Opened in 1962, T. H. Rogers was originally a zoned middle school that served Uptown area residents. The school was named after Thomas Horace "T. H." Rogers, who served as the principal of HISD’s San Jacinto High School. In 1982 T.H. Rogers was converted into a magnet school, serving PreK-12th grade multi-impaired and Lifeskills students, PreK-8th grade deaf students, and K-8th grade gifted students. Past principals include Sandy Streeter, Meredith Wedin, Linda Andersson, Nancy Manley, and Cathryn White.

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It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.
**HISD: Purpose, Goals, Core Values, and Strategic Intent**

**PURPOSE:** The Houston Independent School District exists to strengthen the social and economic foundation of Houston by assuring its youth the highest-quality elementary and secondary education available anywhere.

**GOALS:** The district’s primary goal is to increase student achievement.

**Primary Goal 1: Increase Student Achievement**
HISD student performance will demonstrate gains as evidenced by scores on TAKS, SAT, and other state and national tests, while performance gaps between minority and nonminority students will narrow. Additional goals are established in support of increasing student achievement, as follows:

**Goal 2: Provide a Safe Environment**
The district shall develop and implement a strategic plan with specific long-range actions that ensure the safety and security of all who are at district schools and facilities or attending district-related events.

**Goal 3: Increase Management Efficiency**
HISD will have in place a decentralized organizational structure with operational practices and procedures that distinguish between the school district’s pedagogical and business aspects and employ best practices with proven business and administrative operational principles for efficient delivery of services and goods to the schools.

**Goal 4: Improve Public Support and Confidence in Schools**
The local, state, and national public will view HISD as a large urban district in which achievement is primary, performance is high, and educators accept responsibility for student learning, administrators and support-services personnel exist to support the relationship between teacher and student, accountability exists at all levels, and there is respect among all segments of the community. Concomitantly, public confidence in public schools will improve.

**Goal 5: Create a Positive District Culture**
HISD will have a clearly articulated purpose, with specific goals and objectives that support it. Those will serve as the catalysts for creating a powerful sense of community and shared direction among HISD personnel, parents, students, and the public.

**Goal 6: Provide Facilities-to-Standard Program**
There will be in place a program designed to make all necessary repairs and renovations to bring HISD facilities up to standard. The plan will include the level of long-range and preventive maintenance necessary to keep the buildings properly up to standard.

**Board Monitoring System:** In 2003, under the leadership of then-president Kevin H. Hoffman, the board created the Board Monitoring System to measure the district’s effectiveness in meeting its goals—especially Goal 1: Increase Student Achievement. In 2005, under then-president Dianne Johnson’s leadership, the Board Monitoring System was expanded to include all five district goals.

**Safety Above All Else**—Safety takes precedence over all else. A safe environment must be provided for every student and employee.

**Student Learning Is the Main Thing**—All decisions and actions, at any level, focus on and support “the main thing”: effective student learning.

**Focus on Results and Excellence**—Each employee focuses on results and excellence in individual and organizational efforts.

**Parents Are Partners**—Parents are valued partners in the educational process, serving as the child’s teacher in the home. All school and district activities will give proper consideration to the involvement of parents.

**Common Decency**—All members of the organization, both students and employees, deserve and must receive respectful and courteous treatment.

**STRATEGIC INTENT:** To earn so much respect from the citizens of Houston that HISD becomes their prekindergarten through grade 12 educational system of choice.
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GENERAL INFORMATION

FIRE AND DISASTER DRILL PROCEDURE
The city of Houston requires our school to have one fire drill every month. The following are the signals and the procedure for the signals:

FIRE & DISASTER DRILL SIGNALS

STACCATO BELL – Leave building quietly and calmly.
ONE (1) BELL – STOP!
TWO (2) BELLS – Return to building
THREE (3) BELLS – Follow the directions of the adult in charge. (Disaster Drill)

MEDICAL PROCEDURES
Students may be given medication by the nurse at school if the medicine is prescribed by the student’s doctor, and is in the original prescription container. A physician’s statement must accompany each prescription. A copy of HISD’s policy governing administration of medication is sent home with students at the opening of school. NOTE: It is IMPERATIVE that the school has current home, cell, work and emergency phone numbers! Please be sure to notify the school as soon as these numbers change.

ATTENDANCE POLICY & PROCEDURES
According to Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets [175 days (80 days first semester; and 95 days second semester required attendance)]. The student cannot miss more than 17 days from date of enrollment. Secondary school students cannot miss more than 17 days per class without the absences affecting their credits.

1. Parents are asked to call the Attendance Office (917-3598 ext 311) by 8:00 a.m. on any day a student is absent. Parent or guardians are also encouraged to email the attendance office.(broodi@houstonisd.org) or the homeroom teachers.

2. A student who has been absent must present a written excuse to the Main Office attendance clerk from the parent or guardian no later than three school days after the date of the absence(s).

   - If a student starts the day at school, then leaves for a doctor’s apt. Before the ADA attendance time, he should be marked absent until he brings the Doctor’s note either the same day or the next morning. Then, the absence should be removed only for ADA purposes. The absences should be changed to an EXCUSED absence for Grade Reporting purposes. ***Handwritten notes from the parent ARE NOT an acceptable doctor’s note; in this case, the absence should be changed to excused.
   - If a student arrives to school after the ADA attendance time with a doctor’s or health facility note, then his absence should be removed from the ADA time and the absence should be excused for all other periods. Again, it has to be a note from the doctor or health facility.

3. E-mail excuses to the school by the parent/guardian regarding the absence.

4. Students who are tardy to school must bring a written excuse the day they are tardy, signed by their parent.

5. The official attendance time is 9:30 a.m.

A student must have no more than 10% of days of absence from the first day of their enrollment. This means that when a student accumulates more than 10% of absence, credit may be denied, and the student may be referred to the attendance committee. The attendance committee will convene to review all excessive absences. Excessive absences will be indicated by an asterisk (*) on the report card each nine weeks. School sponsored or sanctioned activities are exempt and do not count as an absence. A student cannot miss no more than 17 days from the date of enrollment (17 days per class for secondary school students).
The only acceptable excuses for absence and tardiness are

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- approved college visitation
- emergencies
- or "any other cause acceptable to teacher, principal, or superintendent"

TARDY POLICY

Students are expected to be on time to class. The middle school schedule provides a 4-minute passing time between classes. Unexcused tardies will result in a student being assigned to lunch and/or Saturday detention and classroom and office conduct cuts. Students are allowed in the halls after the tardy bell rings only with a Teacher Pass.

