



# **PERSHING MIDDLE SCHOOL**

## **STUDENT HANDBOOK**

**2023-2024**

## ***A Message from the Principal***

As principal of Pershing Middle School, I have the privilege of working with an extraordinary group of students, a dedicated and hard-working faculty and staff, and an active and supportive parent community. Combined we strive to meet the diverse needs of our students in a way that fosters critical thinking while enriching their lives with meaningful experiences.

Our curriculum goes beyond the traditional textbook so that students are provided an opportunity to connect their learning to hands-on and real-life experiences. Our fine arts program allows students to express their inner creativity, and our award-winning athletic teams bring out the best in our athletes. These three components of education help provide a well-rounded experience for our diverse student population.

A child's education depends on more than just what the teachers do in the classroom. We depend greatly on the support and involvement of all parents. Our generous PTO helps us maintain our programs as well as provide resources for teachers and our school.

We are proud of our accomplishments at Pershing Middle School; however, we continually raise expectations for ourselves. Our commitment to Pershing Middle School and our students is what sparks the love of learning in both us and our students.

Sincerely,  
Dr. Steven Shetzer  
Principal

## **OUR MISSION**

*By challenging students to reach their academic and personal potential, we believe we can help all students become productive and successful members of our global society.*

## **OUR VISION**

*Empowered by Diversity, Inspired by Success, and Committed to Lifelong Learning*

## ASSISTANT PRINCIPALS

Assistant Principals are responsible for the discipline management of the students assigned to them. Parents and students can contact their Assistant Principal if they have any concerns or questions regarding discipline/behavior.

Alpha Split	Assistant Principal	Email Address
A-C	Tyesha Beller	<a href="mailto:Tyesha.Beller@houstonisd.org">Tyesha.Beller@houstonisd.org</a>
D-H	Maria Garrett	<a href="mailto:Mgarret5@houstonisd.org">Mgarret5@houstonisd.org</a>
I-M	Carrie Curtis	<a href="mailto:Ccurtis1@houstonisd.org">Ccurtis1@houstonisd.org</a>
N-R	Christian Sonier	<a href="mailto:Christian.Sonier@houstonisd.org">Christian.Sonier@houstonisd.org</a>
S-Z	Albert Fernandez	<a href="mailto:Alberto.Fernandez@houstonisd.org">Alberto.Fernandez@houstonisd.org</a>

## ATHLETICS

Pershing Athletics offers an array of sport opportunities for all grade levels. During the fall semester, 7<sup>th</sup> and 8<sup>th</sup> grade students can participate in the following sports: Cross Country, Cheerleading, Volleyball (girls only), Football, and Basketball.

The spring semester offers several indoor and outdoor sports which include: The second half of Basketball, Swimming, Soccer, Lacrosse, Track and Field, Softball (all grade levels), and Baseball (all grade levels). Our coaches are dedicated to our students and our athletic program. The “Coach’s door” is always open for our students in every way!

To participate in athletics, students are required to submit a medical evaluation form, a parent permission form, and a transportation permission form, if necessary. The medical evaluation form requires students to have a physical examination by a medical practitioner.

Students who wish to participate in extracurricular activities or sports must have **passing grades in all classes, all E’s and S’s in conduct, and no Level IV discipline referrals**. Students will be expected to obtain a teacher’s signature for each of their classes each week to participate in athletics. If these requirements are not met, the student is academically ineligible to participate in extracurricular activities, including sports. Students can also be suspended from one or more games for not following the HISD Student Code of Conduct.

If you have any questions regarding athletics please contact our Athletic Director, Coach David Burgan.

## ATTENDANCE

If absent, students must bring a note from a parent/guardian to the **Attendance Office** (Main Office) explaining the absence. Students should NOT give the note to a teacher, dean, coach, bus driver, friend, or anyone else. Upon returning to school, students have 3 days to turn in the note to the Attendance Office.

### The note needs to include:

- the student’s first and last name, grade, and ID number
- date(s) of absence and reason for absence
- a parent/guardian signature and date of signature
- phone number for verification

**Once a student returns to school, he/she will be allowed one day per each day of absence to make up work.**

## **EXCUSED ABSENCES**

Absences are excused for personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous as publicized by HISD, participation in school activities with permission of the principal, juvenile court proceeding documented by a probation officer, pre-approved visit to another HISD school, HISD recognized religious hold days, and doctor or therapy appointments (a doctor's note is required). Any personal illness absence that lasts 3 or more days requires a doctor's note to be considered excused.

**All other absences are unexcused.**

## **COMMON UNEXCUSED ABSENCES**

Car trouble, oversleeping, traffic, Metro bus issues, being out of town (vacations), and trips not sponsored by HISD/Pershing are all examples of **unexcused** absences.

## **TARDY POLICY**

For a student to be considered on time to class, students must be in the classroom when the bell rings. The tardy policy applies to every period.

### **CONSEQUENCES FOR TARDIES**

- 5 tardies = lunch time detention and the parent contacted by an administrator
- 10 tardies = after school detention and the parent contacted by an administrator
- 15 tardies = loss of privilege (removal from sports, dances, clubs, etc. for remainder of cycle) and parent contacted by an administrator
- 20 tardies = loss of privilege for the remainder of the semester and parent conference
- 25 tardies = loss of privilege for the remainder of the year and parent conference

Tardy sweeps will occur randomly. Students caught in a tardy sweep will receive after school detention and their parents will be contacted by an administrator.

