**M.C. Williams Middle School**

***Houston Independent School District***



**STUDENT & PARENT HANDBOOK**

**2015 - 2016**

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**The M.C. Williams Middle School Student/Parent Handbook and HISD Code of Student Conduct are issued to all students. Students and parents are responsible for the information contained in both books.**

**Welcome to M.C. Williams Middle School** for the 2015-2016 school year. The student/parent handbook is produced to answer common and not so common questions.

The handbook is designed to improve communication between the school and students/parents. The administration seeks to increase parental involvement in order to improve the overall academic performance of the students as well as to nurture the feeling of community at M.C. Williams Middle School. Parental involvement is directly correlated to student success and well-being. The PTO encourages parents to become more involved in your student’s education by attending PTO meetings and by volunteering at the school.

Please note that information in this handbook could change during the school year. If changes are made parents will be notified in writing of any changes made.

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**SIGNED STUDENT/PARENT SIGNATURE PAGE MUST BE RETURNED**

**TO SCHOOL AFTER THE BOOKS ARE RECEIVED.**

 **ADMINISTRATIVE STAFF**

**PRINCIPAL**

Courtney Busby

**DEAN OF STUDENTS/6TH GRADE/IAT**

Ronald Jacobs

**DEAN-7TH GRADE**

Demetra Walker

**DEAN-8TH GRADE**

Twyla Joseph

**COUNSELOR**

Latanya Adelakun

**SPECIAL EDUCATION CHAIRPERSON**

Shaquana Smith

**TEACHER SPECIALIST**

Demetri Davis

**TEACHER SPECIALIST**

Karen Dixon

**TEACHER SPECIALIST**

Kim Williams

**STEM**

Zanovia Gatson

**SCHOOL SECRETARY**

 Monica Hicks

**SCHOOL NURSE**

Regina Jefferson

**REGISTRAR**

 Lavene Thomas

**M.C. Williams Middle School**

**Mission Statement**



**Mission Statement**

**M. C. Williams Middle School equips students for high school and beyond through teaching 21st century skills, fostering a sense of pride, linking learning to real world experiences and creating an environment in which all students are expected to learn.**



**M.C. Williams Middle School**

**Vision Statement**

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The vision of M.C. Williams Middle School is to provide a place of excellence where children can achieve full potential in their academic, creative, personal, physical, and moral development. Our vision is for all students to be prepared to think critically and contribute positively to the learning environment by displaying pride, purpose and believing in the infinite possibilities of what they can achieve.

**M.C. Williams Middle School**

**is a**

**S.T.E.M. Magnet Program**

**Science, Technology, Engineer, and Math**

Created in December 1992, the M.C. Williams Middle School Math/Science/Technology Magnet program was established to provide a quality scientific foundation for students who are interested in science, technology, engineer, and technology.

The magnet program offers students an enriched academic environment. The program provides a technically balanced and innovative approach to mathematical and scientific discovery. Students will make educational connections from field experiences and visiting professionals in these content areas.

M.C. Williams initiated a relationship with Texas A & M University and other local organizations in order to expose our students to various learning opportunities. With parental approval, our students can utilize the internet to obtain information from experts conduct research, and communicate globally with other students. Each student must meet the following requirements:

1. Maintain an E or S in conduct;
2. Maintain a minimum of a “C” average in each subject;
3. Have good attendance in accordance with HISD’s Attendance Policy;
4. Participate in Science, History, and other related competitions each year;
5. Abide by school-mandated dress code;
6. Maintain HISD’s standards of behavior as outlined in the *Code of Student Conduct Handbook;*
7. Remain in the program for the entire year.

**M.C. WILLIAMS MIDDLE SCHOOL**

**BELL SCHEDULE**

**2015-2016**

|  |  |
| --- | --- |
| **TIME** | **PERIODS** |
| 8:15 a.m. | Bell |
| 8:30 a.m. – 10:00 a.m.**(8:28 a.m.-Warning Bell)** | Period 1/6 |
| 10:05 a.m. – 11:20 a.m.**(10:03 a.m.-Warning Bell)** | Period 2/7 |
| 11:25 a.m. – 1:15 a.m.**(11:23 a.m.-Warning Bell)** | Period 3/8 ***(Lunch)*** |
| 11:25 a.m.-11:55 p.m. | ***A Lunch*** |
| 12:00 p.m.-12:30 p.m.**(11:58 a.m.-Warning Bell)** | ***B Lunch*** |
| 12:35p.m.-1:05 p.m.**(12:33 p.m.-Warning Bell)** | ***C Lunch*** |
| 1:10 a.m. – 2:25 a.m.**(1:08 p.m.-Warning Bell)** | Period 4/9 |
| 2:30 a.m.—4:00**(2:28 p.m.-Warning Bell)** | Period 5/10 |

**DISMISSAL BELL – 4:00 p.m.**

**M.C. WILLIAMS MIDDLE SCHOOL**

**EARLY DISMISSAL**

**BELL SCHEDULE**

**2015 - 2016**

|  |  |
| --- | --- |
| **TIME** | **PERIODS** |
| 8:15 a.m. | Bell |
| 8:30 a.m. – 9:15 a.m.**(8:28 a.m. Warning Bell)** | Period 1 / 6 |
| 9:20 a.m. – 10:05 a.m.**(9:18 a.m. Warning Bell)** | Period 2 / 7 |
| 10:10 a.m. – 10:55 a.m.**(10:08 a.m. Warning Bell)** | Period 3 / 8 |
| 10:10 a.m. -10:40 a.m. | ***A Lunch*** |
| 10:45 a.m.-11:15 a.m.**(10:43 a.m. Warning Bell)** | ***B Lunch*** |
| 11:20 a.m.-11:50 a.m.**(11:18 a.m. Warning Bell)** | ***C Lunch*** |
| 11:55 a.m. – 12:40 p.m.**(11:53 a.m. Warning Bell)** | Period 4 / 9 |
| 12:45 p.m. – 1:30 p.m.**12:43 p.m. Warning Bell)** | Period 5 / 10 |

