

Houston Independent School District
FRANK BLACK MIDDLE SCHOOL

Michelle Dean, Principal

1575 Chantilly Lane, Houston, TX 77018
Phone: 713-613-2505 Fax: 713-613-2533
www.frankblackmiddleschool.org
A DUAL LANGUAGE/VANGUARD MAGNET CAMPUS



Motto: *Every Kid, Every Day*

2023-2024 PARENT ~ STUDENT HANDBOOK

This agenda belongs to:

NAME _____

ADDRESS _____


CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

FRANK BLACK MIDDLE SCHOOL

NAME	TITLE	EMAIL
MICHELLE DEAN	PRINCIPAL	mdean@houstonisd.org
Lauren Ayres	Dean of Students--Instruction	layres@houstonisd.org
Benjamin Gibbs	8 th Grade Assistant principal	bgibbs@houstonisd.org
Sarah Simon	7 th Grade Assistant principal	TBD
Christian Martinez	6 th Grade Assistant principal	Cmarti24@houstonisd.org
Dote Williams	Special Education Chair	Dwilli36@houstonisd.org
=====		
Marvella Matias-Segovia	Counselor/Magnet Coordinator	Marvella.MatiasSegovia@houstonisd.org
Anastasia Warren	Dean of Students--Culture	awarren4@houstonisd.org
Kristal Hargrove	Counselor	Kdick@houstonisd.org
Kennetta Evans	School Nurse	Kennetta.evans@houstonisd.org
Alex Ortiz	Media Specialist	Alex.Ortiz@houstonis.org
=====		
Victoria Uresti	School Secretary	vuresti@houstonisd.org
Perla Faz	Finance Clerk	Perla.Faz@houstonisd.org
Marilyn Segura	Student Information Specialist	Marilyn.Segura@houstonisd.org
Macleod Wiliams	Campus Technologist	Macleod.Williams@houstonisd.org
Angelica Perez	Attendance Clerk	Aperez25@houstonisd.org
Karla Mendez	8 th Grade Clerk	Karla.Mendez@houstonisd.org
Alejandra Garcia	6 th Grade Clerk	Alejandra.garcia2@houstonisd.org
Lilia Cerna	Records Clerk	Lcerna@houstonisd.org
Tatiana Castro	SPED Clerk	Tatiana.Castro@houstonisd.org
Illiana Franco	7 th Grade Clerk	Illiana.Franco@houstonisd.org
Vera Ramirez	Receptionist	Vera.Ramirez@houstonisd.org

FRANK BLACK MIDDLE SCHOOL

A DUAL LANGUAGE/VANGUARD MAGNET CAMPUS

1575 Chantilly Lane ~ Houston, Texas 77018

FBMS HISTORY



Established in 1957, Frank Black Middle School is named after a notable Houston educator who was born in 1880 and died in 1932. Frank Black began teaching at the age of 23, served as principal for several educational institutions and was one of the organizers of Houston Junior College, which is now the University of Houston. The school colors are red, black and white. The school mascot is the panther. The crest for Frank Black Middle School includes a pair of laurels representing excellence, surrounding three symbols: an open book representing academics; a pair of running student athletes, representing athletics; and a paint brush and artist palette, representing the arts.

VISION STATEMENT

To build students of excellence in Academics, Athletics, and the Arts.

MISSION STATEMENT

We are preparing students for an ever-changing global community by providing safe experiences of diverse opportunities for growth and acceleration.

CORE VALUES

Integrity **R**espect, **O**wnership, **C**ommunity, **K**indness

SCHOOL HOURS

- Campus Opens (student drop off): 7:45 a.m. and closes at 6:00 p.m.
- Student School Hours (Monday through Friday): 8:30 a.m. – 4:00 p.m.
- Main Office Hours: 8:00 a.m. to 4:30 p.m.

CONTACT US

The faculty and staff of Frank Black Middle School are available to assist you at any time. We value interaction with parents and community members. We may be contacted in person, in writing, by email or by phone. We ask that you please give us 24 – 48 hours to respond to emails and/or phone calls (non-emergency). The main office phone number is 713-613-2505. The school fax number is 713-613-2533. Individual email addresses are listed on our website at www.frankblackmiddleschool.org. Please make sure that the main office always has your correct contact information.