Tardy 1 - Teacher warning
Tardy 2 - 1 day of lunch detention
Tardy 3 - 2 days of lunch detention, classroom conduct cut
Tardy 4 - Discipline referral to assistant principal; Saturday detention assigned
Tardy 5 - Considered a Level II Disciplinary action; office conduct cut
Tardy 6 - Mandatory parent conference with administrator; growth plan developed

PERMISSION FOR EXTENDED ABSENCES

Our student attendance rate affects our school rating and impacts our school budget! Please help us by making sure your healthy student is in school every day. Excessive absences may affect a student’s transfer renewal. In the event that a student must be absent for unusual circumstances in excess of three days and desires to have the opportunity to make up the work missed, the parent should complete an "Extended Absence Request Form" and return it to the office at least five days prior to the date of the absences. All extended absence requests must be acknowledged in advance by the principal in order for a student to avoid receiving academic penalties for work missed. Unless the absences fall under HISD Guidelines for Excused Absences, they will be considered unexcused. The school reserves the right to administratively withdrawal the student until their return, minimizing the impact on the school’s attendance rating. A student who is given assignments prior to his absence will be required to turn in his work on the second day following his return to school. Additionally, the student will be required to make up exams, notebooks, labs, or other major projects within five days of his return. Parents should realize the student must be in compliance with the 90% attendance rule in order to receive credit for a class.

STUDENT ARRIVAL ON CAMPUS

Elementary students who arrive at school between 7:00 a.m. and 7:38 a.m. are to go to the cafeteria until the bell rings. Middle school students who arrive between 7:00 a.m. and 7:38 a.m. are to wait in the courtyard area until the bell rings (the gym will be opened during inclement weather).

After the first two days of school, students are to proceed beyond the school security gates on their own.

Students are not to enter the classroom building before school or remain in the building after the close of the school day unless they are under the supervision of a teacher.

No students are allowed to arrive at school earlier than 7:00 a.m. All students are to stay in the designated areas until the first bell rings at 7:38 a.m. Students are to be picked up promptly at the end of the school day, but no later than 3:30 p.m.
STUDENTS LEAVING CAMPUS DURING THE SCHOOL DAY

Students will only be released to the parent/guardian/adult listed on the enrollment card. Identification must be presented. If parents want their child to leave school before the school day is over, a note must be sent to the attendance clerk in the Main Office with a phone number where you can be reached for verification, time of departure, and reason for the early departure of your student. Students must be checked out through the Main Office by the parent or guardian – only then will they be released from class. NOTE: The latest a student may be released early is 2:30 p.m. After that time, students must remain in class until school dismissal at 3:15 p.m.

AFTER SCHOOL PROCEDURES

Students will get their books/materials, exit the building and leave the campus in a timely manner. The campus should be cleared of students by 3:30 P.M. unless one of the following exceptions applies:
- Students waiting for parent pick up (front of school - Bering St. side. Parent must sign student out in the Main Office)
- Students attending extracurricular sports practices
- Students attending teacher tutorials, chess club, or other after school programs
- Students participating in Ram Aftercare must report to the designated location immediately after school

When finished, students engaged in the exception activities must exit the building towards the front of campus with their teacher/coach/sponsor and should not return to lockers or be in the hallways for any reason.

STUDENT CONDUCT

The Rogers’ Discipline Plan and the HISD Student Code of Conduct have been developed to help you better understand the levels of school and district policy violations and the consequences of those violations. Good and acceptable student behaviors are by far the most frequent occurrence at T.H. Rogers. However, on the occasion of a poor behavior judgment by a student, you will find the faculty and administration committed to enforcing rules and punishment as consistently as possible.

While the Discipline Plan is not meant to describe all possible misbehavior, its broad outlines are clear: No student has the right to detract from his classmates’ right to learn. The disruptive student creates an environment in which it is difficult to learn.

There is a clear separation between punishment and academic grades. No teacher may lower a grade for behavior, unless it involves late work or the T.H. Rogers Academic Honesty Plan. However, there is a relationship between conduct and success in the classroom. Students consistently unprepared, off-task, or talking, will invariably struggle to maintain acceptable grades.

Keep in mind that although a standard, consistent discipline policy is supported by all your teachers, they are individuals with very different teaching styles. Students are expected to understand and follow the specific classroom rules set by the teacher. NOTE: Elementary discipline policies will be explained by the individual teachers at Open House in the Fall.

Our classroom discipline plan is based on a conduct cut system to calculate a conduct grade. Teachers give conduct cuts for a variety of misbehaviors including but not limited to the following: being off-task, rudeness, talking, chewing gum, eating, disrespect, horseplay, being unprepared, violating class rules, etc. The teacher will issue a formal warning for conduct below an “S”.

9-weeks classroom conduct grade scale:

0 - 2 cuts = "E"
3 - 6 cuts = "S"
7 - 8 cuts = "P"
9+ cuts = "U" (with administrative approval)

Special Note: Any reported “P” in conduct (report card, progress report, or discipline report) may affect student participation in non-curricular activities such as dances, intramurals, field trips, carnival, etc.
STUDENT USE OF COMPUTERS

You must have your student planner signed by your teacher to access the lab! **CONDUCT:** Computers are now such a critical tool to teachers, students, and the school that virtually no misbehavior is overlooked or tolerated with any computer or related piece of equipment. For a student to do anything other than what is assigned, on any computer at any time, is a Level III Offense (see the HISD Code of Student Conduct). **THE INTERNET:** Students scheduled to access the internet must turn in permission forms signed by the parent and student which also acknowledges the student’s responsibilities as a user. Chat rooms, e-mail, student profile web pages (i.e. Twitter, Instagram, Facebook), non-academic blogs, and interactive gaming are not allowed at any time. 3rd – 8th grade students will receive a personalized password. Never share your password!!

STUDENT USE OF OTHER TECHNOLOGY

All electronic devices (cell phone, music players, cameras, etc...) must be placed in student’s locker and secured with a combination lock. Cell phones – see policy, Addendum I. The school is not responsible for lost or stolen items. Cell phones, music players, recording devices – may not be used in a classroom without a teacher’s specified permission, or on campus with a staff member’s permission. Cameras – students may not take classroom pictures without permission of the teacher. **Pictures of other students may not be taken unless that/those student(s) have given permission.** Pictures of T.H. Rogers’ staff, students, and facilities cannot be posted on the internet! While we do allow middle school students to play with their apps/Gameboys etc during lunch, you may not use earbuds/headphones at any time. The school is not responsible for loss or disappearance of electronic items.

STUDENT USE OF TELEPHONES & MESSAGES TO STUDENTS

Student use of cell phones is prohibited during the school day unless explicit teacher permission has been given. Students may use office phones with permission of school staff. **Plans for after-school need to be established before a child comes to school each day.** Parents are to leave messages for their child ONLY in an emergency. **NOTE:** Due to the job responsibilities of our staff, **any phone messages left during the day will be delivered to the students between 2:30-2:45**, so plan accordingly. Students will NOT be dismissed from class until the parent arrives in the main office to sign their child out of school. The student will then be contacted by the office for dismissal. Parents must send a written request to the attendance office in the morning and the students will receive a permit to leave class.