**Early Dismissal**

**1:30**

***Subject to Change***

**TEACHERS WANT TO HELP:**

There are many times when you find that you will need a teacher’s help. Here are a few hints:

**DO:**

* Do ask the teacher before or immediately after class to discuss the problem with you. Ask for an appointment if needed.
* Do ask questions when the teacher asks *“Are there any questions?”*

**DON’T: **

* Don’t think you won’t get help.
* Don’t make excuses that the teacher is always too busy. We are here to help. We want to help.
* Don’t expect the problem to go away.
* Don’t expect your friends to always be able to explain the work.

**IT IS THE PARENT’S/GUARDIAN’S RESPONSIBILITY TO:**

* Establish and closely monitor daily homework/study period. Have a regular time period devoted to homework and/or studying every day. This should be in a quiet, well-lighted, area free from distractions, such as television and telephone.
* Treat school personnel with courtesy and as a partner in their children’s education.
* Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards.

* Read all communications from the school.
* **Supply accurate updated information (including current address and telephone numbers) to the school promptly. Notify the Attendance Office at 713-696-2600.**
* Monitor homework progress. Check your student’s assignments to see that all work is completed on time. Take a genuine interest in your student’s studies. Ask about the work he/she is doing and what is being learned.
* Monitor your student’s grades. You should receive a computer printed report card every six week throughout the school year. If your child is in danger of failing, you will receive a progress report each third week of the six weeks grading cycle. Additional grade checks can be arranged with your child’s counselor. Review all these reports with your child.
* Set realistic academic goals with your child and reward him/her when these goals are met. Parents, please register and log into Parents Student Connect (PSC) to view student grades, schedules, and attendance at www.houstonisd.org/pscregister

**IT IS THE TEACHER AND STAFF’S RESPONSIBILITY TO:**

* Provide appropriate curriculum and instruction that prepares students for life-long learning and the world of work.
* Provide the counselor and support staff that assist students with academic and career guidance as well as support for individual problems.
* Provide a student intervention assistance program to all students.
* Monitor each student’s academic achievement and progress towards graduation and communicate with students and parents in these areas.
* Notify the parent or legal guardian if the student is not progressing satisfactorily with a progress report as early as the 3rd week of a 6 week grading period if the student is at risk of failing.
* Provide a safe and orderly environment in which students have the maximum opportunity for academic success.
* **Respond to parent phone calls and e-mails within 48 (working) hours, i.e. before the end of 2 working days**.
* Have clear, concise homework assignments posted for students.
* Provide clear, concise expectations of assigned projects, including due date(s).
* Treat parents and students with courtesy and respect.

**STUDENT RESPONSIBILITIES**

The student is responsible for achieving a positive learning environment at school and/or school related activities including the following:

* Attend and be prompt to all classes each day
* Wear school identification (ID) badge daily
* Prepare for each class with appropriate materials and completed assignments
* Know that the use, possession, and/or sale of contraband (drugs, alcohol and weapons) are unlawful and prohibited. Students suspected of being in possession of any may be subject to random searches in accordance with Board Policy, State and Federal Law in order to assure a safe environment
* Show respect towards others
* Conduct oneself in a responsible manner
* Pay required fees and fines
* Know and obey all school rules in the Code of Student Conduct and the School­-Based Discipline Management System
* Cooperate with staff members in the investigation of disciplinary matters
* Report threats or misconduct of any student(s) or staff member(s) to a building principal, teacher, or adult
* Use HISD technology systems for school purposes only, and use school computers and related equipment appropriately
* Report all observed or suspected technology security problems to a teacher immediately
* It is the student’s responsibility to ask for make-up work
* Students are not allowed to wear money pinned on clothing

**Guiding Principles

Respect Property: Take care of your belongings and take care of those items that we share.

Respect Yourself: Take actions that will help you achieve a successful and healthful future.

Respect Your Fellow Students: Treat your fellow students with courtesy, justice, and truthfulness.**

M.C WILLIAMS Thirteen Non-Negotiable Rules and Regulations

Each student must respect the following rules:

1. Attend school daily and come on time. Detention will be enforced.

2. Wear clothing properly (belt, no pegged pants, pants on hips, shirts tucked)

3. Move quickly from class to class: enter classrooms quietly: take your assigned seat: and begin work immediately. No bathroom/hall passes are given during the first 15 minutes or the last 15 minutes of the period.

4. No physical distractions (colored hair, extra piercings, extreme hair styles)

5. Be prepared to work every day. Bring a large loose-leaf notebook, assignment notebook, pens, pencils, rulers, protractors, and whatever other equipment is required for your classes.

6. Do homework nightly. There are homework detention and homework help during lunch and after school.

7. Eat only in the cafeteria. Gum chewing and eating candy are prohibited even in the cafeteria.

8. Students are permitted to use electronic devices only when given permission by teachers to do so. Electronic devices may be used for classroom activities such as research, educational applications and other teacher led activities. Students are not allowed to use cell phones during instructional time without teacher approval. Unauthorized use of cell phones could result in cell phones being taken and parents will be responsible for paying $15 for the return of the phone.

