Opened in 1962, T. H. Rogers was originally a zoned middle school that served Uptown area residents. The school was named after Thomas Horace “T. H.” Rogers, who served as the principal of HISD’s San Jacinto High School. In 1982 T.H. Rogers was converted into a magnet school, serving PreK-12th grade multi-impaired and Lifeskills students, PreK-8th grade deaf students, and K-8th grade gifted students.

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.
**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>Student Bell</td>
<td>7:38a</td>
</tr>
<tr>
<td>Classes Begin!</td>
<td>7:45a</td>
</tr>
<tr>
<td>Official Attendance (A.D.A.)</td>
<td>9:15a</td>
</tr>
<tr>
<td>Elementary Lunch varies</td>
<td>10:20a - 11:45a</td>
</tr>
<tr>
<td>Middle School Schedule(s)</td>
<td>See Back Cover</td>
</tr>
<tr>
<td>Elementary Dismissal</td>
<td>3:00p</td>
</tr>
<tr>
<td>Middle school Dismissal</td>
<td>3:15p</td>
</tr>
<tr>
<td>Main Office Hours</td>
<td>7:00 – 5:00p</td>
</tr>
<tr>
<td>Afterschool Enrichment &amp; Tutorials</td>
<td>3:00 - 4:15p</td>
</tr>
<tr>
<td>Rams Aftercare hours</td>
<td>3:00 – 6:00p</td>
</tr>
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<table>
<thead>
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<th>Office</th>
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<tbody>
<tr>
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<td>713-917-3565</td>
</tr>
<tr>
<td>School Fax</td>
<td>713-917-3555</td>
</tr>
<tr>
<td>P.E. Offices</td>
<td>713-917-3587</td>
</tr>
<tr>
<td>Attendance Office</td>
<td>713-917-3565</td>
</tr>
<tr>
<td>P.S.I./M.I. Office</td>
<td>713-917-3591</td>
</tr>
<tr>
<td>RDSPD (Deaf) Office</td>
<td>713-917-3581</td>
</tr>
<tr>
<td>Vanguard Office</td>
<td>713-917-3570</td>
</tr>
<tr>
<td>Counselors’ Office</td>
<td>713-917-3565</td>
</tr>
<tr>
<td>West Office</td>
<td>713-917-3571</td>
</tr>
</tbody>
</table>

**AMERICAN SIGN LANGUAGE**

- good
- thank you
- please
- yes
- no
- sorry
- mother
- father
- what
- where
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GENERAL INFORMATION

FIRE AND DISASTER DRILL PROCEDURE

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

**FIRE & DISASTER DRILL SIGNALS**

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

MEDICAL PROCEDURES

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

ATTENDANCE POLICY & PROCEDURES

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

**ABSENCE NOTES**

Only **ONE** of the following is needed

1. Email absence note to Sylvia.Guerrero@houstonisd.org no later than 3 days after the absence.
2. Student, parent, or guardian may bring an excuse note to the attendance office no later than 3 days after the absence.
3. Fax note Attn: Sylvia Guerrero or Attendance Office at 713-917-3555 no later than 3 days after the absence
4. If a student starts the day at school, then leaves for a doctor’s appointment before the ADA attendance time, he should be marked absent until he brings the Doctor's note either the same day or the next morning. ***Handwritten notes from the parent ARE NOT an acceptable doctor’s note.***
5. If a student arrives to school after the ADA attendance time with a doctor's or health facility note, then his absence should be removed from the ADA time and the absence should be excused for all other periods. Again, it has to be a note from the doctor or health facility.
6. Students who are tardy **must be accompanied by an adult** and must submit a written excuse note upon their arrival.
7. The official attendance time is 9:15 a.m.
   - Students may not have more than 10% total days absent (from their enrollment date) in a full year. **This means that when a student accumulates more than 10% of absences, credit may be denied, and the student may be retained and referred to the attendance committee.** The attendance committee will convene to review all excessive absences. Excessive absences will be indicated by an asterisk (*) on the report card each nine weeks. School sponsored or sanctioned activities are exempt and do not count as an absence.
The only acceptable excuses for absence and tardiness are

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- approved college visitation
- emergencies

TRUANCY

- Students may not have more than 3 absences (excused and/or unexcused) in a 4-week period.
- Students may not have more than 10 absences (excused and/or unexcused) in a semester.

