

# Fondren Middle School

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2024-2025

## Faculty and Staff Handbook

*Mrs. LaKia Jackson, Principal*

It is the policy of the Houston Independent School District not to discriminate on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression, or any other basis prohibited by law" in its educational or employment programs and activities.

### **HISD Core Values**

1. All students can learn and reach his or her potential.
2. Effective teachers make the most difference in student academic performance.
3. For every child to succeed, we must hold students and ourselves to high expectations.
4. We value parent engagement and community support.
5. We rely on clearly defined outcomes to guide our work and to which we hold ourselves accountable.
6. We value equity and commit to reducing inequities inherent in the education system.

## Campus Administration & Support Staff

Administration	Counselors
<ul style="list-style-type: none"> <li>LaKia Jackson- <b>Principal</b></li> <li>Cinthia Conde- <b>7th Grade Assistant Principal, Math</b></li> <li>Veshanda Hall- <b>8th Grade &amp; AOT Assistant Principal, Special Education Administrator</b></li> <li>Ashley Patton- <b>ELAR &amp; All Grade Level Support Assistant Principal</b></li> <li>Sharmen Rogers- <b>6th Grade &amp; Science/SS Assistant Principal</b></li> </ul>	<ul style="list-style-type: none"> <li>Stephanie Davis- <b>Counselor (A-M)</b></li> <li>Lisa Elder- <b>Counselor (N-Z)</b></li> </ul>
Office Staff	SPED Department
<ul style="list-style-type: none"> <li>Lilian Reyna- <b>Office Manager</b></li> <li>Guadalupe Jimenez- <b>Assistant Office Manager</b></li> <li>Patricia Quintanilla- <b>Assistant Office Manager</b></li> <li>Schree Loston- <b>Copy Clerk</b></li> </ul>	<ul style="list-style-type: none"> <li>Veshanda Hall- <b>Special Education Administrator</b></li> <li>Jamesha Outlaw- <b>Department Chair</b></li> </ul>
Teacher Leaders	
<ul style="list-style-type: none"> <li>Justin Coleman- <b>6th Grade Math</b></li> <li>Enrique Warnell- <b>6th AOT/SS</b></li> <li>Amanda Williams- <b>8th SS</b></li> <li>Tyna Williams- <b>ELD</b></li> </ul>	

## **Fondren Middle School**

**Vision:** We are a world-class campus with committed and empowered teachers and staff who are innovative, transformative, and impactful in the life of every student and family we encounter.

**Mission:** Our mission is to develop lifelong learners and critical thinkers who will contribute to our community and live the rewarding and successful lives that they deserve.

### **The Mascot of Fondren Middle School**

The mascot is the Mustang, which is the free-roaming horse of the North American West.

### **The Colors of Fondren Middle School**

Black and Gold

### **The School is named after**

Walter L. Fondren

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## **INSTRUCTION**

### ***Supervision of Students - Threshold***

Teachers are expected to stand at their classroom doors to greet their incoming students and to help monitor the hallways during passing periods, including before and after the scheduled planning or conference periods. Teachers leaving the classroom for team planning, i.e., meetings in other rooms, are expected to return to be at their doors at the beginning of the period. Teachers must remain visible at their doors until. Upon returning from their Content PLC meetings, teachers are expected to be prepared to greet students and monitor student transition in the hallways.

These procedures are necessary to maintain the safety and order on our campus. **Do not leave students unsupervised for any reason.** To always ensure supervision of students, immediately notify an admin, colleague, or other staff member if the need to step away arises.

### ***The Instructional Period***

HISD Curriculum Guides must be used when developing and planning lesson activities.

Instructional strategies must be varied, to promote differentiated instruction and accommodate all types of student learning styles. Instruction must follow the Houston Independent School District (HISD) curricula. Instructional delivery must reflect quality, research-based instructional strategies, MRS- Multiple Response Strategies, and developmentally appropriate practices. Highly effective teachers exercise creativity and personal expertise while presenting the goals and objectives of the HISD curriculum.

