

August 2019

Dear Parents:

Welcome! Meyerland Performing & Visual Arts Middle School (MPVA) provides a unique experience designed to bridge the elementary and high school years. To make the transition from elementary to middle school as smooth as possible, your child has been assigned a team of academic teachers and counselors who will work together to coordinate his/her learning for the year.

MPVA operates on a block schedule. Our block schedule will have a total of eight classes divided into two groups of four. Each group of four classes will meet every other day on an alternating schedule.

Should you wish to have a conference with the academic team teachers, please email one of your child's teachers or telephone the school office and leave a message. The teacher team lead for your child will return your call within 48 hours and set an appointment with you.

Our expectations are high. The learning environment for your child is a combination of both home and school. We look forward to this joint venture. Together we will make a difference.

Sincerely,

Auden Sarabia, Principal
Meyerland Performing & Visual Arts Middle School
www.houstonisd.org/meyerland

MPVA STUDENT GUIDELINES FOR SUCCESS

One of the goals of the 2019 - 2020 school year at MPVA is the maintenance of a culture of respect. Expectations at MPVA are placed within the context of respect and exist to promote and maintain healthy relationships. These guidelines do not replace or supersede the HISD Code of Student Conduct.

2019 - 2020

- Student Day:** 8:30 AM – 3:50 PM
- Students should be in their classroom by 8:30 AM
 - Students may enter campus at 8:00 AM
 - Students not attending Detention, tutorial or participating in an after-school program or activity such as athletics should be off campus by 4:30 PM
- Address:** 10410 Manhattan Dr., Houston, TX 77096
Phone: (713) 726-3616 Fax: (713) 726-3622
Website: www.houstonisd.org/meyerland
- School Calendar:** Posted on www.houstonisd.org/meyerland

STUDENT HOLIDAYS

Labor Day	September 2, 2019
Fall Holiday	October 9, 2019
Thanksgiving	November 25-29, 2019
Winter Break	December 23, 2019 - January 3, 2020
Martin Luther King Day	January 20, 2020
Spring Break	March 16-20, 2020
Chavez/Huerta Day	March 30, 2020
Spring Holiday	April 10, 2020
Memorial Day	May 25, 2020

EARLY DISMISSAL DATES

Students will be dismissed at 1:25 PM on the following HISD and/or MPVA early dismissal dates. Appropriate arrangements should be made for your child to be picked up or off campus by 1:55 PM.

First Semester

Friday, September 27
Friday, October 18
Friday, November 8

Second Semester

Friday, January 17
Friday, February 14

Policies will be updated as needed. Check website for the current Student Guidelines for success.

ABSENCE / EXCUSE NOTES

If a student is absent from one or more periods of the school day, the student must return with a note no later than three (3) days following the absence and submit the note to the Clerk in the Attendance Office. If a student has a medical appointment, the doctor's note should be submitted to the attendance clerk. Written excuses for absences must be in the Attendance Clerk's possession no later than three school days after the date of the absence or tardy. Notes must have student's LEGAL FIRST and LAST NAMES, date of absence or tardy, parent's signature, and contact number clearly written on the note. The excuse notes will be entered into the system upon review and approval of the absence. Students with excessive unexcused absences may be referred for truancy violations and/or cause the student to be retained. Three or more unexcused absences are considered excessive. Truancy letters will be sent after 3 unexcused absences. In addition, the Truancy Officer will be notified and intervention measures will be put in place.

ACCESSIBILITY TO THE BUILDING

All visitors to campus must check in at the Visitor's Window across from the Main Office. Visitors must present a valid government-issued photo ID and sign-in on the visitor's log. A badge will be issued to the visitor to allow access to the campus. Failure to obtain a visitor's badge will warrant being asked to return to the window. When leaving the campus, the visitor should return to the visitor's window to sign out and inform the receptionist of his/her exit from the campus.

ADMINISTRATIVE DETENTION

After-school detention is assigned by Grade Level Deans. Failure to attend may result in disciplinary action. Times for Administrative Detention are from 4:00 PM - 5:00 PM. Grade Level Deans may also hold detentions for special circumstances as they deem necessary.