TARDY POLICY

Students are expected to be on time to class. The middle school schedule provides a 5-minute passing time between classes. Students are allowed in the halls after the tardy bell rings only with a Hall Pass. Teachers will mark tardies in GradeSpeed so that administration can spot trends and speak to individual students to work with them to achieve on-time arrival to class.

PERMISSION FOR EXTENDED ABSENCES

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

STUDENT ARRIVAL ON CAMPUS

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

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

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

No students are allowed to arrive at school earlier than 7:00 a.m. All students are to stay in the designated areas until the first bell rings at 7:38 a.m. Students are to be picked up promptly at the end of the school day, but no later than 3:15 p.m.
STUDENTS LEAVING CAMPUS DURING THE SCHOOL DAY

Students will only be released to the parent/guardian/adult listed on the enrollment card. Identification must be presented. If parents want their child to leave school before the school day is over, a note must be sent to the attendance clerk in the Main Office with a phone number where you can be reached for verification, time of departure, and reason for the early departure of your student. Students must be checked out through the Main Office by the parent or guardian – only then will they be released from class. **NOTE:** The latest a student may be released early is 2:15 p.m. After that time, students must remain in class until school dismissal at 3:00 p.m.

**IMPORTANT:** Students may never leave campus during the school day or after-school and return without a parent or guardian.

AFTER SCHOOL PROCEDURES

Students will get their books/materials, exit the building and leave the campus in a timely manner. The campus should be cleared of students by 3:15 p.m. unless one of the following exceptions applies:

- Students waiting for parent pick up (front of school - Bering St. side). After 3:15 these students are brought to the Ram Aftercare program, where they must be signed out by parent. After a second violation, parents will be charged $5 per 15-minute increment.
- Students attending extracurricular sports practices.
- Students staying for a game will report to Aftercare. The $5 ticket fee covers Aftercare supervision until game time, a snack, access to computers for homework, and the event entry.
- Students attending teacher tutorials, chess club, or other after school programs.
- Students participating in Ram Aftercare must report to the designated location immediately after school.

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

STUDENT CONDUCT

The HISD Student Code of Conduct have been developed to help you better understand the levels of school and district policy violations and the consequences of those violations. Good and acceptable student behaviors are by far the most frequent occurrence at T.H. Rogers. However, on the occasion of a poor behavior judgment by a student, you will find the faculty and administration committed to enforcing the HISD Student Code of Conduct.

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

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

Keep in mind that although a standard, consistent discipline policy is supported by all your teachers, they are individuals with very different teaching styles. Students are expected to understand and follow the specific classroom rules set by the teacher. Note: specific elementary grade-level expectations will be explained in detail by the teachers at open house in the fall. Repeated disciplinary infractions may result in a referral to the grade-level Student Support Team and the implementation of a Student Behavior Growth Plan. Failure to meet the Growth Plan objectives can and may result in non-renewal of a student’s program transfer.

**P** – Parents will be notified prior to their child receiving a P on his/her report card with documented explanations for the P. Parent notification will come early enough for behavior intervention to allow the student’s conduct grade to be raised. **Special Note:** Any reported “P” in conduct (report card, progress report, or discipline report) may affect student participation in non-curricular activities such as dances, intramurals, field trips, carnival, etc.

**U** – U’s in conduct may only be given with written approval from the assistant principal or principal.
STUDENT USE OF COMPUTERS

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

STUDENT USE OF OTHER TECHNOLOGY

All electronic devices (cell phone, music players, cameras, etc...) must be placed in student’s locker, secured with a combination lock, and remain secured in the locker until dismissal. Cell phones – see policy, Addendum I. The school is not responsible for lost or stolen items. Cell phones, music players, recording devices – may not be used in a classroom without a teacher’s specified permission, or on campus with a staff member’s permission. **Cameras** – students may not take classroom pictures without permission of the teacher. **Pictures of other students may not be taken unless that/those student(s) have given permission.** Pictures of T.H. Rogers’ staff, students, and facilities cannot be posted on the internet! The school is not responsible for loss or disappearance of electronic items. Note: At no time may students access social apps while on campus.