9. Do not engage in physical or verbal abuse. Learn to disagree without being disagreeable. Mediation is available for disagreements. Do not fight.

10. Respect MCW. Do not write graffiti or otherwise deface any part of the building, books, or other school equipment and property.

11. Show your student MCW Photo ID card to any adult in the building who requests it.

12. Wear the MCW Dress uniform daily, except on MCW sanctioned special events days.

13. No weapons or drugs of any kind.

**Non-Compliance with The Thirteen Non-Negotiable Rules and Regulations**

Students who do not comply with the above may be subjected to the following actions:

Attend a teacher conference.

Attend a counselor and/or dean conference.

Attend a parent/guardian conference (Administrative Directive)

Serve detention/student removal.

Be removed from all extra-curricular activities (i.e. after school & Saturday program, dances, trips, activities, athletics, prom, marching in promotional ceremony and/or all other MCW sponsored programs and events.)

Receive In-School Suspension. Student serves suspension at school.

Receive Out of School Suspension. Student serves suspension at another location.

Be given an involuntary transfer to DAEP program.

 \*Please note that detention is served during lunch and/or after school for on Saturday. Saturday detention involves students performing community service to the MCW school community.

 \*\*Students are placed on the ineligible list for all extra-curricular activities.

**ABSENCES--ATTENDANCE**

Texas public schools are in session a minimum of 180 days. Parents, by law, are accountable for their child’s attendance. A positive attitude toward school and regular, punctual, daily attendance are essential for continuous academic progress.

Students who have been absent or tardy must present a written excuse from the parent or guardian when they return to school. **Excuses for absences are: *personal illness, sickness, or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, juvenile court proceedings documented by probation officer, approved college visitation, emergencies or any other cause acceptable to the teacher, principal, or superintendent.***

Students must be given the opportunity to make up work missed due to excused absences. Reasonable time frames for the completion of assignments must be established.

**Written excuses for absences or tardiness should be in the school's possession no later than three school days after the date of the absence. The three‑day period shall begin with the day the student returns to school. Tardies are a disciplinary issue.**

The Texas Compulsory School Attendance law requires that all students attend school from ages seven (7) to seventeen (17), but may attend school until they are twenty-six (26) years old. The Harris County constables will investigate all unexcused absences and enforce the Compulsory School Attendance law.

 

***Average Daily Attendance*** in school is taken at 10:30 a.m. If a student arrives at school on time and leaves the school after 10:30 a.m., the student is counted present for attendance purposes, but absent for grading purposes in all classes missed. Students with medical appointments, who are out of class at the time that ADA attendance is taken, may be counted present, provided they are in attendance at some time during the day.

Assignments missed for absences must be made up. A student will receive a "0" for daily assignments missed. No credit is given for courses failed. Excessive absences will be referred to attendance personnel and to the grade level administrator. Such referrals may result in court and/or fines. Daily attendance in ALL classes is necessary for academic success.

**BUILDING AND CAMPUS HOURS**

The campus is open to students at 7:45 a.m. Parents who drive their children to school and/or pick them up after school, are requested to drop off and pick up their children on Knox Street. Students are not allowed to enter the building without a written permit from a teacher or administrator. Students are to report to the gymnasium each morning until the ringing of the first bell at 8:15 a.m. Students are not permitted to gather outside in the morning while waiting for the admittance bell. Loitering on the faculty parking lot side of the building, in the streets, or in the surrounding neighborhood is not allowed. The building is closed to students at 4:30 p.m. **All students should be picked up by 4:30 p.m.** unless participating in a school function. If a student is consistently picked up late, he or she will be removed from after school activities. Please pick students up on time.

**PARENT SCHOOL COMMUNICATIONS**

M.C. Williams Middle School will communicate important information via letters, postcards, and/or a telephone recorded message. Each student’s home will be telephoned with a message.

If a parent has a concern about a school policy or an employee, the following procedures should be followed in order to resolve the problem as quickly as possible:

1. Contact the appropriate teacher.
2. If the problem still exists, contact the grade level assistant principal. The contact form is available in the main office.
3. Parents have the right to appeal to the principal.

**COUNSELING SERVICES**

Our deans are on duty to assist the students in achieving success and in coping within the limits of their abilities. Information is available on test taking skills, extra‑curricular activities, the testing schedule, career choices, as well as, other academic social, vocational or personal concerns. Any student or parent may make an appointment with the grade level dean/administrator.

**ORGANIZATIONS AND CLUBS**

|  |  |
| --- | --- |
| National Junior Honor Society | Robotics |
| Science Fair | Cheer |
| Yearbook | Art Club |
| Spelling Bee | History Fair |
| Name That Book | Schlumberger Coding Club |
| Gardening | Safety Patrol |
| UIL Academic Teams | Sisters For Life |
|  |  |

***M. C. Williams Middle School***

***2014-2015***

 ***Supply List***

***(6th – 8th Grades)***

|  |  |  |
| --- | --- | --- |
| Mesh or clear backpack | 1 pack of skinny dry erase markers | 3 packs of pencils |
| 3 packs of blue pens | 1 sharpener | 3 glue sticks |
| 1 USB jump drive | 1 pack of copy paper | 1 box of highlighters |
| I pack of colored pencils | 1 trapper keeper | 3 pocket folders |
| 2 boxes of Kleenex | Hand sanitizer | 3 packs of red pens |
| 3 packs of black pens | 1 pack of scotch tape | 6 black composition books |
| 1 pack of notebook paper | 1 pack of index cards | 1 pack of graphing paper |
| 1 pack of post it notes |  |  |
|  |  |  |

**P.E. Uniforms must be purchased through the P.E. Department**

***\*\*\*This is a general supply list to begin the year.  A more detailed list from each teacher will be distributed after school begins.***

**MEDICAL REQUIREMENTS FOR ENROLLMENT**

**NURSE**

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and/or treat illnesses.