VISITORS AT SCHOOL

Parents are welcome at school and must sign in with a valid driver’s license or state identification in the Main Office upon arriving to receive a visitor’s badge (after clearance from the RAPTOR database check). To preserve instructional time, parents may not visit classrooms during the school day without administrative permission. If a classroom visitation needs to be arranged, it shall be permitted with principal approval and prior arrangement with the classroom teacher. A visitor in the classroom shall observe so that it does not interfere with instruction and learning. The Principal or designee may limit classroom visitation if it interferes with the typical classroom activity. Visitors may also be escorted and/or attended as deemed appropriate by the Principal or designee.

If a parent brings a lunch to their child, they must check in at the Main Office and obtain a visitor badge before entering the cafeteria. Parent and students having lunch together will sit at the designated tables.

COMMUNICATION SYSTEMS

**COMMUNICATION FOLDERS & WEEKLY CALL OUTS**

“RAM NEWS”, the official school communication bulletin of school news, activities, and notices, will be published and distributed each Thursday, with attachments posted on the website. It is each student’s responsibility to return his/her communication folder to school promptly the next day. The school also sends a weekly call-out and e-mail through Schoolmessenger to our families regarding school news and events on Friday afternoon (usually).
PARENT/STAFF COMMUNICATIONS

All parents are encouraged to contact the appropriate staff members when they have a question or concern. The school calendar and Ram News list all upcoming events. Email is the best way to contact staff members. Please leave phone messages for teachers in the appropriate unit office (see phone numbers listed on page 1 of this handbook). Please allow 24-48 hours for a response.

PARENT/TEACHER CONFERENCES

If parents wish to arrange a conference with a teacher, they are to schedule conferences well in advance to avoid conflicts. To schedule a conference, parents should email the teacher or call the school and leave a message. If a middle school parent wants to meet concerning several of their child’s subjects, a conference will be scheduled with the cluster leader. Please call or e-mail the identified grade level cluster leader or unit office to schedule.

SPECIAL EDUCATION PARENT INFORMATION MEETINGS

All parents of special education students are encouraged to attend parent information groups during the school year. Each unit meets with its parents and shares information with them in a variety of ways. Parents will be informed of meeting dates, times, and topics throughout the school year.

STUDENT PUBLICATIONS

MUSINGS, the school literary and arts magazine for purchase, is published by both elementary and middle school students and comes out towards the end of the school year.

The RAM, the school yearbook for purchase, is published by both the elementary and middle school units and is distributed at the end of the school year.

SCHOOL WEBSITE:

http://www.houstonisd.org/rogersms

The T.H. Rogers website has been vastly upgraded this year for improved information to our community. We intend to use our website as one of the primary vehicles of communication and encourage you to check the website for pertinent information and upcoming events.

GENERAL POLICIES

HOMEWORK

Homework is an extension of the classroom – a reinforcement, enrichment, or completion of work taught. It is the student’s responsibility to write down assignments and be certain that he/she understands directions before leaving school.

- Homework should be done by students independently of parents.
- Elementary teachers coordinate plans so that total homework time is not excessive.
- Depending upon the nature and purpose of the assignment, homework may be graded or only checked.
- Frequently the homework assignment is independent reading or reading in a content area so that the student is fully prepared to participate in the classroom activities.

LATE WORK

It is important to complete all your homework assignments to get the most out of the teacher’s daily lesson. Plan the work on major assignments well so that you will not be overwhelmed as due dates approach. All work is expected to be completed and turned in to the appropriate teacher at the beginning of class.

NOTE: Elementary policy for late homework/projects will be addressed by individual teachers, except 4th & 5th grade: 1 day late – 80% of earned grade.

To better meet both public and private high school requirements and expectations, the late work policy for grades 6-8 has graduated penalties from one year to the next:
6th grade: 1 day late – 70% of earned grade.
7th grade: 1 day late – 50% of earned grade.
8th grade and all high school credit courses: no late work.

NOTE: During the first semester each 8th grade student will be given one 'pass' per academic class per 9-weeks – the work is still expected the following day but there will be a 50% penalty. Passes do not accumulate from grading period to grading period, nor are they transferable between classes or to other students. They do not apply to major assignments. There is no late work accepted for credit the second semester.

If you are absent the day an assignment is due, it must be turned in upon your return. Adjustments, in consultation with your parents and the program coordinator and assistant principal, can be made for serious and/or lengthy illnesses.

It is the student's responsibility to determine any make-up work assigned on the day(s) you were absent. Your assignments are due according to the number of days he was absent (i.e.: 1 absence = 1 day make-up).

GRADING

A report card is issued to the parents at the close of each nine-week period. Numerical grades are used according to the following interpretation:

90 -- 100   Excellent quality of work - thorough mastery of subject matter
80 -- 89   Good quality of work - above average with consistent effort
75 -- 79   Satisfactory quality of work - average achievement
70 -- 74   Below quality work expected - below average achievement
50 -- 69   Unsatisfactory quality of work - poor work, failing

Grades are based on tests, quizzes, daily participation, reports, projects, written assignments, and presentations. Teachers will explain to students and communicate to parents their specific grade-level grading procedures. Please note that the T.H. Rogers School policy prohibits participation in ANY extracurricular activity for students earning a "70" grade average or below in any course. Finally, middle school Vanguard students may be required to maintain a grade sheet in their core academic classes. This grade sheet will provide recent grades achieved for the current 9-weeks.

PROGRESS REPORTS, STUDY CENTER & GROWTH PLANS

Progress reports will be distributed during the 5th-week (in between the report card distributions for the 9-week grading period) as noted in the school calendar. Based on the Progress Report issued during each 9-weeks grading period (and the Report Card issued the ninth week), Vanguard students with a grade lower than 75 or with an "Incomplete" may be placed on a growth plan. School staff will contact parents to arrange the required conference if a growth plan is necessary. MIDDLE SCHOOL STUDENTS with lower than a 75 in any class or an incomplete may be placed in a Study Center. Students with less than a "70" may not compete in extra-curricular contests on behalf of Rogers, although they may continue to practice/rehearse (unless they repeat a sub-70 grade in the specified class, whereas they are ineligible for practice as well).

A student with an incomplete will be reassigned from study center once the subpar or "Incomplete" has been made up (with a grade of 75 or above.) The teacher who issued the "I" will notify the study center coordinator in writing of the grade change.

Students with a grade of less than 75 will remain in study center until the next report card. These students MUST earn at least an 80 in that class to qualify to leave study center. If they earn 75-79, they may participate in extra-curricular contests and events, but will remain in study center.

ACADEMIC HONESTY POLICY

PURPOSE: The T.H. Rogers Academic Honesty Policy was established to be the cornerstone of academic integrity for our school. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. The high standards set by this school are crucial to our credibility with the communities we serve. NOTE: All middle school students will sign an acknowledgement that they have received and reviewed this policy.
The Academic Honesty Policy (AHP) Code

“WE WILL BE HONEST IN ALL OF OUR ACADEMIC ACTIVITIES.”