ATHLETICS

We are proud of the strong UIL athletic programs that exist at MPVA. These fine programs are open to all 7th and 8th grade students who wish to participate. Participation is subject to "No Pass No Play" restrictions. Athletic activities include football, volleyball, basketball, track, soccer, and swimming. Additional club sports are offered to 6 - 8 grade students. Being an athlete is a privilege. All student athletes are held to a higher standard of conduct and academics throughout the school year as stated in the Student Athlete Contract that will be signed by each student and parent.

BULLYING & CYBERBULLYING

Bullying/ cyberbullying is defined as frequent and targeted physical and/or verbal harassment of a student, either in person, writing or through social media. Bullying is considered a Level III offense and must be reported immediately to the grade level administrator. Any incident of misconduct may be reported online via the Campus Safety Net, which is available 24 hours, located on the MPVA website or in person to the grade level counselor or dean.

BUS INFORMATION

Buses are provided for performing and visual arts magnet students and zoned students that live outside of the 2- mile radius of the school. **Bus questions or concerns should be directed to the Magnet office.**

EXPECTATIONS

We believe that all students should behave appropriately and safely while riding on a school bus. **Students who prevent the bus driver from doing his/her job or prevent other students from having safe transportation may lose the privilege of bus transportation as stated in the Student Transportation Contract.**

SEVERE BUS DISRUPTIONS

The following inappropriate behavior may result in suspension of transportation privileges:

1. Physical harm to students
2. Physical harm or threat of physical harm to driver (may result in arrest)
3. Failure to give a correct name
4. Property damage
5. Refusal to obey driver
6. Other acts of misconduct that seriously disrupt the bus environment.

Bus Consequences: (the order of consequence given is dependent on the severity of the incident)

- | | |
|----------------------|---|
| 1st write-up: | student given verbal warning |
| 2nd write-up: | student given 1-day suspension from bus |
| 3rd write up: | student given 1-week suspension from bus |
| 4th write-up: | student given 1-month suspension from bus and placement on magnet growth plan |
| 5th write-up: | student suspended from the bus for the remainder of the year and removal from the magnet program. |

CAFETERIA EXPECTATIONS

In general, well-mannered conduct should guide the student's behavior at all times in the cafeteria. Listed below are rules and cafeteria procedures which will help ensure appropriate

conduct and a pleasant, orderly lunch period.

1. Students should enter the cafeteria in an orderly fashion, get in line to purchase food and/or be seated. **(IDs must be worn and visible)**
2. Students must be patient while waiting to be served, a single file line must be maintained, and there is no skipping the line.
3. Respect and politeness must be shown to all, including the cafeteria staff, custodians and parent volunteers.
4. Students are to remain seated while eating. Once seated there is no moving without permission until tables are called by rows to throw away trash.
5. Students must remove trash from tables, chairs and the floor.
6. Throwing food, drinks or other objects is not allowed.
7. Running, excessive noise, "horseplay," or other disruptive behavior is not allowed.

All unacceptable behavior will result in administrative action as deemed necessary.

There will be no food or beverage deliveries to students during the school day from businesses/ 3rd party vendors (i.e.- Pizza Hut/ Uber Eats/ Door Dash). A parent may only bring food/beverage for the student for which they are listed as the parent/legal guardian on official school records. The student will be called to the visitor's window to pick up their food. If a student does not bring their lunch on a given day, they can request lunch from the cafeteria.

CLINIC INFORMATION

The following rules will be followed for the clinic:

Student Illness

- A. Students must have a permit from their teacher to go to the clinic, and the permit must be from the current period.
- B. After the nurse assesses the student's condition, the student will be sent home for the following reasons:
 1. Temperature of 100 degrees or higher
 2. Repeated vomiting
 3. Multiple episodes of diarrhea
 4. Red eye with drainage
 5. Suspected strep throat
 6. Fainting
 7. Seizures
 8. Serious accidents-injuries resulting in sprains, broken limbs, etc.
 9. Other serious illnesses as determined by the nurse.
 10. Other reasons approved by the administration, such as doctor's appointments, torn or soiled clothing, etc.
- C. For conditions other than emergencies, the student will be attended to in the clinic and allowed to return to the classroom. Students will remain in the clinic if parents cannot be contacted and/or the nurse determines that the child is too ill to return to the classroom.

