

# **BOB LANIER MIDDLE SCHOOL**

## *STUDENT AND FAMILY HANDBOOK*

**2020 - 2021**



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# Introduction

## **BOB LANIER MIDDLE SCHOOL**

An International Baccalaureate Middle Years World School (MYP)

It is a pleasure for us to welcome you to Lanier Middle School, a Vanguard magnet and IBMYP school (Middle Years Programme). It is a place of great enthusiasm, energy, and promise. Each one of you has the potential for great success and can play an integral role in the shaping of our school community. The 2020-2021 school year, despite the differences, can be one of your best years ever if you put forth the effort and make the commitment to be the best learner that you can be. Online platforms and digital resources are in place to ensure that you get the most of the virtual school experience as possible.

The diversity within our student population is wonderful and provides an opportunity to build relationships over time and to enhance your school experiences. We encourage each of you to begin (or to continue) building positive relationships, grounded in respect and civility across our entire school community.

Upon our return, we look forward to seeing you in the halls, classrooms, and cafeteria working hard and enjoying the middle school experience with your peers and teachers, regardless of grade level. We challenge you to embrace and be part of a school community that practices and believes in respect, tolerance, and creates a community of caring and life-long learning.

As we begin to navigate this new year, it may come with some uncertainty. One thing that is certain is that no matter how or where we meet as a campus community, we will continue to uphold the highest standards of Lanier Middle School, together as one.

**Remember always, achievement with honor.**

### **MISSION STATEMENT**

At Lanier Middle School, we provide a relevant and rigorous academic curriculum to encourage students to become self-directed lifelong learners who are innovative problem solvers, effective communicators, open-minded thinkers, and caring participants in their local and global communities.

### **CORE VALUES**

Respect for Self and Community

Continuous Improvement

Life-long Learning

Safety

**ESTABLISHED:** 1926

**MASCOT:** The Purple Pup

**NAMED TO HONOR BOB LANIER:**

Mayor of Houston (1992-1998)

**BORN:** 1925 **DIED:** 2014

**SCHOOL COLORS:** Purple & White with Red Accents

# Lanier Leadership Welcome and Directory

As members of the Lanier leadership team, we strive to provide the best educational experience possible for each and every one of our students. Please know that we are here to assist with anything you may need. If you have any questions or need any assistance, please reach out to your student's assigned administrator, our information can be found below.

## The Lanier Leadership Team

Principal	Dave Wheat	<a href="mailto:dwheat@houstonisd.org">dwheat@houstonisd.org</a>
6 <sup>th</sup> Grade Assistant Principal (A-L)	Jose Cordova	<a href="mailto:jcordov5@houstonisd.org">jcordov5@houstonisd.org</a>
6 <sup>th</sup> Grade Assistant Principal (M-Z)	Michelle Cummings	<a href="mailto:mcumming@houstonisd.org">mcumming@houstonisd.org</a>
Magnet Coordinator 7 <sup>th</sup> Grade Administrator (A-E)	Jennifer Garza- Pender	<a href="mailto:jgarza8@houstonisd.org">jgarza8@houstonisd.org</a>
IB Coordinator 7 <sup>th</sup> Grade Administrator (F-L)	Katie Rhymes	<a href="mailto:kathleen.rhymes@houstonisd.org">kathleen.rhymes@houstonisd.org</a>
7 <sup>th</sup> Grade Assistant Principal (M-Z)	Mindy Zapata	<a href="mailto:mindy.zapata@houstonisd.org">mindy.zapata@houstonisd.org</a>
8 <sup>th</sup> Grade Assistant Principal (A-L)	Cary Cooper	<a href="mailto:ccooper2@houstonisd.org">ccooper2@houstonisd.org</a>
8 <sup>th</sup> Grade Assistant Principal (M-Z)	Marcus Williams	<a href="mailto:mwilli43@houstonisd.org">mwilli43@houstonisd.org</a>
504/IAT Coordinator	Sjerrie Colburn	<a href="mailto:scolburn@houstonisd.org">scolburn@houstonisd.org</a>
Social Worker	Daniel Maluski	<a href="mailto:daniel.maluski@houstonisd.org">daniel.maluski@houstonisd.org</a>
School Nurse	Tina Hechler	<a href="mailto:tina.hechler@houstonisd.org">tina.hechler@houstonisd.org</a>
Technology Specialist	Frolian Natividad	<a href="mailto:fnativid@houstonisd.org">fnativid@houstonisd.org</a>