The nurse must be made aware of any student with a chronic or serious illness. A medical statement describing the condition should be provided by the parent/legal guardian for the student’s confidential school health record.

* To be admitted to the clinic, a student must have a written permit from the teacher whose class the student is missing.
* Each student must sign in and out on the daily register when coming to the clinic.
* Any student who wishes to leave school because of illness must come through the clinic and sign out in the attendance office.
* A parent or responsible adult named on the student’s “Pick Up” form must be notified before the student is dismissed from school because of illness.
* Students may **not** stay in school with any of the following conditions:
	+ - Fever of 100.4 or higher
		- Suspected contagious condition
		- Vomiting
		- Diarrhea
		- Undetermined rash
* The parent is to pick up the student from the clinic as quickly as possible after being notified.
* Students should not call their parents to pick them up before they report to the nurse’s office.

**IMMUNIZATIONS**

All students are required to have current and updated immunizations. It is the responsibility of the student and parent to provide the school with an accurate immunization record. Exclusions from compliance are allowed on an individual basis for medical contraindications and religious conflicts. Students falling into these categories must submit affidavits.

**MMUNIZATION REQUIREMENTS**

The following immunization requirements reflect Texas Health Department regulations. These immunizations must be completed before the student can complete the enrollment process here at M.C. Williams Middle School. If you have questions/concerns, please contact our school’s nurse at (713) 696‑2600. Please see the 2014-2015 Texas Minimum State Vaccine Requirements for Students chart on pages 23-24.

**MEDICATION REQUIREMENTS**

* HISD Board policy does not allow students to bring medications to school; however, should it be medically necessary for a student to take long-term medication at school, an HISD form must be completed by the student’s physician and kept on file in the clinic.
* The medication is then kept in the clinic and administered by the school nurse. No medication (prescription or non-prescription) will be dispensed without this form on file.
* With the required documentation on file in the clinic, students with asthma may self administer asthma medication.
* All medications kept for students in the clinic must be in its original container with an affixed prescription label which includes the student’s name, the drug name, and the proper dosage and administration information.
* Special permits to leave class early for health reasons must be secured from the school nurse. The student must return to the clinic for renewal if the permit is required after the expiration date.
* All medical excuses for P.E. restrictions must originate with the school nurse.

**MEDICATION AT SCHOOL**

Employees designated by the principal shall administer medication. Administration of medication is allowed only with physician and parental permission. **The parent must sign form 40.3740 and the physician may sign the form or attach a statement. This form must be on file before the medication is administered.**

**LOST AND FOUND**

All lost items should be turned in to Mrs. Pallares in the main office as soon as possible. After school, students may check the “lost and found”, in the main office for their articles. Articles not claimed by the last day of the semester will be donated to charitable organizations. **The school is not responsible for lost/stolen items.**

**PARENT AND TEACHER CONFERENCES**

Regular, pre‑scheduled, parent‑teacher conferences are encouraged. Parents are requested to arrange conferences during the teacher’s planning period. Please make other arrangements for pre‑school children when conferences or classroom visits are scheduled. **To ensure that proper protocol is followed, parents are to meet with the teacher first then the grade level administrator, then if the situation warrants further attention the principal will be asked to intervene.**

**VIPS‑PTO**

VIPS (Volunteers in Public Schools) serve the school in their areas of expertise or whenever needed. Their efforts are greatly appreciated. Anyone desiring to volunteer must register via HISD’s website.

The Parent Teacher Organization (PTO) supports us with fund raising projects to provide the school and the students with needed equipment. The concern and dedication of these parents are testimony to the “WE CARE” slogan.

**M.C. WILLIAMS’ PROMOTION STANDARDS**

**To be promoted from one grade level to the next, middle school students grades 6 through 8, must attain:**

* Good attendance.
* An overall average of 70 or above for the year in all courses taken plus an average of 70 or above in core subjects.
* The minimum scale score of the STAAR exam.

**PHYSICAL EDUCATION PARTICIPATION**

State Law requires physical education for all middle school students. All students are expected to dress out for physical education each day as part of class participation. **Every student is required to purchase a physical education t-shirt with black/navy blue shorts from any retail source.** If a student does not participate in physical education due to illness or injury, a note from the parent to the physical education teacher, should be written; teacher's discretion and/or consultation with the school nurse will determine the level of participation. A physician's statement is required for a lengthy excuse or waiver from participating in physical education due to health conditions.

**FIELD LESSONS**

Monies and permission slips for field lessons must be collected before the day of the field lesson. Verbal authorization to attend a field lesson will not be allowed.

