

Houston Independent School District

PAUL REVERE MIDDLE SCHOOL

Gerardo Medina
Principal

10502 Briar Forest Drive
Phone: 713-917-3500 Fax: 713-917-3505
www.houstonisd.org/RevereMS
A STEM MAGNET CAMPUS



Honesty, Compassion, Hard Work, Diversity

PARENT - STUDENT AGENDA BOOK 2022/2023

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

PAUL REVERE MIDDLE SCHOOL

ADMINISTRATION & SUPPORT STAFF

Gerardo Medina	Principal
Brandon Pigeon	Associate Principal
Joseph Elkhadem	8 th Grade Assistant Principal
Kristen Jackson-Jordan	8 th Grade Assistant Principal
Twyla Joseph	7 th Grade Assistant Principal
Juan Lopez	6 th Grade Assistant Principal
Ashley Duran	Magnet Coordinator
Kathy Brown Haynes	Dean of Instruction
William Wolf	Counselor
Kathleen Boyd	Counselor
Anita Samuy	Special Education Chair
Adelaida Ramirez	School Secretary

Student & Campus Support

Tara Milam	Student Information Specialist
Gloria Munoz	Attendance Clerk
Brenda Canales	8 th Grade Clerk
S. Martinez	7 th Grade Clerk
Maria Navarrete	6 th Grade Clerk
Stephanie Jo'Oreilly	LEP/GT/Magnet Clerk
Rose Polito	Receptionist
Rebecca Jefferson	Records/SPED Clerk

PAUL REVERE MIDDLE SCHOOL

A STEM MAGNET CAMPUS

10502 Briar Forest Drive - Houston, Texas 77042

PRMS HISTORY

Paul Revere Middle School opened in January 1980. The school has maintained a tradition of excellence since its founding.



The faculty and staff at Revere are committed to preparing students for the dynamic world that we live in. Every student at Revere has a dean and a team of teachers who are dedicated to insuring that the student achieves success and grows as an individual. Teachers at Revere confer and plan together daily to develop an educational plan for the students that promotes engagement, alignment, and rigor. Revere is also the site of one of the premier STEM Magnet school-within-a-school programs in HISD. The magnet school offers advanced work in Science, Technology, Engineering and Math, along with an outstanding selection of math/science electives. The diversity of the Revere faculty and student body is its strength. Our faculty and students come from many backgrounds, neighborhoods and countries representing a United Nations of cultures. Revere students graduate with a strong understanding of different cultures, languages, and customs.

VISION STATEMENT

We are a community which values Honesty, Hard Work, Compassion, and Diversity.

MISSION STATEMENT

Paul Revere Middle School will ensure every student is college and professional bound through rigorous instruction, STEAM-oriented learning opportunities, and innovative classes.

CORE VALUES

Honesty, Compassion, Hard Work, Diversity

SCHOOL HOURS

Monday through Friday from 8:30 a.m. – 4:00 p.m.

CONTACT US

The faculty and staff of Paul Revere Middle School are available to assist you at any time. We value interaction with parents and community members. We may be contacted in person, in writing, by email, or by phone. The main office phone number is 713-917-3500. The school fax number is 713-917-3505. Individual email addresses are listed on our website at www.houstonisd.org/RevereMS. Please make sure that the main office always has your correct contact information.

ADDITIONAL SOURCES OF INFORMATION

Mailings are often sent home from the school, and students will receive a monthly calendar at the start of each month. The School Messenger phone/e-mail message system is also utilized on a regular basis to provide information to parents. In addition, you are encouraged to check the school website regularly at www.houstonisd.org/RevereMS.

PARENT CONFERENCES

Parents may make appointments for conferences with grade level teachers, or grade level administrators by emailing or calling the main office. It is necessary for parents to confirm the date and time of the parent conference with team leaders.

6th Grade: 9:25 – 10:05

7th Grade: 10:25 – 11:05

8th Grade: 1:25 – 2:05

PROGRESS REPORTS & REPORT CARDS

Both progress reports and report cards will be **sent home with the students** every grading period. Report cards will also be mailed home. A School Messenger phone/e-mail message will be sent home the week that the students will receive their progress reports and report cards. Please be sure to contact the main office to ensure that we have your correct mailing address, phone number, and e-mail address. Parents can also receive real-time access to their student's grades through the HISD Parent Student Connect (PSConnect). You can register for PSConnect at <http://www.houstonisd.org/domain/11001>. Information that PSConnect provides access to includes:

- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports
- Report Cards
- Standardized Test Results (STAAR by subject area)
- Curriculum Resources
- Parent and Student Resources

For assistance with PSConnect please contact the front office, or Parent Involvement Coordinator, Samantha Ramirez.