Faculty Responsibility
Faculty and/or staff members are responsible for:

• orientating students over AHP through describing the procedures and penalties of the code,
• minimizing students’ temptation to violate the code by enacting adequate security precautions in the preparation, handling, and administering of any assigned work,
• reporting incidents of alleged violation of AHP to an Administrator.

Responsibility
Students are responsible for

• maintaining the academic integrity of T. H. Rogers by following the AHP code
• reporting incidents of alleged violation of the code to the faculty member involved.

AHP Code Violations.....Definitions and Examples
A Violation of the AHP code is any activity which compromises the academic integrity or subverts the educational process of the school, including, but not limited to, the following:

> Cheating, which is defined as any unethical method used by students to secure information for any assigned work.
> Plagiarism, which is the use of other’s ideas or products as one’s own.
> Providing or receiving information for unauthorized use during exams, quizzes, or any other assigned work, including homework.
> Copying work from another student on or off campus.
> Any other conduct intended to obtain academic credit fraudulently or dishonestly which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.
> “Cutting and pasting” information from the internet without documenting the resource.

> NOTE: Please refer to the 2015-2016 H.I.S.D. Code of Student Conduct concerning the acts of changing/altering school documents and forgery

Penalties
√ Students will receive a grade of "0" on the assignment.
√ Students who permit their papers or input to be used in this violation will also receive a “0”.
√ Students will receive at least an administrative and class conduct grade of "P" (or "U" depending on the number of prior conduct cuts received in the teacher’s room or from an administrator).

NOTE: Any staff member who observes a violation of the Academic Honesty Policy has the responsibility to report the violation to an administrator. Repeated violations of this policy or any violation which severely damages the academic integrity of T.H. Rogers will result in suspension.

HONOR ROLL
At the end of each nine-weeks grading period, students achieving Honor Roll (making all A’s, all A’s and one B, and all A’s and two B’s) will receive a certificate. WELL DONE!!!

LOCKERS
Most students will be assigned a locker or cubby for storage of books and personal items. Middle school students also are assigned a locker in the physical education dressing rooms. A combination lock (no keyed locks permitted) must be kept on all lockers. Students are responsible for maintaining lockers in an orderly fashion and may not mar or deface them in any way. Stickers, pictures, etc. may not be affixed to the inside or outside of lockers since they are virtually impossible to remove. Locker numbers and combinations of locks are recorded with the homeroom teacher. NOTE: Backpacks are not allowed in the classroom. Students may use them to transport materials to and from school, but they must be kept in the student’s locker during the school day.
TEXTBOOKS

Students will be issued textbooks for their use. These are the property of the school district and must be turned in at the end of the year showing only reasonable wear. Students are responsible for replacement cost of lost or damaged books. Teachers maintain a record of the number and condition of issued textbooks and conduct book checks periodically throughout the school year. Failure to pay for lost or damaged books will result in a student not receiving a replacement book.

LOST AND FOUND

Parents are encouraged to put children’s names inside clothing and personal things so that items can be identified and returned when a student loses them. There are Lost & Found locations on the west end of both the first and second floor hallways, back of the cafeteria, the girls locker room, and the Main Office. Parents may look through the lost and found anytime. Items are emptied from the cabinets at the end of each 9-week, after which time unclaimed items are donated to charity.

TRANSFERS

The H.I.S.D. student transfer form must be filled out and returned when your child qualifies and begins at Rogers. Renewal transfer forms are resubmitted on-line by the school on your behalf unless the student no longer qualifies for the program. HISD student transfers are issued for a one-year period; there is a possibility that students withdrawing from Rogers during the school year may not be accepted at their home school.

FIELD TRIP POLICY

An original signed field trip permission slip must be returned to the school in a timely manner before a student will be allowed to leave campus on a field trip. Students are given adequate time to get a field trip permission slip signed and returned to school. **No student will be allowed to go on a field trip without a signed parent permission form.** Elementary students are to wear their T.H. Rogers’ field trip t-shirt, available for purchase ($12) in the Main Office. We welcome parent volunteers for field trips, but parents must be cleared the HISD VIPS office. This process may take as long as four weeks, so please plan accordingly.

LIBRARY POLICIES

T. H. Rogers Elementary Library Checkout Guidelines

All elementary students have the privilege of checking out books from our first floor library. They will attend library class once a week on a consistent day and time. In addition, the library is open before school from 7:00-7:30 am and after school from 3:00-3:15 pm.

Students will be given a computerized, adaptive reading test called STAR to determine their reading level (ZPD) in September, November/December, and March. Students are required to check out library books on their reading level according to the STAR test. Some exceptions will be made at the librarian’s discretion for special reading program members, such as Name That Book. Library staff reserves the right to restrict books based on content and the child’s age or maturity.

Students are taught how to take care of books in the library. If books are damaged or lost, the child’s parent or guardian is required to pay the replacement cost to the school. Books should be returned to the library on time. Students are expected to return their books each week unless the book is needed for a second week. The checkout period is two weeks, and a book may be renewed for two additional weeks if needed. If students have no overdue books or outstanding charges, they will have the following checkout privileges:

**Kindergarten**
- Students will check out one fiction book the first semester. They will check out one fiction book and one non-fiction book the second semester.

**First & Second Grade**
- Students will check out one fiction book and one non-fiction book all year.

**Third – Fifth Grade**
- Students will check out two books (fiction or non-fiction) on their reading level.
- They may check out a third book as a free-choice option on any reading level.
T. H. Rogers Middle School Library Checkout Guidelines

All middle school students have the privilege of checking out books from our second floor library. The library is open 7:45 am – 3:20 pm. All students may visit the library with a pass throughout the day and during lunch or right after school ends. Sixth grade students will attend library class once a week on a consistent day and time.

Students are expected to take care of all library materials they check out. If books are damaged or lost, the child’s parent or guardian is required to pay the replacement cost to the school. Books should be returned to the library on time. The checkout period is two weeks, and a book may be renewed for two additional weeks if needed. Middle school students are charged 10 cents every day a book is late. If students have no overdue books or outstanding charges, they are allowed to check out up to five books at a time. Some exceptions will be made at the librarian’s discretion for special reading program members, such as Name That Book.

Our middle school library also has Nook Simple Touch e-readers available for checkout. These devices have a preloaded selection of e-books to read. They may only be checked out by students who have no overdue books or charges and who have submitted a parent permission form to the librarian. Students may check out a Nook for a single two-week time period with no renewals. Students who fail to return the Nook on time will be charged $1.00 every day the Nook is late. The parent permission form has complete details of the replacement cost of the nook and accessories.

