

Sugar Grove Academy Middle School

Student Handbook

2012-2013

Mission Statement:

Sugar Grove Academy Middle School's fundamental purpose is to create rigorous levels of learning for each child in every classroom so that students can be college and career-ready upon leaving Sugar Grove Academy. Sugar Grove Academy will prepare students to successfully engage in any social, academic or extracurricular opportunities that will advance them in life.

Vision Statement

Sugar Grove Academy will operate as a professional learning community that continually reflects, plans, and acts on the following questions:

1. What do we want our students to learn?
2. How will we know when they have learned it?
3. How will we respond when they do not learn it?
4. How will we respond when they do learn it?

SGA MOTTO

Every child, Every Day, In Every Way

The staff at Sugar Grove Academy Middle School may be contacted by:

<p>Writing to the following address:</p> <p>Sugar Grove Academy Middle School 8405 Bonhomme Houston, TX 77074 (713) 271- 0214 office (713) 771-9342 fax</p> <p>When you call the school, a staff member will answer and direct calls accordingly. If the person you are calling is not available, your call will be forwarded to the appropriate voicemail where you need to leave your name and number. Your call will be returned.</p>	<p>Emailing the contact person via Sugar Grove website at:</p> <p>http://schools.houstonisd.org/sugargrove</p> <p>School hours: 7:15 a.m. to 4:00 p.m.</p>
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Absence/Make up Work

If a student is absent from one or more periods of the day, the student must return with a note to the Attendance Clerk. If a student has a medical appointment, the doctor's note should be submitted. Written excuses for absences must be in the Attendance Clerk's possession no later than three school days after the date of the absence or tardy. Notes must have student's LEGAL FIRST and LAST NAMES, date of absence or tardy, parent's signature and contact number clearly written on the note. The excuse notes will be entered into the system. Students with excessive unexcused absences may be required to repeat the current grade. Three or more unexcused absences are considered excessive.

Students that have an excused absence will be given an opportunity to make up work missed within five school days upon returning to school. It is the student's responsibility to see that the work is made up. During an extended absence, work may be requested (with a 24-hour notice) from the Grade level Dean. Parents will be called by the automated phone system when their child is absent from school.

Academic Intervention

Students are assigned to enrichment classes based on academic need. Some students will need to be re-taught concepts and skills in order to be successful on grade level TEKS. Other students will need enrichment activities during this time to deepen their learning of the grade level TEKS.

Accessibility to the Building

All visitors to campus must check in at the Visitor's Window. Visitors must present a valid government issued photo ID that will be held at the window while in the building. Failure to obtain a visitor's badge will warrant being asked to return to the window. When leaving the building, the visitor should return to the window to pick up the ID and inform the receptionist of his/her exit from the building.

Administrative Detention

After-school detention is assigned by the Principal and Deans. Failure to attend may result in In-school Suspension or Suspension. Times for Administrative Detention are

Athletics and Intramurals

Intramurals play a big role in student self esteem, social skills, and personal growth. Activities are offered before, during, and after school. Attendance is taken and awards are based on participation, spirit, teamwork, and finish. All students are encouraged to participate.

Backpacks

Only clear or mesh backpacks are allowed on campus for the safety and security of the students, faculty and staff of Sugar Grove Academy.

Bus Information:

Philosophy

We believe that all students should behave appropriately and safely while riding on a school bus. We will not tolerate any students who prevent the bus driver from doing his/her job or preventing other students from having safe transportation.

Eligibility for HISD Buses

At this time HISD bus transportation is not available for the school.

Severe Bus Disruptions

The following inappropriate behavior may result in suspension of transportation privileges:

1. Physical harm to students
2. Physical harm or physical harm to driver
3. Failure to give correct name
4. Property damage
5. Refusal to follow reasonable request
6. Total disruption

Bus Consequences

1st write –up: student given verbal warning; next write up results in one day suspension from the bus.

2nd write-up: student given 1 day suspension from bus; next write-up results in 1 week suspension from the bus.

3rd write-up: student given 1 week suspension from the bus; next write up results in permanent suspension from the bus for the rest of the remainder of the school year.