### ***Planning Period***

Teachers have a minimum of 60 minutes of planning time daily. **This does not include use of time for personal errands or breakfast/lunch.** This applies to teachers teaching at least four hours per day. Teachers may only use this time to plan, unless approved by the Principal. Teachers must not leave campus during their planning period unless PRIOR approval is received from their appraiser.

### ***Lesson Plans/Internalizations***

Teachers are expected to maintain lesson internalizations in their Google folders and submit by **5:00 PM on Wednesday prior** to the instructional week. If that Wednesday is a holiday, lesson plans must be submitted on the day prior, Tuesday, to the holiday by 5:00 PM.

Ensure that lesson internalizations include adjustments, modifications, and accommodations based on the student's needs and feedback provided during Demo Days. These Demo Days will occur every Thursday. TEA requires all Special Education and EB modifications to be documented, so teachers need to maintain accommodation folders for each student reflecting Special Education, 504 and EB students' accommodations.

Special education services must be provided to eligible students in accordance with all applicable federal law and regulations, state statutes, rules of the State Board of Education (SBOE) and commissioner of education, and the State Plan under Part B of the Individuals with Disabilities Education Act (IDEA). Teachers will receive lists of EL, Special Education, 504 and Dyslexia students at the beginning of each semester from the assigned coordinators.

### ***Teacher Responsibilities***

1. According to HISD Board Policy embedded into the ACADEMIC ACHIEVEMENT GRADING/PROGRESS REPORTS TO PARENTS, EIA (LEGAL), assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that every student's performance indicates the level of mastery of the designated District standards. A classroom teacher shall be required to assign a grade that reflects the student's relative mastery of an assignment. **The teacher must update PowerSchool weekly and post a minimum of 2 grades per week, reflecting grades from the previous week. Grades must be input into PowerSchool by Monday at 7:45 AM each week of the grading cycle for student and parental review.**

### ***Parent-Teacher Communications and Conferences***

Teachers must communicate with parents regularly about academic progress, citizenship, and overall attitude and performance and document any parent contact. This parent log will be reviewed every 6 weeks by the assigned appraiser and will also be reviewed during the teacher's summative conference.

The *Report to Parents/Progress Reports* forms must be sent home if the child is failing the class. The teacher must keep a log of students' receipt of the Progress Report to keep for future parent conferences as documentation of student/parent notification. Teachers must provide a copy of the form or letter to the grade level Administrator as well if a conference is required. Teachers are required to document and maintain copies for any student(s) who have failed the class.

Parent conferences are encouraged as a supplement to the information given on the report card. The purpose of a parent-teacher conference is to develop a mutual understanding of various aspects of the student's progress and to encourage cooperative planning toward effective solutions of problems which may exist. *Parent conferences are highly encouraged when you see a change in the student's grade, especially after a progress report has gone out and before a failing grade is issued, allowing enough time for students to complete any make-up work.*

**The teacher's responsibilities in parent-teacher conferences are:**

- Initiate a conference when a student is not progressing satisfactorily. This must be scheduled during the teacher's conference/planning period. Parent conferences must not be held during instructional time.
- Have samples of the student's work and the grade book available for review by teacher and parent at the parent conference.
- Mention positive things the student is doing and how you documented observations.
- Be prepared to discuss the student's behavior patterns and relate specific occurrences.
- Be prepared to discuss the student's classroom participation.
- Be prepared to work with the parent to solve the problem.
- Consult with the student's counselor and be aware of any unique problems that the students may be facing.

*Important Note: When conducting a parent conference, teachers will not indicate to a parent opinions about a student's possible diagnosis or disability. These types of diagnoses are to be made by designated professionals only. Additionally, all teachers and staff members must use people-first language.*

***Issuing of Materials and Technology Equipment***

Teachers and staff are responsible for any technology that is issued to them.