- D. In a true emergency, such as new onset seizures, shortness of breath, wheezing not relieved by an inhaler, use of an EpiPen for allergic reaction, severe chest pain with change in vital signs, 911 will be called and the parent will be notified.
- E. When the nurse is not present, students sent to the clinic will see the nurse's clerical assistant or grade level dean.
- F. Contact numbers: It is essential that you provide updated phone numbers to the school if your home, cellular or work number(s) change during the year. **We cannot contact you in an emergency if your contact information has not been updated.** Updated contact information should be submitted to the school registrar.
- G. Medication policy: The policy of the HISD Board of Education does not authorize nurses to administer any medication without a written order from a physician and written consent of the parent or guardian. Nurses and other appointed school personnel may administer medications to students on long-term medication which cannot, under any other arrangement, be administered other than during school hours. For legal purposes, a written request must be made by a physician and the parent on an approved HISD form in order for a student to receive medications during school hours. The form can be obtained from the school nurse, the MPVA website under Nurse's Corner, or the HISD website under the department of Health and Medical Services. Select forms for administration of medications and the Health Inventory form are available from the clinic.
- H. Immunizations must remain current. Anytime your child receives vaccinations, please send a copy of the record to the school nurse. Students who are not in compliance with immunization requirements will be given two weeks to obtain them. If the vaccinations are not received, the student will be withdrawn until proof of immunizations is provided.
- I. All sixth graders will receive spinal screening. If your seventh or eighth grader does not have a record of spinal screening, he or she may also be screened. You will be notified if your child needs additional evaluation.
- J. All seventh graders will receive vision and hearing screening. Sixth and eighth graders are screened as needed. You will be notified if your child needs additional evaluation.

COUNSELORS

The counselors, are Ms. Bolden and Ms. Alexander. Their office hours are 8:45 am to 3:30 p.m. They work diligently to meet the needs of students in a timely manner, however, be aware that emergencies must take precedence. Services provided include:

Guidance lessons	IAT: Intervention Assistance
College and Career Readiness	Parent Learning Community (PLC)
Individual Counseling	Referral Assistance
Small groups	504 Assistance/Services
Consultation	

To see a counselor the parent or student should complete a counselor request form. These forms are located in the counselor's office or visitor's window. Parents will turn in completed forms to the visitor's window. Students will turn in completed forms to Rm. 104. The counselor will

contact the parent and/or student as soon as possible to set up an appointment to discuss any questions or concerns.

DRESS CODE
Standard Mode of Dress for 2019 – 2020

MPVA will have a mandatory dress code for the 2019 - 2020 school year. This has been upheld by the SDMC. **The dress code applies any time a student is on campus**, including before and after school and on field trips. The dress code policy starts once a student steps onto the school grounds until the student exits the school grounds. No additional items of clothing may be worn beyond what is explicitly stated herein.

Student ID

- Student IDs must be worn visibly at all times. Information on the ID must be clearly visible and not defaced.

Outerwear

- Sweatshirts, jackets or sweaters: solid white, gray, purple, or black may be worn during the day. Solid sweatshirts, jackets may have logos that are no larger than 2x2 inches in size.
- Other jackets may be worn to school and placed in lockers during the school day.
- No vests or other outer wear permitted.
- Outerwear (such as jackets or sweatshirts) cannot be worn inside out.

Outer Shirt

- Monday through Friday: Students may wear either a PTO purchased shirt, MPVA Club shirt, 8th grade shirt or MPVA House shirt.
- Students may not wear the MPVA PE shirt as an outer shirt.

Undershirt

- Solid white, gray, purple or black; only visible at the neck and tucked in; may not extend below the bottom of the outer shirt.