Clinic information

The following rules will be followed for the clinic:

Student Illness

1. Students must have a permit from their teacher to go to the clinic. The permit must be from the current period.
2. After the nurse assesses the student's condition, the student will be sent home only for the following reasons:
 - Temperature of 100.4 or higher
 - Vomiting
 - Fainting
 - Seizures
 - Serious Accidents-injuries resulting in sprains, broken limbs, etc.
 - Other serious illnesses as determined by the nurse.
 - Other reasons approved by the Principal/Dean such as doctor's appointments, torn or soiled clothing, etc.
3. For conditions other than emergencies, the student will be attended to in the clinic and be allowed to return to the classroom. Students will remain in the clinic if parents cannot be contacted and/or the nurse determines that the child is too ill to return to the classroom.
4. When the clinic is closed for screening, class presentations, etc., students wishing to see the nurse should be directed to the main office.
5. Only emergencies will be accepted when the clinic is closed. Seizures, fainting, vomiting and injuries are acceptable as emergencies. Ailments such as headaches or stomach aches are not considered emergencies.
6. Medication policy: The policy of the Board of Education does not authorize Houston school personnel to give medication of any kind, which includes aspirin, similar

preparations, or any drugs. Nurses and other appointed school personnel may administer long-term medication which cannot under any arrangement be administered other than during school hours. For legal purposes, a written request must be made by a physician and the parent on an approval form. These forms can be obtained from the school nurse. No fax copies will be accepted.

DRESS CODE

Sugar Grove Academy Standard Mode of Dress 2012-2013

The school dress code has been developed to help keep students safe and focused on learning. All students are required to wear the Sugar Grove Academy uniform as defined in the following policy. The Dress Code is in effect for all after school activities. Students must arrive on campus at 7:30 a.m. in dress code and wearing ID badges (Replacement cost for ID badges is \$5.00). The school administration reserves the right to periodically update the code if school staff is spending too much time on dress code violations. **It is up to the students to know the dress code and to follow it.**

SHIRTS AND TOPS

Colored shirts are worn according to grade level:

6th graders – **NAVY** tops

7th graders – **RED** tops

8th graders – **GRAY** tops.

- A solid color **uniform** shirt of **red, navy, sports gray with SGA logo Optional.**
- If undershirts are worn they must be (white or gray) and have no visible writing, graphics, and must not hang longer than the uniform shirt.

PANTS AND SHORTS

- Pants/Shorts must be **uniform** KHAKI.
- The pants should be cuffed or straight-hemmed. Pant legs cannot be rolled up or pegged.
- The pants cannot be frayed or split and cannot drag on the floor.
- Pants must fit appropriately at the waist line.
- No baggy or carpenter pants. Pants cannot sag.
- Girls NO Capri pants, NO skin tight pants, NO short shorts.

- Belts are optional; large decorative buckles are not permitted. If belts are worn, they are to be plain black or brown. No other color is allowed.

SKIRTS

- Skirts must be KHAKI and fit appropriately at the waist.
- Skirts length must be worn no shorter than 3 inches above the tip of the knee. Skirts must fit appropriately at the waist and must not be **tight-fitting**.

OUTER GARMENTS

- No pullover jackets, hoodies or sweater are allowed.
- Only button-up or zip-up sweaters or jackets are allowed.
- Jacket must be SGA colors (navy, red or sports gray).
- Coats may be worn to school on cold days.

SHOES

- For safety reasons, closed toe and closed heel shoes or sneakers must be worn at all times.
- Shoes with rollers/wheels underneath are not permitted.
- These shoes are not permitted at any time: high-heels, flip-flops, and spiked heels, platform shoes, combat boots, steel-toed boots, any backless shoes, house shoes, slippers, clogs, sandals, and aqua socks.
- All laced shoes must be tied at all times for safety.
- Tights and/or socks must be solid white or black.

HAIR/HEAD COVERINGS

- Haircuts must be free from any decorative cuts.
- Hair must be neat, clean and well groomed, not hanging in the eyes.
- Head wear (hats, caps, bandanas, doo-rags, scarves, and any other headgear that is deemed to be a distraction to the learning environment are NOT permitted to be worn in the building).
- Headbands may be worn in the building if their purpose is to hold the hair in place and they do not distract from instruction.
- Head coverings worn for religious purposes are allowed. Head coverings for medical purposes are allowed.

MAKE-UP, BODY PIERCINGS, HEAVY CHAINS

- Excessive makeup is not permitted.
- Bracelets with metal spikes are not permitted. Rubber bands are not permitted to be worn as bracelets.
- For safety reasons large hoop and chandelier style earring are not permitted.
- Earrings should be no larger than a quarter.
- Facial hair needs to be well-groomed
- For safety reasons heavy chains, large pendants and chokers are not permitted.
- Sunglasses are not allowed.
- Cloth Backpacks not allowed.