**Rewards will be provided on a cycle basis as an incentive for those students who have no tardies in a single cycle.**

## **OTHER LATE ARRIVALS**

When HISD buses arrive late to Pershing, students should go to the Attendance Office to obtain an excused tardy pass to class. Students arriving late on Metro buses or via car should go to the Attendance Office to obtain an **unexcused** tardy pass to class.

Students arriving late from a doctor's/dentist's appointment must submit a medical note to the Attendance Office upon arrival to receive an excused pass to class. If the student does not have a note, they will receive an **unexcused** tardy pass to class.

## **LEAVING SCHOOL EARLY**

Students with an appointment must have their parent/guardian come to the Attendance Office to sign them out. Please allow enough time for the Attendance Office staff member to get the student out of class. We DO NOT release students without a parent/guardian signing them out with the Attendance Office.

## **AWARDS & RECOGNITION**

We believe students should be recognized for academic achievement and attendance. To that end, students will be recognized each cycle for "all A" honor roll and perfect attendance. Additional awards and recognitions will occur throughout the year.

## BEHAVIOR EXPECTATIONS & CONSEQUENCES

At Pershing, we have high expectations for our students and are committed to creating an environment in which they can succeed. Disciplinary consequences are designed to deter the student from making errors in judgment or engaging in misconduct that interferes with the student's (or other students') ability to be academically successful.

### CODE OF STUDENT CONDUCT

HISD's Code of Student Conduct (<https://www.houstonisd.org/codeofconduct>) is available to all parents and students and describes disciplinary offenses and how the district handles them. Parents are responsible for ensuring that their children adhere to the rules and conventions of proper behavior while at school. The Code of Students Conduct includes a form that requires both the student's and parent's signatures and must be returned along with other forms in first day or registration packet.

Misconduct is categorized into five levels:

- Level I – violation of classroom rules; generally corrected by the teacher and/or parent contact.
- Level II – administrator/teacher intervention; generally, more serious in nature or a repeated violation under Level I.
- Level III – misconduct that disrupts the instructional process in class, at school, or during school-related activities; repeated violation of Level I and II offenses; considered to be a serious offense.
- Level IV – criminal offenses; any felony, whether school-related or not, are included here unless it is categorized as a Level V. Such an offense requires removal of the student to a Disciplinary Alternative Educational Program (DAEP).
- Level V – serious acts of misconduct, including assault, possession of weapons, drug distribution, and other criminal offenses.

At Pershing we use a variety of disciplinary measures. Below is a brief explanation of the most used disciplinary measures at Pershing.

- Verbal Warning/Conference: one-on-one conference with student; directive may be given in writing.
- Mediation: A conference between students who are experiencing conflict; a mediation form is used to document agreements between the students.
- Administrative Directive: written directive signed by the assistant principal and student.
- Restorative Circles: a part of Restorative Practices, where students resolve conflict so that all parties feel that the outcome is just and fair and allows for maintaining a positive and healthy school culture.
- Clean Team: check in with assistant principal on duty; clean a specified area for a specific amount of time.
- Detention: Thirty-minute time during lunch or after school; study materials are required; sustained silence. Failure to attend detention will result in ISS.
- Community Service: two-hour Saturday detention requires students to clean up and beautify the campus. Failure to attend community service will result in ISS.
- Education First Program: used for first-time drug/alcohol offenses. Students participate in an online drug/alcohol program and meet with a drug/alcohol counselor. Students are required to complete the Education First online program during a mandatory **Saturday** session. Failure to complete program can result in a DAEP placement.
- **Per House Bill 114, possession, use, distribution, etc. of a vape on district property or at a district event, by law, requires placement in a disciplinary alternative education program.**
- In-School Suspension (ISS): student attends school in one classroom for all periods; scheduled breaks; heightened structure; coursework provided by regular teacher; sustained silence;

extracurricular participation is suspended for the duration of the assignment. Placement can be from 1 to 5 days.

- Loss of Privileges: student may be banned and/or removed from a Pershing sport, club, event, etc.
- Out of School Suspension (OSS): student is prohibited from being on the Pershing campus and is prohibited from attending any HISD school related activity/event. Placement can be from 1 to 3 days.
- Disciplinary Alternative Educational Placement (DAEP): Level III/IV offenses ranging from 30-180-day placement. Student is required to withdraw from Pershing to attend DAEP.