STUDENT USE OF TELEPHONES & MESSAGES TO STUDENTS

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

VISITORS AT SCHOOL & CLASSROOM VISITS

Parents are welcome at school and must sign in with a valid driver’s license or state identification in the Main Office upon arriving to receive a visitor’s badge (after clearance from the RAPTOR database check). To preserve instructional time, parents may not visit classrooms during the school day without administrative permission.

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

T.H. Rogers School administration, faculty, and staff welcome classroom visits by parents and consider it an additional opportunity to engage in his/her student’s education. The primary goal of a classroom visit by a parent is to observe their students and the instructional program being presented. The following are a few reminders to ensure this goal is achieved:

- The right to observe a child’s instructional program during the school day resides solely with the child’s parent or legal guardian. The right to observe does not extend to grandparents, other relatives, or caregivers.
- As with other campus visits, parents are asked to sign-in in the main office prior to reporting to the classroom, and sign-out when leaving the campus.
- Parents are asked to observe the class with a focus on their child, and to refrain from observing other students. If the Principal or designee has knowledge of or suspects that the observation is focused on another student, he/she reserves the right to deny the requested visit or end a visit while in progress.
- All requests for classroom visits will be scheduled within a reasonable timeframe from the date the request is made. Visits are to be scheduled through the Principal or designee for a time and date that is convenient for the parent and teacher. Parents are asked to provide at least 48 hours for a specific date/time. Days on which standardized test or any other class assessments are planned, classroom visits will not be conducted at that time.
- Classroom visits will be scheduled in increments of 30 minutes or less.
Parents are asked to enter and exit the classroom in a manner that will not interrupt the instructional activities in progress. The teacher may designate a particular area for parents to sit during the observation. Once in the classroom, parents are asked to remain seated and refrain from interacting with their child and/or other students. Follow-up requests or discussions about the student’s progress or behavior are to be conducted in a parent-teacher conference scheduled at a later time.

All electronic devices should be silenced as to not distract students during the classroom visit. Photos, and/or video or audio recordings in the classroom are strictly prohibited.

The Principal and/or designee may accompany the parent during the classroom observation.

**COMMUNICATION SYSTEMS**

**RAM NEWS & WEEKLY CALL OUTS**

“RAM NEWS”, the official school communication bulletin of school news, activities, and notices, will be published on the website each Thursday. The school also sends a weekly call-out and e-mail through Schoolmessenger to our families regarding school news and events on Friday afternoon (usually).

**PARENT/STAFF COMMUNICATIONS**

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

**PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are generally arranged through the individual teacher or grade level cluster leader. Please email or call the teacher to arrange a conference. If parent wants to meet concerning several of their child’s subjects, a conference will be scheduled with the cluster or grade level.

**SPECIAL EDUCATION PARENT INFORMATION MEETINGS**

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

**STUDENT PUBLICATIONS**

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

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

**SCHOOL WEBSITE:**

http://www.houstonisd.org/rogersms

The T.H. Rogers website has been vastly upgraded this year for improved information to our community. We intend to use our website as one of the primary vehicles of communication and encourage you to check the website for pertinent information and upcoming events. If you think of any additional information that would be helpful for parents, please let us know!

**GENERAL POLICIES (This section is a guide for August’s meeting.)**

**HOMEWORK**

Homework is an extension of the classroom – a reinforcement, enrichment, or completion of work taught. It is the student’s responsibility to write down assignments and be certain that he/she understands directions before leaving school.
• Homework should be done by students independently of parents.
• Teachers coordinate plans to minimize excessive homework expectations.
• Depending upon the nature and purpose of the assignment, homework may be graded or only checked.
• Frequently the homework assignment is independent reading or reading in a content area so that the student is fully prepared to participate in the classroom activities.

**LATE WORK**

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

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

*It is the student's responsibility to determine any make-up work assigned on the day(s) you were absent.*

Your assignments are due according to the number of days he was absent (i.e.: 1 absence = 1 day make-up).

**GRADING**

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

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

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

Category weights will be decided at staff in-service in August and be inserted in this handbook as an addendum.