***Lost and Damaged Technology***

All technology items issued to staff must be returned to the school at the end of the school year or when the employee leaves Fondren Middle School. If items such as projectors, laptops, document cameras are lost, damaged or stolen, they must be reported to technology personnel. It may be necessary to complete a police report as part of the process. If an employee is working summer school, he/she is responsible for following the same process at the end of the summer session.



## **DISCIPLINE**

Fondren Middle School Behavior Flow Chart detail rules and consequences that are applicable whenever students are involved, such as

- School activities on property owned or managed by the Houston Independent School District
- Travel on school buses
- Off-site, school sponsored activities, such as field trips
- On-site or off-site school-related problems which are the result of disruptive behavior at school
- To and from school

NOTE: Cumulative offenses will result in progressive consequences.

### ***Enforcement of Student Rules***

Teachers are charged with maintaining discipline of students in the individual classrooms. Students must be dealt with courteously and with patience, but persistent misconduct must not be tolerated. Teachers **must** advise parents of student misbehavior and document parent communications. If and when students begin to disrupt the learning environment, notify an administrator for the student to be removed and escorted to the Team Center.

Principals and teachers have jurisdiction over the students from the time they arrive on campus until the end of the school day. Misconduct during this time becomes a matter of school discipline if it involves the interest and/or safety of the school. Regulations governing discipline apply to all extracurricular activities and school sponsored contests, either in or outside the city, and to participants in contests, as well as other students.

Teachers and staff are expected to be familiar with the Discipline Plan adopted for the 2024 – 2025 school year as well as the rules and policies stated in the FMS Student Handbook and the ***Houston Independent School District Code of Student Conduct***. The consistent enforcement of these rules is always the responsibility of every teacher.

### ***Student Handbook and Student Code of Conduct***

Teachers must keep a copy of the current *HISD Code of Student Conduct* and a copy of the *Fondren Middle School Student Handbook* on hand. At the beginning of the school year, Administrators and Teachers will review the FMS Student Handbook and the Houston ISD *Code of Student Conduct* with all students.

### ***Discipline Referrals***

Students who are determined by the teacher to be disruptive to the educational process must be referred to the appropriate administrator after having followed the campus discipline protocol implemented during the 2024-2025 school year. Discipline forms are to be e-mailed to the Grade Level Assistant Principal. **Students must not be placed in the halls by the teacher as a form of discipline at any time.** Teachers must refrain from pressing the black emergency button located in the classroom for Level 1 or Level 2 infractions. The emergency button is reserved for emergencies **ONLY** that interfere with student safety and learning.

### ***Student Tardy Policy***

Teachers will document tardies in PowerSchool.

### ***Student Restroom Policy***

Teachers will make professional decisions to allow students restroom privileges. If the teacher decides to allow a restroom break, he/she must issue the orange restroom cones to the student. The student must return the cone after they return from their break. Please be mindful of students abusing the restroom privileges. **NO restroom passes will be issued within the first or last fifteen minutes of class.**

## **EMPLOYEE PROTOCOLS**

### ***School Board Policies and Procedures***

Copies of School Board Policies and Procedures are listed in the HISD Portal.

### ***Faculty and Staff Dress Code***

The objective in establishing a dress code for the Faculty and Staff of Fondren Middle School is to maintain a **professional** image for our students, parents, and community visitors. Employees need to project a professional image that shows we take our work seriously, we respect our environment and each other, and we expect others to respect the work that we do.

Clothing must be clean and professional. Any clothing that has words, terms, or pictures that may be considered offensive is unacceptable. Sports team and university shirts may be worn on designated "spirit days" announced in advance by the Administrative Team. **Clothing that reveals your back, excessive cleavage, your midriff, or your underwear is not appropriate.**

**Pants (male or female):** Inappropriate bottoms include: sweatpants, exercise pants, shorts, leggings, yoga pants and any spandex or other tight-fitting pants such as those people wear for biking. All types of pants worn, including jeans, must be free of any holes or fraying that exposes skin. For certain events, jeans may not be appropriate, such as parent Open House and other events in which parents are present. Administration will be sure to inform the faculty of "no jeans" days.