Please see our library web page for additional information about the library and its programs:
http://www.houstonisd.org/Domain/13580

2015-2016 T.H. ROGERS K-8 STUDENT DRESS CODE

STANDARDS FOR GOOD GROOMING
As determined by the Student Dress Code Committee

Creating the proper atmosphere for learning is very important, and something our entire school community can contribute to. To ensure that the health standards, safety conditions, and the proper educational decorum are maintained, the following grooming guidelines shall apply at all times and school events, on campus or elsewhere, unless otherwise adjusted by an administrator:

1. Wear clothing that is appropriate for school. Clothing must not be too tight, too loose, or torn.
2. Clothing must be worn that is neat and clean in appearance and that is appropriate for the gender of the student.
3. Gym clothes may not be worn outside of gym class. Non-mesh nylon/sport shorts, with pockets, are allowed.
4. Clothes that depict or refer to alcoholic beverages, violence, drugs, nudity or contain suggestive slogans will not be allowed. Verbiage written on the backside of sweatpants, shorts, etc is not allowed.
5. Appropriate under-clothing must be worn by students.
6. Hair styles and make-up must be socially acceptable and not create a distraction in the classroom; hair must be neat, clean, and well-groomed, not hang in the eyes, and in general, make-up and hair kept in moderation. NO WRITING/MARKINGS ON ARMS, LEGS OR ANY BODY PARTS.
7. All students shall wear shoes for safety and health reasons. Due to safety considerations, all footwear must have heel straps and toe straps; Croc shoes are NOT allowed due to safety reasons. Heels may not be more than 2” high. Footwear MUST be worn at all times.

Tops/shirts/blouses

- Not permitted—halter tops, plunging necklines and tops that expose the midriff or back (including crop tops), sheer or see through shirts (regardless if a tank top is worn underneath) tops must be long enough so that the skin is not showing when bending over, off the shoulder
- Permitted with restrictions—sleeveless shirts are permitted; however shirt sleeves may not be rolled above the shoulder. Tank tops may not be layered without a shirt being worn under or on top.
**Accessories**

- **Permitted with restrictions**—hats, bandanas, caps, head coverings (including hoods on jackets), or sunglasses may **not be worn in the school building.** Pocket chains are limited to one and no longer than 18 inches total in length.

Any questions about appropriate lengths will be settled by administration.

**NOTE:** The wearing of shorts is a privilege, as is NOT having a school uniform. Violation of this policy forfeits this privilege!

Appropriateness of clothing and hairstyles will be determined by school administrators.

1**st** violation: Warning; written parent report/phone call
2**nd** violation: Change into school issued clothes, written parent report/phone call Level II violation (see Code of Student Conduct)
3**rd** violation: Change into school issued clothes, Referral send home to parents, In-School Suspension assigned

**GENERAL TRANSPORTATION GUIDELINES**

Parents are requested to notify the unit office as soon as possible when there is a change of address or phone numbers. It usually takes 2-3 weeks to change a student's bus transportation!!

**HISD Transportation policy states that a student cannot ride a route not assigned to them – DO NOT ASK THE SCHOOL OR BUS DRIVER TO RIDE ANOTHER BUS.**

Vanguard students must be at their transportation point at least 10 minutes before their scheduled departure time. Each special education student must be ready to board the bus when it arrives at the student's home.

On the bus, students are to follow the same H.I.S.D. Code of Student Conduct as they do at school. The following are examples of behaviors that are not acceptable on the bus:

- standing or moving about the bus
- inappropriate language
- destruction of property
- sticking heads or arms out of the windows or doors
- taking things that do not belong to other students

In addition, students may eat or drink on the bus **only with the PERMISSION of the BUS DRIVER.**

**Students, always remember -RIDING THE BUS IS A PRIVILEGE!**

Any violations of a serious nature that endanger the safety of other students may result in the loss of the transportation privilege.

If a special education student is kept home by his parent, the parent should inform the driver as he comes by to pick the student up of the date that the student is to be picked up again. If a special education parent does not inform the driver as he comes by to pick up the students, the parent is to notify his motor pool of the pick-up date. The driver will not pick up the student again until the parent contacts the motor pool.
Students who are in wheelchairs will not be transported to school if the chair is not in safe condition.

In the afternoon the dismissal bell will ring at 3:15 p.m. Students are expected to be on their bus by 3:20 p.m.

IF YOUR CHILD’S BUS IS LATE IN THE MORNING OR AFTERNOON, PLEASE CALL THE MOTOR POOL TO VERIFY THAT ROUTE’S STATUS FOR THE DAY.

<table>
<thead>
<tr>
<th>Route #</th>
<th>Motor Pool</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-1999</td>
<td>Barnett</td>
<td>713-845-5022</td>
</tr>
<tr>
<td>2000-2999</td>
<td>Butler</td>
<td>713-726-2100</td>
</tr>
<tr>
<td>3000-3999</td>
<td>Central</td>
<td>713-676-9432</td>
</tr>
<tr>
<td>4000-4999</td>
<td>Northwest</td>
<td>713-613-3049</td>
</tr>
</tbody>
</table>

PARENT TRANSPORTATION OF STUDENT TO SCHOOL

When a parent drops off or picks up a student at school, the parent must use the circular drive (‘L-shaped”) on the corner of Bering and San Felipe (east side of campus). All other parking lots will have bus traffic. It is dangerous for both car and bus traffic to be in the parking lot at the same time. Students are not to be dropped off or picked up on the Augusta (west) side of the campus.

Once again – for safety reasons, students may only be dropped off in the ‘L-shaped’ driveway in the front of the school. If you pull into the parking lot and park your vehicle, you must walk your student to the main walkway using the designated crosswalk only!

SAFETY FIRST!

CAFETERIA REGULATIONS

1. Elementary students are to be seated by homeroom while eating. Students are encouraged to visit with their friends, but they must remain seated. Students are not to get up and visit with students at other tables. Middle School students may go outside in the courtyard when the weather permits. This is a privilege that will be available only as long as the courtyard is kept neat and litter-free.

2. Students are to enter the serving line only at the designated entrance.

3. All students are responsible for putting their milk cartons, ice cream wrappers, etc. in the trashcans. (REMIND THOSE SEATED AT YOUR TABLE OF THEIR RESPONSIBILITIES IF YOU OBSERVE THEM BEING NEGLIGENT).

4. Chairs should be pushed under the table when you leave.

5. Conversations conducted in normal levels are much more pleasant than yelling and screaming. Yelling and screaming are unacceptable.

6. Elementary students are NOT to leave the cafeteria without permission from the monitor.

7. No students may enter or remain inside the classroom building during their lunchtime without passes. This includes all student groups who meet during lunchtime.

While we do allow middle school students to play with their apps/Gameboys etc during lunch, you may not use earbuds/headphones at any time.

The school is not responsible for loss or disappearance of electronic items.
CAFETERIA PROCEDURES

Parents are encouraged to join their children for lunch at any time, but please be sure to check-in with the Main Office and sit at the designated tables! Call the appropriate unit office for individual class lunch times. School menus are sent home at the beginning of every month. Students may bring lunches from home and purchase additional items in the cafeteria. Cost and availability of food items are available from the cafeteria. NOTE: State nutritional guidelines prohibit the distribution of cupcakes, sodas, cake, candy, etc. during lunchtime. Please plan accordingly.

CAFETERIA - SCHOOL LUNCH PROGRAM

*Breakfast is available to all students for FREE!* Hot lunches will be served daily for approximately $2.75 (estimated….actual prices to be set in August). The charge to students is kept as low as possible in order to encourage students to participate in the program. Families who cannot pay the full price may apply for a reduced price meal or a free meal. Application forms with an income eligibility scale are given to each student at the beginning of each school year. Students may start receiving free or reduced lunches the day the application is approved. All applications will be handled privately and information will be kept confidential. Students who participate in this program will be treated in the same manner as those who pay the full price. Meals, full price or reduced price, may be prepaid. Note: Please pay any and all negative balances as soon as possible.

HALLWAY PROCEDURES

1. Stay to the right at all times in the hallways and on stairs.
2. Walk at all times!
3. Watch out for our students, staff and visitors with special needs!
4. Use kindness and courtesy at all times.

RECESS & PLAYGROUND

Recess is an essential element of the total educational experience for students. PreK-5th students are scheduled for a 30 minute recess allotment per teacher schedule. On occasion teachers may hold students back for additional help and make up work for half the recess time. Individual students may lose part of their recess time based on their behavior.

In order to provide a safe playing environment for all our students, please be sure to follow these safety rules:

1. ALWAYS run and play with care! Play friendly!
2. Do not play or wash hands in the water fountain.
3. The large red swings are reserved for our multiply-impaired students.
4. Do not throw sand or bring sand into the gazebo.

*Be kind to the flowers, gardens, and all our play equipment!*

AFTER-SCHOOL ACTIVITIES

All students staying after school must follow these rules:

- Students MUST remain with a certified teacher/coach at all times.
- Students may only go to or work in areas of the school supervised by their teacher/coach.
- Practices, rehearsals, etc. end at 4:30 p.m. unless stated otherwise IN WRITING by the teacher/coach.
  Students report to the front of the school and are expected to be picked up at that time by their rides.
  (NOTE: Volleyball and baseball games usually end by 6:30 p.m., basketball and soccer by 7 p.m.).
- Students may not leave campus and then return to campus at any time after school unless they are accompanied by a parent. (See HISD Code of Student Conduct for "Leaving Campus Without Permission").
- Middle school students staying after school as sports spectators must sign-up ahead of time in the West Office, and then report immediately after school to the designated Study Center on the day of the activity.

*Failure to follow these rules will jeopardize a student's privilege to participate in future events!*
PTO
The THR Community enjoys strong level of support from our PTO. We work in partnership to support our students and staff members. We advocate joining the PTO for all parents and staff and strive for 100% membership each year. We hope that you will join this incredible, hard-working group of dedicated parents.

COURSE SELECTIONS

ELEMENTARY CORE ENRICHMENT COURSES
A variety of enrichment activities and programs are provided for elementary students at T.H. Rogers School.
- Art
- Library
- Computer Lab
- Physical Education
- Science Lab
- Alternative Languages (French, Spanish, Chinese, American Sign Language)
- Writers In The Schools (1-3)
- Chess (K-2)
- Music (K-5)
- Orchestra (3-5)

VANGUARD MIDDLE SCHOOL COURSE SELECTION INFO
The T.H. Rogers Vanguard program is an advanced academics course of study in which the curriculum is expanded and enriched beyond the basic district proficiencies. The middle school schedule is as follows: All classes on Mondays; Tuesday & Thursdays – 1,2,3,4 & 9A/HR; Wednesdays & Fridays 5,6,7,8 & 9B/HR. Schedule variances are listed in the school calendar. Period’s 9A/B and HR will always be used for academic recapture, guidance/advocacy, class meetings, Student Council, Honor Society, Study center, or other activities deemed necessary by the administration or clusters. During the opening weeks of school, homeroom time will be used to work on study and organizational skills.

The following are the required courses for each grade level. A unit is a full-year course. A 1/2 unit is a one-semester course.

<table>
<thead>
<tr>
<th>GRADE 6</th>
<th>SUBJECT</th>
<th>UNIT</th>
<th>GRADE 7</th>
<th>SUBJECT</th>
<th>UNIT</th>
<th>GRADE 8</th>
<th>SUBJECT</th>
<th>UNIT</th>
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<tbody>
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<td>English</td>
<td>1</td>
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<tr>
<td></td>
<td>Reading</td>
<td>1</td>
<td></td>
<td>French/Spanish/Chinese 7</td>
<td>1</td>
<td></td>
<td>French/Spanish/Chinese</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Math 6</td>
<td>1</td>
<td></td>
<td>Math 7</td>
<td>1</td>
<td></td>
<td>Math 8/Algebra</td>
<td>1</td>
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<tr>
<td></td>
<td>World Cultures</td>
<td>1</td>
<td></td>
<td>Texas History</td>
<td>1</td>
<td></td>
<td>U.S. History</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Science 6</td>
<td>1</td>
<td></td>
<td>VG Science 7</td>
<td>1</td>
<td></td>
<td>Science 8/IPC</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>PE/Health</td>
<td>1</td>
<td></td>
<td>PE/Health</td>
<td>1</td>
<td></td>
<td>PE/Health</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Fine Arts/electives</td>
<td>1.5</td>
<td></td>
<td>Electives</td>
<td>1.5</td>
<td></td>
<td>Electives</td>
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<td></td>
<td>Tech apps</td>
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<td></td>
<td>Computer literacy</td>
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**CRITERIA FOR ADVANCED CURRICULUM FOR H.S. CREDIT**

Students who demonstrate high interest and ability may participate in an accelerated curriculum in math and/or science. Specific criteria for selection must be met in accordance with District policy.

**Foreign Language:** To achieve one year of high school credit, students take a foreign language for both the 7th and 8th grade years. This is NOT considered AP level credit!

**Algebra:** Students are selected to take Pre-AP/GT Algebra 1 instead of Pre-AP Math 8 after the appropriate staff consider the following criteria: 7TH grade STAAR Math test score, 7th grade math grades, score on the HISD Algebra placement prerequisite skill test, math teacher recommendation (including class work and group work) Pre-AP Algebra aptitude test (Laying the Foundation), and mastery of 8th grade state-mandated TEKS objectives.

**IPC:** Students who qualify for Algebra 1 will be considered for placement in IPC.

**8th GRADE TEACHER RECOMMENDATIONS FOR HIGH SCHOOL**

The following procedures are followed for all 8th grade students requesting 8th grade teacher recommendations:

1. Recommendation form and addressed/stamped envelope turned in to the counselor by student.
2. Form forwarded to 8th grade teacher cluster by counselor.
3. Completed form returned to counselor.
4. Counselor mails completed form to school.

*Estimated timeline: 3 weeks. Completed recommendations are not returned to students or their family. REMEMBER: do not turn in recommendation forms directly to your teachers!*

**SCHOOL ACTIVITIES & INTEREST CLUBS**

**ATHLETICS**

All eligible 7th & 8th grade students may participate in University Interscholastic League (U.I.L.) governed sports. Girls after-school sports include volleyball, cross country, basketball, baseball, swimming, soccer and track. Boys after-school sports include cross country, basketball, baseball, swimming, soccer and track. 6th graders are encouraged to participate in our club-level baseball team try-outs. We also offer intramural volleyball, basketball, and dodgeball to all students in grades 6-8 during lunch at varying times in the school year.

**COMPUTER LAB**

Students are scheduled into the computer lab through numerous academic, core enrichment or elective classes.

**LIBRARY**

Most students have regularly scheduled library time through reading and language arts classes. The Library hosts our Name That Book teams as well.

**MATHCOUNTS CLUB – Middle School**

Students who join the MathCounts Club will compete in problem solving contests including the school MathCounts competition. The top four students will represent the school at the city contest. The MathCounts Club is open to all middle school students, who may join by signing up with the sponsor.

**MUSINGS**

Musings is the school literary magazine containing poetry, prose and art work by our elementary and middle school students. Let your ELA teacher know you are interested in contributing to Musings.
NATIONAL JUNIOR HONOR SOCIETY – Middle School
This is a national organization that is open to 7th or 8th graders at the end of the third nine-week period of each year. To qualify, students must maintain (1) a 3.70 grade point average and (2) an acceptable average in conduct, during three consecutive nine-week periods. A student must also participate in extracurricular activities and display qualities such as citizenship and honor. Induction of qualified students takes place in late Spring each year. NJHS is a service-oriented group. Members are involved in tutoring their peers, volunteer work in the community, and working with underprivileged Houstonians. Members meet twice a month, during the Enrichment period and must maintain a 3.70 grade point average and an acceptable average in conduct to remain in the organization.

PEER MEDIATION PROGRAM
Beginning in fourth grade, students have the opportunity apply to serve as peer mediators. If selected, these students are trained by their school counselor during lunch approximately once per week in the months of October through February. After successful completion of training, these students become peer mediators and serve as neutral, third-party facilitators to help other students resolve conflicts in peaceful and respectful ways.

ACADEMIC COMPETITIONS AND CLUBS
T.H. Rogers also offers a number of academic-oriented clubs that may compete not only in-school, but around the district and state as well. Those clubs include GEOGRAPHY BEE, PREP BOWL, NAME THAT BOOK, MATHCOUNTS, SCHOLASTIC WRITING & ART COMPETITION, SPELLING BEE, ODYSSEY OF THE MIND, ROBOTICS, and others that may change from year to year. Please check with the Vanguard office for specifics.

SCIENCE FAIR/HISTORY FAIR – Middle School
Middle school students have an opportunity to compete in school and District Science Fair and History Fair. See your science and history teacher to find out if it is required for your class. Students work independently or in small groups with supervision by the sponsor. RDSPD students also have campus-based science and history competitions. Elementary students grades 3-5 will participate in Science Fair.

SPECIAL OLYMPICS
T.H. Rogers' Special Olympics program is offered to PSI & RDSPD students in grades 4 - 12. Bowling and track/field competitions are offered on a local and regional basis. U.I.L. rules and policies apply to RDSPD Middle School students.

STUDENT COUNCIL – Middle School
The Student Council is a service organization comprised of Middle School Students from both the RDSPD and Vanguard units.

For 2015 - 2016 school years, the officers are:

- **PRESIDENT:** Nithya Erabelli
- **VICE PRESIDENT:** Marisol Olvera
- **VICE PRESIDENT:** Tarun Jangama
- **SECRETARY:** Michelle Nguyen
- **TREASURER:** Kristen Eng
- **HISTORIAN:** Connie Lin
- **SPONSORS:** Donald Lam & Dave Muzyka

Each representative and officer is required to meet and maintain certain academic and conduct standards in order to qualify for a position on the council. Students must have maintained a minimum of "C" average in all subjects. Students must have and maintain an "S" or "E" average in conduct for each subject, with no reported “P’s” in conduct. A "74" or less incurred during the year will result in the student being placed in study hall and not allowed to serve on the Student Council for the next nine weeks grading period. If at the end of the nine weeks the grade is not a "75" or above, the student will lose the position on the Student Council. A student may not go on academic probation for more than one nine week period during the school year. If a student does make a grade of "74" or less in any subject during another nine week grading period, the student will lose the position on the student council for the remainder of the school year.
Each May the officers are nominated and elected for the new school year. The offices are open to any student who is in the seventh or eighth grade with two exceptions: The President must be in the eighth grade and the Vice President in 7th. Candidates must have an overall "S" conduct average, with no office "P"s reported for the second semester. The student body votes during a designated period during the school day.

**JUNIOR COUNCIL – Elementary School**
The Junior Student Council is a service organization comprised of 3rd, 4th, and 5th grade students, elected by their Homerooms if appropriate. Each representative is required to meet and maintain certain academic and conduct standards in order to qualify for a position on the Council and to remain a representative.

**PREVIOUS YEAR:** Students must have maintained a minimum of a "C" average, or 75, in all core subjects (Math, Science, Reading, and Social Studies) and have an overall "B" average for the current year. Students must have an "S" or "E" average in conduct for each subject and have an overall "S" conduct average, with no reported "P"s in conduct.

**THIS YEAR (IF ELECTED):** A "74" or less incurred during the year will result in the student being placed in tutorials and not allowed to serve on the Student Council for the next nine weeks grading period. If the grade is not a "75" or above by the end of the nine weeks grading period, the student will lose his/her position on the Student Council. A student may not go on academic probation for more than one nine week grading period during the school year. If a student makes a grade of "74" or less in any subject during another nine week grading period, the student will lose his/her position on the Student Council for the remainder of the school year. As for conduct, representatives must maintain an "S" or "E" average in conduct for each subject and have an overall "S" conduct average, with no reported "P"s in conduct. If a representative's conduct falls below an "S," he/she will not be allowed to serve on the Student Council for the next nine weeks grading period. If the conduct grade does not improve to an "E" or "S" for the next nine week grading period, the student will lose his/her position on the Student Council for the remainder of the year.
LUNCH DETENTION RULES

1. To be admitted, students must have their copy of the lunch detention assignment form, signed by their parents.
2. Students must report to lunch detention within 5 minutes of the lunch bell.
3. Students are to bring a sack lunch on the day they are assigned to lunch detention. (Students on Free/Reduced lunch program will make arrangements with the LD staff prior to serving their detention).
4. Sodas are not allowed in the lunch detention room. They will be confiscated.
5. After each 5 days of lunch detention, student must serve a Saturday detention.
6. Lunch detention takes precedence over any other activity/meeting unless the assigned student is excused by the assistant principal or LD staff.

Additional lunch detentions may be assigned for the following actions:
- √ Failure to produce assignment slip
- √ Failure to report on time
- √ Disturbing lunch detention

I.S.S. (In-School Suspension) RULES

1. ISS may only be assigned by the assistant principal or principal. Parents will be contacted upon their child’s assignment to ISS and must participate in a Parent/Administrator conference.
2. Students are to report to the Main Office (elementary) or West Office (secondary) as soon as they arrive at school. Student MAY NOT go to their lockers without staff supervision.
3. Absolutely NO TALKING. Raise your hand if you have a question.
4. Student is responsible for all work assigned by their teachers.
5. The staff will proctor any tests assigned by teachers.
6. Students on medication will notify the staff upon arrival.
7. Students are to bring a sack lunch on the day they are assigned to ISS. (Students on Free/Reduced lunch program will make arrangements with the staff).

CELL PHONE AND ELECTRONIC DEVICE CAMPUS POLICY

All electronic devices (cell phones, music players, game players, cameras, etc...), must be turn off during the school day and secured in the student’s locker. They may be used on campus only with a staff member’s permission, and only for a given circumstance. Confiscated devices (those used without permission, ringing (cell phone) during the school day, etc.) may be retrieved by student’s parents from the appropriate administrator immediately after school and only after the designated time listed below.

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<th>Violation</th>
<th>Phone confiscated</th>
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<th>Fee</th>
<th>Other Administrative action</th>
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<td>Yes</td>
<td>24 hours</td>
<td>No</td>
<td>Written warning</td>
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<tr>
<td>2nd</td>
<td>Yes</td>
<td>3 days</td>
<td>$15</td>
<td>Office conduct cut</td>
<td>2 days lunch detention</td>
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<td>Yes</td>
<td>7 days</td>
<td>$15</td>
<td>2nd Office conduct cut</td>
<td>1 day SRC</td>
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<tr>
<td>4th</td>
<td>Yes</td>
<td>End of sem.</td>
<td>$15</td>
<td>3rd Office conduct cut</td>
<td>2 days SRC</td>
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### American Sign Language & Finger-spelling

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- good
- thank you
- please
- yes
- no
- sorry
- mother
- father
- what
- where
ADDENDUM III - FOOD OF MINIMAL NUTRITIONAL VALUE (FMNV) POLICY

(a) Prohibition of sale. Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the foodservice area during meal periods.

(b) Restricted Foods. Foods and beverages that are restricted from sale to students are classified in the following four categories:

1. Soda Water: Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.

2. Water Ices: Any frozen, sweetened water such as "sicles" and flavored ice with the exception of products that contain fruit or fruit juice.

3. Chewing Gum: Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.

4. Certain Candies: Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:

   A. Hard Candy: A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.

   B. Jellies and Gums: A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.

   C. Marshmallow Candies: An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.

   D. Fondant: A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn or soft mints.

   E. Licorice: A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.

   F. Spun Candy: A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

   G. Candy Coated Popcorn: Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

(c) Exceptions. USDA has approved exceptions for certain products included in the above categories. See the Texas Department of Agriculture’s Food and Nutrition Division’s Administrators Reference Manual, for the current list of these exemptions.

TEXAS ADMINISTRATIVE CODE

TECHAS DEPARTMENT OF AGRICULTURE - ELEMENTARY PUBLIC SCHOOL NUTRITION POLICY

(a) Definition. For purposes of this subchapter, an elementary school campus is defined as any campus containing a combination of grades Early Elementary (EE) - 6. Kindergarten - grade 12 (K-12) schools may follow the requirements designated for middle and junior high schools in this subchapter.

(b) Foods of Minimal Nutritional Value (FMNV) Policy.

1. Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class.

2. FMNV may not be sold or given away to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, guest speakers, or any other person, company or organization. For exemptions and a listing of foods and beverages restrictions, see §26.6 of this title (relating to Foods of Minimal Nutritional Value (FMNV)).

(c) Nutrition Standards. The following specific nutrition standards apply to all foods and beverages served or made available in reimbursable school meals, a la carte food items, and nutritious classroom snacks to students on elementary school campuses.

1. Fats and Fried Foods.

   A. Schools and other vendors may not serve to students individual food items that contain more than 23 grams of fat with an exception of one individual food item per week.

   B. No individual food item can exceed 28 grams of fat at any time. This excludes peanut butter when served as part of a reimbursable school meal.

   C. Schools must eliminate deep-fat frying as a method of on-site preparation for foods served as part of reimbursable school meals and a la carte foods. Schools that must make extensive equipment or facility changes must be in compliance by the 2009-10 school year or TDA must have approved a written waiver filed by school district no later than July 31, 2008, to extend the time to implement the equipment or facility changes.

   D. Foods that have been pre-fried, flash-fried or par-fried by the manufacturer may be served to students but must be baked or heated by a method other than deep-fat frying.

   E. Potato products.

      i. French fries and other fried potato products that have been pre-fried, flash-fried or par-fried by the manufacturer may be served to students but must be baked or heated by a method other than deep-fat frying.

      ii. Servings must not exceed 3 ounces:

      iii. Servings may not be offered more than once per week;

      iv. Students may only purchase one serving at a time. (This does not pertain to potato chips, which are mentioned specifically in paragraph (2) of this subsection).

   F. Schools must include a request for trans fat information in all product specifications.

   G. Schools must reduce the purchase of any products containing trans fats.

2. Portion Sizes.

   A. The following maximum portion size and nutrient restrictions apply to all foods and beverages served or made available to students on school campuses with the exception of reimbursable school meals, which are governed by USDA regulations.

   B. This subchapter does not provide exceptions or phase-in periods for school districts with vending contracts.

3. Other.

   A. Fruit and/or vegetables must be offered daily on all points of service.
(i) Fruits and vegetables should be fresh whenever possible.
(ii) Frozen and canned fruits should be packed in natural juice, water or light syrup whenever possible.

(B) Schools must offer 2 percent, 1 percent or skim milk at all points where milk is served.
(C) Elementary schools must serve only milk, unflavored water and 100 percent fruit and or vegetable juice.
(D) No electrolyte replacement beverages (sports drinks) may be served or sold.

(d) Competitive Foods and Snacks

(1) An elementary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day except for those food items made available by the school food service department.

(2) All foods, beverages and snack items must comply with the nutrition standards and portion size restrictions in this subchapter.

(3) Elementary classrooms may allow one nutritious snack per day under the teacher's supervision, but it may not be served during regular meal periods for that class. The snack may be provided by the school food service, the teacher, parents or other groups and should be at no cost to students.

(4) Prepackaged snacks must comply with fat and sugar limits of this subchapter, and must be single-size servings. No snacks (homemade and prepackaged) may contain any FMNV or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.).