**PROGRESS REPORTS, REPORT CARDS & GROWTH PLANS**

Progress reports will be distributed during the 4th week of each nine-week marking period as noted in the school calendar. Based on the Progress Report issued and the Report Card issued after the ninth week, Vanguard students with a grade lower than 75 or with an "Incomplete" may be placed on a growth plan. School staff will contact parents to arrange the required conference if a growth plan is necessary. Students with less than a "70" may not compete in extra-curricular contests on behalf of Rogers, although they may continue to practice/rehearse (unless they repeat a sub-70 grade in the specified class, whereas they are ineligible for practice as well).
**HONOR ROLL**
At the end of each nine-week grading period, students achieving Honor Roll (making all A’s, all A’s and one B, and all A’s and two B’s) will receive a certificate. WELL DONE!!!
TEXTBOOKS

Students will be issued textbooks for their use; teachers will be conducting textbook checks every 9-weeks. These are the property of the school district and must be turned in at the end of the year showing only reasonable wear. Students are responsible for replacement cost of lost or damaged books. Teachers maintain a record of the number and condition of issued textbooks and conduct book checks periodically throughout the school year. Failure to pay for lost or damaged books will result in a student not receiving a replacement book.

LOST AND FOUND

Parents are encouraged to put children’s names inside clothing and personal things so that items can be identified and returned when a student loses them. Our Lost & Found is located by the Girls Locker Room. Parents may look through the lost and found anytime. Items are emptied from the cabinets at the end of each nine-week, after which time unclaimed items are donated to charity.

TRANSFERS

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

FIELD TRIP POLICY

An original signed field trip permission slip must be returned to the school in a timely manner before a student will be allowed to leave campus on a field trip. Students are given adequate time to get a field trip permission slip signed and returned to school. No student will be allowed to go on a field trip without a signed parent permission form. Elementary students are to wear their T.H. Rogers’ field trip t-shirt, available for purchase (Child size $15; Adult size $18) in the Main Office. We always welcome parent volunteers for field trips, but parents must be cleared the HISD VIPS office. This process may take as long as four weeks, so please plan accordingly.

Parents may be asked to serve as a field trip chaperone to support their child in meeting behavior expectations. Only designated grade-level photographers are allowed to take pictures of students other than theirs.

LIBRARY POLICIES

T. H. Rogers Elementary Library Checkout Guidelines

All elementary students have the privilege of checking out books from our first floor library. They will attend library class once a week on a consistent day and time. If a student has made prior arrangements to go to the library before school, library passes will have been issued by the Librarian for morning admittance.

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

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

Kindergarten
- Students will check out one fiction book the first semester. They will check out one fiction book and one non-fiction book the second semester.
First & Second Grade
- Students will check out one fiction book and one non-fiction book all year.

Third – Fifth Grade
- Students will check out two books (fiction or non-fiction) on their reading level.
- They may check out a third book as a free-choice option on any reading level.

T.H. Rogers Middle School Library Checkout Guidelines
All middle school students have the privilege of checking out books from our second floor library. The library is open 7:30 am – 3:15 pm. All students may visit the library with a pass throughout the day or right after school ends. Sixth grade students will attend library class once a week on a consistent day and time.

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

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

2019 - 2020 T.H. ROGERS K-8 STUDENT DRESS CODE

STANDARDS FOR GOOD GROOMING
As determined by the SDMC Student Dress Code Committee – June, 2018

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

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

Tops/shirts/blouses
- Not permitted——halter tops, plunging necklines and tops that expose the midriff, shoulders and back.
- Tops must be long enough so that the skin is not showing when bending over
- Permitted with restrictions——Tops/shirts/blouses must have at least a 2 inch width at the neck and shoulder. Tank tops must be layered under a shirt, sweater, or jacket. Sheer tops must have a layer underneath.

Bottoms/shorts, pants, skirts, dresses
- Not permitted——cut off clothes, compression shorts or pants, sagging pants (the crotch part of the pants many not sag)
• Permitted with restrictions---opaque leggings may be worn only under a skirt, dress, or loose-fitting top that are no shorter than fingertip length or longer.
• Shorts, skirts, and dress length may be no shorter than 3 inches above the knee (front and back from top of the knee in a standing position)
• Bottoms/shorts/pants/skirts/dresses may not have slits, rips, or tears. Pant lengths should be no longer than the back of the heel of the shoe.
• Belts must be worn with loose-fit shorts or pants, waistlines must match - no low or hip riding waistlines.