**Skirts, Dresses, and Skirted Suits:** Dresses and skirts that are split at or below the knee are acceptable. Short, tight skirts that are at mid-thigh are inappropriate. Mini-skirts, sun or beach dresses, and spaghetti-strap dresses are inappropriate.

**Blouses, Tops, and Jackets:** Blouses, dress shirts or button-down button style, sweaters, golf-type shirts, turtlenecks and HS spirit t-shirts, community t-shirts or university t-shirts are acceptable attire for school, including those with school logos.

Thursdays – College/Greek T-Shirts/Polos and jeans

Fridays - FMS Spirit Days T-Shirts/Polos and jeans

Suit jackets or sport jackets are also acceptable attire for school. Inappropriate attire includes: tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, tops or tops with bare shoulders, strapless, spaghetti straps, mini-skirts, midriff-baring and shorts.

**Athletic Wear:** Faculty and staff may wear athletic clothing when it is appropriate and necessary as part of their job functions, i.e., P.E. Teachers only.

**Shoes and Footwear:** Due to safety concerns all faculty and staff must always wear shoes. Athletic or walking shoes, loafers, clogs, sneakers, boots, dress heels, and leather deck-type shoes are acceptable. Flip-flops and house shoes are not acceptable.

The following are examples of what is **not** allowed for the above-mentioned clothing/shoes:



To make the dress code effective, your commitment and support are needed. Questions regarding the dress code may be directed to your administrator or the principal.

## **Teacher and Staff – Sign In/Out Procedures**

Teachers are expected to report to work @ 8:15 AM and leave @ 4:45 PM. Teachers are NOT to sign in and out at the same time every day. (EX: If you arrive at 8:00 AM, please sign in at 8:00 AM. If you leave before your assigned time of 4:45, please see Mrs. Reyna to document your appropriate time. Teachers will also have 75 minutes of required duty per week. Teachers on morning duty, must report @ 7:00 AM and immediately report to your duty location.

## **Reporting Late to Duty**

In the case of an emergency which may cause a delay, send both a text and TEAMS message to Mrs. Reyna and your appraiser with as much advance notice as possible.

Promptness to work is integral to an employee's obligation to the district; repeated failure to comply will be assessed as failure to follow administrative directives will lead to disciplinary action.

## **Teacher Absences**

It is each teacher's responsibility to communicate when they are going to be absent.

**Planned-** When the absence is known in advance, i.e. off-campus duty, jury duty, personal leave, etc., teachers/staff must do the following, 3 business days **prior** to the leave:

1. Email the appraiser *first* for approval and copy Mrs. Reyna.
2. Appraiser checks for coverage; emails the Office Manager (Mrs. Reyna) and copies the teacher with approval/denial of leave.
3. If approved, teacher/staff submits the absence request in OneSource prior to the leave.

**Unplanned-** When the absence is unplanned, i.e. sick, emergency, etc., teachers/staff must remember to do the following:

1. Notify your Appraiser and Mrs. Reyna, via TEAMS, email, and phone by 6:00 to 6:30 AM. You must also indicate where you have left work for your students.
2. Log into OneSource immediately to submit your time prior to your next reporting time.

It is the teacher's responsibility to keep a current phone number listed with the school secretary to maintain clear communications between teacher and school.

***\*If there is a pattern in absences, it will be addressed by the Appraiser and the Principal.***

### ***Leaving Campus during the Day***

Teachers/Staff are to remain on campus during the school day. If you leave campus during your lunch period, you must sign out and back in on the "paper" sign out sheet with the school secretary, Mrs. Reyna.

### ***Visitors***

Non-essential visitors are not allowed during instructional time. All other visitors must sign-in at the front office and display their Visitor Pass. If no pass is visible, all teachers/staff must redirect visitors to the Main Office for a pass. If a visitor refuses to comply, please contact the Main Office for support.

### ***Employee Parking***

Teachers and other employees can park in the staff parking lot located on the east side of the campus, the teachers parking lot. Vehicles may NOT be parked in fire zones, non-parking areas, visitor parking, nor reserved parking spaces where they could be tagged and/or towed.

Parking is on a first come, first serve basis. The owner of the vehicle takes all responsibility for theft or damage to their vehicle while parking in any Fondren Middle School parking lot.

### ***Personal Messages***

Phone calls that come into the Main Office for teachers will be placed in the teacher's mailbox. Non-emergency phone calls may not be received during instructional time. This includes receiving calls on a teacher's personal cellular phone. Family members must state the call is an emergency, and if an actual emergency exists, the call will be transferred to the specific classroom or office. The front office will further notify the teacher of a family emergency.

### ***Teacher Mailboxes and Email***

It is essential that every teacher checks his/her personal mailbox in the main office closest to the principal's office at least twice a day. The mailbox will contain messages and school related information. Teachers must also check their emails at least twice a day (morning before the school day begins and again during your planning).

If the email contains a parent concern, please respond within a 24-48 hour period. However, teachers are not expected to check their emails during the instructional period. In the event of an emergent situation, teachers will be notified through the PA system to check their e-mail or Team messages.

### ***Teachers' Lounge***

No students are allowed in the Teachers' Lounge for any reason, so please do not send any to the Teachers' Lounge.

### ***Faculty Meetings and Content PLC Meetings***

Teachers are required to attend all faculty meetings. However, if a teacher is more than 15 minutes late or missed the meeting, he/she must notify their appraiser and make up the meeting at the next given time.

The content administrator will determine the content PLC meetings and maintain the sign-in sheets. It is essential that all department members are on time to all meetings.

### ***Appraisal System***

Teachers in the Houston Independent School District (HISD) shall participate in the teacher appraisal and development process on an annual basis and follow the local calendar adopted by the Board. Please see the HISD homepage website for all appraisal information.

### ***Field Trips, Bus Requests, Fundraising & Purchases***

Any faculty or staff member participating, facilitating, and/or sponsoring any of the above mentioned items; please see the school's office manager, Mrs. Lilian Reyna.

### ***Teacher Staff Sales in the Classroom/Office***

Sales or unauthorized collection of monies in any classroom/classroom is **not allowed** at any time. Student sales without Principal approval is unauthorized and considered a Level III in the HISD Code of Student Conduct.

## Technology

Teachers are held responsible for all technology given and within the classroom. This includes:

- ViewSonics
- Microphones
- Wireless Speakers
- Zoom Cameras
- Projectors
- Document Cameras
- Computer Carts
- Student Computers
- Personal Technology

If an item breaks or is stolen, it is the teachers responsibility to immediately notify the Tech Administrator, Assistant Principal Conde, via Email.

### Technology Care Instructions

ViewSonics	Projectors	Computer Carts	ALL TECH
<p>ViewSonics must be turned off daily prior to leaving for the day.</p> <p>Writing on the ViewSonic should only be done using the digital pen tool on Zoom or Google/PowerPoint Slides. A clean finger may be used to write directly on the board.</p> <p>If ViewSonic is having issues, unplug it from the outlet and wait 30 seconds before plugging it back in. May need to turn off the computer as well.</p> <p>Computers can be connected to the ViewSonics using an HDMI cord OR VCastSender.</p>	<p>Projectors must be turned off daily prior to leaving for the day.</p> <p>Refrain from altering the settings of the projector.</p> <p>Cables for projectors must not be moved or pulled as this may cause damage to the cables.</p> <p>Projector remotes must be kept track of, if provided.</p>	<p>Computer carts should be placed to charge daily before leaving for the day.</p> <p>Computers within the carts should be plugged to charge daily. Ensure you see the blue lights facing you as they charge in rows.</p> <p>Refrain from pulling charging cables or placing computers NOT in a number slot.</p> <p>Refrain from trading computers or moving computers between classrooms.</p>	<p>Technology should not be taken home except personal laptops. This does not include the tablet connected to the viewsonic.</p> <p>Students should be monitored <b>at all times</b> while on the computers to ensure they are not damaged. Teachers will be held responsible for any broken student computers.</p>