## BELL SCHEDULE

Alternating A/B (Red/Grey) block schedule

PERIOD	TIME
1 <sup>ST</sup> /5 <sup>TH</sup>	8:30 – 10:00
PASSING	10:00 – 10:05
2 <sup>ND</sup> /6 <sup>TH</sup>	10:05 – 11:35
PASSING	11:35 – 11:40
3 <sup>RD</sup> /7 <sup>TH</sup> /LUNCH	11:40 – 1:55  <b>A CLASS</b> 12:15 – 1:55 <b>B CLASS</b> 11:40 – 12:10 12:50 – 1:55 <b>C CLASS</b> 11:40 – 12:45 1:25 – 1:55 <b>D CLASS</b> 11:40 – 1:20  <b>A LUNCH</b> 11:40 – 12:10 <b>B LUNCH</b> 12:15 – 12:45 <b>C LUNCH</b> 12:50 – 1:20 <b>D LUNCH</b> 1:25 – 1:55
PASSING	1:55 – 2:00
ADVOCACY	2:00 – 2:25
PASSING	2:25 – 2:30
4 <sup>TH</sup> /8 <sup>TH</sup>	2:30 – 4:00

## **BULLYING**

Pershing Middle School maintains a no bullying policy. This includes but is not limited to slurs, jokes, threats, displays of bigotry, and offensive verbal, graphic, electronic, or physical conduct directed towards another person for any reason. Students and school personnel should report bullying to their grade level counselor or assistant principal. Pershing may respond to bullying in the following ways:

- Have students fill out an incident report detailing their experiences
- Conference with individual students and a stay away agreement signed by all parties
- Disciplinary action such as detention or suspension may result based on the severity of the bullying behavior.

## **CELEBRATIONS**

We believe that students will have more success if they are shown how to do the right thing rather than focusing on what not to do. We will have various celebrations throughout the school year to recognize students who are “caught doing the right thing,” show perfect attendance, and other accomplishments.

## **CELL PHONE & ELECTRONIC DEVICES**

In this time of immediate access to communication, we want to ensure that the learning environment is not disrupted by outside communication. As such, if a parent needs to get vital information to a student, they may leave a message with the main office. Students will be able to access their mobile device at the conclusion of the school day.

Students can bring their mobile devices to school, but they must always be turned off and out of sight. This includes iPads, smart watches, earbuds/headphones, or another other non-school provided device that transmits a cellular or wireless signal. **While students are allowed to have these devices, Pershing Middle School is not responsible for lost or stolen items. The administration will not investigate stolen electronic devices as they should have been out of sight to begin with.**

If an electronic device is on but the student is not actively using it, teachers will ask the student to turn the device off and put it away without judgement, confiscation, or consequence.

Consequences for active use of a mobile device usage are as follows:

Item will be confiscated and turned into grade level administrator and the student’s parent will be notified of the infraction. Student will be able to pick up device after paying \$15 fee.

Further consequences for repeated incidents will be at the discretion of the administrator.

## **CAMPUS VISITORS**

All campus visitors must check in at the Main Office, provide proof of identification, and wear a visitor’s badge on the front of their chest. For the safety of our student body, all campus visitors who disrupt and/or fail to comply with these guidelines are subject to a trespassing citation from our campus officer. Unless an appointment has been prearranged with administrator or campus personnel, we do not allow visitors during the lunch hour.

## **ADMINISTRATOR-PARENT CONFERENCE VISITS**

From time to time, we understand that a parent may need to meet with an administrator. We ask that if it is a classroom issue, you please meet with the teacher first to try to resolve the issue. If you need to meet with an administrator, please contact the administrator via email or phone to set up a conference time. Administrators are often in classrooms, at duty, or in meetings and cannot meet at a moment's notice. If it is an emergency, please come to the Main Office and ask to speak with the Principal's Administrative Assistant. She will try to get an administrator to meet with you as quickly as possible.

## **PARENT-TEACHER CONFERENCE VISITS**

Parent-teacher conferences should be set up during the teacher's conference time, before school, after school, or during a time when the teacher is relieved of classroom responsibilities. Upon check in at the Main Office, the teacher will be notified of the parent's/guardian's arrival.

## **CLASSROOM VISITS**

To maintain the educational environment of the classroom, a classroom visit must be set 48 hours in advance with teacher and administrator approval. A classroom visit is limited to no more than 15 minutes, and the visitor must be accompanied by an administrator. The purpose of the classroom visit is to observe your own child, and not the teacher or another student. Younger children (siblings, relatives) are not permitted in the classroom.

## **CLINIC**

A registered nurse is on duty in our clinic each school day. The clinic opens fifteen minutes before school and closes fifteen minutes after school. During the school day, students must have a pass from a school official to visit the clinic. In case of emergency, the school official will use the information on the student enrollment card, so please have your parents keep this information updated.

## **ADMINISTERING MEDICATIONS AT SCHOOL**

School Board Policy (in accordance with TEC 22.052) prevents nurses, teachers, administrators, or coaches from administering medications of any kind at school without proper consent. **A student may NOT carry any type of medication** with him/her except for students with asthma or life-threatening allergies requiring an Epi pen who have paperwork on file with the nurse in the Clinic. Medications are required to be kept locked in the Clinic. A written medication permission form with original signatures of both a parent and the prescribing physician must accompany all medication including self-administration prescriptions for asthma or Epi pens. Each medication must be in its original container with an affixed prescription label listing the patient for whom the drug was prescribed, the drug name, and the proper dosage and administration route information. This includes over the counter medications. Medication and Treatment Forms are available in the Clinic.

## **COMMUNICATION**

Pershing Middle School believes that communication between home and school is important to a student's educational success. We value and encourage parental involvement. Should you have questions regarding your student's performance, please use the list below to see the steps to initiate contact:

1. Contact your child's teacher directly.
2. If the problem is not resolved, please contact your child's counselor.
3. If the matter remains unresolved, please contact your child's grade-level assistant principal.
4. If you still feel your matter has not been resolved, please address your concerns with the principal.