COMMUNICATION

PRMS sends out pertinent school communication via email, TalkingPoints (a campus-wide student, parent, teacher, and administrator communication app), and United States mail. It is important that you are kept abreast of ongoing events, celebrations and relevant information. If you should change your residence, phone or email address, please contact Ms. Milam, campus SIR, to provide the school with the updated information.

PROCEDURES FOR LEAVING EARLY DURING THE DAY

Students are expected to be in school every day. Parents are encouraged to make medical, dental, and personal appointments for the students after school. When a student is to leave the campus during the school day (before 3:50 p.m.), the parent must sign the student out in the main office, provide a valid photo identification card, and sign the student check-out log. If someone other than the parent is checking the student out early, he/she must be listed on the early release form and provide valid picture identification; otherwise, the student will not be released. Written permission is needed from the parent before a student can leave the campus for a field trip or any school-sponsored trip. **There will be no student pick-up after 3:00 p.m. on regular school days.**

AVERAGE DAILY ATTENDANCE

Please ensure that your child is in school daily. Official ADA time is 10:30 A.M. This is the time when we officially take attendance for the state. **It is important that your student is in attendance at this time because this impacts your student's official attendance record and our school's funding.** Parents will be called by the automated system when their student is absent from school. In addition, daily, personal phone calls will be made from grade level offices.

ABSENCES

Upon a student's return from an absence, a student must bring an excuse note. This may be a doctor's note, or a signed parent/guardian note stating the reason for the absence. These notes should be turned in to the grade level clerk or attendance clerk before homeroom as to avoid any penalty of unexcused absences. **Any absence exceeding three (3) days requires a doctor's note. Additionally, no more than three (3) handwritten notes are permissible each semester.** Examples of excused absences are: personal student illness, death of an immediate family member and recognition of religious holiday. Ms. Koroma, at-risk program administrator, will begin home visits and parent-student conferences after three (3) unexcused absences.

ABSENCES- MAKE-UP WORK

Students who are absent will be given an opportunity to make up work upon returning to school. It is the student's responsibility to see that the work is made up. During an extended absence, work may be requested (with 48-hour notice) from the grade level leader. Students will be allowed to make up work on a day for day basis. For example, if a student misses three days of school, he/she has three consecutive school days (excluding holidays) to turn in the make-up work.

ABSENCES- TRUANCY

A student absent from school without the consent of his/her parent or school personnel is considered truant--this constitutes an unexcused absence. Additionally, this is a Level 3 offense according to the HISD Code of Student Conduct. Students who have excessive unexcused absences will be referred to truancy court and may receive a fine. Any absence exceeding three (3) days requires a doctor's note. Additionally, no more than three (3) handwritten notes are permissible each semester. Students who exceed ten (10) unexcused absences will be:

- Referred to an Attendance Committee
- Receive an NG (No Grade) earned due to poor attendance
- Required to attend Summer School

BACKPACKS

Student backpacks must be clear or mesh. Backpacks will be checked daily for compliance daily by administrators and by classroom teachers. Backpacks which are not clear, or mesh will not be allowed to be carried.

CAMPUS BELL SCHEDULE

DAILY BELL SCHEDULE	
TIME	CLASS PERIOD
8:22	Dismiss from Locations
8:30 – 9:20	1 st Period
9:24 – 10:14	2 nd Period
10:19 – 11:09	3 rd Period
11:13 – 11:43	A LUNCH
11:47 – 12:37	4 th Period (A Lunch)
12:41 – 1:15	A Lunch Enrichment
11:13 – 11:47	B Lunch Enrichment
11:51 – 12:21	B LUNCH
12:25 – 1:15	4 th Period (B Lunch)
11:13 – 12:03	4 th Period (C Lunch)
12:07 – 12:41	C LUNCH ENRICHMENT
12:45 – 1:15	C LUNCH
1:19 – 2:09	5 th Period
2:13 – 3:03	6 th Period
3:07 – 4:00	7 th Period

DRESS CODE

Paul Revere Middle School has a mandatory code of dress for all students.

Slacks / Pants / Shorts / Skirts: Pants, Capri pants, knee-length shorts or knee-length skirts must be tan/khaki or navy blue in color and always worn at the waist. No exceptions. A belt may be needed to comply with this policy. Gym shorts and sweatpants will not be allowed to be worn over school slacks/pants. Slack/pant legs will not be allowed to be tied, folded or rolled up. Lycra and spandex are prohibited. Leggings and tights are permitted to be worn underneath skirts during winter. Pants, shorts, capris, or skirts should not have any adornments or logos larger than one (1) inch in diameter. Sagging or baggy pants, jumpers, overalls, and midriff blouses are not permitted.

Uniform Shirts: Solid grey (6th), solid red (7th), and blue (8th) polo shirt or any PRMS-sponsored shirts are required wear. Shirts must be appropriately fitted and have no more than four buttons. Form-fitting or oversized shirts are prohibited. All shirts for boys and girls must be tucked in at all times during the school day. Shirts may not be cut or altered in any way. Only one undershirt is allowed to be worn under a uniform shirt and must be white, black or gray in color.

Shoes: Open-toed shoes, house shoes, slippers, flip-flops, sandals or any shoe without a hard sole or back are not allowed.

Identification Badge: All students must wear ID Badges on a lanyard around their neck at all times. No exceptions. Students without an ID Badge will need to purchase a temporary badge from their respective grade level clerk for \$1. Replacement ID cards are \$5.

Outerwear: Outerwear may be worn during the school day but cannot have a logo or artwork measuring more than two (2) inches in diameter. Outerwear must be red, black, or gray or have a PRMS logo. **Hoods from a hooded jacket or sweatshirt may not be worn indoors at any time.**

Hats and accessories: No hats, caps, bandanas, scarves, ear muffs, hair wraps, combs, picks, costume wear, etc. are permitted on campus unless approved by the principal.

Miscellaneous: Students may not draw words, symbols, designs, or the like on exposed skin. Any exposed tattoos that are deemed inappropriate by administration must be covered. No blankets are allowed on campus. No writing on clothing is acceptable.

Non-Waiver of Dress Code: A note from a parent cannot be used to excuse deviation from the PRMS dress code.

Clothing, jewelry or adornments deemed by administration to be a distraction to the learning environment is prohibited.

PHYSICAL EDUCATION, KARATE OR DANCE PARTICIPATION

State law requires physical education or an elective substitute for all middle school students. All students are expected to dress out for these activities as outlined in the teacher's syllabus. PRMS P.E. uniform are available for purchase for \$20. A physician's statement is required as a waiver from participating in P.E. activities due to health conditions.

ELECTRONIC DEVICES

Electronic devices (cell phones, MP3 players, iPods, game players or the like) and accessories (ear buds, ear plugs and the like) may not be carried or used during school hours. Such devices should be securely stored in backpacks. ***Electronic devices may only be used before or after school hours.*** No exceptions. ***The use of electronic devices during any other time will result in confiscation and a fee of \$15.*** **Only** parents (not students) may retrieve confiscated devices from the school office in the main office from 8:30 A.M. – 4:00 P.M. Only cash or money order will be accepted. As the school is not responsible for loss or theft of such devices, we strongly discourage bringing any electronic devices on campus.

CHROMEBOOKS

Need assistance with your student Chromebook?

If you are having problems with the student Chromebook or charger please follow these steps:

1. Ask the student to first ask a classmate if they know how to fix the problem. Several students are part of our Gator Tech Team and may be able to help.
2. Ask the student to try asking their teacher for help. Several of our staff know how to do basic troubleshooting.
3. If the student has tried steps 1 and 2, have them take the Chromebook and/or charger with them to our campus technologist. Mr. Sam is located on the first floor next door to the downstairs dean's office in room 191.
4. If your student is at home during school hours due to illness, injury, or other circumstances, and the problem is minor, they can email Mr. Sam (jacob.sam@houstonisd.org) or Mrs. Railsback (arailsba@houstonisd.org) for assistance.
5. If your student is at home during school hours due to illness, injury, or other circumstances, and the problem is urgent or more serious, please call the school at 713-625-1411 and ask for Mr. Sam.

Help us help our students take care of their Chromebooks!

If we are not able to treat these devices with care and respect, consequences may result in a student device being taken up by Ms. Johnson or Mr. Flores and not returned.

Stickers:

Students need to remove any personal stickers they have placed on their Chromebooks. The Chromebooks belong to Paul Revere Middle School and should only have the stickers that Ms. Johnson or Mr. Flores has placed on them. Any official stickers need to stay there and not be removed or drawn on.

General Care:

There has been a recent increase in Chromebooks being turned in with severely damaged hinges and/or missing keys from the keyboard.

Students need to be extra careful if they choose to use the device in tablet mode to prevent damage to their hinges. Chromebook keys do not just “fall off” of the keyboard - it takes purposeful force to remove them - and are not covered under the repair agreement we have with Digital Promise because they consider it “intentional” damage.

Chargers:

Students need to charge their Chromebook overnight. We currently do not have any replacement chargers.

If a student chooses to bring their charger to school, they need to keep it in their backpack and make sure they get it back should they choose to loan it to a friend during class time.

Students who do not have working chargers can bring their Chromebook to Ms. Johnson or Mr. Flores and they will charge it for the student during the day. It is the student’s responsibility to come get it later in the day.

Data Usage:

Please monitor how much data your student is using at home. The Chromebooks are not meant for personal use, such as watching videos (that are not embedded into a class in Canvas) or playing games.

There is a setting that allows them to toggle between using your home WiFi and the Verizon Data. Please only use Verizon Data if you do not have WiFi available at home. Do NOT use the Verizon Data as a hotspot for other devices in the home.

TELEPHONE USAGE

Parents and students should take care of personal communications before they separate for the school day. Non-emergency telephone messages will not be delivered to students during the instructional day. Students who need to use the phone in an emergency are allowed to use the phone in their grade level office with permission of an administrator.

Student Expectations

Students are expected to adhere to the policies outlined in the HISD Code of Student Conduct. All disciplinary consequences will be assigned with fairness and respect at all times and in accordance with the campus wide discipline program and the

HISD Code of Student Conduct. All major and minor offenses and consequences are fully described in the HISD Code of Student Conduct.

Levels of Offenses/Overview Acts of misconduct are categorized into the following five levels of offenses:

Level I—Violation of Classroom Rules: Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II—Counselor or Administrative Intervention: Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III—Suspension and/or Optional Removal to a Disciplinary Alternative Education Program: Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or repeated instances of Level I, II, or III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

Level IV—Required Placement in a Disciplinary Alternative Education Program: Criminal offenses as defined in Level IV. This may include any felony, whether school-related or not, unless it is one for which expulsion is required. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior.

Level V—Expulsion for Serious Offenses: Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the district’s Code of Student Conduct by a student while placed in a Disciplinary Alternative Education Program. A finding that a student engaged in an offense listed under Level V constitutes a finding that the student has engaged in serious misbehavior.

TARDIES

Prompt attendance is important as the school day begins and throughout the day. When a student is tardy during first period (**arriving after 8:30 AM**), they will report to the main office for a tardy pass. When a student is tardy to any class throughout the school day, he/she is to report directly to class. If the student has more than three (3) unexcused tardies, consequences will be administered by the grade level administrator, in accordance with the school’s tardy policy.

TEXTBOOKS

A set of textbooks are available for parent pick up before and after school. Parents are financially responsible for these textbooks. Textbooks are the property of the State of Texas and if lost or damaged, must be paid for by the borrower (student/parent).

HALL PASSES

Students need to carry a hall pass issued by their teacher when they are in the hallway for any reason (restroom, main office, or the nurse’s office). Students without a hall pass will be sent back to class.

LOCKERS

Lockers are also available in P.E., Dance and Karate. There is **NO** sharing of lockers.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Athletics and extra-curricular activities play a large part in the development of self-esteem, social skills, and personal growth. All students are encouraged to participate. We are proud to offer one of the most comprehensive athletic program of any HISD middle school. All programs are available to 7th and 8th grade students. Participation is subject to “No Pass, No Play” academic performance restrictions. Appropriate behavior and conduct is also a requirement for participation. Athletic activities include football, basketball, karate, volleyball, cross country, track, soccer, baseball, softball and cheerleading.

BEFORE AND AFTER SCHOOL SUPERVISION

There is no general supervision of students provided by faculty or staff prior to 7:45 a.m. and after 4:15 p.m. Students must be in a school related activity to stay after 4:00 p.m. All students must be off campus by 4:45 p.m.

HOMEWORK

Homework is a necessary part of each student’s educational experience.

Paul Revere Middle School Homework Policy: Homework is important to student learning at Paul Revere Middle School. The purpose of this homework plan is to guide teachers, parents and students in ensuring that homework is meaningful and supports the learning experience for all students.

Definition: Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments

Homework Times and Parameters: Homework assignments include:

- Practice** exercises to follow classroom instruction
- Preview** assignments to prepare for subsequent lessons
- Extension** assignments to transfer new skills or concepts to new situations
- Creative** activities to integrate many skills toward the production of a response or product

For an accelerated course designed to be equivalent to a course at a more advanced grade level, students should expect homework for that class to be consistent with a time expectation for the higher grade level. In addition, students shall be encouraged to allot time to read for pleasure.

Completing and Planning for Homework: The following locations will be available for students to complete homework:

- Library – During lunch
- Library – After school
- Teacher tutorials – After school

Parents are encouraged to check their children’s agendas nightly. Students are responsible for recording pertinent information in their agenda for each class every day.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down any additional assignments in the Frank Black Middle School Agenda
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability
- Produce quality work
- Make sure assignments are done according to the given instructions and completed and submitted on time

Late Work Policy: Late work is defined as work not turned in on time the day it is due and not because of an absence. Ten (10) points will be taken off per day until a zero is reached. **Please see your teacher's syllabus for any additional details.*

Make-Up Work Policy: It is the student's responsibility to get make-up work from his/her teacher(s). Make-up work is not considered late and should reflect the number of calendar days a student has been absent. **This policy was established for those extreme cases where a student misses long periods of school due to unforeseen illness. The rationale is that the student should have enough time to make up all work he/she has missed.*

STUDENT HOLIDAYS

Labor Day	September 5, 2022
Fall Holiday/Teacher work-day	October 4 & 5, 2022
Thanksgiving	November 21 – 25, 2022
Winter Break	December 22, 2022 – January 6, 2023
Martin Luther King Day	January 16, 2023
Spring Break	March 13 – 17, 2023
Chavez/Huerta Day	March 31, 2023
Spring Holiday	April 7 & April 21, 2023
Memorial Day	May 29, 2023

Students will not attend school during professional development days or teacher preparation days.

GRADING

Meaning of Report Card Grades		Report Card (Six Weeks) Dates
90 - 100	A	
80 - 89	B	October 7, 2022
75 - 79	C	November 11, 2022
70 - 74	D	January 13, 2023
0 - 69	F	March 3, 2023
INC	Incomplete	April 20, 2023
NG	No grade assigned due to excessive absences	May 31, 2023

There will be a minimum of two (2) grades per week totaling twelve (12) grades during a 6-week grading period.

Grading policy for elective classes:

Category	Percentage
Classwork	50%
Homework	5%
Quizzes	15%
Test/Performance Assessments	30%

Grading policy for content classes:

Category	Percentage	Minimum # to meet requirement
Classwork	35%	2
Homework	10%	1
Quizzes	25%	2
Tests	30%	2

HISD's MIDDLE SCHOOL PROMOTION STANDARDS

Grade 6	Grade 7	Grade 8
<ul style="list-style-type: none"> <input type="checkbox"/> State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language arts (average of reading and English), mathematics, science, and social studies. <input type="checkbox"/> Students must have sufficient attendance* 	<ul style="list-style-type: none"> <input type="checkbox"/> State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language arts (average of reading and English), mathematics, science, and social studies. <input type="checkbox"/> Students must have sufficient attendance* 	<ul style="list-style-type: none"> <input type="checkbox"/> State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language arts (average of reading and English), mathematics, science, and social studies. <input type="checkbox"/> Students must have sufficient attendance* <input type="checkbox"/> Attain state passing standard on required STAAR exams.

ACKNOWLEDGEMENT & RETURN PAGE

(To Be Returned to Student's Homeroom Teacher No Later Than the End of the First Week of School)

Upon completion of reviewing the agenda book with your student, remove this page, initial all sections and sign at the bottom. Please have your child do the same. Completed forms should be turned in to the homeroom teacher the first week of school.

Please initial by the following Sections:

PARENT INITIALS	STUDENT INITIALS	ATTENDANCE & PROMPTNESS: We have reviewed the attendance and tardy policies. We understand that attendance on every school day and promptness for every class period is a very important part of an excellent middle school experience. We also understand that students who are tardy or have excessive absences are subject to a range of disciplinary actions.
PARENT INITIALS	STUDENT INITIALS	ELECTRONICS POLICY: We have reviewed the FBMS electronics policy. We understand electronic devices such as cell phones cannot be used on campus during the school day. We understand that violation of the policy can result in confiscation, subject to a \$15 retrieval fee. We also understand that investigations for lost or stolen cell phones and/or electronic devices will not occur.
PARENT INITIALS	STUDENT INITIALS	DRESS CODE: We have reviewed the FBMS dress code. We understand that an ID badge is required for every school day and that students without a badge will need to purchase a temporary badge. We also understand that the dress code requires that all students wear their pants at waist level, and that all shirts for both girls and boys must be tucked in at all times. To help ensure a successful school year, we will work to make sure that my child is in compliance with the school's dress code when he or she leaves for school each day.
PARENT INITIALS	STUDENT INITIALS	ACADEMIC SUCCESS: We have reviewed the promotion standards for my grade level. We have also reviewed all of the grading policies, including the homework policy. We understand that homework is a vital part of my academic success and that homework that is not submitted may result in a Friday detention.

I acknowledge that I have read the parent - student handbook with my child and that I have reviewed the expectations and policies at FBMS with my child.

Student's Name: _____ Grade: _____

Homeroom Teacher: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