### ***Repairs and Maintenance***

Teachers who need assistance involving maintenance must email Mrs. Lilian Reyna, the Office Manager @ [Lilian.ReynaReyes@houstonisd.org](mailto:Lilian.ReynaReyes@houstonisd.org) and cc Mr. William Mithcell William Mitchell . The email must contain a brief description of the repairs needed, the room number, etc. The Plant Operator will then request a work order.

### ***Classroom Interior Design***

All classroom furniture is assigned to the classroom, not the teacher. School-provided furniture or materials will not be moved with the teacher during a room change unless it has been approved by the principal or the assigned administrator. Please refrain from over decorating as it does not relate to current instruction. If you are unsure, please reach out to your assigned appraiser.

### ***Announcements***

All announcements are made by an administrator or an appointed designee.

### ***School-Wide Flyers and/or Posters***

Any document that will be displayed around the campus must be approved by an administrator BEFORE posting in designated areas.

### ***Tobacco Use Restrictions***

Effective August 1, 1992, tobacco use by any person on or within all HISD property is strictly prohibited. This policy applies to all persons on school property.

### ***Houston ISD Title VI of Civil Rights Act of 1964***

It is the policy of the Houston Independent School District not to discriminate on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression, or any other basis prohibited by law in its educational or employment programs and activities.

## **RECORD KEEPING**

### ***Average Daily Attendance Time (ADA)***

The official attendance marking time (ADA Time) is **10:10 AM**. Posters with this information will be distributed to all teachers by the Attendance Office to be posted in classrooms. Attendance must be taken at the beginning of every class period.

### ***Parent Packets - First Days of School***

All packets will be turned into the students First Period teacher.

### ***Classroom Attendance Procedures***

Teachers are expected to know their students and encouraged to know their students' families. Teachers must conduct frequent progress checks. Phone calls to parents by teachers are extremely important and must occur to keep parents informed of students' progress or the need for intervention. The Title I parent log can be utilized to document the parental communication. If that log is not used, teachers must document their communication and have it readily accessible at any time.

**Teachers must check for accurate attendance each class period.** The teacher is responsible for checking the attendance of students, recording all absences and tardies, and following through with appropriate procedures. Under no circumstances shall students be allowed to check the roll or record attendance.

ADA attendance will be taken at **10:10 AM** each day. Teachers are required to take attendance using PowerSchool every day.

Upon returning from an absence, a student must present a signed note from a parent/guardian, doctor, or court officer to the Attendance Office giving the specific reason for the absence.

As HISD teachers continue in their effort to educate our youth, it becomes imperative that the Attendance Department and the schools work closely together to make every effort to see that attendance procedures are followed and that the students are attending school to receive instruction. It is for this reason that the following guidelines are provided.

Acceptable excuses for absences from classes and tardies are as follows:

- Illness of the student
- Illness or death in the student's family

- Participation in school activities (with the principal's permission),
- Emergency or extenuating circumstances recognized by the principal or persons designated by the principal.

### ***Asterisks / Loss of Credit***

Three (3) or more unexcused absences will result in an asterisk (\*) being attached to that class grade. An asterisk indicates loss of credit. However, we do provide students with 3 ways to remove asterisks:

- Attend tutorials

### ***Rules for Grading***

All grades must be determined by consistent daily preparation, by promptness in completing assignments, and by the quality of work done. A student must be considered passing when the grade he/she receives indicates a general level of acceptable achievement and a general pattern of acceptable responses. Careful consideration must be given to all the work a student has done and the responses he/she has made so that no single factor will be the basis for deciding whether he/she must pass or fail. For example, failure on one test or failure to do one assigned task, such as a book report, a notebook, or project, must not be a sufficient basis for failure of the course or for a grading period. Regular attendance and punctuality are required of every student.

No grades will be changed unless an error has been made. The principal will determine from facts available whether such is the case. In case of illness, a grade may be adjusted provided the deficiency has been made up. All changes in grades must be approved by the principal. There are special procedures for making changes which will be made available to you after you have received the principal's approval.

### ***PowerSchool***

Careful maintenance and security of PowerSchool is the teacher's responsibility.

Administrators will review electronic grade books during each grading cycle to ascertain that all requirements are fulfilled. Teacher PowerSchool is kept on file for three (3) years.

- The teacher must update PowerSchool weekly.

- Absences and tardies are to be recorded, according to type (i.e. Ex. = excused absence; U = unexcused absence; T= tardy).
- Student Entry date (E) and Withdrawal date (W) must be clearly indicated.

A legend must be utilized, designating the weighted value of each type of grade, e.g., major and minor, test, homework, oral presentation, daily assignment, etc.

- **NOTE:** Under no circumstances shall any student grade test papers, homework, or class work. Students may not record grades. Students must not be allowed to handle any documents on which other students' grades are recorded. This includes grade books, report cards, notice of progress forms, permanent record cards, academic achievement records, etc. The computation of a student's grade average or grade point average by another student is also prohibited.

Remember that parents will have access to their children's grades at any time, and timely input of grades into the PowerSchool system is critical.

### ***Progress Reports***

HISD requires that the parent or a legal guardian must be notified if a student's grade is below 70 in any course. When speaking to the parent, please refer to the Failure Intervention Form referenced above.

Current grades contained in the notice must be based on the student's academic achievement during the first three weeks of the six-week grading period. For each subject that a student is failing, the content teacher must communicate and document the parental notification/communication.

Notice of progress reports shall be distributed to parents/legal guardians during the third week of each six-week grading period.

Contact must be made with the parent if a student is absent more than three days in a six-week class.

### ***Teacher Grade Change***

The only reasons for changing a student's grade after it has been recorded are:

- If an error was made in the computation of the student's grade; or
- If an error was made marking the grade sheet.

All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. All changes must be made before the end of the next grading period.

### ***Assigning Conduct Marks***

The conduct mark is given according to the following guidelines:

- E = Excellent- The student is not only satisfactory in conduct, but also has a positive cooperative attitude characterizing a good citizen.
- S = Good- The student's conduct is satisfactory.
- P = Poor- Conduct is not satisfactory; needs improvement.
- U = Unsatisfactory- Before assigning a "U" at the end of a grading period, the teacher must have conferred with the Principal or grade level Dean.

Any teacher who decides a "U" in conduct is necessary must confer with the grade level administrator for administrative review. For each student so referred, a detailed discipline report must be prepared and signed by the Administrator and the teacher, stating specific incidents and dates.

### ***Students from Other Districts***

Students transferring into an HISD school who are enrolled for two weeks or less in any six-week period of school will be given the grade of the previous school for that grading period.

### ***Sensitive Forms***

Due to the sensitive nature of certain documents, only teachers can pick up documents such as, Grade Change Forms, permits, Progress Report forms, or any other form that may contain personal student information.

## **STUDENT SERVICES**

### ***Suspected Child Abuse***

Any employee of a Texas public school district, who believes a child has been subject to abuse or neglect **must** make an official report within forty-eight (48) hours to the Child Protective Services of the Department of Protective and Regulatory Services. The legal duty to report lies within each person who has cause to believe that abuse or neglect has occurred. It is the duty of the individual, not the school district, to make the report. A person, who has cause to make a report, but knowingly fails to do so, commits a criminal offense.

- By law, any suspected abuse or neglect of a student's physical or mental health or welfare must be reported to the principal, the nurse, and Children Protective Services.

### ***School Clinic***

The school clinic is labeled, X190, Clinic on the main hallway. Students must have timed and dated nurse pass to visit the clinic. Teachers must exercise **good judgment** in granting permission to visit the nurse and must give close attention to the timed permit when the student returns to class. If the student is to be sent home due to illness, the School Nurse will call the parent. When the school nurse is not on campus, the grade level administrator or designated appointee will call the parent. The student must never be permitted to make this call from the classroom.

### ***Administration of Medication***

In response to legislation and to establish a policy concerning the administration of medication, which will grant immunity from liability to school personnel, the HISD Board has clarified its policy as follows:

*Regulations Concerning Care of Illness*---It is not the primary function of the school nurse or personnel to administer medical treatment or prescribed medication, including over the counter drugs. HISD policy allows school nurses to administer medication to students during school hours if necessary. Medication is administered under the following conditions:

- The school nurse has received or has on file a written authorization from a doctor to administer medication to the student. Note: Forms may be obtained from the nurse's office.

- Prescription medication must be in the original container clearly labeled with the child's name, name of medication, and instructions for dispensing medication.

Non-prescription medicines are not allowed and must not be brought to school. All medication must be brought to the clinic, so students will not be allowed to carry medications. Substances such as vitamins and herbal preparations must not be brought to school. For the safety and protection of all students, the parent must pick up medication.

It is a violation of the *HISD Student Code of Conduct* for a student to have possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School.

Teachers and other school personnel are expected to refer all medical concerns to the school nurse. Faculty and staff must not diagnose illness or administer medication of any sort at any time.

### ***Guidance and Counseling***

The primary function of this department is to provide support and/or coordinate services to students as well as assigning students a daily schedule for the year. Teachers must refer students to the grade level counselor if he/she ascertains that a student may need further assistance.

### ***Free and Reduced Lunch Program***

Parents will complete the form online through the Parent Portal. Hard copies may also be distributed when requested.

### ***School Honors and Awards***

To be eligible for school honors and student offices, there are minimum requirement(s) that a candidate must have achieved for the current and for the preceding semester. For example: a citizenship mark of no less than an "S" in any one of the grading periods; passing marks in all subjects; and an average of 74 or above the preceding semester. No student may be deprived of any school honor or office because of an "S" average in citizenship for the current or previous semester. Students so selected must maintain these standards in citizenship and scholarship or relinquish their honors and offices.

## **HONOR ROLL**

- Distinguished Honor Roll
  - A student must have grades in the 90 – 100 range in all scheduled courses to be included in the Distinguished Honor Roll.
- Honor Roll
  - 1<sup>st</sup> Honor Roll - A student must earn all A's and one B
  - 2<sup>nd</sup> Honor Roll - All A's and two B's
- A student must maintain an S Average in conduct to qualify for honor roll.

## ***FMS Junior National Honor Society***

TBD

## **EMERGENCY PLAN**

See Safety & Emergency Procedures Manual (Red Book) provided in every classroom and office.

### **Safety Committee Members:**

Principal Jackson

Mr. Mitchell- Safety Coordinator

Campus Officer- Officer White

Lisa Elder- Counselor

Nurse (TBD)

Jamesha Outlaw- Special Education Department Chair

Amanda Williams- Teacher



## **ADDENDUM**

- I. **BEHAVIOR FLOW CHART-** Please collect a copy from your assigned appraiser's office. A copy will also be emailed to all faculty and staff.
- II. **FMS CULTURAL EXPECTATIONS-** A copy will also be emailed to all faculty and staff.

**2024 – 2025 Fondren Middle School  
Faculty and Staff Handbook  
Received Receipt Signature Page**

Please sign below and date to acknowledge that you received a copy of the documents of this handbook. The items contained are considered directives and are to be followed to ensure that we provide the best educational support for the students at Fondren Middle School. This handbook is subject to amendment depending on student needs and federal, state, district, and campus expectations.

Received Signature	Date

Print Name	ID#