**TEACHERS** – every staff member at Pershing Middle School has an email address. Contact the teacher directly with questions concerning grades, attendance, and classroom behavior.



SCHOOL COUNSELORS – the school counselors are available to address concerns regarding academic placement, course selection, and social/emotional concerns.

ASSISTANT PRINCIPALS/PRINCIPAL – an administrator will become involved in an unresolved issue only after a parent/guardian or student has first directly communicated with the teacher and/or school counselor.

Communication courtesy – please allow up to 48 hours for staff members to return phone calls or emails. We ask that you make an appointment when you wish to meet with staff members.

## **COMPUTERS, INTERNET & EMAIL POLICY**

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. The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of HISD technology resources may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by governmental authorities. The complete HISD Acceptable Use Policy for Electronic Services for Students and the opt-out form may be accessed on the HISD and Pershing MS Website.

## **INTERNET SAFETY**

In compliance with the Children's Internet Protection Act ("CIPA"), the Houston Independent School District is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyber bullying, appropriate online behavior, and social networking as required by Broadband Data Improvement Act.

1. HISD has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. This control also applies to other forms of communication such as e-mail, chat rooms, social networking sites, instant messaging, etc. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials.
2. The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the HISD network.
3. Students shall not reveal personal information, including name, home address, telephone number, photos, etc. on the Internet. The students are advised never to access, keep, or send anything that they would not want the public to see.
4. Students shall not meet in person with anyone they have met only online.
5. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.
6. Students must abide by all laws, regulations, the Code of Student 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.

## **ACCEPTABLE AND UNACCEPTABLE ACTIONS**

HISD students may use the network and electronic services provided by HISD to pursue educational activities. Students will be expected to follow accepted rules of network etiquette. 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. The HISD Code of Student Conduct addresses the consequences for violations.

## **COUNSELING SERVICES**

The Pershing Counseling department provides services to meet the needs of assigned students, consults with teachers, staff, and parents to enhance effectiveness in helping students, and provides support to other educational programs. The counselors are also available to counsel individuals and small groups of students with problems and refer students with complications to appropriate program specialists or community agencies.

### **What problems can I bring to my counselor?**

Your counselor can assist with school, family, and personal issues. Most conversations with a counselor are kept confidential. Your counselor will talk to you more about the limits of confidentiality.

### **I am being teased and/or bullied. What can the counselor do to help me?**

The most important thing to realize about bullying is that we need to know that it is happening to you before we can do anything to help. Once we know what is happening, we can take steps to help remedy the situation. The steps we take include but are not limited to:

- Helping you develop appropriate responses to bullying.
- Conducting student mediations and establishing social agreements.
- Maintaining contact with administrators about the situation and recommending disciplinary action when appropriate.

Please do not hesitate to contact the counselors if you have any questions about how to improve your school experience. We will always work to answer your questions and/or help you get connected with the appropriate resources.

<b>Alpha Split</b>	<b>Counselor Name</b>	<b>Email</b>
A-K	Sherman Parker	<a href="mailto:Sparker4@houstonisd.org">Sparker4@houstonisd.org</a>
L-Z	Camula Stanfield	<a href="mailto:cstanfie@houstonisd.org">cstanfie@houstonisd.org</a>

## **DRESS CODE**

The purpose of Pershing’s Dress Code is to ensure a safe learning environment and to promote a climate of effective discipline that doesn’t distract from the educational process.

All students will be checked prior to entering the building to ensure that dress code is followed. Students who are out of dress code will have to call their parents to bring their dress code clothing or they will be placed in In-School Suspension for the day. Students who need financial assistance with dress code shirts/sweatshirts/PE uniforms, may see our Wraparound Specialist.

## SHIRTS

- T-shirts and polo style shirts in grade-level color. T-shirts must have the Pershing logo and can be purchased from the school store. Polo style shirts must be plain grade-level color.
- Grade-level colors:
  - 6th Graders - Grey
  - 7th Graders - Red
  - 8th Graders – Black
- Students may not wear the Pershing PE shirt as an outer shirt.

## BOTTOMS

- **Pants**
  - Standard solid black or tan khakis, fitted at the waist and extending to the ankle. **Jeans are NOT allowed.**
  - The following are not permitted: (1) sagging pants; (2) leggings or sweatpants; (3) holes or other designs; (4) cargo pants; (5) pajama bottoms.
- **Shorts**
  - Solid black or tan khaki shorts, fitted at the waist and extending to the knee. No cargo or Athletic shorts are allowed. PE shorts may NOT be worn outside of the PE.
- **Skirts**
  - Solid black or tan khaki skirts. May not be shorter than 3 inches above the knee.
  - Only solid tan, solid white, or solid black leggings may be worn under skirts; length of skirt must be the same with or without leggings.