The administration will determine if any issue related to student dress, including any not listed above, is a violation of the student dress code. The campus administration is the final arbitrator on what detracts from the educational process. **We encourage students to make wise choices.**

CONSEQUENCES

- **First violation...Parents Notified by Grade Level Principal/Designee to change into appropriate Attire**
- **Second violation...Parent Notified (Telephone Call)/Lunch Detention/Change into appropriate attire.**
- **Third violation...Parents Conference Required/Change into appropriate attire.**

FREE DRESS DAY for Eligible Students – Periodically throughout school year.

Students must have received one of the following to participate in **Free Dress Day**:

- Perfect attendance with no tardiness, and # or S in conduct.
- Honor Roll, and E or S in conduct.
- Earning an E in conduct.
- Earning a Special Goal from the Office and/or Teacher.
- Any other occasion determined by the administration.

The apparel must still comply with the previous guidelines for Free Dress Days: Length of shirt, appropriate fit, shoes, head coverings, on inappropriate graphic, no see through, or midriff exposed tops. All clothing should be appropriate for school wear.

The administration reserves the right to make any determinations of appropriateness

STUDENT CELL PHONES AND OTHER COMMUNICATION DEVICES

A. CAMPUS POLICY

1. Use devices on school grounds- Electronic communication devices may only be used before 7:30 a.m. and after 3:20 p.m. during the instructional day. Electronic communication devices must be turned off and not visible during class time, during passing periods, at lunch, restrooms, and during the after school program.
2. Permission for other uses – if a student wishes to use an electronic communication device at an unauthorized time for medical purposes – his or her parent or guardian must meet with an administrator regarding this request.
3. Student responsibility – It is the students’ responsibility to ensure that their devices are turned off and secured at all times.

Any student at Sugar Grove Academy Middle School who violates the above is subject to the following disciplinary action:

Electronic communication device is confiscated by school personnel and turned in to the administration. The electronic device will be returned only to the parent/guardian. Parent/guardian pays the fee of \$15.00. The electronic device is banned from school for the remainder of the school year.

B. OTHER ELECTRONIC DEVICES

Electronic devices (i.e. iPods, MP3 players digital cameras, camcorders, flash drives) may not be used during the instructional day and should not be brought to the school. Such devices will be confiscated and may be picked up by the parent at the end of the school year.

C. VIOLATING CELL PHONE POLICY DURING TESTING

Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment.

Parents will be notified of this decision. Student will not be allowed to make up any portion of his/her assessment missed due to this infraction.

NOTE: SUGAR GROVE ACADEMY IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ELECTRONIC COMMUNICATION DEVICES OR ANY CHANGES INCURRED AS A RESULT.

Cell Phone/ Electronic Devices

No cell phones or electronic devices may be used or be visible during the school day. This includes text messaging. If inappropriately used or visible during the school day, cell phones and electronic devices will be confiscated and turned into the student's dean. A \$15 fee will be assessed when cell phones are confiscated.

Field Trips

All students attending a field trip must have a signed permission slip turned in to the sponsor. No permission may be granted over the phone. Students are expected to follow the Code of Student Conduct and Dress Code rules. Special rules for field trips include: sack lunches only, no radios, headphones or electronic devices; remaining with assigned group at all times, and no glass container or coolers. Children who are serious discipline problems can be denied future field trips, or may be required to have a parent attend.

Field trip costs (as listed on the permission form) may be paid in cash or money order — no checks. There are no refunds for field trip payments. In addition, students will not be refunded any payment for field trip due to suspension for behavior or fines owed.

Fighting

Sugar Grove Middle School regularly notifies the police concerning any student who is fighting. The student will be suspended for up to 3 days. Additionally, the Campus Officer reviews the incident and may issue a citation. The student may also be assigned to a district alternative school.

Fundraising

Any sales or fundraising at Sugar Grove academy Middle School must have written administrative approval. Fundraisers may only be initiated by a member of the staff. Selling initiated by individual students is prohibited.

GRADES

Meaning of Marks: Progress Reports/Report Cards

90-100	A
80-89	B
75-79	C
70-74	D
50-69	F
"Inc"	Incomplete

“*”

Failure due to absences

Please be sure that we have your current address. Report cards and progress reports are given directly to students every three weeks. If you do not receive a progress reports or report cards please contact your child's administrator.

Health and Physical Education

Philosophy

Physical education is an integral and essential component of the education of our youth. Studies show that physically active students do better academically. The goals of our program are: to produce physically fit youth; to teach the relationship between physical activity, physical fitness and health; and to promote skills, knowledge, and attitude to help children lead active, health and productive lives as adults.

