

# W.I. Stevenson Middle School

*Science, Technology, Engineering, Mathematics Magnet*



## Student & Parent Handbook 2020—2021

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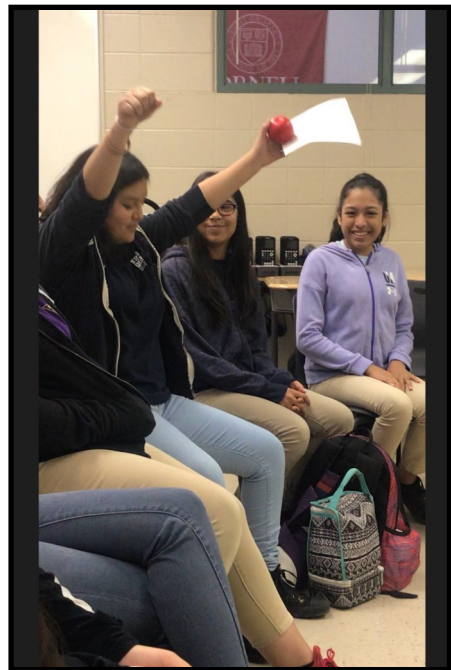
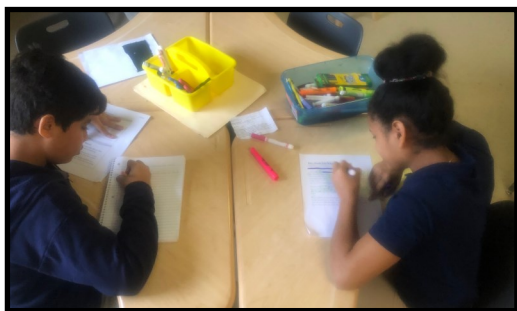
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# Stevenson Learns Today, Leads Tomorrow



# BIENVENIDO



El propósito de este manual es proporcionar a los estudiantes y padres las reglas, reglamentos y políticas que se han implementado para garantizar un alto nivel educativo y seguridad en las instalaciones.

## Queridos estudiantes,

¡Bienvenidos a la Escuela Secundaria Stevenson! La secundaria es una etapa de transición y cambio. La carga de trabajo aumenta por nivel de grado. Deberás asistir a la escuela todos los días (**virtual o en persona**), completar todos los trabajos, tareas y comportarte de manera apropiada. Fija altas normas y expectativas. Estamos seguros de que podrás alcanzarlas. Tu año será emocionante y lleno de nuevas oportunidades.

## Estimados Padres / Guardianes,

Ustedes son las personas más importantes en la vida de sus hijos. ¡Lo valoramos y esperamos trabajar con usted para garantizar que sus hijos tengan éxito y estén seguros en la Secundaria Stevenson!

### Por favor ayúdenos a ayudar a sus hijos en:

- Apoyar todas las reglas de la escuela y de cada clase para la conducta del estudiante.
- Proporcionar a la escuela su dirección actual y números de teléfono de casa, trabajo, celular, **correo electrónico** y de sus contactos de emergencia.
- Asegurarse de que su hijo llegue a tiempo y asista a la escuela (**virtual o en persona**) todos los días. Stevenson comienza oficialmente a las 8:30 a.m.
- Proporcionar al personal de la escuela cualquier información del estudiante que pueda afectar la capacidad de su hijo para aprender y / o comportarse en la escuela.
- Asegurarse de que su hijo esté preparado para la escuela todos los días.



The purpose of this handbook is to provide students and parents with the rules, regulations, and policies that have been put into place in order to ensure a safe and secure campus and a high standard of education.

## Dear Students,

Welcome to Stevenson Middle School! Middle school is a time of transition and change. The work load increases by grade level. You will be expected to attend school every day (**remotely or in person**), complete all assignments, and behave appropriately. Set your expectations and standards high. We are certain that you will be able to achieve them. Your year will be exciting and filled with many new opportunities.

## Dear Parents/Guardians,

You are the most important people in your children's lives. We value you and look forward to working with you to ensure that your children are safe and successful at Stevenson Middle School!

### Please help us to help your children by:

- Supporting all school and classroom rules for student conduct.
- Providing the school with your current address and home, work, cell, and emergency telephone numbers, in addition to your e-mail addresses.
- Making sure that your child is on time and attends school every day (**remotely or in person**). Stevenson officially starts at 8:30 A.M.
- Providing school personnel with any student information that may affect your child's ability to learn and/or to behave at school.
- Making sure that your child is prepared for school each and every day.

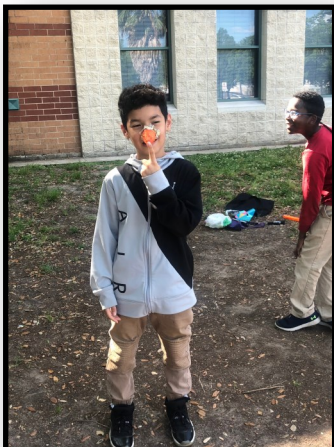
***Contact your child's teacher, counselor and/or administrator with your questions and concerns.***



# WELCOME

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# W.I. Stevenson Middle School



## Mission Statement

Stevenson Middle School exists to give students more options, help them make good choices, and build a brighter future for themselves and their community.



## Vision Statement

At Stevenson Middle School, every student will:

1. Meet or exceed grade level expectations
2. Effectively communicate and collaborate with peers and adults
3. Hone creative problem-solving skills
4. Become responsible and proficient technology users
5. Develop a growth mindset

## Core Values

aLways Improve  
bE Accountable  
Ask for Help  
Respect All  
BriNg Positivity

#dragonsLEARN

## Administration Team

**Christyn McCloskey, Principal**  
CMCCLOSK@houstonisd.org

**Alexis Brown, 8th Grade Admin.**  
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**Huy Bui, 7th Grade Admin, Dean of Instruction**  
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**Leonard Johnson, 6th Grade Admin.**  
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## Team Stevenson

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## HoustonISD Contact Information

East Area Office: (713) 556-8998

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School Support Officer: Marlen Martinez [MMARTI62@houstonisd.org](mailto:MMARTI62@houstonisd.org)

**2020-2021 Academic Calendar**  
Houston Independent School District

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						





February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Key		Holidays	
	Holidays	September 7, 2020	Labor Day
	Teacher Preparation Days (no students)	September 28, 2020	Fall Holiday (Students Only)
	Teacher Service Days (no students)	November 23-27, 2020	Thanksgiving
	Enrichment Opportunities	December 21, 2020 - January 1, 2021	Winter Break
School Day Start and End Times		January 18, 2021	Martin Luther King, Jr. Day
7:30-3:00	Elementary	March 15-19, 2021	Spring Break
8:30-4:00	K-8 and Middle School	March 29, 2021	Chavez-Huerta Day
8:30-4:10	High School	April 2, 2021	Spring Holiday
		May, 31 2021	Memorial Day
Significant Dates		Grading Periods	
August 24, 2020	Teachers report to work	Sept 8-Oct 16	28 days
September 8, 2020	First day of school	Oct 19-Dec 4	29 days
January 29, 2021	Last day of first semester	Dec 7-Jan 29	28 days
February 1, 2021	First day of second semester	Feb 1-March 12	29 days
June 11, 2021	Last day of school for students	March 22-April 30	28 days
June 14, 2021	Last day for teachers	May 3-June 11	29 days
		Report Card Dates	
		October 23, 2020	
		December 11, 2020	
		February 5, 2021	
		March 26, 2021	
		May 7, 2021	
		June 11, 2021 (ES/MS)	
		June 18, 2021 (HS)	