Pants

- Standard solid blue or black denim jeans fitted at the waist and extending to the ankle.
- The following are not permitted: (1) sagging pants; (2) leggings, capris; (3) holes or other designs; (4) "Dickies" or khakis; (5) frayed jeans; (6) acid washed jeans; (7) tapered jeans/joggers (or jeans with elastic at the ankle); (8) cargo pants.

Shorts

- Solid navy blue or black uniform shorts OR black or blue denim shorts, fitted at the waist and extending to the knee. No cargo shorts allowed.

Skirts

- Standard, solid blue or black denim skirts. May not be shorter than 3 inches above the knee. Slits may not be more than 2" deep; measured from the hem.

Shoes

- Closed toe, closed heel only. No house shoes, slides, flip-flops permitted; No toe socks/shoes allowed.

Hair

- Any haircut or hair color deemed disruptive by a teacher or administrator will not be allowed. The HISD Student Code of Conduct will be followed.

Other

- Bags and backpacks: Remain in the locker throughout the school day. Includes but is not limited to purses, totes and other receptacles the administrator deems as a bag/backpack.
- Belts must be worn in belt loops.
- No extra accessories permitted inside the building or classrooms at any time including, but not limited to, headwear such as hats, sunglasses, du-rags, caps or bandanas.
- Hoods may not be worn during the school day.
- No visible tattoos or piercing i.e. (lip, tongue, nose, eyebrow). Ear piercing is allowed. However, no jewelry/piercing is allowed for UIL athletic participation. It is strongly advised not to wear pierced ear jewelry during the PE/athletic period.

ELECTRONIC DEVICES

All electronic devices must be completely powered off during the school day from 8:20 a.m.- 3:50 p.m. unless otherwise instructed by a teacher for instructional purposes. Students may only use electronic devices in a classroom with permission from the teacher; for the purpose given by the teacher; for the duration of time expressed by the teacher. Permission to use electronic devices does not extend to the hallway or any common areas of the school (i.e. – restroom, cafeteria).

If inappropriately used during the school day, cell phones and other electronic devices will be confiscated and turned in to the student's Grade Level Assistant Principal. When cell phones or internet capable electronic devices (i.e. iPads, Nooks, Kindles, etc.) are confiscated, they are only returned to a parent before or after school hours, not during the academic day. A \$15 fee (per HISD policy) will be assessed and must be paid before the device is returned to the parent. Repeat offenders may additionally receive disciplinary action. Failure to comply with a directive to turn off or hand over the phone will result in appropriate administrative action.

HEADPHONES OR EARBUDS

Students may use their headphones or earbuds while in holding areas from 8:00 a.m. – 8:20 a.m. **Headphones and earbuds must be put away during the school day from 8:20 a.m. – 3:50 p.m.** Students may only use headphones or earbuds in a classroom with permission from the teacher; for the purpose given by the teacher; for the duration of time expressed by the teacher. Permission to use headphones or earbuds does not extend to the hallway or any common areas of the school (i.e. – restroom, cafeteria).

FIELD TRIPS

Written permission is needed from the parent before a student can leave campus for a field trip or any school-sponsored trip.

Students are expected to follow the Code of Student Conduct and Dress Code rules. Special rules for field trips include: sack lunches only; no glass containers or coolers. Students must always remain with their assigned group. Students who have multiple discipline referrals can be denied future field trips at an administrator's discretion or may be required to have their parent/guardian to attend.

Extra-curricular field trip costs (as listed on the permission form) may only be paid in cash or money order -- no checks. **There are no refunds for field trip payments.** In addition, students will not be refunded any payment for an extra-curricular field trip due to a suspension for behavior or fines owed.

PHYSICAL ALTERCATIONS

All students will be disciplined according to the Student Code of Conduct, not limited to but may include suspension. MPVA may notify the police concerning any student who is involved in an altercation. Additionally, the Police Officer may review the incident to determine if a citation is needed in accordance with the law. The student may also be assigned to an alternative school depending on the severity of the altercation.

FUNDRAISING

School related and non-school related

All sales or fundraising at MPVA must have written administrative approval. Fundraisers may only be initiated by staff or PTO members with written administrative approval. Selling initiated by individual students is prohibited. See Student Code of Conduct.