Accessories
• Permitted with restrictions---hats, bandanas, caps, head coverings (including hoods on jackets), or sunglasses may not be worn in the school building.

Any questions about appropriate lengths will be settled by administration.

NOTE: The wearing of shorts is a privilege, as is NOT having a school uniform.

Violation of this policy forfeits this privilege!

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

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

GENERAL TRANSPORTATION GUIDELINES

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

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

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

On the bus, students are to follow the same HISD Code of Student Conduct as they do at school. The following are examples of behaviors that are not acceptable on the bus:
• standing or moving about the bus
• inappropriate language
• destruction of property
• sticking heads or arms out of the windows or doors
• taking things that do not belong to other students

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

NOTE: If a bus is equipped with seatbelts, students must wear them!

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

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

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

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

IF YOUR CHILD’S BUS IS LATE IN THE MORNING OR AFTERNOON, PLEASE CALL BUTLER MOTOR POOL (713-556-9400 option 3) TO VERIFY THAT ROUTE’S STATUS FOR THE DAY.

PARENT TRANSPORTATION OF STUDENT TO SCHOOL

When a parent drops off or picks up a student at school, the parent must use the circular drive (‘L-shaped’) on the corner of Bering and San Felipe (east side of campus) for car pool duties. It is dangerous for both car and bus traffic to be in the parking lot at the same time. Students are never to be dropped off or picked up on the Augusta (west) side of the campus.

Once again – for safety reasons, students may only be dropped off in the ‘L-shaped’ driveway in the front of the school – never on Bering or San Felipe. You are welcome to park in the Bering parking lot and escort your student safely across the bus lane to the sidewalk using the designated crosswalk only! IT’S ALWAYS ABOUT SAFETY FIRST!

CAFETERIA REGULATIONS

1. Elementary students are to be seated by homeroom while eating. Students are encouraged to visit with their friends, but they must remain seated. Students are not to get up and visit with students at other tables.

2. Middle school students may go outside in the courtyard when the weather permits. This is a privilege that will be available only as long as the courtyard is kept neat and litter-free. Horseplay, running, throwing food, climbing on tables and in trees, etc., is strictly prohibited.

3. Microwave ovens are for middle school use only.

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

5. All students are responsible for putting their trash in the trashcans. (REMIND THOSE SEATED AT YOUR TABLE OF THEIR RESPONSIBILITIES IF YOU OBSERVE THEM BEING NEGLIGENT).

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

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

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

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

While we do allow middle school students to play with their apps (except social media)/Gameboys etc during lunch, the school is not responsible for loss or disappearance of electronic items. Please lock them up when not in use.

CAFETERIA PROCEDURES

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

CAFETERIA - SCHOOL BREAKFAST & LUNCH PROGRAM

Once it’s been determined whether or not meals are free this school year, this information will be updated and inserted as an addendum.
HALLWAY PROCEDURES

1. Stay to the right at all times in the hallways and on stairs.
2. Walk at all times!
3. Watch out for our students, staff and visitors with special needs!
4. Use kindness and courtesy at all times.
5. Move expeditiously to classes and avoid loitering at all times.
6. Keep the hallways free of litter, debris, and personal items.

All personal items, including clothing, supplies, and projects are to be placed in the student's locker or designated area.

RECESS & PLAYGROUND

Recess is an essential element of the total educational experience for students. PreK-5th students are scheduled for a 30-minute daily recess allotment per teacher schedule. Teachers may decide to provide additional academic support or allow students to work on missing assignments, not exceeding 15 minutes, when needed.

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

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

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

AFTER-SCHOOL ACTIVITIES

All students staying after school must follow these rules:

- Students MUST remain with a certified teacher/coach at all times.
- Students may only go to or work in areas of the school supervised by their teacher/coach.
- Practices, rehearsals, etc. end at 4:15 p.m. unless stated otherwise IN WRITING by the teacher/coach.
- Students report to the front of the school and are expected to be picked up promptly by their rides.
- Students may not leave campus and then return to campus at any time after school unless they are accompanied by a parent. (See HISD Code of Student Conduct for "Leaving Campus Without Permission")
- **AFTER-SCHOOL EVENTS**: Students staying for games are to report to After-Care and pay the $5 fee which covers supervision and entry fee. Students staying for concerts, plays etc – the sponsor will determine with administration the supervision and snack fee per event, as well as volunteer coordination. (NOTE: Volleyball and baseball games usually end by 6:30 p.m., basketball and soccer by 7 p.m.).