COMMUNICATION

FBMS sends out pertinent school communication via email, the REMIND App (**access code is @h36983 or @fbmspar**), campus and PTO websites (FBMSPTO.org), School Messenger, and United States mail. It is important that you are kept abreast of ongoing events, celebrations, and relevant information. If you should change your residence, phone number or email address, please contact Ms. Segura, campus SIR, to provide the school with the updated information.

For parent access to CANVAS (HISD's Learning Management System), parents may register as an observer by going to <http://www.houstonisd.org/CANVASparents> Student CANVAS page will generate Parent Pairing code.

ADDITIONAL SOURCES OF INFORMATION

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

ARRIVAL AND DISMISSAL PROCEURES

The building will open at 7:45 a.m. Students arriving before 7:45 a.m. will be unsupervised before 7:30 am. At 7:30 am, the Chantilly gate will be monitored by an adult until the campus opens.

Students arriving before 8:20 will report to the following designated areas:

6th graders report to the **Cafeteria** 7th graders report to the **Gym** 8th graders report to the **Theatre**

The following are dismissal areas for Car Riders and/or walkers:

- 6th Grade:** Lamonte side gate behind 6th Grade Annex Bldg.
- 7th Grade:** Grassy area in front of 6th Grade Annex Bldg. Parents use inside car rider lane (lane closest to the building).
- 8th Grade:** Chantilly gate near Karate Room 703. Parents use outside car rider lane (lane nearest parking lot) and Chantilly Ln.

If students have siblings, the older siblings will follow younger sibling. Students should not wait for their rides on private property.

Students who leave campus for any reason may not return to campus without a parent.

Students who remain on campus must be in designated area: After school practices, Tutorials, or After-care.

After-school care will be available from 4 p.m. – 6:00 p.m. and will begin the first day of school. If students are attending, parents must register them via the link below: <https://tinyurl.com/v3snmfsv>

After-care is a resource we provide to our community free of charge because we want our students to be safe and monitored. It is a privilege, not a right. Any student not following procedures in aftercare will be removed from aftercare and made to leave campus.

BELL SCHEDULE 2023 - 2024

DAILY BELL SCHEDULE

Time	Class Period
8:21	Dismiss from Supervised Area
8:30 – 9:22	1 st Period
9:26 – 10:17	2 nd Period
10:21 – 11:12	3 rd Period
11:16 – 11:46	1st LUNCH (6th grade)
11:50 – 12:41	4 th period (1 st lunch)
12:45 – 1:15	6th grade Enrichment
11:16 – 11:46	7 th grade Enrichment
11:50– 12:20	2nd LUNCH (7th grade)
12:24 – 1:15	4 th period (2 nd lunch)
11:16 – 12:07	4 th period (3 rd lunch)
12:11 – 12:41	8 th grade (Enrichment)
12:45 - 1:15	3rd LUNCH (8th grade)
1:19 – 2:10	5 th period
2:14 – 3:05	6 th period
3:09 – 4:00	7 th period



DISTRICT HOLIDAYS

- September 4, 2023 Labor Day
- September 25, 2023 Fall Holiday
- November 20-24, 2023 Thanksgiving
- December 25 - January 5, 2024 Winter Break
- January 15, 2024 Martin Luther King, Jr. Day
- March 11-15, 2024 Spring Break
- March 25, 2024 Chavez-Huerta Day
- March 29, 2024 Spring Holiday
- April 10, 2024 Spring Holiday
- May 27, 2024 Memorial Day

TEACHER SERVICE DAYS

(No School - Students)

- November 7, 2023
- January 8, 2024 (Prep Day)
- February 19-20, 2024
- June 6, 2024

REPORT CARDS

- October 6, 2023
- November 17, 2023
- January 12, 2024
- March 8, 2024
- April 26, 2024
- June 5, 2024

06/24/2023 VU

MAJOR TESTING DATES

Sept. 11—Sept. 22	BOY NWEA testing
Oct. 2—31	PSAT (8 th grade only)
Feb. 19—March 29	TELPAS
March 25—April 26	STAAR Alt 2
April 9--19	STAAR Reading
April 16-26	STAAR Science (Biology included)
April 16-26	STAAR Social Studies
April 23—May 3	STAAR Math (Algebra included)
May 16	AP Spanish Exam

**Testing windows are given. Specific dates will be decided upon by the campus and published in the spring.

All students need to be present for each of their grade level STAAR Exams.