**REGISTRATION REQUIREMENTS**

**It is necessary to have the following items to register in school:**

1. Proof of residence such as a current utility bill (electricity, gas, water) or copy of lease with the correct name and address.
2. Certified copy of birth certificate or birth registration card and social security card.
3. Report card or transcript from the last school attended.
4. Test scores
5. Immunizations records (up to date)
6. Withdrawal form from previous school if enrolled during the school year.
7. Guardianship papers if the student is residing with someone other than the parent.
8. Copy of ARD papers (if applicable)
9. Parent Identification card

**WITHDRAWAL PROCEDURES**

Advanced notification (1 day) is needed to complete the withdrawal forms and determine if fines and textbooks have been cleared. Please inform the school of student's last day of attendance, the new address, and the name of the new school. Only the legal parent/guardian is allowed to withdraw the child. The completed withdrawal form must be taken to the new school with a copy of the last report card attached.

**CHANGE OF ADDRESS/ TELEPHONE NUMBER**

In order for the school to handle emergencies, school file information should be current. Please notify the attendance office of any changes in address, telephone number, name, or other information **in** **writing**.

**VISITORS**

M.C. Williams Middle School is a closed campus. All visitors are to provide picture identifications and must be approved through the main office to secure a visitor's pass. All visitors MUST present a state issued picture ID. Student visitors, unless given specific approval from the principal’s office, are not allowed on campus.

**BUS RULES**

Students are responsible for their behavior on the bus and should consider riding the bus a privilege that may be enjoyed as long as rules and regulations are followed. The bus driver is responsible for all students riding the bus and will not tolerate misbehavior. Students who misbehave will be reported to the principal or the transportation administrator of the school, as outlined in the HISD Code of Student Conduct Handbook. Misbehavior on the school bus may result in having bus privileges removed immediately.

Students who ride the bus must be on time. They should be at the bus stop five (5) minutes before the scheduled pick‑up time. Good behavior at the bus stop and on the bus is very important. Students are expected to be courteous to fellow pupils and the bus driver. Do not distract the driver's attention by making unusual and/or loud noises. Keep your hands and feet inside the bus at all time. No smoking is permitted on the bus. It is important for students and parents to know their bus driver's name and bus number / route. Damage to the school bus is considered destruction of school property and will not be tolerated. Students who damage any part of the bus will be held responsible.

**BUS SCHEDULES**

The 2014-2015 bus schedules will be issued to all students. Students should be at the bus stop five‑ten (5‑10) minutes before the designated time. **To report a bus that has broken down, call (713) 676‑9432.**

**EARLY DISMISSAL**

Bus transportation will be provided for those who ride HISD’s buses. Parents are requested to make the necessary arrangements for scheduled early dismissal.

**EARLY MORNING ARRIVAL**

All students that arrive to campus before the first bell will be required to bring reading material daily (i.e. novels, newspapers, appropriate magazines). This time before school will be designated for reading. The library will be open for students to read, play chess, and work on the Accelerated Reader (AR) program.

**HOMEWORK**

Parental monitoring of regularly assigned homework is necessary. Monitoring often results in satisfactory school progress and develops good study habits. Neighborhood libraries have books, games, video equipment, and reference materials for study and family enjoyment. If your child is ill, please request the assignments from the school in the morning so that at the end of the school day you can pick them up; instructional time cannot be interrupted for these requests. Requests should be made to the grade level administrative assistants.

**MAKE-UP WORK**

Students who are absent will be given the opportunity to make up work. It is the student’s responsibility to see that such work is completed. The student should request make-up work from each class missed. The student may be granted an extended period of time by the teacher for absences of four or more consecutive days. A student receiving an “incomplete” for a grading period has until the end of the next grading period to raise the grade from an “incomplete” to an earned grade. If the work is not made up, the “incomplete” becomes a 50. Students that are suspended will be given the opportunity to complete make up work missed.

**MESSAGES AND GIFTS FOR STUDENTS**

Emergency telephone messages to students should be forwarded through the Attendance Office. Important messages from parents will be taken and an attempt will be made to deliver them to students as soon as convenient. Calls from someone other than the parent or legal guardian are not accepted.

All deliveries of balloon bouquets, floral arrangements, and/or tributes for students will be held in the front office until the end of the school day.

**TEXTBOOKS**

Each student and parent/guardian is held responsible for all textbooks, and library books issued. All textbooks must be properly cared for and covered according to the directions of the teacher. Lost textbooks must be paid for before a student is issued books. All monies are turned in to the school’s secretary. Parents are allowed to check-out textbooks to keep at home by making arrangements with Mr. Maurice Eiland at 713-696-2600.

**TELEPHONES**

Students will not be permitted to use the school telephone except in urgent cases and with an administrator’s permission. Students will use the telephone only in the designated grade level assistant principal’s office.

**STUDENT DISRUPTIONS**

A student who leaves class to take part in a boycott, instigates a boycott, or otherwise fails to abide by the rules and regulations and the reasonable request of the school personnel will immediately be suspended from school. The suspension shall be for three (3) days and the student shall not be allowed back to school without a parental conference.

**ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

When assemblies are held, students should proceed to the auditorium quickly and quietly and sit in their assigned area. All backpacks must be removed prior to being seated. When the person in charge of the assembly asks for attention, students should give it immediately; they should remain courteous to the performers and applaud at the appropriate time. When dismissed, students should leave the auditorium quickly and in an orderly fashion.

**HALLS**

Students are not permitted in the halls during instructional time without a signed, dated and timed permit. Students should avoid running, standing around, pushing and talking loudly. Students should pay attention and follow all directions given by teachers and administrators.

**APPROPRIATE ATTIRE**

Parent/Guardians are expected to wear appropriate attire at all times while on campus. At no time should cleavage be revealed. Shorts/skirts should be appropriate length.



