

POMS 8A Common Policies, Procedures, and Expectations

Contacting Your Teachers

For parents, email is the best way to contact your child's teachers. We can often respond to an e-mail faster than we can a phone call. However, we ask that you give us 24-48 hours to respond to you (as per the district's policy) so we have time to gather any information that could help address your concerns. For students, see below. We may be able to respond before we see you at school. However, we are not constantly checking our e-mail. Try to ask questions before leaving school and the earlier you e-mail us, the more likely you are to get a response.

A House Principal – Carolina Bowman (Carolina.Bowman@houstonisd.org) 713.295.6500 x337-102 (habla espanol)

Teacher Name	Subject(s)	Email	School Phone/Extension	Tutorials Time
Colin Dabbs	US History	cdabbs@houstonisd.org	713.295.6500 x.337-220	Thurs 7:55am
Agnes Ovcharov	Science	MariaAgnes.Ovcharov@houstonisd.org	713.295.6500 x.337-216	Thurs 3:55pm
Amber Parker	English	aparker1@houstonisd.org	713.295.6500 x.337-219	Tues 3:55pm
Mark Redstone	Math, Algebra	mark.redstone@houstonisd.org	713.295.6500 x.337-221	Wed 7:55am

PS Connect

The online grading system is a useful tool for both parents and students to be able to keep up with assignments and grades. We require that all students have a PS Connect account and encourage all parents to have one. If you do not have internet access you can use the school or public library to set up an email account and check PS Connect. To set up, please go to: www.houstonisd.org, drag the arrow over "Students and Parents" and click on "Parent Student Connect."

Weekly Updates

Communication about upcoming assignments, projects, and general school information can be found at <https://www.houstonisd.org/pinoak>, then click on Academics, then 8A.



Late Work

Due dates for classwork and homework will be clearly communicated to the students. If a classwork or homework assignment is not turned in by the assigned due date, the grade is subject to a 20% penalty up until the unit/chapter summative assessment. If the work is turned in after the summative assessment date, the grade will be subject to a 50% penalty. Missing assignments will be designated as MSG in Gradespeed until they are turned in and have been graded. Three late or missing assignments will result in a lowered conduct grade. Teachers are available during TEAM time and scheduled tutorial times to help students with any questions they might have. See individual teacher syllabi for more details regarding individual class times.

Absences and Make-up work

Students should turn in a written note to the main office upon returning from an absence. If students know that they will be absent from class in advance, they should inform the teacher so that they can get class work and do not fall behind in class. If students are absent for an extended period of time, please contact the office or your child's cluster so that arrangements can be made to send work home. *HISD policy allows students the number of days they miss plus one day to complete work from absences.*

Conduct

All students will begin each grading cycle with an 'E' in conduct. Some student behaviors that could result in a lower conduct grade are arriving tardy to class, chewing gum, disrupting the learning environment, turning in assignments late, or coming to class unprepared. For each grading cycle, each teacher will keep a running record of student misconduct in his/her class. The conduct grade will be dropped to an 'S' on the 3rd infraction and noted in GradeSpeed. If the student receives a 6th infraction within that same cycle, parents will be notified, and the student's conduct will be cut to a 'P.' Any and all infractions beyond that will result in a referral to the house principal. *Please note that in cases of severe misbehavior, students may be referred immediately to the house principal and could receive an automatic conduct cut.*

Tutorials and TEAM Time

Tutorials are held before school, after school, and, as needed, during TEAM time. TEAM time is a 20- minute period during the school day on Mondays, Wednesdays, and Thursdays. This time is used as a study hall or for tutorials. It is also an opportunity for students to request assistance from teachers. Morning tutorials require a pass from your teacher; you will not be permitted beyond the front office without one. Ask for this pass the day before you plan to attend.

Professional Emails to Your Teacher

When students need to contact a teacher via email, we expect them to be professional and reasonable. In the subject box of your email message, include your First and Last name and Period Number. Begin the email with **Dear _____**, (teacher). Be clear about the purpose of your email. Close it with your full name. So as to not disrupt our teaching or meetings, please do not ask another teacher to call us in our classrooms during your Study Lab or other electives.

Conferences

All conferences will be held with all core teachers present, and often students are included. We ask that if you have concerns about a single class, please contact that teacher to discuss the issue before scheduling a conference. If you then feel that a conference is needed or if you have more generalized concerns, please contact the cluster leader, Mr. Dabbs at cdabbs@houstonisd.org or 713-295-6500 x.337-220, to make arrangements for a conference. E-mail is the preferred and fastest method of communication, but phone calls will also be returned during the 8A teacher common planning period, which on Blue Days (mostly Mondays and Wednesdays) is during Period 7.

Tardiness

It is crucial that we utilize all of our class time and begin promptly; therefore students who arrive to periods 3-8 late without a pass will automatically be given a cluster detention. If you are late to 1st or 2nd period, report to the A House Office for your tardy pass.

Cluster Detention Schedule

Cluster detentions are assigned for Level I offenses (classroom misbehavior or disruption, excessive tardies to class, failure to participate in class, dress code violations, misbehavior in the hallways, etc.). The student is expected to arrive on time with the detention notification signed by a parent or guardian and remain in the classroom for the entire duration. Failure to do so will be considered an unattended detention. **Unattended or continued detentions will result in a school-wide detentions.** Please make the necessary arrangements for transportation. If you have questions, please notify the assigning teacher by phone or email.

Detention Schedule – Cluster Detentions can be served at any of these times before the “Serve By” Date			
Tuesday (Parker’s room)	Wednesday (Redstone’s Room)	Thursday AM (Dabbs’ Room)	Thursday PM (Ovcharov’s Room)
3:55-4:25pm	7:55-8:25am	7:55-8:25am	3:55-4:25pm

Honesty in Schoolwork

To avoid the problem of having a student tell a teacher s/he turned in an assignment s/he never did, make sure you only turn in assignments as they are being collected. Do not turn in work on the desk if the teacher is not in the room. Work turned in otherwise will not count until the day it is found. Cheating, copying, and plagiarism are Level II offenses and will result in an administrative referral.

Cheating is using outside knowledge (usually your neighbor’s) to assist on an assignment or exam. This includes exchanging information about a test or quiz between members of different classes.

Plagiarism occurs any time you use ideas or words other than your own which are not common public knowledge without citing your source. See your textbook guidelines or handouts for citing sources. When in doubt, ask if you need a citation.

Contact us you have any questions about our policies, procedures, or expectations for your child.

8A Student Information Sheet

To be completed by parent or guardian.

Student Name _____

Birthday _____ Home Phone # _____

Student e-mail _____

Home Address _____

Lives with: mother father both parents other _____

Language(s) spoken at home _____

Allergies or health concerns _____

Parent or Guardian Contact Information

Name _____ Relationship to student _____

Daytime Phone # _____ Cell Phone # _____

e-mail address _____

Name _____ Relationship to student _____

Daytime Phone # _____ Cell Phone # _____

e-mail address _____

Do you have access to the internet at home? Yes No

Do you have a smart phone or tablet which you can bring to school? Yes No

What technology do you have access to at home? _____

Class Information Acknowledgment

I have received the 8A Common Practices and Procedures. I have read and discussed these expectations, including the Late Work Policy and Honesty in Schoolwork with my student.

Parent Signature _____

Date _____

Student Signature _____

Date _____