STUDENT HOLIDAYS

Labor Day	September 4, 2023	Teacher PD Days	February 19,20, 2024
Fall Holiday	September 25, 2023	Spring Break	March 11-15, 2024
Teacher PD Day	November 7, 2023	Chavez/Huerta Day	March 25, 2024
Thanksgiving	November 20-24, 2023	Spring Holiday	March 29, 2024
Winter Break	December 25-January 5, 23/24	Spring Holiday	April 10, 2024
Teacher Preparation Day	January 8, 2024	Memorial Day	May 27, 2024
MLK Day	January 15, 2024		

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

AVERAGE DAILY ATTENDANCE

Please ensure that your child is in school daily. ***It is important that your student is in attendance every day all day because this impacts your student's official attendance record and our school's funding.*** Parents will be called by the automated system when their student is absent from any period. In addition, daily, personal phone calls will be made from grade level offices for students who are absent at 10:30 am (ADA time).

Attendance Incentives: **Any grade level with a 97% attendance rate for the week will get to wear jeans on the upcoming Monday. Any grade level with a 98% attendance rate for the week will receive free dress on the upcoming Monday.** We will announce on Friday afternoon and Ms. Dean will send out a REMIND message if a grade level qualifies.

ABSENCES

When a student returns from an absence, they must bring an excuse note. This may be a doctor's note, or a signed parent/guardian note stating the reason for the absence. These notes should be turned in to the grade level clerk or attendance clerk to avoid any penalty of unexcused absences. **Any absence exceeding three (3) days requires a doctor's note. Additionally, no more than three (3) handwritten notes are permissible each semester.** Examples of excused absences are personal student illness, death of an immediate family member and recognition of religious holiday.

COMMON UNEXCUSED ABSENCES: Car trouble, oversleeping, traffic, Metro bus issues, being out of town (vacations), and trips not sponsored by HISD/Frank Black Middle School are all examples of **unexcused** absences.

ABSENCES- MAKE-UP WORK

Students who are absent will be given an opportunity to make up work upon returning to school. It is the student's responsibility to see that the work is made up. During an extended absence, work may be requested (with 48-hour notice) from the grade level dean or directly from teachers. Students will be allowed to make up work on a day for day basis. For example, if a student misses three days of school, he/she has three consecutive school days (excluding holidays) to turn in the make-up work without penalty.

ABSENCES- TRUANCY AND 90% RULE

The state of Texas requires all students to be in attendance a minimum of 90% each semester and does not distinguish between excused and/or unexcused absences. Students who miss 3 or more days during a grading period will automatically trigger an asterisk on their report card for the grading period signaling the student is in danger of losing credit. Students who miss more than 10% of days for a semester class will be assigned credit recovery work at the end of the semester and will receive credit upon completion of the time missed. Students who miss more than 10% of yearly courses will be assigned credit recovery or summer school at the end of the school year to receive credit for the year.

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

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

TARDIES

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.

Prompt attendance is important as the school day begins and throughout the day. If a student arrives after 8:30, they must report to the grade level dean's office for a pass. After 8:44 AM, students must report to the main office. When a student is tardy to any class throughout the school day, he/she is to report directly to the closest tardy station and then immediately to class. Once a student accumulates three (3) unexcused tardies, consequences may be administered by the grade level administrator, in accordance with the school's tardy policy. Per six-weeks:

- 3 tardies – After school detention
- 6 tardies – Saturday detention
- 9 tardies – Saturday detention and parent conference
- Please note—Excessive tardies, after parent conference, may result in more harsh consequences including making up time in ISS during the school day.