## SHOES

- Closed toe, closed heel shoes must always be worn (i.e., tennis shoes, Vans).
- For safety reasons, Crocs, platform shoes, spiked heels, combat boots, steel-toed boots, or any backless shoes (including clogs, house shoes, flip-flops, and sandals), and shoes with rollers/wheels are not allowed.
- **CROCS are not medical shoes. If a student has a foot injury and cannot wear a regular shoe, the student must wear a surgical shoe/boot.**

## OUTER GARMENTS

- **Only non-hooded sweatshirts with the Pershing logo are allowed.** Sweatshirts must be in their grades' assigned color (Grey for 6th grade, Red for 7th grade and Black for 8th grade).
- Zipped outer coats/jackets are also allowed if student has on dress code shirt underneath. No nicknames are allowed on jackets.
- Blankets are never allowed on campus.

## PE UNIFORMS

- PE uniforms must be purchased from the school store and have the Pershing logo on them. Black sweatpants, joggers or leggings are allowed when the temperature drops below 50 degrees. Gymnastics, Dance, and Karate have their own class uniform requirements.

## FRIDAY DRESS

- Students may wear a Pershing spirit-shirt, club or team shirt, or college shirt each Friday. Students must still follow the dress code policy for bottoms.

## **IDENTIFICATION CARDS**

- All students are always required to have a Student Identification Card on while attending school.
- Students are not allowed to deface identification cards. Information on the ID must be clearly visible.
- Replacement "ID" cards cost is \$5.00. Lanyard replacement cost is \$1.00.
- IDs are required to attend all Pershing events.

## **ADDITIONAL DRESS AND GROOMING REGULATIONS**

- Jewelry that distracts from the educational process is not allowed.
- Wallet chains or dog collars are not allowed.
- Head wear (hats, caps, bandanas, scarves, etc.) or hair grooming devices (combs, picks, etc.) are not allowed. Head wear worn for religious purposes is always allowed.
- Sunglasses are not allowed.
- Tattoos or a marking from markers or pens on exposed skin are not allowed.

## **THE SCHOOL ADMINISTRATION IS THE FINAL ARBITRATOR ON WHAT DETRACTS FROM THE EDUCATIONAL PROCESS**

## **GETTING TO AND FROM SCHOOL**

Although there are many ways to get to Pershing Middle School (car, bike, walk, etc.), the use of non-traffic causing means of transportation is highly encouraged. Please observe the following rules and precautions for the safety of all students.

7:45 a.m. – Gym & Cafeteria open for students. Administrators and Counselors on duty

8:20 a.m. – Students released to go to first period of the day

8:30 a.m. – School begins

4:00 p.m. – School ends

### **Drop-off & Pick-up Lane**

Families are to use the drop off lane on Blue Bonnet Blvd. for drop off and pick up only. Once your child is safely dropped off, please move your car to ensure that all families have space in the drop-off lane. Cars are not permitted to park at any place on the drop off lane during drop-off and pick-up times. Please observe all street signs.

### **Bus Lane**

Braes Blvd. is reserved for HISD buses dropping off and picking up students.

### **Parking Lots**

The parking lots on Stella Link and Braes Blvd are for staff parking only. Parents are not allowed to drop-off or pick-up in the parking lots. Parents who are visiting Pershing may park in the lot on Blue Bonnet, or directly in front of the school after 8:30 a.m.

## **GRADING**

Pershing Middle School has standard categories for all core, foreign language, and elective courses (except Fine Arts and PE). Each category is assigned a weight and minimum number of grades so that no one assignment counts more than 20% of a student's overall grade. A minimum of 2 grades will be assigned each week. Teachers will post grades on a weekly basis.

*Definition of categories:*

- Classwork/Quizzes/Homework is an activity or task that allows a teacher and a student to identify what students already know, or have learned, as well as areas for intervention and remediation.

Class work can include an activity or task that a student performs or works at repeatedly for the purpose of improving or achieving proficiency. Participation is not an adequate form of assessment so no grades will be given for participation only (except Fine Arts and PE). Major projects are not considered classwork. **Weight = 60%**

- **Tests/Performance Assessments/Projects** (at least two per cycle) are assessments based on the district's standards-based curriculum that measure the skills and knowledge that a student has mastered. Specifically, performance assessments are assessments based on observation and judgment of the quality of a skill or product. Performance assessments are products, performances, and projects (e.g., essay artwork, visual representations, models, multimedia, oral presentations/recitations, lab experiences, live/ recorded performances). **Weight = 40%**

### **Absences**

Students who have absences will be given 1 day or until the next time the class meets (upon receipt of missing assignments) for every day of absences to turn in their missing assignments. It is the student's responsibility to request the missing assignment from the teacher.

### **Late Work (not associated with an absence)**

Students are expected to turn assignments in by the due date; however, we understand that situations may arise that cause an assignment to be late from time to time. If a teacher grants a student permission to turn in an assignment late, the student must turn it in the next school day. Work received after the next school day will be considered late and students will receive 10 points off. After two days, late work does not have to be accepted. Students with an extended time accommodation will be provided a due date that complies with that accommodation. Assignments not turned in will still be recorded as a 0 (zero).

### **Test Reassessment**

Teachers must provide students an opportunity for reassessment for major tests/performance assessments/projects when the grade received on an assessment is below a 70. Teachers will reassess students on the same skill; however, a different variation of the assessment may be given at the teacher's discretion. All reassessments must be completed within one week from the time the assessment is returned to the student. A student's grade in the gradebook for any reassessment will be an average of the original and new grade.