**CAFETERIA**

All students that attend M.C. Williams Middle School will be afforded free breakfast and lunch. The after school dinner program will be available twice per week. This program is also free.

**GENERAL CAFETERIA GUIDELINES FOR STUDENTS**

1. Students are to line up outside of cafeteria (classroom side). One student behind another.
2. IDs must be visible to enter cafeteria.
3. No standing in the cafeteria, except when standing in lunch lines.
4. Single lines are formed at each serving station; cutting in line or saving places will not be permitted.
5. Students are allowed to use their inside voices in the cafeteria.
6. Clean up and dispose of trash before leaving.
7. Have food and drinks inside the cafeteria only.
8. Students are to remain in the cafeteria after finishing their lunch.

 10. Students are to remain seated after picking up food trays.

 11. The administrator on duty will dismiss students.

**OTHER CAFETERIA GUIDELINES**

\*Parents are allowed to check-in via the main office and eat lunch with his/her child; however, food brought in cannot be shared with other students for dietary reasons.

\*Parents are not allowed to bring cake/cupcakes to the school to share with other students during lunch/instructional time.

**Zero Tolerance**

The HISD Board of Education, in accordance with its major system priorities, believes the school environment should be safe for all students and free of disruptions that interfere with the educational process. In response to this belief, the board has developed a policy of *“Zero Tolerance”.* This policy shall apply to elementary, middle, and high school students.

All students who unlawfully possess a firearm, illegal knife as defined by state law, explosive, or any other dangerous object or weapon on school district property, on school buses, and/or in attendance at district‑related activities shall be recommended for **expulsion.** The Board of Education further declares that the *Code of Student Conduct* will be strictly applied.

In every case where students in elementary, middle, or high school shall engage in conduct that contains the elements of an offense in violation of the Penal Code or the Education Code, the school district will pursue arrest, charges, and removal to a DAEP, juvenile detention facility, or county jail.

**MP3, IPod, Electronic Games, Toys, Cell Phones**

MP3s, IPods, cameras, electronic games (Nintendo, DS), toys or other electronic items that interfere with the educational process are not to be brought to school. Cellular phones are permitted on the campus; however, **they must be concealed and turned off** **at all times**. Any cellular phones that are confiscated will be released only to the parents. A **$15.00 fine** will be assessed before the cellular phone is released to parents. Cellular phones can be picked up by parents only after arrangements have been made with an administrator or principal designee. Electronic devices taken up during the year may be picked up by parents at the end of each semester (December and May). **Electronic devices not picked up by the last day of school year (June 6, 2015) will be discarded.**

**Code of Student Conduct, New Cell-Phone Policy Approved**

July 20, 2009

HISD strives to make sure schools are safe, orderly places where the highest levels of teaching and learning can happen. On July 16, 2009, the Board of Education strengthened the [*Code of Student Conduct*](http://www.houstonisd.org/HISDConnectDS/v/index.jsp?vgnextoid=0f37757761efc010VgnVCM10000052147fa6RCRD&vgnextchannel=6f2c2f796138c010VgnVCM10000052147fa6RCRD), which outlines student rights and responsibilities and the district’s expectations regarding student conduct. The trustees also revised the district’s policy regarding telecommunications devices, to establish clearer guidelines for their use at school or school functions.

The new edition of the *Code* will be printed in English, Spanish, and Vietnamese and distributed at the start of the 2014–2015 school year and students and parents must sign a form indicating they have received it. The new provisions:

* Ban “cyber bullying” (using the Internet or other technologies to harass, threaten, or humiliate another student) both on-campus and, when it could have a direct and substantial impact on the educational environment or the rights of students or teachers, off-campus
* Prohibit “sexting” or using a cell phone or other personal communication device to send text or e-mail messages or possessing text or e-mail messages containing images reasonably interpreted as indecent or sexually suggestive while at school or a school-related event
* Include provisions regarding gang-free school zones and enhanced criminal penalties for engaging in gang activity on or within 1,000 feet of property that the district owns or leases
* Clarify the factors that must be considered in determining appropriate punishments for violations of the *Code*

**Unclaimed** **phones will be disposed of after legally required notice is provided.**

**M.C. Williams Middle School Dress Code**

**2014-2015**

The dress code is designed to promote a safe learning environment free of distractions. Several areas are directly addressed. Any item determined to be a distraction to the educational process will not be allowed. The administrative team will serve as the final arbitrator to determine what distracts from the educational process. Parents are asked to monitor their child’s attire since violations may result in students being removed from classes. Appropriate items may be found in most local department or discount stores.



**School Uniforms**

**Shirts**

* Plain Polo type shirts (with a collar and 3 buttons) may be worn:
	+ - 6th grade – Gray
		- 7th grade – Light Blue
		- 8th grade – Navy Blue
* M.C. Williams authorized t-shirts only on Fridays to promote school spirit.
* **Only white t-shirts/undershirts or M.C. Williams Middle School P.E. shirts are allowed to be worn underneath uniform shirts.**

**Bottoms**

* **Blue** jeans will not be worn this year
* Khaki Pants and Cargo Shorts only
* No capris
* No cropped pants
* No spandex, denim, denim-like, nylon, stretch clothing or parachute fabric
* No jogging pants/warm-ups
* No form-fitting or baggy (over-sized) clothes; pants must be true to size and worn at the waist)
* Pants should not be rolled up at any time.