Tardy sweeps will occur randomly. Students caught in a tardy sweep will receive immediate consequences ranging from lunch detention to after school detention or possibly remaining in the tardy area until class ends.

HALL PASSES

Students need to carry a hall pass issued by their teacher when they are in the hallway for any reason (restroom, locker, main office, or the nurse's office). Students will receive two passes per teacher per grade period (14 passes). 6th grade students will be given 3 passes per grading period the first semester. Students without a hall pass will be sent back to class or the grade level office if this is a perpetual issue.

PROCEDURES FOR LEAVING EARLY DURING THE DAY

Students are expected to be in school every day. Parents are encouraged to make medical, dental, and personal appointments for the students after school. When a student is to leave the campus during the school day (before 4:00 p.m.) the following is required:

- the parent must sign the student out in the main office
- provide a valid photo identification card
- sign the student check-out log.

If a student leaves school during the school day for an appointment but then returns, the child is not counted absent for the day.

If someone other than the parent is checking the student out early, he/she must be listed on the early release form and provide valid picture identification; otherwise, the student will not be released.

The cut off time to early student pick-up is 3:15 PM. **THERE WILL BE NO STUDENT PICK-UP AFTER 3:15 P.M.**

DRESS CODE

Frank Black Middle School has a mandatory code of dress for all students.

All students are expected to give proper attention to personal appearance and to dress appropriately for the school day, as well as school-sponsored activities. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Backpacks: Student backpacks must be clear or mesh. Backpacks will be checked daily for compliance by classroom teachers. Backpacks which are not clear, or mesh will not be allowed to be carried and will be placed in the grade level dean's office.

Slacks / Pants / Shorts / Skirts: Pants, Capri pants, arm-length shorts or arm-length skirts/skorts must be tan/khaki or black in color and worn at the waist at all times. No exceptions. A belt may be needed to comply with this policy. Gym shorts and sweatpants are not allowed outside of the gym/dojo area. Lycra and spandex are prohibited. Leggings/ tights or shorts must be worn underneath skirts. Pants, shorts, capris, or skirts should not have any adornments or logos larger than one (1) inch in diameter. Sagging or baggy pants, jumpers, overalls, and midriff blouses are not permitted.

Uniform Shirts: Solid red (6th), heather gray (7th), and black (8th) polo shirt or any FBMS-sponsored shirts are required wear. Plain t-shirts, whether long or short sleeved are not allowed as a uniform shirt. Shirts may not be cut or altered in any way. Undershirts must be white, black, or gray in color.

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

Identification Badge: All students must wear ID Badges on a lanyard around their neck, so it is always visible when on school grounds. No exceptions. ID badges should not be kept in backpacks or in pockets. Students without an ID Badge will need to purchase a temporary badge from their respective grade level clerk (\$1). A replacement badge can be purchased for \$5.

Outerwear: Outerwear may be worn during the school day but cannot have a logo or artwork measuring more than two (2) inches in diameter. Outerwear must be red, black, or gray or have FBMS logo. Outwear color is not grade level specific.

Hoods from a hooded jacket or sweatshirt may not cover the head while indoors at any time. Any outerwear that does not meet these criteria must be stored in the student's locker, or the grade level dean's office during the school day. Uniform polo shirt or FBMS spirit shirt must be worn under hoodie. **Hoodies will be confiscated and must be picked up by a parent if students refuse to comply with this policy.**

Hats and accessories: No hats, caps, bandanas, head scarves, earmuffs, hair wraps, combs, picks, costume wear, etc. are permitted on campus unless approved by the principal. Small purses are allowed and must be able to fit in student's backpack. No headbands with protruding ears or eyes will be allowed.
















Miscellaneous: Students may not draw words, symbols, designs, or the like on exposed skin. Any exposed tattoos that are deemed inappropriate by administration must be covered. Piercings of the lips, cheeks and face are prohibited. Earrings are the only piercings permitted. No blankets are allowed on campus. No writing on clothing is acceptable.

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

Jean/Free Dress Days (On specialty days only): May NOT have rips, holes or tears with skin showing.