### **Incomplete Six Week Averages**

A teacher may give a grade of "Incomplete" for a grading cycle to any student who does not complete assignments or assessments due to absences or other extenuating circumstances. The grade of "Incomplete" must be resolved by the end of the next grading cycle immediately following the grading cycle in which the incomplete was first given.

### **Midterms and Final Exams (High School Credit Courses only)**

In all high school credit courses, the final exam will count for 10% of the student's final grade. Students may not retake a final exam to receive a higher score.

## **Academic Dishonesty**

**Academic dishonesty** or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. Academic misconduct includes but is not limited to the following:

### **CHEATING**

Cheating includes the following:

- Obtaining work or information from someone else.
- Using unauthorized notes, or study aids, or information from another student or student's paper on an examination.
- Communicating answers with another person during an exam.
- Altering graded work after it has been returned, and then submitting the work for re-grading.
- Allowing another person to do one's work.

### **PLAGIARISM**

Plagiarism is representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgment or citation. Examples of plagiarism include:

- Copying word for word, using specific phrase or terms from a source or reference, whether oral, printed, or on the internet, without proper attribution.
- Paraphrasing (using another person's written words or ideas) as if they were one's own thought.

If you are caught cheating or plagiarizing, you will be assigned a grade of zero for the assignment.

## **FEES**

Students who owe school fees (ex. textbooks, athletics, clubs, etc.) will not be allowed to participate in other extracurricular events such as athletics, clubs, dances, field trips, or any other school related events until all fees are paid. Fees may be paid in the main office on Monday – Thursday from 8:00 a.m. – 4:00 p.m. (exact change, cash only).

## **HALL PASSES**

Students must have a hall pass, signed, and dated by the teacher, to be in the hallway during class time. Students may not be in the hallway during the first 45 minutes or last 10 minutes of any class period.

## **LOST AND FOUND**

If you lose an item, please check the lost and found items stored in the cafeteria hallway and/or the main office. All items not claimed will be donated every two weeks to a local organization of Pershing's choosing. **ALL electronic devices are stored in the main office.**

## **LUNCH PERIODS & LUNCH DELIVERIES**

- Students may use the restrooms by the cafeteria before or during lunch.
- Students may not use the restrooms in the academic hallways during their lunch period.
- Students must report directly to their class **after lunch**.
- Items made of glass (ex. glass bottles) are prohibited on campus.
- Students and/or parents are not allowed to bring food for other students per HISD policy. This includes birthday cakes, cupcakes, cookies, etc.
- A separate table will be provided for students who wish to eat lunch with their parents.
- Microwaves are available in the cafeteria for students to use.
- Due to the limited time for lunch, students should come to school with their lunch or plan on purchasing a lunch each day. It is the student's responsibility to stop by the Main Office to pick up any lunch that is delivered by a parent/guardian.

- We do not accept lunch deliveries from outside companies for students. Deliveries made to Pershing for a student will not be accepted and the driver will be turned away. Additionally, if any student makes an attempt to leave the building to retrieve a delivery, they will be issued disciplinary consequences.

## **PARENT STUDENT CONNECT**

[HISD Connect](#) is an HISD service that allows registered users (i.e., parents and students) to log in to view a student's grades as the data is inputted into the teacher's grading program. HISD Connect also allows the user to view assignments, progress reports, attendance records, achievement test scores, report cards, and more. Users can also set up "triggers" that send an e-mail or text message if a child's grades drop below a selected average or if a student is absent or tardy to class. Information on how to register and use the program can be found at [HISD Connect](#). HISD Connect is the best tool to regularly monitor your child's grades.

## **P.E. UNIFORMS**

Students must wear the official Pershing P.E. uniform for physical education class. These uniforms are available for purchase at the PTO School store. During cold weather, students may wear grade-level-colored sweatpants and any school approved sweatshirt with permission from the P.E. teacher. Jackets and coats are not permitted.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

A major initiative at Pershing Middle School is *Positive Behavior Intervention Supports (PBIS)*, which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behavior involves a continuum of acknowledgements, supports, and interventions.

### **Three Tiers of Intervention**

#### ***TIER I – ALL STUDENTS***

Includes:

- General curriculum enhanced by acknowledgements of positive behaviors, and clearly stated expectations that are applied to all students.