**Belts**

For safety reasons, students will only be allowed to wear plain belt buckles and *not* those with name plates, scrolling messages or any type of belt that is deemed a safety risk by the administration. **All students must wear a belt. Sagging pants are not permissible.**

**Student ID Badges**

For safety reasons, ID badges must be worn daily. Temporary ID badges (stickers) can be purchased daily for $1.00 from the main office. Replacement ID badges (if lost or stolen) can be purchased for $5.00 in the main office.

**Shoes**

 **Shoes must be safe and have a heel strap.**

* No thong shoes
* No house shoes
* No flip-flops
* No slides
* No shoes with rollers underneath
* No mesh shoes
* No sandals (Unless on dress-up day. Sandals worn on dress up day must have a heel strap)
* **NO SHOES DEEMED UNSAFE BY SCHOOL ADMINISTRATION**

**Coats/Sweaters/Jackets**

When the weather turns cool, a student may wear a sweater, jacket, or a sweatshirt as part of the standard mode of dress in school. A sweater/sweatshirt must be worn over the uniform shirt. **The jacket/sweater/sweatshirt must be a sold color** **(white, navy or gray and have no logo or print of any kind.** The sweater/sweatshirt may have a round or v-neck, or it may be button-front cardigan style. The sweater/sweatshirt must be an appropriate size for the student (not excessively baggy or long). **No Hoodies are allowed. Students will not be permitted to use blankets in classrooms and/or on the school premises.**

**Additional Dress and Grooming Regulations**

Students are not to wear excessive jewelry. All chains are limited to one small size pendant. Nose studs, nose earrings, lip piercings, or any other piercings other than ear piercings, will **NOT** be allowed. **Boys will NOT be** **allowed to wear earrings.** Any jewelry depicting the occult, gang membership, death, violence, drugs, sex, alcohol, obscenities, or anything else deemed inappropriate will **NOT** be allowed.

Hairstyles or hair colors that distract from the educational process are **NOT** allowed. Hair colors must be natural colors (no colors such as purple, green, orange, pink, red, yellow, blue, etc.)

* Headgear such as hats, caps, sunglasses or bands/bandanas are not allowed. Glitter (cosmetic or art), colored mousses or colored spray, shaving cream or any other substance that may cause bodily harm (eye infection, etc.) are not permitted. Hair spray is not to be used except in the locker room and must be kept in the gym locker.
* **Tattoos and body art should not be a distraction and must be covered during the instructional day**.
* Sweatbands are not permitted to be worn on the head or arms. The physical education coach may permit head sweatbands during P.E. classes.
* Purses larger than 8” x 5” x 3” are **NOT** allowed.

 **Book bags must be clear or mesh.**

\*Extreme/Rapid Exit Incidents Automatic Referral to the Discipline Office

**Disruption (except rapid exit offenses)**

1st Violation Teacher warning (documented)

2nd Violation Teacher contacts parents and assigns detention
 (documented)

3rd Violation Teacher contacts parents and assigns lunch detention

4th Violation Teacher contacts parents and assigns Saturday
 School (previous documentation)

5th Violation/ Administrator, Teacher, Parent, Student
 Conference (Agreement meeting)

Subsequent Referral to Discipline Office-ISS or Suspension
 1-2 days

 Repeat offenders will be placed on a 3 strikes
 contract.

**Defiance of Authority**

1st Violation Teacher warning (documented)

2nd Violation Teacher contacts parents and assigns detention (documented)

3rd Violation Teacher contacts parents and assigns AS D
 (include previous documentation)

4th Violation Teacher contacts parents and assigns
 Saturday School (previous documentation)

5th Violation/ Administrator, Teacher, Parent, Student
 Conference (Agreement meeting)

Subsequent Referral to Discipline Office-ISS or
 Suspension 1-5 days

 \*Referral to IAT Team or Expulsion

**PROFANITY/VERBAL ABUSE AMONGST STUDENTS**

1st Violation Teacher warning (documented)

2nd Violation Teacher contacts parents and assigns
 detention (documented)

3rd Violation Teacher contacts parents and assigns ASD
(previous documentation)

4th Violation Teacher contacts parents and assigns
 Saturday School (previous documentation)

5th Violation/ Administrator, Teacher, Parent, Student
 Conference (Agreement meeting)

Subsequent Referral to Discipline Office-ISS or
 Suspension 1-2 days

 Repeat offenders will be placed on a 3
 strikes contract

**BULLYING/FIGHTING (Mutual Combat) THERE IS NO SELF DEFENSE POLICY; WE SOLVE DIFFERENCES WITHOUT VIOLENCE**

1st Violation Parent Contact/Suspension 1-3 days &
 referral to police

2nd Violation Parent Contact/Suspension 3-5 days &
 referral to police

3rd Violation Parent Contact/Suspension 5 Days and
 referral to police

4th Violation Expulsion

**DRUGS/NARCOTICS/ALCOHOL/WEAPONS**

1st Violation Suspended 3-5 days; contact parents, law enforcement, student services, child welfare; Recommend for expulsion

**TARDINESS**

1st Violation Teacher warning (documented)

2nd Violation Teacher contacts parents and assigns

 detention (documented)

3rd Violation Teachers sends postcard home assigns A SD

 (include previous documentation)

4th Violation Teacher contacts parents and assigns
 Saturday School (previous documentation)

5th Violation/ Administrator, Teacher, Parent, Student
 Conference (Agreement meeting)

Subsequent Contact Truancy Officer

**DRESS CODE VIOLATIONS**

1st Violation Opportunity to comply-documented warning (non-compliance results in disciplinary action)

2nd Violation Teacher contact parents and assigns detention
 (documented)

3rd Violation Teacher contacts parents and assigns
 community service (documented)

4th Violation Teacher contacts parents and assigns Saturday
 School

5th Violation Administrator, Teacher, Parent, and student
 conference (document agreement)

Subsequent Referral to Discipline Office-ISS or
 Suspension 1-2 days

**CELL PHONES OR ELECTRONIC DEVICES ON CAMPUS**

1st Violation Item confiscated and returned to student at
 the end of the day. There will be a $15 fee.
 Parents must sign for the device.