Free Dress: Free Dress Attire must fall within the school's free dress guidelines. Free Dress Attire cannot include items that are vulgar, obscene, or degrades others on account of race, color, creed, national origin, gender, sexual orientation, or disability. Attire may not promote illegal substances or sexual content. Jeans & Khakis are allowed; distressed jeans are allowed with no rips, holes, or tears.

Clothing, jewelry, or adornments deemed by administration to be a distraction to the learning environment is prohibited. If a student is out of dress code, each grade level office has clean shirts and khaki bottoms for students to use for the day. The student may also be asked to contact his/her parent to bring a change of clothes.

6 th Grade	7 th Grade	8 th Grade
Red collared shirt 	Grey collared shirt 	Black collared shirt 
All Grade Levels		
Khaki or Black Bottoms Include:    Pants Shorts <small>(must be arm length or longer.)</small> Skirts		Backpacks:   Clear or Mesh
Outerwear:    <small>Must be red, grey, or black (not grade level specific)</small>		ID Badges:  <small>ID badges must be on display every day! One will be given to every student during Panther Camp and/or first week of school.</small>
FBMS Spirit Wear:    <small>(Spirit Wear T-shirts can be worn every day with khaki bottoms. Spirit shirts can be purchased at www.fbmspto.org)</small>		

Uniform Shirt: Collared shirt or FBMS spirit shirts only

Shorts, Skorts and Skirts: All shorts, skorts and skirts must be a minimum of an arms-length. **New*****Skirts must be worn with shorts, leggings, or tights underneath.

Black pants must be uniform material. Spandex, active wear, black jeans and sweats are not allowed on uniform only days.

Designated Jean Days: Jeans must be blue or black. Students may not wear jeans that have rips or holes with skin showing. If jeans are patched, patches must be tasteful, and not distract from the learning environment.

Shoes: Slides, flip-flops, slippers are a dress code violation and will not be allowed.

Small purses are allowed but should be kept in backpacks.

Visible temporary/permanent tattoos are NOT allowed and must be covered.

CELL PHONE & ELECTRONIC DEVICES

****Students are encouraged to leave electronic devices at home or locked in their lockers as the school is not responsible for the loss or theft of these 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, parents and students should take care of personal communications before they separate for the school day.

Non-emergency telephone messages will not be delivered to students during the instructional day. Students who need to use the phone in an emergency can use the phone in their grade level office with permission of an administrator. Parents should not communicate with students via their cellphone during the school day and should call the front office if there is an emergency.

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 put away—Cell phone motto = “Away for the Day!” This includes iPads, air pods, smart watches, earbuds/headphones, or another other non-school provided device that transmits a cellular or wireless signal.

Exception to these regulations is when there is permission from school staff to use a mobile device for an in-class activity. Students are expected to have their mobile devices turned off and put away after the activity has been completed. Consequences for active use of a mobile device usage are as follows:

- 1st incident:** If item is seen being used during the school day, the item will be confiscated, turned into the grade level administrator, logged, and picked up by the student at the end of the school day.
- 2nd incident:** Item will be confiscated and turned into grade level administrator and the student’s parent will be notified of the infraction. **A FEE OF \$15. Only parents (not students) may retrieve confiscated devices from the school finance clerk in the main office from 8:00 A.M. – 4:00 P.M.** Only cash or money order will be accepted.
- Further consequences for repeated incidents will be at the discretion of the grade level administrator.

FIELD TRIPS

Field trips will be arranged by teachers or administrators as an extension of the school curriculum. All students are expected to participate in the field lesson as it is a learning activity. Parent approval forms will be sent home to be signed and returned. No student will be permitted to attend a trip without written permission on the appropriate form. The signed permission form must be returned to the teacher no later than two days prior to the scheduled field trip. We reserve the right to deny a child’s participation in a field trip or in co-curricular/extra-curricular activities if classroom conduct (P or U) reflects or any other behaviors indicate that a child’s safety could be in jeopardy off-campus. A parent may be required to accompany their child on the field trip if the teacher has concerns regarding the student’s ability to stay with the group or follow directions. Our group represents the school while on field trips; therefore, the appearance and conduct of everyone should be exemplary. School uniforms or school spirit shirts are required for field trips unless notified by teacher. For fieldtrips requiring transportation by bus, students must ride the bus to and from the site unless receiving school approval before hand due to extenuating circumstances.