GRADES

Meaning of Marks: Report Cards

90 -100	A
80 – 89	B
75 – 79	C
70 - 74	D
0 - 69	Failing
“I”	Incomplete
“*”	Failure due to excessive absence

Report cards and progress reports are distributed to the students. Students are expected to

deliver their report cards to their parents.

Grades shall be based solely on achievement of course/grade level standards. Student attendance, effort, ability, participation, improvement, attitude, and other behaviors shall be reported separately from achievement.

Teachers will update grades once a week. A minimum of 1 grade per week in all core subjects will be assigned per student, including assessments. Teachers must maintain a minimum of 8 grades per cycle. Though 1 grade a week may be assigned, it does not mean that faculty will be able to enter every grade that week. Assignments of varying length require additional time for a teacher to grade. Each grade level department will assign categories and percentages with the approval of the Principal.

No one grade should count for more than 25% of the overall cycle grade. This means most categories will require a minimum of 2 grades.

ABSENCES AND MAKE UP WORK

Students that are absent will be given an opportunity to make up work missed within five school days 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 a twenty-four-hour notice) from the Grade Level Assistant Principal. Students that are absent the day an assignment is due will be able to turn in the assignment with no penalty the following class period.

LATE/ MISSING WORK (NOT DUE TO AN ABSENCE)

- Students have 5 school days after the date an assignment was due to turn in the late assignment. Teachers maintain the discretion to extend the submission period.
- 10 percentage points per school day will be deducted from late work upon receipt.
- Until such assignments are turned in, teachers may enter the grade as "Missing" (MSG) in GradeSpeed, which will automatically generate a zero.
- Students with missing or incomplete work may be required to attend sessions outside of the school day in which they make up work they missed or did not complete.
- Work will not be accepted after the last day of the grading cycle.

HALL PASSES

A student must use the hall pass, nurse pass or counselor pass in order to leave an instructional setting/classroom. The teacher must have signed the hall pass in the appropriate spot, including date, time and location to which the student is going. Tutorial or intervention passes may be attached to the agenda. Students must have a tutorial pass to enter the building before school.

HEALTH AND PHYSICAL EDUCATION (HPE)

Philosophy

Physical education is an integral and essential component of the education of our youth. Studies show that physically active students do better academically. The goals of our program are: to produce physically fit youth; to teach the relationship between physical activity, physical fitness, and health; and to promote skills, knowledge, and attitude to help children lead active, healthy, and productive lives as adults.

Dress Code and Participation

Workout wear, tennis shoes, and socks are required for class. The appropriate wearing apparel is MPVA workout wear with appropriate undergarments. A plain white t-shirt and plain purple, shorts may be substituted. Shorts must be worn at the waist. The student's full name must be marked on the outside of the shirt and the shorts.

All students should dress out whether they participate or not; grades are impacted by not being in an appropriate gym dress code.

Students must make-up points missed when absent, out of class, not dressed, or not participating. Make-up sessions are held every Wednesday before school 8:00 AM to 8:30AM. Requests for a different time should be made with the HPE teacher. Opportunities for earning extra credit are given each grading period.

Locker Rooms

All students should be in the gym in line formation when the tardy bell rings. Lockers are required for each student. Combination locks must be used to lock all items in the locker. Students are not to share their lockers. Students are not allowed to bring valuables and/or electronics to the locker room. The coaching staff is not responsible for valuables and/or electronics brought by students to the locker room or gym.

The locker rooms will be locked 5 minutes after the tardy bell rings. No one will be admitted to the locker rooms until it is time to re-dress at the end of the period. Glass containers are not allowed. Students should take gym clothes home at the end of each week to be laundered. Students should bring clothes back to school Monday (even if it is not a PE day). Routine keeps students from forgetting their items.