2nd Violation Item confiscated, given to AP secretary, and documented and returned to student at the end of the day. Student will have to pay a $15 fee.

3rd Violation Item confiscated, given to AP secretary, and returned to parent only. Student will have to pay a $15 fee.

4th Violation/

Subsequent ISS or Suspension and Item confiscated and kept to the end of the year

**GRAFFITI**

1st Violation Teacher contacts Parent and assigns community service and restitution paid

2nd Violation Administrative Referral-Consequences: After School Detention and Saturday Detention; restitution

3rd Violation Suspension or Expulsion, restitution

**FOOD/GUM/SODA**

1st Violation Teacher warning (documented)

2nd Violation Teacher contacts parents and assigns
 detention (documented)

3rd Violation Teacher contacts parents and assigns ASD (include
 previous documentation)

4th Violation Teacher contacts parents and assigns Saturday
 School (previous documentation)

5th Violation/ Administrator, Teacher, Parent, Student
 Conference (Agreement meeting)

Subsequent Referral to Discipline Office-ISS or Suspension
 1-2 days

 Repeat offenders will be placed on a 3 strikes
 contract.

M.**C. Williams Middle School**

**Grading Cycle – Six Weeks**

**2014-2015**

|  |  |
| --- | --- |
| **Cycle Dates** | **Report Card Dates** |
| **Cycle I**  | **Aug 25-Oct 2** | **Oct 10, 2014** |
| **Cycle II**  | **Oct 6-Nov 7** | **Nov 14, 2014** |
| **Cycle III**  | **Nov 10-Dec 19** | **Jan 9, 2015** |
| **Cycle IV**  | **Jan 6-Feb 13** | **Feb 20, 2015** |
| **Cycle V**  | **Feb 16-Apr 2** | **April 10, 2015** |
| **Cycle VI**  | **Apr 6-May 28** | **May 28, 2015** |
| **Conduct** |
| **90-100** | **A** | **E** | **=** | **Excellent** |
| **80-89**  | **B** | **S** | **=** | **Satisfactory** |
| **75-79**  | **C** | **P** | **=** | **Poor** |
| **70-74**  | **D** | **U** | **=** | **Unsat** |
| **Below 70**  | **F** |  |

**CONDUCT GRADES**

Marks in conduct are of great basis of these standards:

|  |  |
| --- | --- |
| E=Excellent | The student is not only satisfactory in his behavior, but also has a positive, cooperative attitude that characterizes a good citizen. |
| S = Good | The student’s behavior is generally satisfactory but not of the highest rank. |
| P = Poor | Probationary, conduct not satisfactory; needs improvement. |
| U = Unsatisfactory | Must have administrator’s approval and documentation of parent conferences. |

**M.C. Williams Middle School**

**2014-2015 Calendar**

August 25, 2014 First Instructional Day for Students

September 1, 2014 Labor Day Holiday

November 26-28, 2014 Thanksgiving Holidays

December 22, 2014 - January 2, 2015 Winter Break

January 19, 2015 Martin Luther King Day Holiday

March 16-20, 2015 Spring Break

April 3, 2015 Spring Holiday

May 25, 2015 Memorial Day Holiday

May 29, 2015 Last Day for Students

**Significant Dates/M.C. Williams MS**

August 25, 2014 First Day of School

October 6, 2014 Homecoming

**Early Dismissal Days**

September 24, 2014

October 29, 2014

November 19, 2014

January 28, 2015

February 25, 2015

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Houston Independent School District

It is the policy of 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 education or employment programs and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Distrito Escolar Independiente de Houston

Las directivas del Distrito Escolar de Houston prohíben cualquier tipo de discriminación debido a edad, color, impedimento o discapacidad, ascendencia, nacionalidad, estado civil, raza, religión, sexo, condición de veterano militar o afiliación política, en sus programas y actividades educativas y de empleo, según lo establecido por la enmienda del Título VI de la Ley de Derechos Civiles de 1964, el Título IX de las Enmiendas Educativas de 1972; y la enmienda de la Sección 504 de la Ley de Rehabilitación de 1973.

**M.C. Williams Middle School**

**Handbook Acknowledgement**

The M.C. Williams Middle School Student/Parent Handbook has been written to help your son/daughter gain the greatest possible benefit from his/her school experience.

M.C. Williams Middle School is in need of your help and cooperation. It is important that every student understand the Handbook and be encouraged by his/her parent (s) or guardian (s) to follow the rules set forth in the Handbook. Please discuss this handbook with your child. When you have done so, it is requested that you and your child sign this form and return it to his/her homeroom teacher. Signatures of parents/guardians and student acknowledge receipt of the M.C. Williams Middle School Student/Parent Handbook and certify that both have read and discussed the Handbook.

**Parent/Guardian Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Student Name Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**