# Stevenson Middle School | Student Assessment

## 2020 – 2021 School-Wide Student Assessment Dates

Month	Assessment	Date
September	Renaissance 360 Assessment: 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade math & reading	Sept. 10—Sept. 11
	Beginning of Year Assessments <i>All contents/grade levels</i>	Sept. 14—Sept. 18
October	TMSFA: 7th Grade Students	Oct 5—Oct 16
	PSAT: 8 <sup>th</sup> grade	Oct 28 (W)
November	GT Enrolled Applicants: CogAT/Iowa-Logramos	Nov. 9—Dec 4
	Ren360 Formal Progress Monitoring	Nov. 16—Nov 20
December	English Language Development Assessment (ELD) Progress Monitoring	Dec 1—Dec 18
January	TEA Interim Assessment: 6 <sup>th</sup> grade reading & math 7 <sup>th</sup> grade reading, math, writing, algebra, & biology 8 <sup>th</sup> grade reading, math, science, social studies, algebra, & biology	Jan 19—Jan. 27
February	Renaissance 360 Assessment: 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade math & reading	Feb. 1—Feb. 5
	<b>TELPAS</b> Writing Collection – ELAR, Math, Science & Soc. Stud.	Feb. 22-Feb. 26
March	<b>TELPAS</b> Listening & Speaking	Mar. 1—Mar. 5
	<b>TELPAS</b> Reading	Mar. 8— Mar. 12
	HISD STAAR Release: 7Writing	Mar. 22—Mar. 26
April	<b>STAAR:</b> 7 <sup>th</sup> Grade Writing	April 20 (T)
	TEA Interim Assessment: 6 <sup>th</sup> grade reading & math 7 <sup>th</sup> grade reading, math, writing, algebra, & biology 8 <sup>th</sup> grade reading, math, science, social studies, algebra, & biology	April 12— April 16
May	<b>AP</b> Spanish Test	May 11
	<b>STAAR:</b> Math: Grades 6—8 & Algebra EOC Reading: Grades 6—8 Science: Grade 8 & Biology EOC Social Studies: Grade 8	May 17—May 28
June	Renaissance 360 EOY Assessment: 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade math & reading	May 31—June 4

NOTE: additional classroom-based assessments will be administered by teachers throughout the school year.

# STEVENSON MIDDLE SCHOOL BELL SCHEDULES



6 <sup>th</sup> Grade Bell Schedule		7 <sup>th</sup> Grade Bell Schedule		8 <sup>th</sup> Grade Bell Schedule	
Time	Period	Time	Period	Time	Period
8:30 AM - 9:45 AM	1 <sup>st</sup> Per	8:30 AM - 9:45 AM	1 <sup>st</sup> Per	8:30 AM - 9:45 AM	1 <sup>st</sup> Per
9:50 AM - 11:00 AM	2 <sup>nd</sup> Per	9:50 AM - 11:00 AM	2 <sup>nd</sup> Per	9:50 AM - 11:00 AM	2 <sup>nd</sup> Per
11:05 AM - 1:30 PM	Lunch 11:05 - 11:35	11:05 AM - 1:30 PM	Dragon Time 11:05 - 11:40	11:05 AM - 1:30 PM	3 <sup>rd</sup> Per (Electives) 11:05 - 12:15
	3 <sup>rd</sup> Per 11:40 - 12:50		Lunch 11:45 - 12:15		Lunch 12:20 - 12:50
	Dragon Time 12:55 - 1:30		3 <sup>rd</sup> Per 12:20 - 1:30		Dragon Time 12:55 - 1:30
1:35 PM - 2:45 PM	4 <sup>th</sup> Per (Electives)	1:35 PM - 2:45 PM	4 <sup>th</sup> Per	1:35 PM - 2:45 PM	4 <sup>th</sup> Per
2:50 PM - 4:00 PM	5 <sup>th</sup> Per	2:50 PM - 4:00 PM	5 <sup>th</sup> Per (Electives)	2:50 PM - 4:00 PM	5 <sup>th</sup> Per

# VIRTUAL LEARNING BELL SCHEDULES



Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM - 9:30 AM	1A/1B	1A/1B	1A/1B	1A/1B	1A/1B
9:30 AM - 9:35 AM	Break				
9:35 AM - 10:35 AM	Dragon Time	Dragon Time	Dragon Time	Dragon Time	Dragon Time
10:35 AM - 11:35 AM	2A/2B	2A/2B	2A/2B	2A/2B	2A/2B
11:35 AM - 12:05 PM	Lunch				
12:05 PM - 1:05 PM	3A/3B 8th Grade Electives	3A/3B 8th Grade Electives	3A/3B 8th Grade Electives	3A/3B 8th Grade Electives	3A/3B 8th Grade Electives
1:05 PM - 1:10 PM	Break				
1:10 PM - 2:10 PM	4A/4B 6th Grade Electives	4A/4B 6th Grade Electives	4A/4B 6th Grade Electives	4A/4B 6th Grade Electives	4A/4B 6th Grade Electives
2:10 PM - 2:15 PM	Break				
2:15 PM - 3:15 PM	5A/5B 7th Grade Electives	5A/5B 7th Grade Electives	5A/5B 7th Grade Electives	5A/5B 7th Grade Electives	5A/5B 7th Grade Electives
3:15 PM - 4:00 PM	Teacher Office Hours	Teacher Office Hours	Teacher Office Hours	Teacher Office Hours	Teacher Office Hours

# School Information

## SCHOOL VISITATION and HOURS

**VISITORS:** All visitors and parents are to report to the main office to sign-in, receive a pass, and prior to going anywhere on the campus -**A photo ID** must be presented in order to obtain a visitor's pass and the pass must be visible at all times during the visit.

**SCHOOL HOURS** 8:30 a.m.— 4:00 p.m.

**DETENTION TIME:** 4:15 p.m.—5:15 p.m.

**8th Grade: Tuesdays / 7th Grade: Wednesdays / 6th Grade: Mondays**

**TUTORIALS: MONDAY—THURSDAY 4:15 p.m.—5:15 p.m.**

**Intersession Times: Per Invitation—See Calendar For Dates**

### **ARRIVAL:**

- Students may begin arriving on campus no earlier than 7:30 a.m.
- Students who arrive on campus before 7:30 a.m. will not be allowed into the building.
- Students who arrive between 7:30 a.m. and 7:45 a.m. are to go straight to the cafeteria.
- Students are to wait in designated grade level areas after 7:45 a.m.
- All students must enter the building no later than 8:30 a.m.
- Parents are to drop off and pick up students at the front entrance of the school.
- **All students that come to school late will receive a detention.** Very few exceptions apply.
- **Parents may not load or unload students on Old Galveston Road and Winkler Drive.**
- **Students are strictly forbidden to walk across Old Galveston Road or Winkler Drive.**

**LATE ARRIVAL TO SCHOOL: AFTER 8:45 a.m.** Any student who arrives to school after 8:45 a.m. must report to the grade level office where they will be documented as tardy and receive disciplinary consequences. Notes from a parent/guardian will be accepted, but will not excuse a tardy.

**TARDY TO CLASS:** All students are expected to report to class on time. There are five minute passing periods between classes. Students with excessive absences, late arrivals will be referred to the administrative team and attendance authorities. Students who are late to class will receive disciplinary consequences.



# COVID POLICY: VISITATION

All employees, students, visitors, and vendors will undergo daily screenings conducted by location-based Wellness Teams at designated entry points, where signage detailing COVID-19 symptoms will be posted for reference.

All people entering the building will undergo the same screening.

- All will be asked if they are experiencing any symptoms. Those who respond 'yes' will be isolated, sent home, and referred to medical care, if needed. Those who respond 'no' will be forwarded to temperature screening.
- All who are not experiencing symptoms and meet temperature screening standards (under 100 degrees) will be allowed entry.

Additionally, all students, parents, employees, visitors, and vendors must self-monitor for COVID-19 symptoms, check their temperature before coming to any district school or building, and stay home when sick.

## **Specific to Students:**

- Schools will establish staggered, no-contact pick-up and drop-off times, requiring students to get in and out of cars independently and preventing parents from walking students into the building.
- Families will be encouraged to assign one person who is not high risk to consistently pick-up and drop-off their student each day.
- Schools will no longer incentivize perfect attendance.

## **Specific to Visitors:**

- Visitation will be limited to essential visitors who have previously scheduled appointments. All visitors must wear masks when inside an HISD school or building.
- Non-essential visitors, including those registered through the HISD VIPS process, should utilize virtual meetings, when possible. Lunch visits are prohibited.
- Non-essential deliveries — such as food, personal items, homework, musical instruments — are prohibited.

**Personal Protective Equipment Protocol:** All students, employees, **visitors**, and vendors are **required to wear masks** that cover both their nose and mouth throughout the school day, during before and after school activities, and while in district schools and facilities.

- Masks will be provided to students, employees, and visitors if they do not have one. Acceptable masks include both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves. Bandanas are not allowed.
- Personal reusable masks must meet Code of Student Conduct requirements and not be inappropriate or derogatory in nature.