Failure to follow these rules will jeopardize a student’s privilege to participate in future events!

PTO (Parent-Teacher Organization)

The THR Community enjoys strong level of support from our PTO! We work in partnership to support our students and staff members. We advocate joining the PTO for all parents and staff and strive for 100% membership each year. We hope that you will join this incredible, hard-working group of dedicated parents.

COURSE SELECTIONS

**ELEMENTARY CORE ENRICHMENT COURSES**

A variety of enrichment activities and programs are provided for elementary students at T.H. Rogers School.

- Art
- Library
- Computer Lab
- Physical Education
- Writers In The Schools (grades 1 – 3)
- American Sign Language
- Music (K-2)
- String Orchestra (3-5)
VANGUARD MIDDLE SCHOOL COURSE SELECTION INFO

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

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

<table>
<thead>
<tr>
<th>SIXTH GRADE</th>
<th>SEVENTH GRADE</th>
<th>EIGHTH GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT</td>
<td>UNIT</td>
<td>SUBJECT</td>
</tr>
<tr>
<td>English 6</td>
<td>1</td>
<td>English 7</td>
</tr>
<tr>
<td>Reading 6</td>
<td>1</td>
<td>Math 7/Algebra</td>
</tr>
<tr>
<td>Math 6</td>
<td>1</td>
<td>World Cultures 7</td>
</tr>
<tr>
<td>World Cultures 6</td>
<td>1</td>
<td>Science 7</td>
</tr>
<tr>
<td>Science 6</td>
<td>1</td>
<td>Chinese/French/Spanish 7</td>
</tr>
<tr>
<td>PE/Health</td>
<td>1</td>
<td>PE/Health</td>
</tr>
<tr>
<td>Fine Arts/Electives</td>
<td>1.5</td>
<td>Fine Arts/Electives 1.5</td>
</tr>
<tr>
<td>Tech apps</td>
<td>.5</td>
<td>Computer Literacy .5</td>
</tr>
</tbody>
</table>

CRITERIA FOR ADVANCED CURRICULUM FOR H.S. CREDIT

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

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

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

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

8th GRADE TEACHER RECOMMENDATIONS FOR HIGH SCHOOL

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

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

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

SCHOOL ACTIVITIES & INTEREST CLUBS

ATHLETICS

All eligible 7th & 8th grade students may participate in University Interscholastic League (UIL) governed sports. Girls’ after-school sports include volleyball, cross country, basketball, swimming, soccer and track. Boys’ after-school sports include cross country, basketball, baseball, swimming, soccer and track. 6th graders are encouraged to participate in our club-level baseball team try-outs. We also offer intramural volleyball, basketball, and dodgeball to all students in grades 6-8 during lunch at varying times in the school year – our PE coaches will gauge interest by the students at the appropriate time.
COMPUTER LAB
Students are scheduled into the computer lab through numerous academic, core enrichment or elective classes.

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

ODYSSEY OF THE MIND
Odyssey of the Mind teams are formed by parents for local and national competition. The school supports our teams with registration fees and publicity. If interested, please look in school communications for important organizational announcements.

MATH CLUB (GRADES 2-8) INCLUDES UIL MATH, MATHLEAGUE.ORG, MATHOLYMPIAD & MATHCOUNTS (6-8)
Students who join the Math Olympiad program will compete in problem solving contests. You may join by signing up with the sponsor. Students who join the MathCounts Club will compete in problem solving contests including the school MathCounts competition. The top four students will represent the school at the city contest.

MUSINGS
Musings is the school literary magazine containing poetry, prose and art work by our elementary and middle school students. Let your ELA teacher know you are interested in contributing to Musings.

NATIONAL JUNIOR HONOR SOCIETY – Middle School
What is National Junior Honor Society?
Established in 1929, the National Junior Honor Society (NJHS) is one of the nation’s premier organizations established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

Today, it is estimated that more than one million students participate in activities of the NHS (High School) and NJHS (Middle School). NHS and NJHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school activities and community service.