Dress Code and participation

Workout wear, tennis shoes, and socks are required for class. The appropriate wearing apparel is Sugar Grove work out wear with appropriate undergarments. A plain white t shirt and plain blue shorts may be substituted. Shorts must be worn at the waist. All students should dress whether they participate or not.

Locker Rooms

Locker rooms for the gym will be available once the gym is completed in the Fall. Students will follow the rules set-up for the locker room by the P.E. teachers.

Homework/Tests

Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long- range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Leaving school during the School Day

Students are encouraged to be in school every day. Parents are encouraged to make personal appointments for students after school hours. When a student is to leave campus during the

school day (before 3:15 pm), he/she must bring a note from the parent giving the reason, the time to be dismissed, and a telephone number where a parent may be reached.

Parents/guardians desiring to pick up a student during the school day must come to the attendance office and sign him/her out. No child will be released to any person other than the parent/guardian unless the school receives a written request from the parent which can be verified, and the person picking up the child can provide proper identification. **This person must be listed on the child's enrollment information.**

Library

General Information

The library is open each school day from 7:30am to 3:30pm for teachers and students. Students coming to the library during the school day other than with a teacher must have an individual permit with student's name, correct date, period, time, and the teacher's signature. The permit should be presented at the circulation desk upon arrival. The same courteous behavior is expected in the library as in other parts of the school. Chewing gum, food, or drinks are not allowed in the library.

Borrowing privileges

Books, with the exception of graphic novels may be checked out for 14 days. Graphic novels may only be checked out for 7 days. Students MUST have ID to check out books. Four books may be borrowed at a time. No materials may be borrowed if any materials overdue or fines are owed.

Overdue Books

Students have the responsibility to return library materials on time. Fines will be assessed at \$.10 per day per book. Students will not be allowed to check out library books if they have overdue materials or owe a library charge in any amount. If a library book is lost, the student will be required to pay the replacement cost of the book. If the book is later found, a refund will be processed through the district Accounting Department. If a book is damaged in any way, a fine can be assessed to cover the cost or repair or restoration.

ID badges

Each student will be provided a picture ID and the beginning of the school year. It is the student's responsibility to have his/her ID accessible on their person any time they are on SGA campus. The ID badge is to remain unaltered or defaced in any manner. If a student loses an ID badge, a replacement badge can be purchased for \$3.00. If a student forgets to bring their ID badge to school, a temporary badge can be purchased for \$1.00.

An ID badge is required in order to check out books or access the student computers in the library before or after school.

LOCKERS

Sugar Grove Academy Middle School does not issue lockers to students at this time.

Parent Conferences

Parents may make appointments for conferences with teachers, Deans, or the Principal by telephoning the school office. When making an appointment with the student's team of teachers, it is necessary that parents confirm the date and time of parent conferences with the team leaders. Students will participate in parent- teacher conferences.

Permanent Markers

Permanent markers are prohibited on campus and will be confiscated. Students with permanent markers in their possession will receive a consequence.

Physical Contact

No form of physical contact is permitted between students and between students and faculty members. Students that are on the receiving end of unwanted physical contact by another student or by a faculty member needs to report it immediately to the school administration.

School Rules- Sugar Grove Academy Middle School

1. Bodies and Minds in Motion
2. Respect for All
3. Own it
4. Be Present
5. Be Proactive

One of the goals of the 2012-2013 school year at Sugar Grove Academy Middle School is the maintenance of a culture of respect. Discipline at Sugar Grove is placed within the context of respect, and it exists to modify behavior. Every aspect of discipline will be oriented toward the mission statement.

Examples of Consequences are as follows:

1. Warning/Teacher conference with Student

2. Call Parent
3. Team-student Conference/Detention
4. Parent-Teacher Conference
5. Administrative Detention/Community Service
6. In School Suspension
7. Suspension
8. Alternative School
9. Expulsion

Discipline will be fair, firm and consistent.

Suspension of Students

It is the philosophy of The Houston Independent School District that every student, kindergarten through twelfth grade, should be privileged to attend school every day during the school year in order to be given thorough instruction in all subject areas. Under certain circumstances, however, it may become necessary to suspend a student from school attendance or assign him/her to an alternative program for misconduct when other means of correction fail, or, if the student is a disruptive force.