### **DISMISSAL AND PICK-UP**

- School is dismissed at 4:00 p.m.
- All students should immediately leave the campus.
- Students need to be picked up at 4:00 p.m.
- The only exception are students that are staying for a sponsored after school activity, in which case they must be picked up immediately after the activity is over.
- Students **will not** be released from class between **3:25 p.m. and 4:00 p.m.**
- Any adult checking a child out of school must be listed on the student's emergency card.
- Parents/Guardians must update the emergency card regularly, and provide a **valid ID/Drivers License**. No exceptions.
- Students who are not picked up by 4:30 p.m. will be placed in Study Lab and will not be released until 5:00 p.m (see "Late Pick Up Policy" below).
- Once students leave campus, they can not come back on campus.
- All after school activities will end by 5:00 p.m.

### **LATE STUDENT PICK-UP POLICY**

In an effort to maintain student safety and campus security, please adhere to the following **Late Student Pick Up Policy**:

#### **Students who do not stay for an after-school activity:**

- At 4:30 PM, students who have yet to be picked up will move from the front of the building to the library where they can complete homework or read a book.
- When their ride arrives, the parent or guardian must come in the building to sign out their child, noting the date and time of pick up.

#### **Students who do stay for an after-school activity:**

- 30 minutes after the activity has released, students who have yet to be picked up will move from the front of the building to the cafeteria where they can complete homework or read a book.
- When their ride arrives, the parent or guardian must come in the building to sign out their child, noting the date and time of pick up.

Thank you in advance for your cooperation in maintaining student safety and campus security. We appreciate all of our Stevenson families!

## Student Drop-off and Pick-up Map

Follow the flow of traffic to drop off students in the morning and pick up students in the afternoon. Students should be **dropped off in the front of school** and **picked up in the student loading zone**.



## SCHOOL SUPPLIES

- Students are required to have a pencil each day—**due to Covid-19 safety measures, students may not share supplies.**
- **Each student will receive a Stevenson-issued Chromebook and carrying case to use throughout the school year. Students are required to bring their device to school daily for in-person instruction, or to use it at home daily for virtual instruction.**
- Supply lists for each grade level are posted on the Stevenson website and will be distributed by homeroom teachers.
- Students have the option of carrying clear, mesh, or transparent backpacks, the contents of which must be visible.

## ONLINE GRADEBOOK SYSTEM

HISD teachers use PowerSchool to record grades. **HISD Connect** is a part of this system and will provide parents and students with the ability to check recent and upcoming assignments, daily grades, attendance information, and more. Registration instructions are on **page 17** of this handbook.

Students will receive at least two grades per week, updated weekly in PowerSchool.

Grading Scale	Weighted Categories	Conduct Grades
A = 90—100%	Classwork 40%	E Excellent—student consistently follows the rules
B = 80—89%	Projects/Assessments 30%	S Satisfactory—student behavior is generally good
C = 75—79%	Quizzes 20%	P Poor—student behavior needs improvement
D = 70—74%	Homework 10%	U Unacceptable—student has no regard for rules
F = below 70%		

## TUTORIALS

Stevenson offers tutoring to all students and requires it of students who are having difficulties in a core subject area. You will be notified if your child is recommended for tutorials. Tutorials are held after school on Mondays through Thursdays and, beginning in October, on Saturdays from 9 a.m. to 12 p.m.

## GRADING PERIODS AND REPORT CARDS

Report cards will be distributed shortly after the close of the grading period. At mid-grading period a progress report, with input from all teachers, will be prepared and sent home with each student. Parents are to sign and return each progress report and report card.

Grading Period	Window	Report Card Date
First Six Weeks	September 8—October 16	October 23, 2020
Second Six Weeks	October 19—December 4	December 11, 2020
Third Six Weeks	December 7—January 29	February 5, 2021
Fourth Six Weeks	February 1—March 12	March 26, 2021
Fifth Six Weeks	March 22—April 30	May 7, 2021
Sixth Six Weeks	May 3—June 11	June 11, 2021



PowerSchool SIS Student and Parent Portals provide real-time grade, attendance, and school information to students and parents. Students can stay on top of assignments and parents can stay informed. Learn how to set up the portals, activate settings, create a parent single sign-on account, and associate students with a parent's account.

## Student and Parent Sign In

Students enter the student username and student password provided by their school to sign in to PowerSchool SIS Student and Parent Portals and PowerSchool Mobile. Students can see only their personal account information. Before parents can sign in to PowerSchool SIS, they must create a parent account. Parents can add multiple students from different schools within the district to their accounts. Each parent account is unique, and usernames and passwords are not shared among parents.

Parents create an account by following these steps:

1. Use the same web address as students to get to the "Student and Parent Sign In" page
2. Click the Create Account tab
3. Click **Create Account**
4. Enter first name, last name, and email address
5. Create a username and password
6. Enter the student's name, access ID, access password, and the parent's relationship to the student
7. Click **Enter**

Once the account is created, parents use their account information to sign in to either the portal or the app.

## PowerSchool Mobile

PowerSchool Mobile is available to students and parents to download at no cost. Just like PowerSchool SIS Student and Parent Portals, one app provides access for both students and parents. After installing the PowerSchool Mobile app, students and parents take the following steps:

1. Enter the four-digit district code and the same username and password they use for PowerSchool SIS Student and Parent Portals
2. Tap **Sign In**

Once signed in to PowerSchool Mobile, select options from the menu to view information about grades, assignments, attendance, and more.

## Grade History

Click the Grade History icon to view the student's courses listed by term, including the grade, score, citizenship grade, and credit hours. Click a grade percentage to access the Class Score Detail page.

## Attendance History

Click the Attendance History icon to view an attendance grid for the current term. The grid is divided by course name and week. Absences, tardies, and other codes are explained in the legend at the bottom of the page.

## Email Notification

A parent can click the Email Notification icon to modify what information she receives via email from PowerSchool SIS, and how frequently the emails will be sent. Enter additional email addresses in the Additional Email Addresses field. Separate additional addresses with commas.

# **VIRTUAL LEARNING POLICY:**

## **CONTENT DELIVERY & STUDENT/PARENT EXPECTATIONS**

### **CONTENT DELIVERY: ASYNCHRONOUS INSTRUCTIONAL MODEL**

During the time that schools are closed, Stevenson Middle School will make every effort to ensure that student education continues uninterrupted. Houston ISD will be implementing an **asynchronous instructional model**. Although the asynchronous model is the preeminent form of instruction to be delivered to students, **short time increments of synchronous instruction will happen regularly as a part of the asynchronous plan.**

- Student's learning experience is exceedingly self-guided with intermittent teacher interaction in which students engage in learning instructional material on their own time.
- Students complete self-paced and personalized activities via the HUB and other district-provided digital resources (Imagine Learning, digital textbooks, Achieve 3000, etc.).
- Teacher delivers regularly short increments of synchronous instruction through the use of real-time, live instruction via Teams.
- All assignments will be posted and submitted through the HUB.
- HISD has adopted Microsoft Teams as the platform for conducting live class meetings and instructional support. Students can message their teachers and engage in tutorials through the Teams platform.

### **STUDENT EXPECTATIONS:**

- Check the HUB and Microsoft Teams for information on classes, assignment, and resources.
- Complete and submit assignments on time.
- Create a learning space at home to do schoolwork.
- Participate in online activities/assignments (HUB) and live instruction (Teams) provided by your teachers.
- Know how to navigate access and navigate online resources.
- Complete independent reading goals.

### **PARENT & GAURDIAN EXPECTATIONS:**

- Learning at home can be a balancing act. However, establishing a routine will help students be more successful in their learning.
- Provide an appropriate learning space for the students when possible.
- Communicate any instructional needs to the campus such as a lack of device or internet connection.
- Consistently monitor campus and district communication for continuous updates via callouts and websites.
- Maintain communication with teachers as needed.
- Connect with your student every day at a time that works well for your household. This might be a quick check-in a few times a day or a longer check-in in the morning or evening. Some questions that might help spark a conversation include:
  - ⇒ Were you able to complete all the assigned activities?
  - ⇒ What did you learn/practice/read today?
  - ⇒ What was easy or challenging for you?
  - ⇒ Do you have any questions for your teacher?
- Monitor student time on task and encourage physical activity and/or exercise.