(Taken from www.nhs.us. Accessed 7/3/18)

Who is eligible for NJHS?
In accordance with national standards set by NJHS, students will first qualify for an invitation through their demonstration of success in the area of scholarship. That means, students in 7th or 8th grade with a cumulative GPA of 3.60 on a 4-point scale will receive an invitation to fill out an information sheet. Students will then fill out the information sheet to give examples of their accomplishments in the remaining areas of Leadership, Service, Character, and Citizenship. Therefore, just because a student qualifies based on their cumulative GPA (scholarship), does not mean they will not automatically be inducted into the NJHS.

Who chooses inductees into the NJHS? After students fill out an information sheet and the required recommendation forms (3) from teachers and a community mentor/sponsor all their qualifications will be reviewed by our Faculty Council. Recommendations may not be completed by a parent/guardian. The Faculty Council is an anonymous group of faculty members who make final decisions about who will be invited for induction into the NJHS. The Faculty Council also serves as the group who determines if a student should be dismissed because of a failure to meet expectations in one of the five areas of Scholarship, Leadership, Service, Character, or Citizenship. The NJHS sponsors do not have a vote on the Faculty Council and will not be making any decisions regarding acceptance, rejection, or dismissal.
What does an exemplary NJHS candidate look like?

Scholarship: Students who have a cumulative grade point average of 3.60 (on a 4.0 scale), as established by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character (and citizenship for NJHS).

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Students must complete a minimum of 10 volunteer hours to be considered for membership. Hours must be completed before the close of the application submission deadline.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

What do you do in NJHS?
The goal of NJHS is to build leaders and do service. Other than that, the activities are up to the NJHS members. In the past, we have coordinated such activities as canned food drives, a Valentine’s Day sale, and an on-campus peer tutoring program; Homework Helpers.

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

SPECIAL OLYMPICS
T.H. Rogers’ Special Olympics program is offered to RDSPD students in grades 4 - 8. Bowling and track/field competitions are offered on a local and regional basis. UIL rules and policies apply to RDSPD Middle School students.

STUDENT COUNCIL – Middle School
The Student Council is a service organization comprised of Middle School Students from both the RDSPD and Vanguard units. For 2019 – 2020 school year, the faculty advisor is Mr. Platt.

Each representative and officer is required to meet and maintain certain academic and conduct standards in order to qualify for a position on the council. Students must have maintained a minimum of "C" average in all subjects. Students must have and maintain an "S" or "E" average in conduct for each subject, with no reported "P"s in conduct. A "74" or less incurred during the year will result in the student being placed in study hall and not allowed to serve on the Student Council for the next nine weeks grading period. If at the end of the nine weeks the grade is not a "75" or above, the student will lose the position on the Student Council. A student may not go on academic probation for more than one nine week period during the school year. If a student does make a grade of "74" or less in any subject during another nine week grading period, the student will lose the position on the student council for the remainder of the school year.

Each May the officers are nominated and elected for the new school year. The offices are open to any student who is in the seventh or eighth grade with two exceptions: The President must be in the eighth grade and the Vice President in 7th. Candidates must have an overall "S" conduct average, with no office "P"s reported for the second semester. The student body votes during a designated period during the school day.

JUNIOR COUNCIL – Elementary School
The Junior Student Council is a service organization comprised of 3rd, 4th, and 5th grade students, elected by their Homerooms if appropriate. Each representative is required to meet and maintain certain academic and conduct standards in order to qualify for a position on the Council and to remain a representative.
PREVIOUS YEAR: Students must have maintained a minimum of a "C" average, or 75, in all core subjects (Math, Science, Reading, and Social Studies) and have an overall "B" average for the current year. Students must have an "S" or "E" average in conduct for each subject and have an overall "S" conduct average, with no reported "P's" in conduct.

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

STUDENT CARPOOL RULES & PROCEDURES:
The map for carpool and general school traffic is distributed at the beginning of the school year and is accessible on the school website and in the Main Office. Please follow all rules and procedures carefully!

ADDENDUM I: LUNCH DETENTION/I.S.S. RULES & THR CELL PHONE POLICY

<table>
<thead>
<tr>
<th>LUNCH DETENTION RULES</th>
<th>I.S.S. (In-School Suspension) RULES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lunch detention may only be assigned by the assistant principal or principal.</td>
<td>1. ISS may only be assigned by the assistant principal or principal. Parents will be contacted upon their child's assignment to ISS and must participate in a Parent/Administrator conference.</td>
</tr>
<tr>
<td>2. To be admitted, students must have their copy of the lunch detention assignment form.</td>
<td>2. Students are to report to the Main Office (elementary) or West Office (secondary) as soon as they arrive at school. Student MAY NOT go to their lockers without staff supervision.</td>
</tr>
<tr>
<td>3. Students must report to lunch detention within 5 minutes of the lunch bell.</td>
<td>3. Absolutely NO TALKING. Raise your hand if you have a question.</td>
</tr>
<tr>
<td>4. Students are to bring their lunch on the day they are assigned to lunch detention.</td>
<td>4. Student is responsible for all work assigned by their teachers.</td>
</tr>
<tr>
<td>5. Sodas are not allowed in the lunch detention room. They will be confiscated.</td>
<td>5. The staff will proctor any tests assigned by teachers.</td>
</tr>
<tr>
<td>6. Lunch detention takes precedence over any other activity/meeting unless the assigned student is excused by the assistant principal or principal.</td>
<td>6. Students on medication will notify the staff upon arrival.</td>
</tr>
</tbody>
</table>

Additional lunch detentions may be assigned for the following actions:
- Failure to report on time
- Disturbing lunch detention
### CELL PHONE AND ELECTRONIC DEVICE CAMPUS POLICY

All electronic devices (cell phones, music players, game players, cameras, etc...), must be turned off during the entire school day and secured in the student’s locker. Cell phones may be used on campus only with a staff member’s permission, and only for a given circumstance. Confiscated devices (those used without permission, ringing (cell phone) during the school day, etc.) may be retrieved by student’s parents from the appropriate administrator immediately after school and only after the designated time listed below. UNDER NO CIRCUMSTANCES MAY STUDENTS ACCESS SOCIAL MEDIA SITES OR APPS WHILE ON CAMPUS AT ANY TIME.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Phone confiscated</th>
<th>Phone available for parent retrieval</th>
<th>Fee</th>
<th>Other Administrative Action</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Yes</td>
<td>End of day</td>
<td>No</td>
<td>Written warning</td>
<td>- - -</td>
</tr>
<tr>
<td>2nd</td>
<td>Yes</td>
<td>24 hours</td>
<td>$15</td>
<td>Written warning</td>
<td>- - -</td>
</tr>
<tr>
<td>3rd</td>
<td>Yes</td>
<td>3 days</td>
<td>$15</td>
<td>Discipline Referral</td>
<td>According to the Student Code of Conduct</td>
</tr>
<tr>
<td>4th</td>
<td>Yes</td>
<td>7 days</td>
<td>$15</td>
<td>Discipline Referral</td>
<td>According to the Student Code of Conduct</td>
</tr>
</tbody>
</table>

### ADDENDUM II: T.H. ROGERS ACADEMIC HONESTY POLICY

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

The Academic Honesty Policy (AHP) Code

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

**Faculty Responsibility**

Faculty and/or staff members are responsible for:

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

**Responsibility**

Students are responsible for:

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

**AHP Code Violations.....Definitions and Examples**

A Violation of the AHP code is any activity which compromises the academic integrity or subverts the educational process of the school, including, but not limited to, the following:
> Cheating, which is defined as any unethical method used by students to secure information for any assigned work.
> Plagiarism, which is the use of other's ideas or products as one's own.
> Providing or receiving information for unauthorized use during exams, quizzes, or any other assigned work, including homework.
> Copying work from another student on or off campus.
> Any other conduct intended to obtain academic credit fraudulently or dishonestly which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.
> “Cutting and pasting” information from the internet without documenting the resource.

> NOTE: Please refer to the 2019-2020 H.I.S.D. Code of Student Conduct concerning the acts of changing or altering school documents and forgery

Consequences
Administration will refer to the 2019-2020 Student Code of Conduct.

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