change into school/district approved clothing.

**SAM HOUSTON MIDDLE SCHOOL RESERVES THE RIGHT TO REVOKE OR CHANGE THE DRESS CODE, ACCORDING TO DISTRICT POLICY, TO PREVENT ANY DISRUPTION IN THE RUNNING OF THE CAMPUS.**

## MISD CELL PHONE POLICY

### **Radios, CD Players, Games, Cell Phones and other Electronic Devices**

Students are **not permitted** to possess items such as pagers, radios, CD players, tape recorder, camcorders, DVD players, cameras, games, electronic devices, etc. at school... unless prior permission has been obtained from the principal. Without such permission, teachers will collect items and turn them into the principal's office.

For safety purposes, the district permits students to possess cell phones; however, cell phones **must remain turned off and out of sight** upon arriving to campus and throughout the school 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.

Any disciplinary action will be in accordance with the *Student Code of Conduct*, and may include confiscation of the device. The school may charge the owner for the release of certain telecommunication devices [see policy FNCE].

#### **Cell Phone Confiscation Policy:**

**1st Offense:** Phone will be in office, and a \$15.00 charge will apply at pick up. The phone may not be picked up prior to 3:30 on the day it is confiscated. The phone must be picked up by the parent/guardian.

**2nd Offense:** Phone is kept in the school vault for 3 days, and an additional \$15.00 charge will apply at pick up. The 3 days will begin on the first full school day after the phone is confiscated. The phone must be picked up by a parent/guardian. If the time period expires on a Saturday or Sunday, the phone may be picked up the following Monday.

**3rd Offense:** Phone will be kept in the school vault for 3 weeks, for a total of 21 days. And additional \$15.00 charge will apply at pick up. Once the 21 days has expired, the phone may be picked up after 3:30. The phone must be picked up by a parent/guardian. If the time period expires on a Saturday or Sunday, the phone may be picked up the following Monday.

**4th Offense:** Phone is kept in the school vault until the last day of the school year, after the last bell of the day. An additional \$15.00 charge will apply at pick up. The phone must be picked up by a parent/guardian.

*All charges collected will be placed in the school's student activity account.*

**STUDENT ACCEPTANCE  
of Sam Houston Middle School  
Student Handbook**

**I (student name) \_\_\_\_\_ have  
received the 2016 - 2017 Sam Houston Middle School Student Handbook.**

**I understand I am responsible for the contents of the handbook as written.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I (Parent/Guardian Name) \_\_\_\_\_  
have received the 2016 - 2017 Sam Houston Middle School Student Handbook.**

**I understand I play an important role in the academic success of my child. I will partner with the school to ensure my child's success by agreeing to the following:**

- **I will value the school day and will make certain that my child is in regular attendance and arrive on time.**
- 

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_