# Student Attendance

## ATTENDANCE LAW SAYS:

### Texas Education Code Sec.25.085. COMPULSORY SCHOOL ATTENDANCE

- (a) A child who is required to attend school under this Section shall attend school each school day for the entire period the program of instruction is provided
- (b) Unless specifically exempted by Section 25.086., a child who is at least six (6) years of age, or who is younger than six (6) years of age and has previously been enrolled in first (1st) grade, and who has not yet reached the child's 19th birthday shall attend school
- (c) On enrollment in prekindergarten or kindergarten, a child shall attend school
- (d) Unless specifically exempted by Section 25.086., a student enrolled in a school district must attend an extended year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under Section 29.084
- (e) A person who is 19 years old is required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered. However, if the person has more than five unexcused absences in a semester, the school district may revoke the person's enrollment for the remainder of the school year. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school district grounds for purposes of Sec. 37.107. Texas Education Code Sec.25.095. WARNING NOTICE**

If a student is absent without an excuse for ten (10) or more days or parts of days in a six-month period:

- (a) the student's parent is subject to prosecution under Texas Education Code Section 25.093; and
- (b) the student may be subject to referral to truancy court pursuant to Texas House Bill 2398.

An offense under these sections is a Civil Penalty (Texas House Bill 2398). Each day the child remains out of school after the warning has been given/sent or the child has been ordered to attend school by the juvenile court may constitute a separate offense. **A parent/guardian is subject to a fine ranging from \$100 to \$500 per offense after this warning notice (Texas House Bill 2398).**

### TRUANCY :

A student absent from school/class without the consent of his/her parent or school personnel is truant. This constitutes an unexcused class absence, and the student will not be permitted to class unless accompanied by his/her parent or a written excuse from an administrator. Students with three unexcused absences will be turned over to the constable.

## ATTENDANCE

**STATE LAW:** The Texas Compulsory School Attendance Law requires that all students attend school from ages six (6) to eighteen (18). All students are expected to **be on time and attend school every day**, unless there is a reason for an excused absence. The City of Houston Mayor's Anti-Gang office will investigate all unexcused absences and enforce the Compulsory School Attendance Law. The student's parent is subject to prosecution under Education Code 25.093 and the student is subject to prosecution under Education Code 25.094.

### **REASONS FOR EXCUSED ABSENCES:**

- Illness of student and/or doctor appointments for student.
- Death in the family
- Weather or road conditions that make traveling dangerous.
- Participation in school activities with permission from the principal
- Juvenile court proceeding documented by probation officer
- Emergencies/reasons deemed acceptable by the principal or superintendent

***\*\*A student who is absent for any reason, other than for a documented healthcare appointment, will not be allowed to participate in school related activities on the day or evening of the absence.***

**WRITTEN REASON FOR ABSCENCE:** If a student is absent for an entire day, or a portion of the day, a written excuse from the parent/guardian must be provided and brought to the attendance office upon the student's return. The note should include: the date and time of absence, the reason for the absence, and the parent/guardian's signature. If a written excuse is not provided, the absence is documented as unexcused.

**Notes must be turned in within three days of return to school. Only three (3) hand written excuses are permitted per semester.**

**MAKE-UP WORK POLICY:** Students are given two (3) days, per absence, to turn in any make-up work. ***It is the student's responsibility to ask the teacher for any work missed.***





# **VIRTUAL LEARNING POLICY:**

## **ATTENDANCE**

Students who engage in learning activities via the HUB or Microsoft Teams and submit required assignments are considered “present” and will not be marked absent. Students must attend at least 90 percent of their classes to receive credit and be promoted.

To be considered “present” and not be marked absent, students must meet one or more of the following daily learning requirements:

- Participate in the HUB and complete independent reading or work assignments.
- Interact with teacher virtually via Teams as part of live or small group instruction.
- Complete and submit assignments via the HUB. When unable to submit via the HUB, students can submit assignments via emails, photos, phone conferences, or other forms of documentation.

Students who have not met at least one of these requirements by the times listed below will be marked absent.

- Elementary Schools - 2:30 p.m.
- Middle & K-8 Schools – 3:30 p.m.
- High Schools – 3:30 p.m.

The absence can be resolved if the student completes one of the three requirements by 11:59 p.m. on that same day.

# **Stevenson Middle School Rules and Regulations:**

## **PERSONAL ELECTRONIC DEVICES**

- Cell phones/electronic communication devices are to remain completely off (not on silent or vibrate) during the school day.
- Inappropriate use of cell phone or any other electronic device will result in the item being confiscated and turned into the grade level administrator. A \$15.00 administrative fee will be charged and a parent/guardian is required to pick up the device from the administrator. Stevenson Middle School is not responsible for lost, stolen, or damaged electronic devices or any charges incurred as a result.
- Uploading inappropriate, offensive, and provocative pictures or videos (“sexting”) may be deemed offensive in nature and can be considered harassment.

## **FOOD: Gum, Candy, Food, and Drink**

- Chewing gum is not permitted.
- Eating or drinking anywhere outside of the lunch area is not permitted.
- Neither parents or students are allowed to bring “outside” food items or beverages, other than their personal lunches on campus.

## **WRITING UTENSILS: Ink Pens, Permanent Markers, & Other Writing Utensils**

- Ink pens, markers, and other writing supplies that may cause permanent damage are not permitted. Students are to carry and use pencils only.

## **HALLWAYS AND RESTROOMS**

- Students are **required** to behave appropriately in the restrooms and hallways. This includes no running, pushing, littering, loitering, or any other behavior that would be disruptive or destructive to the school environment.
- To minimize classroom disruptions, students are encouraged to use the restroom in between class periods.
- All students must have a written pass from a staff member if they are not in their assigned classroom. Students in the hall without a pass will receive disciplinary consequences.

## **LUNCH**

- All students are required to follow the procedures established and communicated by their grade level administrator and/or teacher.
- Students may speak in conversational tone (i.e. no yelling).
- Playing with food is prohibited.
- No food, drinks, straws, etc. are to be on your table/desk after your assigned lunch time is over without permission.

## **LIBRARY: HOURS 8:00 AM—4:00 PM**

- Conversational tones are required at all times
- Students will not be allowed entrance without a written pass
- Late books will be subject to fees. Final report cards will be withheld if a student has any missing books.

# Stevenson Middle School Rules and Regulations

## TECHNOLOGY

- Students will treat all technology that belongs to Stevenson Middle School with respect and care. If damage occurs **outside of the normal wear and tear**, students will face disciplinary consequences.
- All activity on Stevenson Middle School technology will be **school -related**. Accessing websites or materials that are deemed inappropriate or not school related will be subject to disciplinary consequences.

## CLASSROOM PREPARATION: How to prepare for class

- Students are required to be prepared for school everyday.
- Materials: in addition to required supplies, students must come prepared each day with a pencil and their Stevenson-issued Chromebook.
- Assignments: students must have all assigned work completed when they **come** to class everyday (i.e. homework, classwork, required reading, etc.)
- Participation: students must be prepared to participate whether physically in class or remote learning.
- Attitude: students must have a positive attitude and be ready to learn when they **come** to class.

## HOMEWORK POLICY

- Students must submit assigned homework on time to the classroom teacher.
- All work submitted must be the student's authentic work (see Academic Dishonesty section below)
- Students are expected to complete each assignment to the best of their ability
- Homework assignments are intended to accomplish course goals and practice learned skills outside of the classroom.

## MAKE-UP WORK

- Students are permitted 3 days per absence to turn in any make up work.
- It is the responsibility of the student to ask his/her teacher, either in person or remotely for any work missed.

## ACADEMIC DISHONESTY AND TESTING POLICY

- Students are required to complete each assessment to the best of their ability.
- Tests may include, but are not limited to: STAAR/TELPAS/PSAT/Comprehensive & Common Assessments/Quizzes/Renaissance 360 Universal Screeners.
- Cheating will not be tolerated on any assessment. Cheating may include: giving or receiving answers before/after/ during class (**in person/remotely**), looking up answers online/on another student's assessment, etc (see Academic Dishonesty section in the HISD Student Code of Conduct).
- If a student is caught cheating, the student will: not be given the opportunity to make up the assignment/ assessment, receive a written referral and sent to his/her grade level administrator. Consequences will be given by the grade level administrator.

## PROMOTION STANDARDS

- Students must pass mandatory STAAR Assessments for grade level.
- Students must meet state requirements of overall yearly grade average of 70 or above and local requirement of a grade average of 70 or above in reading, language arts, mathematics, science and social studies.
- Sufficient attendance—at student's total number of unexcused absences cannot exceed 10% of class meetings.

# Dress Code

## STUDENT DRESS CODE POLICY

All Stevenson students are **highly encouraged** to wear the Stevenson uniform shirts. However, due to Covid-19, **uniform shirts are not required** for the 2020-2021 school year. Although uniform shirts are not required, students must still follow the Student Dress Code outlined below.

**FACE MASKS:** All students, employees, visitors, and vendors are required to wear masks that cover both their nose and mouth throughout the school day, during, before and after school activities, and while in district schools and facilities.