#### ***TIER II – SELECTED INTERVENTIONS***

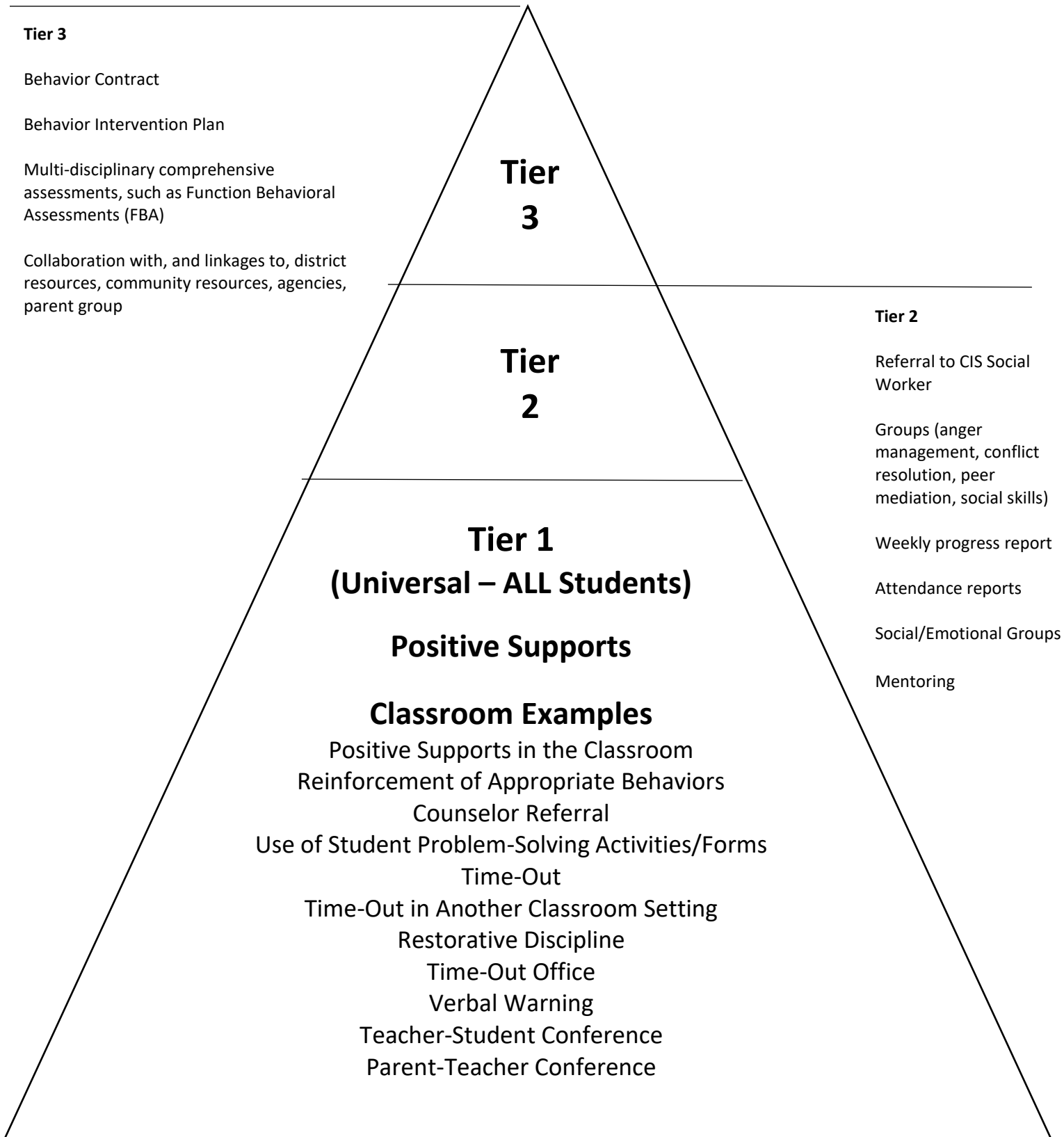
Focus on:

- Specific interventions for students who do not respond to universal efforts.
- Targeted group of students who require more support.
- Interventions that are part of a continuum of behavioral supports needed in schools.

#### ***TIER III – INDIVIDUALIZED INTERVENTIONS***

Focus on:

- The needs of individual students who exhibit a pattern of problem behaviors.
- Diminishing problem behaviors and increasing the student's social skills and functioning.
- Interventions involving functional behavior assessments.





**PERSHING MIDDLE SCHOOL  
SCHOOL-WIDE  
EXPECTATIONS**

**PANDAS ARE**

**ACCOUNTABLE**

**RESPECTFUL**

**SAFE**



# CLASSROOM EXPECTATIONS

## PANDAS ARE:

### ACCOUNTABLE

- BRING ALL MATERIALS AND ASSIGNMENTS TO CLASS EACH DAY
- BE ON TIME TO CLASS
- BE RESPONSIBLE FOR YOUR ACTIONS AND THE ACTIONS YOU COMMIT AGAINST OTHERS
- PARTICIPATE FULLY IN INDIVIDUAL AND GROUP ASSIGNMENTS
- USE APPROPRIATE LANGUAGE AND VOLUME
- PUT ANY BORROWED MATERIALS BAACK WHERE THEY BELONG
- LISTEN WHEN OTHERS ARE SPEAKING OR GIVING INSTRUCTION

### RESPECTFUL

### SAFE

- USE MATERIALS, EQUIPMENT, AND SUPPLIES APPROPRIATELY
- BE OPEN-MINDED TO OTHERS' BELIEFS, OPINIONS, AND IDEAS
- ASK QUESTIONS WHEN NEEDED



# HALLWAY EXPECTATIONS

## PANDAS ARE:

### ACCOUNTABLE

- KEEP HALLWAYS, STAIRWELLS, AND COMMON AREAS CLEAN
- GO DIRECTLY TO WHERE YOU ARE GOING
- USE APPROPRIATE LANGUAGE AND VOLUME
- BE MINDFUL OF STUDENTS LEARNING IN THEIR CLASSROOMS
- KEEP HANDS, FEET, OBJECTS TO SELF

### RESPECTFUL

### SAFE

- WALK FACING FORWARD ON THE RIGHT-HAND SIDE
- FOR STAIRS – WALK TO THE RIGHT



# CAFETERIA EXPECTATIONS

## PANDAS ARE:

### ACCOUNTABLE

- BRING YOUR LUNCH WITH YOU
- THROW TRASH AWAY

- USE APPROPRIATE LANGUAGE AND VOLUME
- USE TABLE MANNERS
- KEEP HANDS, FEET, OBJECTS TO SELF

### RESPECTFUL

### SAFE

- STAY SEATED UNTIL DISMISSED
- EAT YOUR OWN FOOD



## RECORDS

If you need to request a copy of your transcript, including testing records and report cards, you may complete a "Transcript Request" form and submit it to the front office. Our registrar will provide you with your copies within 72 hours (3 business days) of the date your request is received.