Items Needed for the Gym Locker

- Baby wipes (to wash face and body after gym). Plan to replace monthly.
- Stick deodorant (no spray- as it causes problems for students with asthma or allergies)
- Comb or hairbrush
- Clips or ponytail holders for students with long hair

- Extra socks and an extra pair of underwear
- Extra pair of running shoes for gym (if you sweat a lot or wear flat shoes without arch support. Shoes without arch support frequently cause students to have foot and leg pain during and after running.)
- Girls sanitary pads or tampons.

ID BADGES

Each student will be provided a picture ID and an MPVA lanyard at the beginning of the school year. It is the student's responsibility to have his or her ID **visible on his/her person** any time they are on campus. The ID badge is to remain unaltered in any manner. If the ID is lost or damaged beyond repair, it is the student's responsibility to purchase a replacement ID badge in the library for \$3.00. Replacement lanyards may also be purchased in the library for \$2.00. If a student forgets to bring his or her ID badge to school, he or she may purchase a temporary sticker ID badge for \$1.00. If the student does not have \$1.00, then the temporary ID badge will be issued and parents contacted. If a student accumulates more than \$5.00 in temporary badge fees, participation in extra-curricular activities such as Homecoming Dance, etc. will be contingent upon payment of the fees first.

An ID badge is required in order to check out books, to access the student computers in the library before or after school, throughout the day, and the cafeteria at lunch.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students are encouraged to be in school every day. Parents are encouraged to make personal appointments for students after school hours. Parents/guardians desiring to pick up a student during the school day must come to the visitor's window and sign him/her out. No child will be released to any person other than the parent or guardian unless the school receives a written request from the parent which can be verified, and the person picking up the child can provide proper identification. **This person must be listed on the child's enrollment information.** **Students will not be released the last 30 minutes of the school day.**

Written permission is needed from the parent before a student can leave campus for a field trip or any school-sponsored trip.

LIBRARY

General Information

The library is open each school day from 8:10 AM to 4:00 PM for teachers and students. Students coming to the library between 8:30 AM and 3:55 PM other than in a class group with a teacher must have an individual hall pass that has the appropriate teacher's signature. The hall pass should be presented at the circulation desk upon arrival. No hall pass is necessary after school. The same courteous behavior is expected in the library as in any other part of the school. Chewing gum, food or drinks are not permitted in the library.

Borrowing Privileges

Books, with the exception of graphic novels, may be checked out for 21 days. Graphic novels may only be checked out for 7 days. Students MUST have an ID to check out books. If they do not have their ID with them, they will be required to purchase a temporary ID in order to check out books. Four books may be borrowed at a time. No materials may be borrowed if any material is overdue OR if library fines are owed. Materials being returned may be placed in the book drop.

Overdue Books

Students have the responsibility to return library materials on time. Fines will be assessed at \$.10 per day per book. No materials may be borrowed if any material is overdue OR if library fines are owed. If a library book is lost, the student will be required to pay the replacement cost of the book. If the book is later found, a refund will be processed through the district Accounting Department. If a book is damaged in any way, a fine can be assessed to cover the cost of repair or restoration. Students who owe for lost or damaged books or have unpaid library charges will not be allowed to attend end of year field trips or celebrations.

LOCKERS

Students are assigned lockers. Students are not to share lockers or give their combinations out to other students. Students are responsible for any losses that may occur if they are sharing their locker or have given out their combination. Any lost item is the student's responsibility. Bags/backpacks should remain in the locker throughout the school day. Students are discouraged from bringing electronics to school such as digital cameras, game consoles, and/or MP3 players. Students need to periodically clean out their lockers and organize materials which will assist them in minimizing time at their lockers. Students can access their lockers during all transitions.

Students should bring a personal combination lock. The combinations must be shared with the student's Homeroom teacher. We recommend purchasing a dual pack of locks that have the same combination. Key locks will not be allowed.

NATIONAL JUNIOR HONOR SOCIETY

The criteria to apply for National Junior Honor Society is a 90 cumulative average and excellent conduct. Once a student has met these criteria, then teacher recommendations and community service/leadership activities are considered. Seventh grade students are considered for NJHS during the second semester but must apply for consideration by the selection committee. It is the responsibility of the student and parent to be aware of deadlines and to apply for NJHS consideration. Please refer to the MPVA website for NJHS criteria and timelines.