- Masks will be provided to students, employees, and visitors if they do not have one. Acceptable masks include both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves. **Bandanas are not allowed.**
- Personal reusable masks must meet Code of Student Conduct requirements and not be inappropriate or derogatory in nature.

**ID BADGES** must be worn around the neck and on display outside of the uniform shirt at all times. There is a \$5 replacement fee for lost ID badges.

### STUDENT DRESS CODE:

- **Stevenson logo shirts are available for purchase at school.**
  - Solid **red** crew neck shirt for all 6th grade students
  - Solid **royal blue** crew neck shirt for all 7th grade students
  - Solid **black** crew neck shirt for all 8th grade students
- Shirts, pants, dresses, skirts, rompers, and jumpers may not be overly baggy or form-fitting.
- Shorts, skirts, dresses, rompers, and jumpers may be no shorter than two (2) inches above the knee.
- Clothing may not allow undergarments to be visible.
- Shoulders may not be exposed – students may wear sweaters or jackets to cover their shoulders.
- **Not Allowed:**
  - Ripped/distressed jeans (or any other clothing)
  - Hoodies
  - Clothing referring to gangs, violence, drugs, or any other inappropriate topic for the school environment
  - Sweatpants, pajamas, spandex/leggings/jeggings, yoga pants, gym shorts/pants, warm ups, or cargo pants

### SHOES/FOOTWEAR:

- Shoes should cover the entire foot—toes and heels should be covered at all times.
- **Not Allowed:** flip flops, house/shower shoes, flashing/lights shoes, roller shoes/wheelies, slides (even when worn with socks), backless shoes, or high heels.



## STUDENT DRESS CODE POLICY

### JACKETS / SWEATERS:

- Jackets, sweaters, or sweatshirts must open in the front and remain unzipped or unbuttoned during the school day.
- **Not Allowed:** pull-over sweatshirts and hoodies.
- Exception: students may wear the official grey SMS pullover.

### BACKPACK.S/PURSES:

- Backpacks must be clear or mesh – contents must be visible.
- Students may carry a small purse for personal items—purses must be smaller than an 8.5" x 11" sheet of paper.

### ACCESSORIES:

- Accessories should not be a distraction in the classroom.
- **Not Allowed:** Exposed tattoos, visible facial piercings, excessive makeup, bandanas, hats or head coverings, unnatural hair color.
- Exception: religious head coverings are allowed

### FORMAL DRESS CODE:

- Shirts, pants, dresses, skirts, rompers, and jumpers may not be overly baggy or form-fitting.
- Dresses, skirts, rompers, and jumpers must hit the knee
- No clothing that allows undergarments to be visible
- Shoulders may not be exposed – students may wear sweaters or jackets to cover their shoulders
- **Not Allowed:**
  - Jeans
  - Bodycon dresses or skirts
  - Pants that sag
  - Flip flops, slides, backless shoes, or heels that exceed 2 inches

### PHYSICAL EDUCATION:

- Students are *highly encouraged* to wear the school P.E. uniform.
- If students opt to bring their own P.E. garments, they must meet the following guidelines:
  - ⇒ **Shorts/ Pants:** Athletic shorts, sweat pants or wind pants are acceptable options for class. Shorts must meet dress code standards (no shorter than 2 inches above the knee) and be comfortable to move around in. Undergarments may not be visible. **Not Allowed:** Shorts with excessive pockets, zippers and buttons, jeans pants and shorts, shorts or pants that show undergarments, spandex pants or shorts.
  - ⇒ **Shirts/ Sweatshirts:** Students should have loose crew neck tee shirts to wear for class. Necklines must be high, and shirts should be long enough to cover the student's midsection when they lift their arms above their head. **Not Allowed:** Tank tops of any kind or any shirt that shows undergarments.
  - ⇒ **Shoes:** Tennis shoes with laces. **Not Allowed:** boots, slip on shoes, or open-toed/open-backed shoes.

**Infractions of the dress code, are subject to disciplinary measures as outlined in the HISD Code of Student Conduct. Students out of compliance with dress code will be referred to administration.**

# COVID POLICY: PHYSICAL DISTANCING

Physical distancing will be required in all HISD schools and buildings, with all students and staff required to remain 6 feet apart. This applies to all areas, including classrooms, offices, restrooms, hallways, cafeterias, copy rooms, breakrooms, gyms, libraries, meetings, dismissal lines, buses, lockers, recess, and athletics.

- Classrooms and office spaces will be reconfigured to ensure 6 feet of space between desks.
- Physical distancing signage and floor markers will be installed throughout schools and buildings as a reminder.
- Student movement throughout the campus will be minimized as much as possible to reduce contacts.
- Students and staff will be encouraged to use no-touch greetings.

All meetings, including parent-teacher meetings, should be held virtually unless a face-to-face meeting is absolutely required.

# COVID POLICY: HYGIENE PROTOCOLS

Fliers outlining hygiene tips and best practices will be posted in common areas, and all students, employees, visitors, and vendors will be required to follow hand hygiene and respiratory etiquette as outlined by the Centers for Disease Control and Prevention.

- All individuals must routinely wash and sanitize their hands using either soap or hand sanitizer containing at least 60 percent alcohol.
- Hands must be washed for at least 20 seconds.
- Students and staff must cover coughs and sneezes with tissues, throw used tissues in the trash, and then wash hands immediately with soap and water for at least 20 seconds.

Students and employees are prohibited from sharing materials, supplies, equipment and other items, unless absolutely necessary. This includes pencils, markers, books, dictionaries, library books, scissors, and other supplies. If sharing is absolutely required, items must be sanitized by both the recipient and lender. In classrooms, teachers must ensure all shared items are sanitized between uses.

## CLINIC INFORMATION

### **Hours: 8:00 - 3:30 (Closed 1:00 - 1:30)**

According to board policy FFAC/Legal Family Code 32.001 (a)(4), consent may be given for the administration of medical, dental, psychological, and surgical treatment, provided certain provisions, outlined in this manual, are met.

Consent for medical treatment or medication administration shall be in writing, signed by the person giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment (Family Code 32.002 (a)(b)). The consent must contain:

- Student's name
- Name of one or both parents, if known, or the name of any managing conservator or guardian of the child
- The name of the person giving consent and the person's relationship to the student
- A statement of the nature of the medical treatment to be given
- The date on which the treatment is to begin



Students are not allowed to carry any over-the-counter medicine (OTC), such as Aspirin, Tylenol, cold medicines, etc., at school. If a student is required to take medication during school hours and the parent cannot be at school to administer medications, only the school nurse or the nurse's trained designee will administer the medication. (Exception: A student with asthma or anaphylaxis may carry and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event). Written consent must be given for any medication administration, according to Family Code Title 2, and the following information must be on file in the clinic:

- Student's name
- Name of drug
- Dosage
- Purpose of the medication
- Time and circumstances medication is to be given
- Number of days medication needs to be administered at school

Prescriptions are valid only for the time indicated by the order or during the current school year (August-August). If the prescription is modified, a new consent must be completed and filed in the clinic until the nurse or trained designee can give the medication under the new orders.

**Note: Any medication, prescription or OTC, must be brought to school in a container appropriately labeled by the pharmacy or physician.**

Medications will be stored in a locked cabinet or secured in an easily accessible area for an emergency. An individual record will be kept of such prescription medication administered by school personnel. If it is determined that the student is ill enough to be sent home, the student will not be released from school until a parent or guardian has been notified and has given permission for the student to leave school.

## Water Bottle Policy

Students **may bring water** in a **clear/transparent plastic bottle**. The bottle may be disposable or reusable. Glass containers are not permitted. If the item becomes a distraction in class or misused, it will be confiscated and only returned to a parent or guardian.

## Things to Leave at Home

### Electronics:

- Earbuds/Headphones
- iPads/Tablets/Gaming Devices
- Cameras



### Personal Grooming:

- Scented Body Lotion/Perfume/Cologne (deodorant & *unscented* lotion is OK)
- Hair Spray/Color
- Makeup



### Food & Beverage:

- Gum/Candy
- Any beverage other than water (soda, energy drinks, sports drinks, coffee, etc.)
- Any beverage container that is not clear/transparent (tumbler cups)

**Other:** Vape Pens, Lasers, Permanent Markers (Sharpies), Hoodies, Blankets



# Student Discipline Policy

## Stevenson Middle School Student Discipline Policy

The Stevenson Middle School discipline policy strictly follows the HISD Student Code of Conduct. Any infractions will be documented by a teacher or administrator and disciplinary action will follow.