LOCKERS

Students will be assigned a locker via their homeroom as needed. **Locker combinations must be given to homeroom teacher and grade level assistant principal.** A combination lock must be used for textbooks and supplies to be properly secured. Students are responsible for any damaged books that are improperly stored in their lockers. Students should not visit their lockers during instructional time. Lockers are also available in P.E., Dance and Karate. There is **NO** sharing of lockers.

LOST AND FOUND

If you lose an item, please check the lost and found room during your lunch time or after school with front office staff. All items not claimed will be donated every Friday afternoon to a local organization. **ALL electronic devices are stored in the main office with Financial Clerk.**

LUNCH

NO FOOD DROP-OFFS will be accepted, especially during lunch times. This also includes Uber Eats, Door Dash, pizza delivery, etc. Therefore, please plan accordingly.

STUDENT RECORDS

To receive copies of student records (transcript, including testing records and report cards) parents must complete a "Student Records 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.

Please note that there will be a \$5 charge for copies of personal documents which the school/District is not responsible for such as birth certificates, social security cards, and immunization records.

For personal information such as home address, contact phone numbers, or any other contact information parents must complete a "Student Contact update" form. Forms are in the main office. All information will be verified.

Copy of Driver License or ID must be presented at time of records request.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Athletics and extra-curricular activities play a large part in the development of self-esteem, social skills, and personal growth. All students are encouraged to participate. We are proud to offer the most comprehensive athletic program of any HISD middle school. All programs are available to 7th and 8th grade students. Club sports are available to 6th grade students (Baseball, Softball, Lacrosse). Participation is subject to "No Pass, No Play" academic performance restrictions. Appropriate behavior and conduct is a requirement for participation. Athletic activities include football, basketball, karate, volleyball, cross country, swimming, track, soccer, lacrosse, baseball, softball, and cheerleading. If students are assigned a detention, it will take precedence over athletics/extra-curricular activities.

PHYSICAL EDUCATION, KARATE OR DANCE PARTICIPATION

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

PEP RALLIES/ HOUSE CUP COMPETITIONS

We will have a Pep Rally every grading cycle where we recognize STAR students, athletic teams, watch student performances, and conduct our house cup competitions. Every student will be assigned to either Griffin House, Phoenix House, or Pegasus House according to their Grade Level (assigned houses will be on student ID badges). We will have a modified bell schedule on Pep Rally Days (see above).

TEXTBOOKS/TECHNOLOGY

Parents are financially responsible for textbooks/laptops. Textbooks/laptops are the property of the school and if lost or damaged, must be paid for by the borrower (student/parent).