PARENT CONFERENCES

In most instances parent conferences include the student's entire team of teachers. Parents may

make appointments for conferences by emailing any teacher on the team. The team lead will reach out to the parent to confirm the date and time of the conference. Students may participate in parent-teacher conferences.

PEER MEDIATION

MPVA has a peer mediation program. Peer mediation gives students the opportunity to resolve misunderstandings with their friends, and develop their own problem solving and communication skills. Counselors help to facilitate this process and coordinate peer mediation groups.

STUDENT DELIVERIES

Homework, backpacks or ID's may be dropped off at the visitor's window. The student will be called to the visitor's window to pick up their materials.

RESTORATIVE PRACTICES

It is the philosophy of MPVA that every classroom displays a positive climate inclusive of all students, where students have a strong sense of belonging rather than being at risk for exclusion. The idea is to examine the close parallels that we have observed through restorative practices where students lead the accountability process and environments where powerful learning is happening.

For both teachers and students, restorative practices promote the development of social and emotional competencies for achieving caring relationships and peaceful resolution of conflict. Students experience positive learning relationships with the teacher and with one another through collaborative processes in which they are taught in practical ways that emotions are an important and authentic expression of healthy classroom conversations where mutual respect and accountability flourish. Students are taught how to resolve and understand conflict and tensions in respectful ways that engenders trust, empathy, responsibility, and fosters healthy relationships.

SUSPENSION OF STUDENTS

It is the philosophy of the Houston Independent School District that every student, kindergarten through twelfth grade, should attend school every day during the school year to be given thorough instruction in all subject areas. Under certain circumstances, however, it may become necessary to suspend a student from school attendance or assign him/her to an alternative program for misconduct when other means of correction fail, or, if the student is a disruptive force and impedes learning for him/herself and/or others.

All major and minor offenses and consequences for these offenses are fully described in the HISD Code of Student Conduct-Discipline Management Plan Booklet. Receipt of the signature of parents and students indicates the plan has been read. The signature forms are distributed at

the beginning of the school year and returned to the grade level office.

TARDY POLICY

Teachers will document unexcused tardies and conference with students and/or parents to address patterns of late arrival to class. The 4th unexcused tardy will result in a referral to the grade level dean where appropriate consequences will be assigned. Tardies are counted on a cumulative basis (all classes combined). Excessive tardies may result in the loss of participation in extracurricular activities (i.e.- dances, end of year activities).

TELEPHONES

Parents and students are encouraged to take care of personal communications before they separate for the school day. Students who need to use the phone during the instructional day are allowed to use the phones located **in the Grade Level Assistant Principal's office** and only in case of emergency. All unauthorized cell phones or other electronic devices that are in use during the school day will be confiscated and turned in to the financial clerk. Per HISD Board Policy, a \$15.00 fee will be assessed for cell phones.

TEXTBOOKS

An automated system tracks the textbook inventory system. All textbooks are issued individually to each student. In each book, the student should write in ink, his/her name, teacher's name, and the semester of the year issued. Textbooks are the property of the State of Texas and if lost or damaged, must be paid for by the student. Students who owe for lost or damaged textbooks may be denied participation in end of year activities, field trips, and textbooks for the following school year.

TRUANCY

A student absent from school without the consent of his/her parents or school personnel is truant. This constitutes an unexcused absence. In instances of truancy, MPVA's administration will take appropriate administrative action.