### Student Responsibilities:

- Attending all classes each day, and being on **either in person/remotely** in conformity with the compulsory attendance laws of the State of Texas
- Preparing for each class with appropriate materials and completed assignments
- Dressing according to the dress code
- Showing respect toward others
- Conducting oneself in a responsible manner
- Paying required fees and fines
- Knowing and obeying all school rules
- Cooperating with staff members in the investigation of disciplinary matters
- Reporting threats to the safety of students and staff members, as well as misconduct on the part of any other students or staff members, to the building principal, a teacher, or another adult
- Using HISD technology systems for school business purposes only and using school computers and related equipment appropriately
- Abiding by the technology security procedures and Board Policies related to computers and network security, such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network
- Reporting all observed or suspected technology security problems immediately to a teacher
- Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited, and that students may be subject to random searches in accordance with Board Policy and state and federal law in order to assure a safe school environment.

### Student Misconduct:

Level I: Violation of Classroom or Transportation Rules	
<b>Acts of misconduct may include, but are not limited to:</b> <ul style="list-style-type: none"> <li>• Violations of rules or procedures established by the teacher</li> <li>• Failure to participate in classroom activities</li> <li>• Unexcused tardiness to class</li> <li>• Failure to bring required classroom materials or assigned work to class</li> <li>• General misbehavior such as eating in class, horseplay, making excessive noise, or violating campus dress codes</li> <li>• Any other act that disrupts the classroom or interrupts the operation of the class</li> <li>• Failure to deliver or return written communications between home and school</li> <li>• Disruptive or noncompliant behavior on a school bus or at a school bus stop</li> <li>• Disclosure or sharing of individual computer-account passwords</li> </ul>	<b>Potential Disciplinary Action:</b> <ul style="list-style-type: none"> <li>• Oral correction/Redirection</li> <li>• Teacher–student conference</li> <li>• Parent contact: note or telephone call to parent</li> <li>• Detention (maintained by teacher) before or after school</li> <li>• Restriction of school-bus privileges by the bus operator</li> </ul>



## Stevenson Middle School Student Discipline Policy

### Level II: Administrator Intervention

#### Acts of misconduct may include, but are not limited to:

- Repeated violation of classroom or transportation rules under Level I
- Cheating, plagiarism, or copying the work of other students, which includes failure to comply with test security procedures and use of cell phones, smart watches, and electronic devices during testing
- Leaving the classroom or school grounds without the permission of school personnel
- Cutting class or skipping school
- Inappropriate display of affection, which should be enforced equitably without regard to sexual orientation, gender identity, or gender expression
- Failure to abide by rules and regulations at extra-curricular activities or at co-curricular activities such as field trips
- Loitering in unauthorized areas
- Use or operation of cell phones or any other type of personal device with Wi-Fi or carrier-based internet connectivity on school campuses or at functions during school hours. The unauthorized use or operation of these devices will result in confiscation. A \$15 administrative fee payable to HISD will be charged if the device is claimed within the 30 days.
- Cafeteria disturbance
- Profanity, vulgar language, or obscene gestures
- Violation of a school's mandatory school-uniform policy
- Disruptive behavior on a school bus or at a school-bus stop
- Any other acts that interfere with the orderly educational process in the classroom or the school
- Accessing materials and sites on the internet that are deemed to be inappropriate by HISD
- Sending or forwarding inappropriate electronic communications, including emails containing offensive language, untruthful statements, junk emails, chain letters, or jokes using HISD Information Technology resources or the HISD network and on personal devices/accounts, if it is determined that the communications have a material and substantial interference with school activities or with the rights of students

#### Potential Disciplinary Action:

- A written referral
- Loss of privileges
- Restitution and amends-making to resolve conflict
- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parental conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities, such as field trips and commencement exercises/award ceremonies
- Placement on a Behavior Contract
- Teacher removal of the student from the classroom
- Suspension or removal of transportation privileges
- Any other appropriate disciplinary actions determined by the administration

## Stevenson Middle School Student Discipline Policy

### Level III: Targeted Intervention, Restitution, Suspension, or Removal to DAEP

#### Acts of misconduct may include, but are not limited to:

- Mutual combat (fighting)
- Possession of drug paraphernalia
- Misdemeanor stealing/theft (under \$750)
- Chronic cutting class or skipping school
- Interfering with school authorities
- Persistent disruptive behavior in school or on school transportation
- Display of disrespect toward school personnel or campus visitors
- Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
- Failure to adhere to terms of behavior contracts
- Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
- Changing/and or falsifying school records or documents or signing a parent, teacher, or administrator's name on school documents
- Indecent/unsolicited sexual proposal/sexual harassment
- Harassment/dating violence, including threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking action that substantially harms a student's physical or emotional health
- Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements
- Bullying or cyberbullying includes a single significant act or pattern of acts by one or more students against another student that exploits an imbalance of power and involves engaging in expression (written, verbal, or electronic) or physical conduct
- Misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment, in an amount greater than \$20 but less than \$1,500
- Possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemical
- "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function
- Smoking, using, or possessing tobacco, tobacco products, smokeless cigarettes, e-cigarettes, any other nicotine delivery device or

#### Potential Disciplinary Action:

- Individualized behavior-intervention plan
- Counseling
- Community service that is age-appropriate, adult-supervised, and with parental consent
- Required administrator/student/parent conference
- Restitution or restoration, as applicable
- Exclusion from extracurricular activities such as field trips and commencement exercises/award ceremonies
- Placement of the student in in-school suspension (ATS)
- Suspension for up to three school days per occurrence
- Removal of transportation services for up to one year
- Restriction or removal of computer-use privileges for up to one year
- Teacher removal of the student from the classroom
- Referral to a DAEP
- Any other appropriate disciplinary actions determined by the administration

## Stevenson Middle School Student Discipline Policy

### Level IV: Placement in DAEP

#### Acts of misconduct may include, but are not limited to:

- Assault
- Selling, giving, delivering, using, possessing, or being under the influence of alcohol, marijuana, designer drugs, or another controlled substance
- Felony stealing/theft of computer equipment or any other property in an amount greater than \$750.
- "Hacking" or other use of computers to gain unauthorized access to District or other databases, including student, faculty, or District data files, without permission.
- Burglary of an HISD facility
- Defacing of school property with graffiti or other means that results in a loss or destruction to property in an amount less than \$20,000
- Engaging in any conduct punishable as a felony on campus, at a school-related function or activity, or within 300 feet of the school property line

#### Potential Disciplinary Action:

- Referral to DAEP

**Note:** for a complete list of misconduct and disciplinary actions, please see the HISD Student Code of Conduct, which can be accessed at [www.houstonisd.org/codeofconduct](http://www.houstonisd.org/codeofconduct)

**Notice of Non-Discrimination Policy:** 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.



# Student Technology Guidelines

## Student Chromebooks:

Every Stevenson student will have the opportunity to check out a Chromebook to support learning while in the classroom and at home. This Chromebook is to be used for educational purposes only.

## Microsoft Teams:

Teams is set up so the teacher can communicate with you just like in class. This is the time to use school and classroom rules and behaviors. We want you to make smart and safe decisions that communicate responsibility and kindness to one another.

As a general reminder, remember that you must still **abide by the HISD Student Code of Conduct** even when learning from home. Remember this a forum that **will be monitored by the school and the district** in order to keep us all accountable.

Things to remember:

- Be thoughtful with what you post and share online.
- Don't share personal or private information.
- Protect your friends' privacy as well as yours.
- Use the Golden Rule online - treat others the way you want to be treated.
- **Don't communicate with other students in the general message board about personal matters.**

## MS Teams Meetings Best Practices:

- **Ensure your background is appropriate.**
- Make sure you are **clothed appropriately**. Refer to Stevenson's Free Dress Code for clarification.
- If your microphone is on, be aware of the background noise: music, tv, family, etc. should not be loud or disruptive. You may be muted if it is an issue.
- Language should be school appropriate.
- You will be required to have your **camera on** during assessments, community circles, and other instructional activities where camera use supports the learning as determined by the teacher.

## Staying Engaged During Remote Learning

It can be challenging to stay engaged when learning from home. With distractions like family, friends, TV, and even pets around, you can easily lose track of school work. Do your best to establish a schedule and set up times for deep focus and learning. If you are having a hard time, or you just can't focus one morning, don't stress out. The best thing you can do in this situation is not to give up.

# Student Technology Guidelines

## HISD Student Email Accounts:

Every HISD student has an HISD email account. This email account is to be used for Stevenson/HISD purposes only. This email account should be used for communication with teachers and other Stevenson personnel, as well as accessing HISD digital resources through the HUB.

- **Level II Offense:** Sending or forwarding inappropriate electronic communications, including emails containing offensive language, untruthful statements, junk emails, chain letters, or jokes using HISD Information Technology resources or the HISD network and on personal devices/accounts, if it is determined that the communications have a material and substantial interference with school or with the rights of students
- **Level III Offense:** Logging on to a computer, sending email, or accessing the internet or the District's intranet using a name or password other than the student's own

## Digital Footprints and Digital Citizenship:

Digital Footprint: A word used to describe the trail, traces, or "footprints" that people leave online

Digital life is both public and permanent. Everything we do online creates digital footprints that migrate and persist. Something that happens on the spur of the moment - a funny picture, an angry post - can resurface years later. And if we aren't careful, our reputations can be harmed. In addition, a bad digital footprint can affect our future livelihood. Colleges now are checking the social media postings of potential students, and employers are doing the same for applicants. That's why it is crucial that HISD and parents work together to ensure that our students are good digital citizens.

Digital Citizen: A person who use the Internet regularly and effectively

A good digital citizen is one who knows what is right and wrong, exhibits intelligent technology behavior, and makes good choices when using technology. Much as we want our kids to be good citizens in the real world, we want the same in the digital world. Characteristics of a good digital citizen include:

- Being confident and capable of using information communication technologies
- Using technology to participate in educational, cultural, and economic activities
- Developing and using critical thinking skills in cyberspace
- Using technology to relate to others in positive, meaningful ways
- Respecting the concepts of privacy and freedom of speech in a digital world
- Contributing to and actively promoting the values of digital citizenship

Ensuring students understand the importance of good digital citizenship and the potential impact of a negative footprint requires the work of parents and educators. Here are some tips that both children and adults can use to maintain their digital footprint:

- Think long term. What seems fun today could have long-term consequences.
- Keep personal information private.
- Use privacy settings on your social network pages. Don't use public posting.
- Protect your friends' privacy as well as yours.

# Student Technology Guidelines

## Plagiarism:

Is it OK to copy something you find on the Internet and present it as your own work? **NO.** That is **plagiarism**. Don't think it will be OK if you do it just once – you will get caught and be subject to discipline.

The website [plagiarism.org](http://plagiarism.org) describes this well – plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. All of the following are considered acts of plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quote in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

How can you make sure you make it obvious what is your work and what is material you obtained elsewhere? [Plagiarism.org](http://Plagiarism.org) has great tips to help you prevent plagiarism.

## Online Security:

Just as in real life, it is important that students know whom they can trust with their information on the Internet. If kids don't protect their personal information and understand digital security risks, their devices can be damaged, they can fall prey to scams, and they can increase their risk of identity theft.

For instance, one child might ask another child for his computer password to play a game, and then access their private email account. Or a student might use a file-sharing program that passes along a virus to his or her computer. Students also need to understand that when they're online, companies are watching and tracking their behavior, and scam artists might try to trick them into giving out personal information such as their phone number, address, date of birth, and even their Social Security number.

- **Create strong passwords.** A powerful password does wonders to protect accounts. A password should be hard to guess, be a combination of letters, numbers and symbols, and never include private identity information such as birthdays or addresses. Students should be encouraged to never share their passwords with friends.
- **Think twice before downloading.** Content that students download from non-secure sources can plague a computer with problems. Free games and videos often come with spyware and viruses. Encourage students to download only from secure sites.
- **Be careful when sharing information.** Students should be careful when sharing information such as full name, address, and account numbers. Messages that ask them to share private information are red flags for scams. If teens suspect a scam, they should not reply to it and not click on links in the message.
- **Identify and deal with spam.** Teach students that spam is Internet junk mail that should not be opened, because if they do, they will just receive more of it. The best strategy is not to open email from any addresses you don't recognize.





# Bullying

## Student Bullying

TEXAS EDUCATION CODE CHAPTER 37 Sec. 37.0832.

[Stop bullying.gov](http://Stopbullying.gov)

Stevenson Middle School is committed to providing all students with a safe educational environment in which all members of the school community are treated with dignity and respect and free from harassment, intimidation or bullying. Bullying and harassment of students by students, school employees, volunteers and visitors will not be tolerated. The school will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the school's jurisdiction whether directed at an individual or group. The school district prohibits harassment, bullying, hazing, or any other victimization based on but not limited to any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status.

This policy is in effect during the school day, while students are on property within the jurisdiction of the school; going to or coming from school, on school-owned or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. The Board of Education affirms the right of every student to attend a school that is safe and secure. Therefore, the district, schools, students, parent/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality.

The committee recognizes that some acts of bullying, harassment, or intimidation may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that require a response either at the classroom, school site, or district levels or by law officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral intervention and education up to and including suspension or recommendation to an alternative campus.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act, and including, one or more acts committed by a pupil or group of pupils, that has the effect of placing a reasonable pupil in fear of harm to his person or property, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.

Reasonable student means a pupil including, but not limited to, an exceptional needs student, who exercises average care, skill, and judgment in conduct for a person of his or her age.

### **Responding to Bullying Complaints:**

The school administrator is responsible for investigating all reports of bullying. Consequences for a student who commits an act of bullying shall be appropriate according to:

- The nature of the behavior
- The developmental age of the student
- The student's history of problem behaviors and performance
- Inform the parent/guardians of both the victim and the child who committed the bullying
- The nature of the incident
- The results of the investigation
- The type of action(s), consequences, and follow-up that will be taken to resolve the situation (as appropriate to ensure confidentiality)

### **Staff Responsibilities:**

Stevenson MS staff will create an environment where students understand that bullying is unacceptable and will not be tolerated by:

- Discussing with all students all aspects of the bullying/harassment policy and strategies to prevent bullying.
- Learning to recognize the indicators of bullying behavior.
- Intervening immediately and taking corrective action when bullying is observed.
- Encourage students to report bullying incidents.

### **Student Expectations:**

Students are expected to take responsibility for helping create a safe school environment by:

- Reporting all incidents of teasing, bullying harassment, intimidation, or other physical or verbal abuse.
- Never engaging in retaliatory behavior, asking of, encouraging, or consenting to anyone taking retaliatory actions on one's behalf.
- Treating everyone with respect and being kind .
- There will be serious consequences for students who commit acts of bullying, including but not limited to disciplinary action or suspension.



# Bullying



Stevenson Middle School  
HOUSTON INDEPENDENT SCHOOL DISTRICT



STUDENT COMPLAINT FORM

BULLYING, SEXUAL HARASSMENT, DATING VIOLENCE

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

Please answer the following questions about the most serious incident:

List the name of the student(s) accused of bullying, sexual harassment, or dating violence:

\_\_\_\_\_

Relationship between you and the accused student: \_\_\_\_\_

Describe the incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where and when did it happen? \_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? ☐ yes ☐ no If yes, who? \_\_\_\_\_

\_\_\_\_\_

Is this the first incident? ☐ yes ☐ no If no, how many times has it happened before? \_\_\_\_\_

\_\_\_\_\_

Other information, including previous incidents or threats: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student or parent declines to complete this form:

Initial and date: \_\_\_\_\_

## Reporting Concerns to the Proper Authorities

**Say Something Anonymous Reporting System** allows you to submit secure & anonymous safety concerns to help identify and intervene upon at-risk individuals BEFORE they hurt themselves or others.



*How the*

**SAY SOMETHING**

*Works*

### STEP 1

SUBMIT AN ANONYMOUS TIP



**Call the tipline:**  
1-844-5-SAYNOW



**Use the Website:**  
[www.saysomething.net](http://www.saysomething.net)



**Use the Mobile App:**  
Available for Apple  
and Android devices

### STEP 2

ALL CALLS AND TIPS SENT TO 24/7  
MULTILINGUAL CRISIS CENTER

1

A Crisis counselor receives  
and reviews tip information

2

The tip is triaged and  
categorized as either Life  
Safety or Non-Life Safety

3

The tip is then sent to school  
officials and law enforcement  
(as needed) via text, email  
and phone call within seconds  
of being received

### STEP 3

SCHOOL OFFICIALS & LAW ENFORCEMENT  
INTERVENE AND HELP INDIVIDUAL(S)

1

School Officials and law  
enforcement (as needed) act  
immediately to investigate,  
assess and intervene on  
reported at-risk individuals

2

The at-risk individual receives  
the help he or she needs  
BEFORE they ever get to the  
point of hurting themselves  
or others

3

School officials report their  
outcomes into the SS-ARS  
platform and close out the tip  
ensuring accountability for  
every tip submitted



## PARENT / STUDENT PERMISSION FORM

*Please remove this page, fill out the form, and return it to school.*

W.I. Stevenson Middle School

Permission-to-Post Student Work

I give permission for my child's work and/or picture to be posted on the school webpage and/or social media, in the school newspaper, yearbook, around the campus, and/or other public places related to the educational setting for the 2020 - 2021 school year.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Parent's signature/date

W.I. Stevenson Middle School

Parent Permission Form and User Agreement

\_\_\_\_\_ My child may use email and the Internet while at school.

\_\_\_\_\_ My child may not use email and the Internet while at school.

Parent name (print): \_\_\_\_\_

Parent signature/date: \_\_\_\_\_

As a user of the W.I. Stevenson Middle School computer network, I agree to comply with the school rules regarding computers, the Internet, and email.

Student name (print): \_\_\_\_\_

Student signature/date: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

I acknowledge that I have received and read the 2020-2021 W.I. Stevenson Middle School Student Handbook and am aware of all rules, regulations, and consequences.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_



## Padre/Estudiante Forma de Permiso

Por favor remueva esta forma, complete y regrésela a la escuela.

W.I. Stevenson Middle School

### Permiso para Publica Trabajos de Estudiante

Doy permiso para que los trabajos y fotos de mi hijo/hija sean publicados en la página de internet de la escuela, en el periódico de la escuela, el libro del año escolar, alrededor de la escuela, y en sitios públicos relacionados a la educación del año escolar 2020-2021.

\_\_\_\_\_  
Nombre de Estudiante (letra de molde)

\_\_\_\_\_  
Firma de Padres /Fecha

W.I. Stevenson Middle School

### Forma de Permiso y Acuerdo de Usuario

\_\_\_\_\_ Mi hijo/hija tiene permiso de usar correo electrónico y el internet durante la escuela.

\_\_\_\_\_ Mi hijo/hija no tiene permiso de usar correo electrónico y el internet durante la escuela.

Nombre de Padre (letra de molde): \_\_\_\_\_

Firma de Padre/Fecha: \_\_\_\_\_

Como usuario de la red de W.I. Stevenson Middle School, estoy de acuerdo en cumplir con el reglamento con respecto al uso de las computadores, el Internet y el correo electrónico.

Nombre del Estudiante (letra de molde): \_\_\_\_\_

Firma del Estudiante/Fecha: \_\_\_\_\_

Grado: \_\_\_\_\_ Maestro/a de Homeroom: \_\_\_\_\_

Yo reconozco que e recibido y leído el manual de estudiante para la escuela W.I. Stevenson Middle School para el año 2020-2021 y estoy consciente de las reglas y regulaciones y las consecuencias.

Firma del Estudiante: \_\_\_\_\_

Firma de Padre: \_\_\_\_\_



## Stevenson Middle School

Christyn McCloskey, Principal

9595 Winkler Drive • Phone: (713) 943 - 5700 • Fax: (713) 943 - 5711

Keep up with the latest news from Stevenson: <http://www.houstonisd.org/stevensonms>

Follow Stevenson on Twitter & Instagram: @WStevensonMS

Like us on Facebook: <https://www.facebook.com/smsdragons/>



### STUDENT LAPTOP/CHROMEBOOK LOAN AGREEMENT

**A district laptop will be loaned to the student named below under the following conditions:**

- The student and the student's parent/guardian must sign this laptop loan agreement. The school will keep this agreement on file.
- The laptop may only be used for educational purposes. Any other use may result in the loss of laptop loan privileges.
- The laptop may not be used for any inappropriate, unethical, or illegal purposes, to include activities on the Internet, use of email and messaging, and access to digital media and programs. Violations of this policy may result in the loss of laptop loan privileges and/or disciplinary action.
- The laptop hardware and district-installed software may not be modified in any way. No software can be copied from the laptop, nor can any unapproved software be installed on the laptop. Occasionally teachers may direct students to install authorized software packages from the HISD Software Center.
- The student's parent/guardian accepts financial responsibility for any intentional damage to the laptop or damage due to gross negligence. The district may take legal action to recover any unpaid costs of such damage.
- The laptop is the property of Houston ISD. The laptop must be returned to the student's school prior to the end of each school year or when school re-opens, or if the student withdraws from school or changes schools. Laptops not returned as required may be reported to the police as stolen.
- The student will promptly report to school officials if the laptop is lost, stolen, or damaged.
- The student and the student's parent/guardian have read both the: a) Acceptable Use Policy for Electronic Services for Students and b) Responsible Digital Citizenship Policy Agreement.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the laptop computer equipment described in this document.

Student Name (print) \_\_\_\_\_ Phone \_\_\_\_\_

Student ID \_\_\_\_\_ Grade Level \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

School Name **Stevenson Middle School**

Laptop # \_\_\_\_\_ Cart # \_\_\_\_\_  
Hotspot ☐ YES ☐ NO

**HISD Information Technology Department | 2020-2021**



# Stevenson Middle School

Christyn McCloskey, Principal

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## ACUERDO ESTUDIANTIL DE PRÉSTAMO DE LA COMPUTADORA PORTÁTIL, 2020 - 2021

**El estudiante cuyo nombre figura al pie de este documento recibirá en préstamo una computadora portátil bajo las siguientes condiciones:**

o El estudiante y sus padres o tutores deben firmar este acuerdo de préstamo que permanecerá archivado en la escuela del estudiante que recibe la computadora.

o La computadora puede utilizarse solamente con fines educativos. Toda desviación de este uso puede resultar en la pérdida del privilegio de contar con la computadora.

o Se prohíbe utilizar la computadora de manera inapropiada, ilegal o inescrupulosa en el acceso a internet, correo electrónico, mensajes y programas y otros medios digitales. Las infracciones a esta política pueden resultar en la pérdida del privilegio de contar con la computadora y medidas disciplinarias.

o No está permitido modificar de ninguna manera el software y los programas instalados por el distrito en la computadora. Está prohibido copiar software de la computadora. Los estudiantes no deben instalar software sin autorización. Ocasionalmente, los profesores pueden indicar a los estudiantes que instalen paquetes de software autorizados del Centro de Software de HISD.

o Los padres o tutores del estudiante aceptan la responsabilidad monetaria de cubrir los gastos incurridos por todo daño causado a la computadora de manera intencional o por negligencia del usuario. El distrito tiene derecho a tomar medidas legales para recuperar costos derivados de los daños causados. En el manual del estudiante se presenta más información sobre el cuidado debido de la computadora y las instrucciones para el usuario.

o La computadora es propiedad de HISD y debe devolverse a la escuela antes del final de ciclo escolar o al momento de retirarse el estudiante de la escuela, si es que se muda o cambia de escuela antes de finalizar el ciclo. El distrito reportará como robada toda computadora que no sea devuelta a la escuela o cuando regresen.

o Si el estudiante pierde la computadora, o si se la roban o resulta dañada, deberá comunicárselo inmediatamente al personal de la escuela que corresponda.

o El distrito provee información tanto a los estudiantes como a sus padres sobre el cuidado de la computadora y el uso responsable de la tecnología. Los estudiantes asisten a una orientación sobre la ciudadanía digital, y los padres pueden participar en eventos donde se ofrecen presentaciones y materiales informativos sobre estos temas.

o El estudiante y sus padres o tutores leen los documentos sobre a) Normas de Uso Aceptable de los Servicios Electrónicos Ofrecidos a los Estudiantes, y b) Acuerdo de Ciudadanía Digital Responsable.

Nosotros, el estudiante y los padres o tutores que firman al pie, acordamos asumir la responsabilidad total del cuidado apropiado de la computadora descrita en este documento y de su uso exclusivo para fines educativos.

Nombre del estudiante (letra de molde) \_\_\_\_\_ Teléfono \_\_\_\_\_

Domicilio completo (calle, ciudad, zip) \_\_\_\_\_

Firma del estudiante \_\_\_\_\_ Fecha \_\_\_\_\_

Firma del padre o tutor \_\_\_\_\_ Fecha \_\_\_\_\_

Nombre de la escuela \_\_\_\_\_

Laptop #

Cart #

Hotspot ☐ YES ☐ NO

HISD Information Technology Department | 2020-2021