If you need to update your personal information such as your address, phone number, or any other contact information you will need to complete a "Student Information Change" form which are in the main office. All information will be verified.

## REPORT CARDS AND PROGRESS REPORTS

Report Cards go home every six weeks and Progress Reports are generated halfway through each grading period. A passing grade is 70 and above. An acceptable conduct grade is "S" (Satisfactory) or "E" (Excellent). Students and parents have five opportunities (3 progress reports and 2 interim report cards) to identify and address any problem before semester grades. **Parents:** If a student does not bring his/her Report Card or Progress Report home, call the school. Many times, students are anxious about their grades and simply do not want to share them with their parent.

## SCHEDULE CHANGES

Schedule concerns should be expressed to the student's Assistant Principal. At that time, the Assistant Principal will document the concern and present it to the principal. Each situation is considered individually and, if appropriate, a schedule change is made. Schedules cannot be changed after the 10<sup>th</sup> school day of each semester.

**Submitting a schedule change request does not guarantee that a change will be made.** There are many considerations that go into building student schedules, and it is not common practice for schedules to be changed unless there are obvious errors or extreme circumstances.

## SCHOOL STORE

The Pershing PTO maintains a school store for most of your school needs. The store carries Pershing shirts and sweatshirts, as well as agendas, pens and pencils, paper, binders, locks, and lots of other school supplies. The Pershing school store is operated by parent volunteers throughout the year.

## STUDENT CLUBS

At Pershing we have a variety of extracurricular clubs that students can participate in. While clubs may change from year to year, the following are typically available for students to join:

- American Sign Language
- Art
- Chess
- ESL International
- Gamers
- Garden
- Latin
- LGBTQ Support
- Project Lit
- Spoken Word

Students who wish to form a new club must find a faculty/staff sponsor, create a proposal, and obtain approval from the principal.

## TRANSPORTATION

Students who live more than two miles from the school in which they are enrolled are eligible for HISD transportation at district-designated stops. Students that live outside of the HISD district or have any type of transfer other than Magnet are not eligible for bus transportation.

1. HISD Transportation Department is responsible for preparing routes and schedules. Please note HISD Transportation, not Pershing, assigns all bus routes to the students and assigns the closest HISD approved bus stop to the student's physical address on file at Pershing Middle School. General information and requests for bus transportation can be made through Pershing Magnet Office.
2. Parent responsibilities:
  - a. **Riding the bus is a privilege and HISD transportation service can be discontinued at any time per the HISD Code of Conduct.**
  - b. Each morning make sure your student is ready to board the bus by arriving at the assigned bus stop 10 minutes prior to pick up time.
  - c. Bus riders are only allowed to ride routes assigned by HISD.
  - d. Alternate pick up and drop off locations should be used only in the event of an emergency.
  - e. Discuss the transportation rules, regulations, and appropriate behaviors with your child.
  - f. School districts are not required by law to provide bus service.
3. Student responsibilities:
  - a. **Riding the bus is a privilege and HISD transportation service can be discontinued at any time per the HISD Code of Conduct.**
  - b. Observe the same conduct rules as you would in the classroom.
  - c. Use appropriate language and be courteous to all persons on the bus.
  - d. Do not eat or drink on the bus.
  - e. Throwing objects out of a window or littering the bus is prohibited.
  - f. Always remain seated, facing the front until you arrive at your destination.
  - g. Obey the bus driver.
  - h. Keep your hands, feet, and head inside of the bus always.
  - i. Respect school property.
4. Bus drop off in the morning is on Braes Blvd. Students are to exit their bus and report directly to their designated grade-level area.
5. Bus dismissal is on Braes Blvd. every afternoon. Students must be at the end of the courtyard **by 4:05 p.m.**
6. When an HISD bus arrives late to Pershing (after 8:30 am), students on that bus will receive a hall pass once they enter the building. Students are to report to their classroom within 5 minutes of their arrival which will be noted on the hall pass.

## TUTORIALS

Tutorials are offered before school, during lunch and/or after school depending on the teacher. Students may attend tutorials with their assigned teacher or any other teacher for the same course. Students should NOT wait until they are failing to attend tutorials. Take the initiative and get help early. Ask your teacher when tutorials are available, look for signs in the hallway, or speak with your Counselor.

## **YMCA AFTER SCHOOL PROGRAM**

Students are encouraged to participate in the YMCA after school program held at the YMCA, McGovern-Stella Link Library, and the Pershing Campus. The program offers enrichment and athletic activities for Pershing students. Parents should contact the Weekly Family YMCA at 713-664-9622 for information.