2019 – 2020 BELL SCHEDULES

Daily Schedule

8:00 – 8:25	Breakfast (served in holding areas)
8:20 – 8:30	Passing to 1 st / 5 th
8:30 – 10:00	1 st / 5 th Period
10:05 – 11:35	2 nd / 6 th Period
11:40 – 1:40	3rd / 7th Period (lunch)
1:45 – 3:15	4 th / 8 th Period
3:20 – 3:50	HOMEROOM
3:50	Dismissal

Early Dismissal

8:00 – 8:25	Breakfast (served in holding areas)
8:20 – 8:30	Passing to 1 st / 5 th
8:30 – 9:05	1 st / 5 th Period
9:10 – 9:45	2 nd / 6 th Period
9:50 – 11:50	3rd / 7th Period (lunch)
11:55 – 12:30	4 th / 8 th Period
12:30	Dismissal

Assembly Schedule

8:00 – 8:25	Breakfast (served in holding areas)
8:20 – 8:30	Passing to 1 st / 5 th
8:30 – 10:00	1 st / 5 th Period
10:05 – 11:35	2 nd / 6 th Period
11:40 – 1:40	3rd / 7th Period (lunch)
1:45 – 3:50	4 th / 8 th Period
3:50	Dismissal

A Lunch (6th Grade)

11:35 – 12:05	LUNCH
12:10 – 1:40	Class

B Lunch (7th Grade)

11:40 – 12:20	Class
12:20 – 12:50	LUNCH
12:55 – 1:40	Class

C Lunch (8th Grade)

11:40 – 1:10	Class
1:10 – 1:40	LUNCH

A Lunch (6th Grade)

9:45 – 10:15	LUNCH
10:20 – 11:50	Class

B Lunch (7th Grade)

9:50 – 10:30	Class
10:30 – 11:00	LUNCH
11:05 – 11:50	Class

C Lunch (8th Grade)

9:50 – 11:20	Class
11:20 – 11:50	LUNCH

A Lunch (6th Grade)

11:35 – 12:05	LUNCH
12:10 – 1:40	Class

B Lunch (7th Grade)

11:40 – 12:20	Class
12:20 – 12:50	LUNCH
12:55 – 1:40	Class

C Lunch (8th Grade)

11:40 – 1:10	Class
1:10 – 1:40	LUNCH

2019 – 2020 BELL SCHEDULES

Daily Schedule

8:00 – 8:25	Breakfast (served in holding areas)
8:20 – 8:30	Passing to 1 st / 5 th
8:30 – 10:00	1 st / 5 th Period
10:05 – 11:35	2 nd / 6 th Period
11:40 – 1:40	3rd / 7th Period (lunch)
1:45 – 3:15	4 th / 8 th Period
3:20 – 3:50	HOMEROOM
3:50	Dismissal

Early Dismissal

8:00 – 8:25	Breakfast (served in holding areas)
8:20 – 8:30	Passing to 1 st / 5 th
8:30 – 9:30	1 st / 5 th Period
9:35 – 10:30	2 nd / 6 th Period
10:35 – 12:10	3rd / 7th Period (lunch)
12:15 – 1:10	4 th / 8 th Period
1:10	Dismissal

Assembly Schedule

8:00 – 8:25	Breakfast (served in holding areas)
8:20 – 8:30	Passing to 1 st / 5 th
8:30 – 10:00	1 st / 5 th Period
10:05 – 11:35	2 nd / 6 th Period
11:40 – 1:40	3rd / 7th Period (lunch)
1:45 – 3:50	4 th / 8 th Period
3:50	Dismissal

A Lunch (6th Grade)

11:35 – 12:05	LUNCH
12:10 – 1:40	Class

B Lunch (7th Grade)

11:40 – 12:20	Class
12:20 – 12:50	LUNCH
12:55 – 1:40	Class

C Lunch (8th Grade)

11:40 – 1:10	Class
1:10 – 1:40	LUNCH

A Lunch (6th Grade)

10:30 – 11:00	LUNCH
11:05 – 12:10	Class

B Lunch (7th Grade)

10:35 – 11:05	Class
11:05 – 11:35	LUNCH
11:40 – 12:10	Class

C Lunch (8th Grade)

10:35 – 11:40	Class
11:40 – 12:10	LUNCH

A Lunch (6th Grade)

11:35 – 12:05	LUNCH
12:10 – 1:40	Class

B Lunch (7th Grade)

11:40 – 12:20	Class
12:20 – 12:50	LUNCH
12:55 – 1:40	Class

C Lunch (8th Grade)

11:40 – 1:10	Class
1:10 – 1:40	LUNCH