As a Black M.S. student, I will...	As a Black M.S. student, I will NOT...
<p>Use educational technology for educational purposes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will bring my Chromebook to school every day. <input type="checkbox"/> I will follow directions for assignments and submit my work in the digital format requested by my teachers. <input type="checkbox"/> I will use the sites and programs assigned by my teachers. <p>Communicate respectfully and responsibly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will use my school email and CANVAS tools to communicate and collaborate with teachers and classmates. <p>Use all devices carefully and responsibly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will follow all directions from teachers and administration regarding technology use. <input type="checkbox"/> I will only use my fingers on the keyboard (not pencils, pens, or other devices.) <input type="checkbox"/> I will keep my Chromebook in my Chromebook case when I transport my device to and from school. <input type="checkbox"/> I will leave all devices in the condition they were in prior to my use or better, so that other students will have the opportunity to use school technology. <input type="checkbox"/> I will be careful when accessing and putting away devices. <p>Be a safe and conscientious digital citizen.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will log into devices and programs using <u>only</u> my school account and password. <input type="checkbox"/> I will log out of my account when finished. <input type="checkbox"/> I will give credit to the authors and owners of content by citing my sources. <input type="checkbox"/> I will be mindful of what I post or submit online. <p>Ask for help when I need it.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will ask a teacher for guidance if I am not sure that I am using technology the right way, or if the website I am using is appropriate. <p>Return equipment and accessories on time.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will return the Chromebook and all accessories during my designated "end of year" campus collection dates, or pay for any unreturned items. <input type="checkbox"/> I will return the Chromebook and all accessories if I withdraw, or transfer from Frank Black MS to another school, or pay for any unreturned items. 	<p>Use technology to interrupt learning.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will not use school technology for games, social networking, or anything other than educational tasks. <p>Harass or abuse others.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will not use technology to be unkind or abusive in any way. <input type="checkbox"/> I will not write, post, or view anything that I would not want my teachers, parents, and administration to see. <p>Use any technology without permission.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will not use technology in class unless instructed to do so. <input type="checkbox"/> I will not use employee equipment or applications without prior authorization and proper supervision. <p>Damage or alter technology equipment and programs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will not vandalize any school property. <input type="checkbox"/> I will not change settings or programs on school devices without authorization from IT Administration. <input type="checkbox"/> I will not remove inventory tracking tags such as HISD asset and serial number stickers. <input type="checkbox"/> I will not download files or install programs on school workstations or laptops without permission from my teachers. <input type="checkbox"/> I will not use unauthorized USB drives from home on campus workstations because they present a risk of virus infection. <input type="checkbox"/> I will not physically damage technology equipment including but not limited to: scratching, marking, dropping, bending, writing on, or otherwise misusing them. <input type="checkbox"/> I will not store additional items in the Chromebook compartment other than the laptop itself. <input type="checkbox"/> I will not eat or drink near technology equipment. <p>Avoid unsafe or dishonest internet practices.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will not share my login and password. <input type="checkbox"/> I will not log into computers or programs with anything other than my school account. <input type="checkbox"/> I will not use technology to cheat or copy someone else's work. <input type="checkbox"/> I will never share my personal information such as my phone number or home address online or in emails.

***Note: Failure to comply with the above acceptable use policy will result in disciplinary actions which may include the collection of technology equipment and the revocation of network access and privileges.**

HOMEWORK

Homework is a necessary part of the educational experience for many of our students.

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

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

Homework Times and Parameters: Homework assignments include:

- Practice** exercises to follow instruction: MATHIA, IXL and other computer programs
- Preview** assignments to prepare for subsequent lessons.
- Extension** assignments to transfer new skills or concepts to new situations.
- Creative** activities to integrate many skills toward the production of a response or product.

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

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

- Library – Lunch/After school
- Teacher tutorials – After school

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

Responsibilities of Staff:

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

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area, Wi-Fi may be required.
- Monitor student's organization and daily list of assignments in their agenda.
- Help student work to find the answer, not just get it done.
- Be supportive when the student gets frustrated with difficult assignments.
- Check HISD Connect regularly to keep up with students' grades, and missing work.
- Contact teacher to stay well informed about the student's learning process.

Responsibilities of Students:

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

- When absent, check with teacher regarding missing or late assignments.**

Late Work Policy: Late work is defined as work not turned in on time the day it is due and not because of an absence. Students will have three additional days past the due date to hand in late work with ten (10) points taken off per day. **Please see your teacher's syllabus for any additional details. If the student has an excused absence, student will have five days from their return to school to hand in the assignment(s) without penalty.*

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

PROGRESS REPORTS & REPORT CARDS

Report cards will be sent home with students every grading period. Progress reports are sent home with students on designated days during the grading cycles. Please check the school calendar for reporting dates. A School Messenger phone/e-mail message will be sent home the week that the students will receive their progress reports and report cards. *Please be sure to contact the main office to ensure that we have your correct mailing address, phone number, and e-mail address.* Parents can also receive real-time access to their student's grades through the HISD parent Connect Portal. <http://www.houstonisd.org/domain/11001>. Information that PS HISD Connect provides access to includes:

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

For assistance with HISD Parent Connect Portal, contact **IT Service Desk Email:** ServiceDesk@HoustonISD.org
IT Service Desk Phone Number: 713-892-7378, 7:30-4:30 M-F

GRADING

Meaning of Report Card Grades

90 - 100	A
80 - 89	B
75 - 79	C
70 - 74	D
0 - 69	F
INC	Incomplete
NG	No grade assigned due to excessive absences