## DAILY SCHEDULE

Lanier students follow a schedule designed to maximize instructional time for all students. Classes meet every other day for 90 minutes. Each day is designated as either a “Purple Day” or a “Red Day.” At 7:45am students will enter the building and report to the auditorium/cafeteria until the 8:15am morning bell.

### Bell Schedule In Person

<b>Breakfast</b>	8:15 - 8:30am (in PUPS)
<b>PUPS (Purpose, Unity, Principled, Service)</b>	8:30 - 9:05am
<b>P1/R1</b>	9:10 - 10:40am
<b>P2/R2</b>	<b>A-Lunch</b> 10:45 - 11:15am (Lunch) 11:20am - 12:50pm (P2/R2)  <b>B-Lunch</b> 10:45 - 11:30am (P2/R2) 11:35am - 12:05pm (Lunch) 12:05 - 12:50pm (P2/R2)  <b>C-Lunch</b> 10:45am - 12:15pm (P2/R2) 12:20 - 12:50pm (Lunch)
<b>P3/R3</b>	12:55- 2:25pm
<b>P4/R4</b>	2:30 – 4:00pm

**\*After the first bell rings at 8:15, breakfast is served from carts throughout the school. Students who choose to participate in the breakfast program will get their meal from the cart and must be seated in their 1<sup>st</sup> period class by 8:30. Students will not be in the hallway after 8:30.**

## Virtual Schedule Alternating Block Schedule



	Monday (P)	Tuesday (R)	Wednesday (P)	Thursday (R)	Friday (P)
<b>8:30-9:10</b> <i>Synchronous*</i>	<b>PUPS</b> IB SEL Program	<b>PUPS</b> IB SEL Program	<b>PUPS</b> IB SEL Program	<b>PUPS</b> IB SEL Program	<b>PUPS</b> IB SEL Program
<b>9:10 – 9:15</b>	Break	Break	Break	Break	Break
<b>9:15-9:45</b> <i>Synchronous*</i>	<b>P1</b> ADA @ 10:15 Cluster Planning	<b>R1</b> ADA @ 10:15 Department <a href="#">Planning</a> I&S	<b>P1</b> ADA @ 10:15 Cluster Planning	<b>R1</b> ADA @ 10:15 Department <a href="#">Planning</a> I&S	<b>P1</b> ADA @ 10:15 Cluster Planning
<b>9:45-10:35</b> <i>Asynchronous*</i>	7L & 8M	7L & 8M	7L & 8M	7L & 8M	7L & 8M
<b>10:35-10:40</b>	Break	Break	Break	Break	Break
<b>10:40-11:10</b> <i>Synchronous*</i>	<b>P2</b> Cluster Planning	<b>R2</b> Department Planning Science	<b>P2</b> Cluster Planning	<b>R2</b> Department Planning Science	<b>P2</b> Cluster Planning
<b>11:10-12:00</b> <i>Asynchronous*</i>	6S & 8L	6S & 8L	6S & 8L	6S & 8L	6S & 8L
<b>12:00-12:30</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>12:30-1:15</b>	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
<b>1:15-1:45</b> <i>Synchronous*</i>	<b>P3</b> Cluster Planning	<b>R3</b> Department Planning Lang & Lit	<b>P3</b> Cluster Planning	<b>R3</b> Department Planning Lang & Lit	<b>P3</b> Cluster Planning
<b>1:45-2:35</b> <i>Asynchronous*</i>	6M & 7S	6M & 7S	6M & 7S	6M & 7S	6M & 7S
<b>2:35-2:40</b>	Break	Break	Break	Break	Break
<b>2:40-3:10</b> <i>Synchronous*</i>	<b>P4</b> Cluster Planning	<b>R4</b> Department Planning Math	<b>P4</b> Cluster Planning	<b>R4</b> Department Planning Math	<b>P4</b> Cluster Planning
<b>3:10-4:00</b> <i>Asynchronous*</i>	6L, 7M & 8S	6L, 7M & 8S	6L, 7M & 8S	6L, 7M & 8S	6L, 7M & 8S

\* As defined by the [Purple PUP Parent and Resource Guide](#)

## Academics

### Grading at Lanier

Lanier Middle school believes in a holistic grading approach that emphasizes each student’s strengths. Lanier Middle School has standard categories for all courses. Each category is assigned a weight to ensure a student’s grade is calculated using a valid and reliable scale. A minimum of 2 grades will be assigned each week. Teachers will post grades on a weekly basis.

### Grading System:

#### Criteria for Grading Academic Subjects:

90 – 100	Excellent work quality, mastery
80 – 89	Good work quality; consistent effort
75 – 79	Satisfactory work; average
70 – 74	Work quality is below expectations
69 or below	Failing

#### Criteria for Grading Conduct Traits:

E	Excellent Behavior
S	Satisfactory; cooperates readily
P	Poor behavior; below average
U	Unsatisfactory behavior

### The District Grading Policy, HISD Board Policy EIA (LOCAL), includes the following provisions:

- A classroom teacher shall be required to assign a grade that reflects the student’s relative mastery of an assignment.
- A classroom teacher shall not be required to assign a minimum grade for an assignment without regard to the student’s quality of work.
- A student may be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

### Grading Notification

- Lanier is on a 6-week grading cycle.
- At the end of the first three weeks of each grading period, students will receive a “progress report.” Progress reports are an excellent way for both families and students to monitor academic progress, behavior, and attendance.

- At the end of the 6-week grading cycle, students will receive a “report card”. Report cards serve as a notification of the final grade for that grading cycle.

#### **Standard Categories across the campus:**

- **Homework (10%):** Independent practice that is assigned to be completed outside of the classroom, or classwork not completed under the teacher’s supervision and needs to be completed outside of school. Homework may not count more than 10% of the 6 weeks grade.
- **Classwork (35%):** An activity or task under the direct supervision of the teacher that allows teachers and students to identify the level of mastery of an objective.
- **Quizzes (15%):** Assessments that cover a part of a unit and provide information to teachers, so they can adjust instruction and implement remediation or enrichment.
- **Projects/Tests (40%):** Assessments that cover a whole unit and determine a student’s mastery of all objectives in the unit.
- **IB Grade (Scale of 0-8 and weighted at 0):** As an IBMYP campus, teachers are required to report out student’s achievement level for each subject’s four-assessment criterion. Each subject area will report student’s achievement level using the MYP achievement rubric scale of 0 to 8.
- **Objective Testing (Weighted at 0):** Campus or district-created common assessments based on the district’s scope and sequence. These assessments are used as benchmarks to determine which objectives have been mastered and which objectives need more support. They inform instructional practices.

#### **Absences in relation to grading:**

- The number of days afforded for make-up work will be equal to the number of days absent.
- During an extended absence (3 days or more), work may be requested from the classroom teacher.
- It is the student’s responsibility to request the missing assignment from the teacher.

#### **Late Work:**

- Late work is any assignment that is not completed by the time class starts on the due date.
- Late work will be accepted for up to two class-periods after the assignment is due.
- If the late assignment is submitted at the start of the next class after its due date, a 20% deduction in the grade will result.
- If the late assignment is submitted at the start of the second class after its due date, a 50% deduction in the grade will result.

#### **Failing Grades**

- A parent must be notified by email or telephone, prior to the end of a grading cycle, if the student has failed the course for the report card.
- Students who receive a failing grade on any assignment, in any category, need to initiate the conversation with that specific teacher to make up the assignment.

#### **Incompletes:**

- A teacher will give a grade of “incomplete” for a grading cycle to any student who does not complete assignments or assessments due to excused absences or other circumstances.
- The grade of “incomplete” must be resolved in the first week of the following grading period and the updated grade will be reflected on the next report card.

#### **Extra Credit:**

- A teacher may offer classroom-wide extra credit at his or her discretion. Extra credit may only be given for academic work.

### **Academic Honesty**

Lanier Middle School has a long history of high academic achievement. Lanier's longstanding motto, "Achievement with Honor," exemplifies the high academic standards and virtues that are so closely intertwined in a place of learning. Academic dishonesty is defined in The Code of Student Conduct as "Cheating, plagiarism, or copying the work of other students." In the event a student takes part in one or more acts of academic dishonesty he/she will incur consequences as follows:

- 1st offense: "0" on academic work, parent contact; Friday administrative assigned detention.
- 2<sup>nd</sup> & 3<sup>rd</sup> offense: "0" on academic work, parent conference; In-School Suspension (ISS)
- For any subsequent academic dishonesty, additional consequences will be administered at the discretion of an administrator.

### **Midterm/Finals in HS Credit Courses**

- Midterms and finals are given in all high school credit courses and will account for 25% of student's final grade.
- There will be no opportunity for retakes on midterms/finals.

### **Virtual (HISD re-opening plan)**

Students are expected to complete assigned learning activities each day, showing proof of participation in daily virtual instruction by satisfactorily engaging with assigned learning activities and completing assignments in the HUB.

Teachers will measure student progress based on completed and submitted assignments. Parents and students should communicate with the teacher when in need of additional learning support. Grades will be taken during each grading cycle of the 2020-2021 school year.

- All cycle grades will be used in the calculation of the final average for any class.
- Final exams will be administered for all high school credit courses.
- Teachers will record grades weekly, which will be available for parents and students to access through the HISD Connect Parent Portal (log-in information provided by campus).

Teachers will receive support and guidance on effective grading practices to ensure consistency in grading for both virtual and in-person students.

- Teachers will use existing district support systems to track student data, measure academic progress, and determine the need for additional instructional supports and interventions.

## **Attendance**

### **Face to Face**

Attendance is taken 5 times every day. When a student is absent for one of those classes, the parent/guardian is to call the Attendance Office (713) 942-1900 Ext. 057105 before 10:00 AM., and report the absence by giving the following information: student name, grade, and reason for absence. You can also email our attendance clerk at [mlee20@houstonisd.org](mailto:mlee20@houstonisd.org).

Upon returning (from an absence) to school, the student is required to bring a written excuse/note from a parent/guardian or doctor/dentist stating the reason for the absence to the attendance office. Written excuses should be in the school's possession no later than three school days after the date of the absence or tardy. The three-day period begins with the day the student returns to school. Failure to provide a proper excuse note (within three days of return to the school) will result in an absence being considered as an unexcused absence.

Excuses for absences 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
- or "any other cause acceptable to teacher, principal, or superintendent"

### **Chronic Absences**

In HISD, missing more than 10 percent (or 17 days) of the school year can lead to a student not receiving a grade or being retained, but more importantly, it represents lost time in the classroom and a lost opportunity to learn. For complete details on HISD's attendance policy, please refer to the Houston ISD Attendance Policy.

### **Appointments**

Our state-required daily attendance is taken every day at 10:15 AM. Please schedule your appointments (dentist, doctor, orthodontist, etc.) after school. In the event it is necessary to miss instructional time for an appointment, please schedule the appointment so that you do not leave class until after 10:15 AM. There is no pick-up from 3:20 PM–4:00 PM; therefore, parents please do not plan appointments that would require a pick-up time during the last 40 minutes of school. Additionally, please do not schedule appointments during state-mandated exams (STAAR, EOC). A testing calendar can be accessed on Lanier's website.

### **Virtual (HISD re-opening plan)**

Students who are engaged in daily learning as defined below will be considered "present" and will not be marked absent.

- Participation in the HUB, the HISD Learning Management System and completion of independent reading and work assignments.
- Interaction with teacher via Microsoft Teams as part of live or small group instruction, and/or submission of assignment(s) via the HUB.
- When unable to submit via the HUB, students can submit assignments via emails, photos, phone conferences or other forms of documentation.

Students who have not met at least one of the three requirements above by the following times will be marked absent:

- Elementary schools - 2:30 p.m.
- Middle/K-8/High schools – 3:30 p.m.

Absences can be resolved if the student engages in daily learning assigned by their teachers by 11:59 p.m. that same day. Parents and students will receive absence notifications via School Messenger after 6:00 p.m. each day and will be reminded of the opportunity to resolve that day's absence.

If a student is engaged in remote learning and completes the entire weeks' worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday only and counted "absent" for Tuesday-Friday.

State law and Houston ISD Policy still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

## **Communication**

### **Clusters**

To create smaller communities within Lanier's large school setting, all students will be assigned to a cluster. Clusters are a team of core teachers (Math, Science, Language and Literature, and Individuals & Societies) who share a group of students. A student can be placed in Clusters L, M, or S which stands for Lanier Middle School. Each cluster has a Cluster Leader, this is your go to person for any concerns you may have about Lanier.

### **Conferences**

Communication is the means by which we forge a partnership between the faculty and staff of Lanier MS and our parents. Conferences may be arranged as a face-to-face meeting or via phone or email. Arrangements may be made for face-to-face parent conferences with individual teachers, and grade level administrators. Parent/teacher meetings must be prearranged. There will be no meetings held on a drop-in basis. Email is the preferred method of initiating communication; however, you may call the school at 713-942-1900 to schedule a conference with teacher(s). A list of email addresses for the entire Lanier staff can be found on the school's website. Administrators, teachers and staff will reply to emails within a 24 to 48-hour period. Please be advised that all visitors to the building must sign in at the reception area in the front foyer with their photo identification to receive a visitor's pass. During the virtual period, all conferences will take place via Microsoft Teams.

### **HISD Connect Parent Portal**

Each student will have access to their grades and assignments via the HISD Connect Parent Portal. Please ensure that you check on your students grades daily, to stay abreast of all grades and assignments.

### **Microsoft Suite**

All students in HISD have a Microsoft Suite account. Students can access Outlook, Teams, Word and various other platforms affiliated with Microsoft Suite. Each student can log in using their 7-digit student ID number ([s1234567@online.houstonisd.org](mailto:s1234567@online.houstonisd.org)) and their password which is their date of birth (MM/DD/YYYY).

### **Purple Page**

Each week, the Purple Page will be electronically delivered to parents that have registered their email on the Lanier PTO website.

### **Website**

We strive to ensure that our website is as up to date as possible. Please visit our website for information in relation to upcoming events, vital campus policies, and contact information for our staff.

## Conduct

Lanier Middle School is committed to ensuring all students receive a high-quality educational experience in a safe school environment. It is our expectation that all students exhibit the highest standards of behavior to create a positive and welcoming school atmosphere for all.

The Houston Independent School District has approved a districtwide Code of Student Conduct which defines systemwide expectations for student behavior and provides means for constructive student-administrator relationships. Students and parents are expected to become familiar with the provisions of the districtwide Code of Student Conduct and the rules and regulations adopted and implemented by individual schools based on their School-Based Discipline Management System. Students are also expected to abide by the policies set forth in the Code so that they can get the most out of their years in school.

### **Levels of Offenses/Disciplinary Options:**

All levels of offenses lend themselves to various disciplinary options. Lanier Middle School abides by the HISD Student Code of Conduct when determining disciplinary options.

Acts of misconduct are categorized into the following five levels of offenses:

**Level I**-Violation of classroom rules; generally corrected by the teacher and/or parent contact.

**Level II**-Offenses that are more serious in nature or a continuance of Level I misconduct; require administrator intervention.

**Level III**-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.

**Level IV**-Criminal offenses which may include any felony, whether school-related or not. Such offenses require placement in a Disciplinary Alternative Education Program:

**Level V**—Serious offenses that 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.

## Extracurricular Activities

### **Athletics**

Athletics programming in the Houston Independent School District is an integral component of the total educational structure. Athletics offer positive and meaningful experiences that assist in enhancing the growth and development of young men and women.

Lanier Middle School offers an array of sport opportunities for all grade levels in both the fall and spring semesters and we are proud of the strong athletic program that exists at Lanier Middle School. Participation in all athletic activities is subject to the UIL "No Pass, No Play" restriction. Students must maintain a 70 or above in all classes and all E's and S's in conduct to participate in athletics. Students are required to submit all necessary athletic paperwork, including a medical evaluation by a physician, prior to the full try out process, in order to be considered for any sport.

For questions regarding the Lanier athletic program, please visit our school website or contact our Lanier Athletic Director, Stephen Cabell, at [scabell@houstonisd.org](mailto:scabell@houstonisd.org).

## **Clubs and Organizations**

Extracurricular clubs and organizations at Lanier Middle School promote teamwork, school spirit, and friendship. Each student is encouraged to become a part of the extracurricular life of the campus. To participate in any extracurricular activity, a student must be passing all subjects as indicated by UIL standards and demonstrate exemplary behavior. Lanier offers many after school or before school extracurricular opportunities. For a full list of clubs and organizations, please visit our school website.

## **Health Services**

### **Counseling Services**

Guidance services are available on an as-needed basis to assist the student in achieving success and coping with the challenges of middle school life. Support is offered for students struggling with issues related to anxiety, depression, friendship skills or any other issues impacting their mental well-being. Information is available on test-taking skills, extracurricular activities, dates of tests scheduled, career choices, as well as other academic, social, vocational, or personal concerns. Any student or parent may make an appointment with the school social worker. Teachers will also make a referral if they see or hear anything concerning related to a student. Counseling services are generally provided as intervention, crisis, and short-term support. Students who need long term, ongoing, services will be offered resources outside the building.

### **Social-Emotional Support**

The HISD Social-Emotional Learning department offer webinars in English and in Spanish for students, staff, and families focused on maintaining social and emotional health. Session topics include mindfulness, stress management, and the warning signs of depression and anxiety. Additionally, a mental health hotline is accessible to HISD students and families.

### **Illness/Nurse**

When students are not feeling well or ill, they should always go to the nurse's office. Students should not call/text parents directly without visiting the clinic. This policy/procedure allows for open dialogue as to why your child is not feeling well. Students that text/call their parents directly for their parents to pick them up will receive an unexcused absence.

### **Immunizations**

All students are required to have current and updated immunizations as required by law. It is the responsibility of the student and parent to provide the school with an accurate immunization record. A student may not attend school without documentation of state required immunizations. Exclusions from compliance are allowable on an individualized basis for medical and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

### **Medication at School**

Administering of medication is allowed (by the school nurse) only by order of a physician and with parental consent as recorded on HISD form 40.3740. This form must be on file in the clinic before the medication is administered. Medication is only administered during school hours when it is deemed medically necessary. All medication must have a pharmacy label on the container. Students bringing medication to school are to take it to the nurse in the clinic immediately upon entry to the building. A student may never be in possession of medication to self-administer. **(Exception: In the case of asthma, the physician expressly orders the student to carry an inhaler and meets the above stated criteria.)** Over the counter medications may only be administered in accordance with the policy as stated above. If you have any questions or concerns regarding the administering of medication at school, please contact the school nurse, at **713-942-1900, Ext. 109**

# International Baccalaureate

## IB MYP Assessment Policy

IB requires teachers to assess using the four MYP objectives/assessment criteria for each subject group in each year of the programme. Across a variety of assessment tasks (authentic performance of understanding), teachers use descriptors in MYP rubrics to identify students' achievement levels against established assessment criteria. MYP assessment uses a "best-fit" approach in which teachers work together to establish common standards against which they evaluate each student's achievement holistically.

The MYP assessment criteria across subject groups can be summarized as follows:

	<b>MYP Criterion A</b>	<b>MYP Criterion B</b>	<b>MYP Criterion C</b>	<b>MYP Criterion D</b>
<b>Language and Literature (Literacy)</b>	Analyzing	Organizing	Producing Text	Using Language
<b>Mathematics</b>	Knowing and Understanding	Investigating Patterns	Communicating	Applying Mathematics in Real-World Contexts
<b>Sciences</b>	Knowing and Understanding	Inquiring and Designing	Processing and Evaluating	Reflecting on the Impacts of Science
<b>Individuals and Societies (Social Studies)</b>	Knowing and Understanding	Investigating	Communicating	Thinking Critically
<b>Language Acquisition</b>	Comprehending Spoken and Visual Text	Comprehending Written and Visual Text	Communicating	Thinking Critically
<b>Arts</b>	Knowing and Understanding	Developing Skills	Thinking Creatively	Responding
<b>Physical and Health Education</b>	Knowing and Understanding	Planning for Performance	Applying and Performing	Reflecting and Improving Performance
<b>Design (Technology)</b>	Inquiring and Analyzing	Developing Ideas	Creating the Solution	Evaluating
<b>MYP Projects</b>	Investigating	Planning	Taking Action	Reflecting
<b>Interdisciplinary</b>	Disciplinary Grounding	Synthesizing and Applying	Communicating	Reflecting

Teachers will create task-specific rubrics using the MYP 0-8 achievement scale to convey progress on MYP objectives. Students' achievement levels on each of the subject's four criteria will be assessed twice over the course of the school year.

Summative assessments will be recorded on the Parent Connect Portal (Power School) but will not be weighted in the student's final average. Parents and students will see the achievement measured using the MYP 0-8 achievement scale for all subject areas. The official academic grade is recorded in the Projects/Tests category.

## **IB Learner Profile**

*As IB learners we strive to be inquirers, communicators, thinkers, risk-takers, knowledgeable, principled, caring, open-minded, balanced, and reflective.*

## **Policies and Procedures**

### **Uniform Policy**

#### *Virtual*

All students should present themselves in a positive fashion. Students must wear appropriate clothing, free of vulgar, profane or inappropriate words or pictures. Please also ensure that the background images are school appropriate.

#### *Face-to-Face*

For the 2020-2021 school year, our school uniform policy will be suspended. However, students must wear appropriate clothing, free of holes and tears and without vulgar, profane or inappropriate words or pictures. Students must also wear shoes that have no open-backs or open-toes.

Lanier administrators will determine if any issue related to student dress, including any not listed above, is a violation of the student dress code. We encourage you to make wise choices! Students in violation of dress code will receive consequences deemed appropriate by Lanier administration.

### **Campus Visitors**

Campus Visitation will be limited to essential visitors who have previously scheduled appointments. All visitors must wear masks when inside an HISD school or building.

- Non-essential visitors, including those registered through the HISD VIPS process, should utilize virtual meetings, when possible. Lunch visits are prohibited.
- Non-essential deliveries — such as food, personal items, homework, musical instruments — are prohibited
- All meetings will be held virtually unless a face-to face meeting is absolutely required. In such cases, the meetings must be held in designated conference rooms, scheduled in advance, and limited to 10 people, all of whom must adhere to social distancing.

### **Personal Protective Equipment Protocols**

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

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

### **Physical distancing Protocols**

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

- Classrooms and office spaces will be reconfigured to ensure 6 feet of space between desks.
- Physical distancing signage and floor markers will be installed throughout schools and buildings as a reminder

- Student movement throughout the campus will be minimized as much as possible to reduce contacts.
- Students and staff will be encouraged to use no touch greetings.
- Elevator capacity also will be limited to three people.

### **Entry Screening Protocols**

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

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

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

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

## **Technology**

### **Technology Checkout-Virtual**

All Lanier students should have access to the internet, as well as a laptop, home computer or Chromebook during the HISD virtual learning period. iPads, cellphones and tablets are not adequate for students to complete necessary activities and assignments during the virtual learning period. If your student needs a device or hotspot, please reach out to your child’s assigned administrator for the 2020-2021 school year.

### **Internet Safety**

Lanier Middle School implements an internet safety policy which includes educating students on cyber-bulling, appropriate online behavior, and social networking. All students must abide by all laws, regulations, the Student Code of Conduct, Acceptable Use Policy, and other related HISD security policies.

### **Privacy**

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Students and qualified parents can view certain educational records of the student online through HISD’s Parent Student Connect portal. These records are safeguarded through all available means, and access will be restricted to parents/guardians and the student through the use of usernames and passwords.

**Acceptable Actions:** HISD students may use the network and electronic services provided by HISD to pursue educational activities. Students will learn how internet resources can provide valuable educational information. Students will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate, nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.

- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

**Unacceptable Actions:** Improper use of electronic services provided by HISD is prohibited. Be prepared to be held accountable for your actions and for the loss of privileges if this Acceptable Use Policy is violated. Actions that constitute unacceptable use include, but are not limited to, the following:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or alteration of HISD's default computer image.
- Do not violate copyright laws or participate in any criminal activities punishable by law.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another's folders, work, or files.
- Do not pursue internal or external "hacking," use anonymous e-mail sites, spread viruses, initiate spam, or attempt to access inappropriate material.

All HISD students are granted access to all electronic services available. If you DO NOT want your student to have access to electronic services, please complete and submit the opt-out form and access will be denied.

## **Cell Phones**

### *Face-to-Face*

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource, if used appropriately. We encourage our staff members and students to use electronics and other 21st century devices to supplement instruction and learning. Therefore, Lanier students are allowed to possess cell phones/electronic devices on campus. In order to preserve the teaching and learning environment and ensure student safety, students must adhere to the following rules regarding cell phone/electronic device usage:

- During school hours, the use of electronic devices is limited to before the 8:15am bell and upon exiting the school building after the 4:00pm bell.
- Students may NOT use cell phones or any other type of electronic device during instructional periods (and PUPS/Study Lab class) unless the teacher has given prior permission.
- Students may NOT use cell phones or any other electronic device during passing periods, lunch periods, after-school detention or tutorials, during emergency drills, practices for extracurricular events and field trips.
- Cell phones and all other electronic devices should not be visible during school hours, unless given prior permission by a campus administrator or classroom teacher.
- Cell phones and all other electronic devices should remain off or on silent during school hours.
- Using a cell phone to record or video tape is prohibited.
- Students are not permitted to possess radios, MP3 players, video or audio recorders, DVD players, cameras, games or other electronic devices at school unless prior permission has been obtained by campus administration.
- Headphones/earbuds/earpieces may not be visible or worn during school hours.

If a student is found in violation of this policy, the following discipline will be administered:

- The cell phone/electronic device will be confiscated.
- In accordance with Texas Education Code 37.082, a \$15 administrative fee will be collected.
- A parent must accompany the student to retrieve the confiscated item.
- Payment of administrative fees and return of cell phones/electronic devices will be conducted in Office B, daily, from 4:00pm – 4:30 p.m. (Arrangements can be made for after 4:30pm)

## Virtual Learning Netiquette

- **Video:** Microsoft Teams gives you the option to use the camera feature and show your face to the class. You are strongly encouraged to have your camera for active participation.
  - Your teachers will let you know when camera use is not allowed for their class.
  - Only show your face with the camera and be conscious of your surroundings and actions.
  - Students must wear appropriate clothing, free of vulgar, profane or inappropriate words or pictures.
- **Audio:** Enter class with your audio muted unless instructed otherwise by your teacher. Please refrain from muting adults and peers.
- **Written Communication:** The chat feature on Teams and digital applications is for academic communication only.
- **Be on time** to your virtual classes according to the schedule you received. You will receive whole class instruction for the first 30 minutes of each course.
- **Be present**, just like in physical class.
- **Be focused** on the academic instruction.
- **The Microsoft Teams platform is NOT a social media tool and is strictly reserved for academic purposes.**
- **DO NOT SCREENSHOT ANY IMAGES FROM YOUR CLASSES AND USE THEM FOR ANY PURPOSE. This is a serious violation of HISD's cyberbullying policy, and we will apply the harshest consequences allowed by the HISD Code of Student Conduct.**
- **Cyberbullying is a very serious offense, and any violations of the policy will be handled swiftly by your grade level administrator.**