All major and minor offenses and consequences for these offenses are fully described in the Code of Student Conduct-Discipline Management Plan Booklet. Receipt of the signature of parents and students indicates the plan has been read. The signature forms will be filed. Weapons, narcotics, and inappropriate items listed in the booklet that endanger lives, disrupt instruction, and are a safety hazard are prohibited in schools or in a student's possession.

Student Allegations and Investigations

When a student makes an allegation against another student or a faculty member it will be promptly be investigated by a school administrator once a report is taken. All parties involved in the investigation will be asked to fully cooperate and provide written statements. The administrator will determine the final outcome of the investigation and present the findings to the necessary individuals. Disciplinary action including legal action may occur as the result of any investigations that occur.

Student Privacy in Regards to Student Searches

While on SGA property or any other HISD property, including HISD buses, students do not have the right to privacy or the right to deny an administrator the right to search their personal affects and body for contraband, if the administrator has reasonable suspicion that the student may possess some form of contraband. Students can only be searched by a campus administrator or campus police officer. At no time can a teacher or staff member initiate a

search of a student or students. Students found with contraband will face severe consequences according to the HISD Student Code of Conduct and possible legal consequences.

Tardies

The campus tardy policy will be implemented. Tardies are counted and the appropriate consequences will be assigned based on the number of tardies.

Telephones

Parents and students should take care of personal communications before they separate for the school day. Telephone messages will not be delivered to students during the instructional day. Students who need to use the phone during the instructional day are allowed to use it in their Dean's office and only in the case of an emergency. Students who need to contact a parent for some reason should use the phone in their Deans office. All cell phones that are visible during the school day will be confiscated.

Textbooks

An automated system tracks the textbook system. All textbooks are issued to the student by that grade level. All textbooks are the property of the State of Texas and if lost or damaged, must be paid for by the student.

Truancy






A student absent from school without the consent of his/her parents or school personnel is truant, This constitutes an unexcused absence, and the student will not be admitted to school unless accompanied by his/her parent. The student will receive disciplinary consequences.



2012-2013 Academic Calendar

Houston Independent School District

JULY 2012							AUGUST 2012							SEPTEMBER 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
OCTOBER 2012							NOVEMBER 2012							DECEMBER 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
JANUARY 2013							FEBRUARY 2013							MARCH 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
APRIL 2013							MAY 2013							JUNE 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Key		Holidays		
	Holidays	September 3, 2012	Labor Day	
	Early Dismissal Days (2 1/2 hours early)	September 17, 2012	Fall Holiday	
	Teacher Service Days	November 21-23, 2012	Thanksgiving	
	Teacher Preparation Days	December 24, 2012-January 4, 2013	Winter Break	
	Make-up Days (if needed)	January 21, 2013	Martin Luther King, Jr. Day	
		March 11-15, 2013	Spring Break	
		March 29, 2013	Spring Holiday	
		May 27, 2013	Memorial Day	
Significant Dates		Grading Periods		
August 6-9, 2012	New teacher inservice	6 Cycles	Report Card Dates	
August 20, 2012	Teachers report to work	Aug 27-Oct 5	28 days	October 12, 2012
August 27, 2012	First day of school	Oct 8-Nov 9	25 days	November 16, 2012
December 21, 2012	Last day of first semester	Nov 12- Dec 21	27 days	January 11, 2013
January 8, 2013	First day of second semester	Jan 8-Feb 22	33 days	March 1, 2013
June 6, 2013	Last day of school	Feb 25-Apr 12	29 days	April 19, 2013
June 7, 2013	Last day for teachers	Apr 15-Jun 6	38 days	June 6, 2013 ES/MS
March 29 and May 27 are make-up days		June 14, 2013 HS		
Prekindergarten Grading Periods		4 Cycles		
		Aug 27-Oct 19	38 days	October 26, 2012
3 Cycles		Oct 22-Dec 21	42 days	January 11, 2013
Aug 27-Nov 9	53 days	Jan 8-Mar 22	48 days	March 28, 2013
Nov 12-Feb 22	60 days	Mar 25-Jun 6	52 days	June 6, 2013 ES/MS
Feb 25-Jun 6	67 days			June 14, 2013 HS
Report Card Dates				
	November 16, 2012			
	March 1, 2013			
	June 6, 2013			

Student and Parent Acknowledgment:

Signatures of parents and the student acknowledge the receipt of a copy of the 2012 – 2013 Student Planner with copies of the school's Dress Code, Communication Device Policy and Handbook Notes and certify that they have read and discussed the Planner.

It is expected that parents and students will accept their responsibilities as described in the Planner.

Parent/Guardian Signature

Date

Student Signature

Date