Report Card (Six Weeks) Dates

October 6, 2023
November 17, 2023
January 12, 2024
March 8, 2024
April 26, 2024
June 5, 2024

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

GRADING POLICY FOR ELECTIVE CLASSES:

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

GRADING POLICY FOR CONTENT CLASSES:

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

CONDUCT GRADING

- Teachers are required to assign conduct grades for both progress reports and ALL grading cycles.
- Conduct grades are issued to students by each classroom teacher. Conduct grades are as follows:
 E = Excellent S = Satisfactory P = Poor U = Unsatisfactory

HISD's MIDDLE SCHOOL PROMOTION STANDARDS

Grade 6	Grade 7	Grade 8
<ul style="list-style-type: none"> <input type="checkbox"/> State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language arts (average of reading and English), mathematics, science, and social studies. <input type="checkbox"/> Students must be present in class 90% of the time. Students who do not fulfill this requirement will have to complete make-up time to receive credit* 	<ul style="list-style-type: none"> <input type="checkbox"/> State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language arts (average of reading and English), mathematics, science, and social studies. <input type="checkbox"/> Students must be present in class 90% of the time. Students who do not fulfill this requirement will have to complete make-up time to receive credit* 	<ul style="list-style-type: none"> <input type="checkbox"/> State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language arts (average of reading and English), mathematics, science, and social studies. <input type="checkbox"/> Students must be present in class 90% of the time. Students who do not fulfill this requirement will have to complete make-up time to receive credit* <input type="checkbox"/> Attain state passing standard on required STAAR exams.

STUDENT EXPECTATIONS

Students are expected to adhere to the policies outlined in the HISD Code of Student Conduct. All disciplinary consequences will be assigned with fairness and respect and in accordance with the campus wide discipline program and the HISD Code of Student Conduct. All major and minor offenses and consequences are fully described in the HISD Code of Student Conduct.

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

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

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

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

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

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

Bridge-Out/Bridge-In Procedures for Out-of-School Suspensions

As part of our behavioral intervention campus plan, we will implement a bridge-out and bridge-in procedure for each out-of-school suspension. This process includes the parent/guardian, student, administrator, and counselor. During the process, we will identify the root cause of the behavior and create a plan-of-action to correct the behavior. This process keeps all stakeholders on the same page to ensure success of the student. During the suspension, the student will reflect on his/her behavior and identify what he/she would do differently if faced with a similar situation.

PARENT CONFERENCES

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

ACKNOWLEDGEMENT & RETURN PAGE

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

Please initial by the following Sections:

PARENT INITIALS	STUDENT INITIALS	ATTENDANCE & PROMPTNESS: We have reviewed the attendance and tardy policies. We understand that attendance on every school day and promptness for every class period is a very important part of an excellent middle school experience. We also understand that students who are tardy or have excessive absences are subject to a range of disciplinary actions.
PARENT INITIALS	STUDENT INITIALS	ELECTRONICS POLICY: We have reviewed the FBMS electronics policy. We understand electronic devices such as cell phones cannot be used on campus during the school day. We understand that violation of the policy can result in confiscation, subject to a \$15 retrieval fee. We also understand that investigations for lost or stolen cell phones and/or electronic devices will not occur.
PARENT INITIALS	STUDENT INITIALS	DRESS CODE: We have reviewed the FBMS dress code. We understand that upon return to campus, an ID badge is required for every school day and that students without a badge will need to purchase a temporary badge. We also understand that the dress code requires all students must wear school appropriate attire when on campus and at school sponsored events (see page 7-8). To help ensure a successful school year, we will work to make sure that my child is in compliance with the school's dress code when he or she leaves for school each day.
PARENT INITIALS	STUDENT INITIALS	ACADEMIC SUCCESS: We have reviewed the promotion standards for my grade level. We have also reviewed all of the grading policies, including the homework policy. We understand that <i>participating, interacting, and completing</i> daily assignments is a vital part of my academic success.

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

Student's Name: _____ Grade: _____

Homeroom Teacher: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

NOTES:
