

# HANDBOOK

## T. H. ROGERS SCHOOL

### 2022-2023

1962 Celebrating 61 years of excellence! 2023

5840 San Felipe Road • Houston, Texas 77057

#### ***School Song***

##### ***Raise High The Orange And White***

We're Rogers Rams forever;  
We sing to the Orange and White  
We hold our own with the best of them  
And never give up the fight!

We pledge ourselves to honor,  
We stand for what is right.  
As Rogers Rams we sing now,  
Raise high the Orange and White!

Opened in 1962, T. H. Rogers was initially a zoned middle school that served Uptown area residents. The school was named after Thomas Horace "T. H." Rogers, who served as the Principal of HISD's San Jacinto High School. In 1982 T.H. Rogers was converted into a magnet school, serving PreK-12<sup>th</sup> grade multi-impaired and Lifeskills students, PreK-8<sup>th</sup> grade deaf students, and K-8<sup>th</sup> grade gifted students. Past principals include Sandy Streeter, Meredith Wedin, Linda Andersson, Nancy Manley, Cathryn White, and Dave Muzyka



***Home of the Mighty Rams!***

**T. H. Rogers Student & Parent Handbook 2022-2023**

It is the policy of the **Houston** Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

## SCHOOL HOURS AND CONTACT INFORMATION

<i>SCHOOL HOURS</i>		<i>IMPORTANT PHONE NUMBERS</i>	
Teacher Bell	7:40 am	Main Office	713-917-3565
Student Bell	7:45 am	School Fax	713-917-3555
Classes Begin	7:45 am	P.E. Offices	713-917-3587
Official Attendance (A.D.A.)	9:30 am	Attendance Office	713-917-3598
Elementary Lunch	Varies	PSI/MI Office	713-917-3591
Dismissal	3:15 pm	Vanguard Office	713-917-3570
Main Office Hours	7:00 am – 3:30 pm	Counselors' Office	713-917-3565
		West Office	713-917-3571

## TABLE OF CONTENTS

<b>HANDBOOK .....</b>	<b>1</b>
-----------------------	----------

## T. H. Rogers Student &amp; Parent Handbook 2022-2023

<b>T. H. ROGERS SCHOOL .....</b>	<b>1</b>
SCHOOL HOURS AND CONTACT INFORMATION .....	2
GENERAL INFORMATION.....	7
<b>FIRE AND DISASTER DRILL PROCEDURE .....</b>	<b>7</b>
<b>FIRE &amp; DISASTER DRILL SIGNALS.....</b>	<b>Error! Bookmark not defined.</b>
<b>MEDICAL PROCEDURES .....</b>	<b>7</b>
ATTENDANCE POLICY & PROCEDURES .....	7
<b>ABSENCE NOTES .....</b>	<b>7</b>
<b>TRUANCY .....</b>	<b>8</b>
<b>TARDY POLICY .....</b>	<b>8</b>
<b>PERMISSION FOR EXTENDED ABSENCES .....</b>	<b>8</b>
STUDENT ARRIVAL & DISMISSAL PROCEDURES.....	9
<b>STUDENT ARRIVAL ON CAMPUS.....</b>	<b>9</b>
<b>STUDENTS LEAVING CAMPUS DURING THE SCHOOL DAY.....</b>	<b>9</b>
AFTER SCHOOL PROCEDURES .....	9
STUDENT CONDUCT & DISCIPLINE.....	10
<b>STUDENT CONDUCT AND CAMPUS DISCIPLINE PLAN.....</b>	<b>10</b>
<b>T. H. ROGERS CLASS DISCIPLINE PLAN.....</b>	<b>11</b>
TECHNOLOGY USE REGULATIONS.....	11
<b>STUDENT USE OF COMPUTERS .....</b>	<b>11</b>
<b>STUDENT USE OF OTHER TECHNOLOGY .....</b>	<b>12</b>
<b>STUDENT USE OF TELEPHONES &amp; MESSAGES TO STUDENTS .....</b>	<b>12</b>
VISITORS AT SCHOOL & CLASSROOM VISITS .....	12
COMMUNICATION SYSTEMS.....	13
<b>RAM NEWS &amp; WEEKLY CALL OUTS .....</b>	<b>13</b>
<b>PARENT/STAFF COMMUNICATIONS .....</b>	<b>13</b>
<b>PARENT/TEACHER CONFERENCES .....</b>	<b>13</b>
<b>SPECIAL EDUCATION PARENT INFORMATION MEETINGS.....</b>	<b>13</b>
<b>STUDENT PUBLICATIONS.....</b>	<b>14</b>
<b>SCHOOL WEBSITE: .....</b>	<b>14</b>
ACADEMIC POLICIES .....	14
<b>HOMEWORK.....</b>	<b>14</b>
<b>GRADING.....</b>	<b>14</b>

**T. H. Rogers Student & Parent Handbook 2021-2023**

<b>ACADEMIC HONESTY</b>	15
<b>LATE WORK</b>	15
<b>PROGRESS REPORTS, REPORT CARDS &amp; GROWTH PLANS</b>	17
<b>HONOR ROLL</b>	17
GENERAL POLICIES	17
<b>LOCKERS</b>	17
<b>TEXTBOOKS</b>	17
<b>LOST AND FOUND</b>	17
<b>TRANSFERS</b>	17
<b>FIELD TRIP POLICY</b>	18
LIBRARY POLICIES	18
<b>T. H. ROGERS ELEMENTARY LIBRARY CHECKOUT GUIDELINES</b>	18
<b>T. H. ROGERS MIDDLE SCHOOL LIBRARY CHECKOUT GUIDELINES</b>	18
K-8 STUDENT DRESS CODE	19
GENERAL TRANSPORTATION GUIDELINES	20
<b>PARENT TRANSPORTATION OF STUDENT TO SCHOOL</b>	21
CAFETERIA RULES AND PROCEDURES	21
<b>CAFETERIA SCHOOL BREAKFAST &amp; LUNCH PROGRAM</b>	21
<b>CAFETERIA REGULATIONS</b>	22
HALLWAY PROCEDURES	22
RECESS & PLAYGROUND	22
AFTER-SCHOOL ACTIVITIES	23
<b>AFTER-SCHOOL EVENTS</b>	23
PTO (Parent-Teacher Organization)	23
COURSE SELECTIONS	23
<b>ELEMENTARY CORE ENRICHMENT COURSES</b>	23
<b>VANGUARD MIDDLE SCHOOL COURSE SELECTION INFO</b>	24
<b>CRITERIA FOR ADVANCED CURRICULUM FOR H. S. CREDIT</b>	24
<b>8th GRADE TEACHER RECOMMENDATIONS FOR HIGH SCHOOL</b>	24
SCHOOL ACTIVITIES & INTEREST CLUBS	25
<b>ATHLETICS</b>	25
<b>COMPUTER LAB</b>	25
<b>LIBRARY</b>	25

## T. H. Rogers Student &amp; Parent Handbook 2022-2023

<b>ODYSSEY OF THE MIND</b> .....	26
<b>Math-Club (Grades 2-8) Includes UIL-Math, MathLeague.org, Math-Olympiad &amp; Math-Counts (6-8)</b> .....	25
<b>MUSINGS</b> .....	26
<b>NATIONAL JUNIOR HONOR SOCIETY – Middle School</b> .....	25
<b>PEER MEDIATION PROGRAM</b> .....	27
<b>ACADEMIC COMPETITIONS AND CLUBS</b> .....	26
<b>SPECIAL OLYMPICS</b> .....	27
<b>STUDENT COUNCIL – Middle School</b> .....	27
<b>JUNIOR COUNCIL – Elementary School</b> .....	27
STUDENT CARPOOL RULES & PROCEDURES:.....	28
CELL PHONE AND ELECTRONIC DEVICE CAMPUS POLICY .....	29
T. H. ROGERS ACADEMIC HONESTY POLICY .....	30
<b>ELEMENTARY ROTATION CALENDAR (A B C D E F)</b> .....	36
MIDDLE SCHOOL BELL SCHEDULE .....	32
<b>MIDDLE SCHOOL A/B ROTATION CALENDAR</b> .....	38
HISD CALENDAR 2022/2023 .....	39



## GENERAL INFORMATION

### FIRE AND DISASTER DRILL PROCEDURE

The city of Houston requires our school to have the following drills:

- Fire Drill – Once a month
- Shelter in Place Chemical – One per semester
- Shelter in Place Weather– One per semester
- Lockdown – One per semester
- Evacuation Drill – One per year
- Secure Drill – One per year

### MEDICAL PROCEDURES

Students may be given medication by the nurse at school if the medicine is prescribed by the student's doctor and is in the original prescription container. A physician's statement must accompany each prescription. A copy of HISD's policy governing administration of medication is sent home with students at the opening of school. **NOTE:** The school must have students' current home, cell, work, and emergency phone numbers! Please be sure to notify the school as soon as these numbers change.

## ATTENDANCE POLICY & PROCEDURES

According to Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets [175 days (80 days first semester; and 95 days second semester required attendance)]. The student cannot miss more than 17 days from the date of enrollment. Secondary school students cannot miss more than 17 days per class without the absences affecting their credits.

### ABSENCE NOTES

Only **ONE** of the following is needed:

- Email absence notes to [jordan.sutton@houstonisd.org](mailto:jordan.sutton@houstonisd.org) no later than 3 days after the absence.
- Student, parent, or guardian may bring an excuse note to the attendance office no later than 3 days after the absence.
- Fax note Attn: Jordan Sutton or Attendance Office at 713-917-3555 no later than 3 days after the absence,

If a student starts the day at school, then leaves for a doctor's appointment before the ADA attendance time, he should be marked absent until he brings the **Doctor's note** either the same day or the next morning.

**\*\*\*Handwritten notes from the parent ARE NOT an acceptable doctor's note.**

If a student arrives to school after the ADA attendance time with a doctor's or health facility note, then his absence should be removed from the ADA time, and the absence should be excused for all other periods. *Again, it must be a note from the doctor or health facility.*

Students who are tardy **must be accompanied by an adult** and must submit a written excuse note upon their arrival.

**T. H. Rogers Student & Parent Handbook 2022-2023**

- The official attendance time is 9:30 am.
- Students may not have more than 10% total days absent (from their enrollment date) in a full year. **This means that when a student accumulates more than 10% of absences, credit may be denied, and the student may be retained and referred to the attendance committee.** The attendance committee will convene to review all excessive absences. Excessive absences will be indicated by an asterisk (\*) on the report card each six weeks. School sponsored or sanctioned activities are exempt and do not count as an absence.

The only acceptable excuses for absence and tardiness are

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the Principal
- juvenile court proceeding documented by a probation officer
- approved college visitation
- emergencies

**TRUANCY**

- Students may not have more than three absences (excused and/or unexcused) in 4 weeks.
- Students may not have more than ten absences (excused and/or unexcused) in a semester.

**TARDY POLICY**

Students are expected to be on time to class. The middle school schedule provides a **5-minute** passing time between classes. Consequences for unexcused tardy may result in a loss of privileges and parent contact. Students are allowed in the halls after the tardy bell rings only with a hall pass signed and dated by a supervising adult.

**PERMISSION FOR EXTENDED ABSENCES**

Our student attendance rate affects our school rating and impacts our school budget! Please help us by making sure your healthy student is in school every day. Excessive absences may also affect a student's transfer renewal. If a student must be absent for unusual circumstances over three days and desires to have the opportunity to make up the work missed, the parent should complete an "Extended Absence Request Form" and return it to the office at least five days before the date of the absences. All extended absence requests must be acknowledged in advance by the Principal for a student to avoid receiving academic penalties for work missed. Unless the absences fall under HISD Guidelines for Excused Absences, they will be considered unexcused. The school reserves the right to administratively withdrawal the student until their return, minimizing the impact on the school's attendance rating. A student who is given assignments before his absence will be required to turn in his work on the second day following his return to school. Additionally, the student will be required to make up exams, notebooks, labs, or other major projects within five days of his return. Parents should realize the student must be in compliance with the 90% attendance rule in order to receive credit for a class.



## STUDENT ARRIVAL & DISMISSAL PROCEDURES

### STUDENT ARRIVAL ON CAMPUS

- Elementary students who arrive at school between 7:10 a.m. and 7:40 a.m. are to go to the cafeteria until the bell rings. Middle school students who arrive between 7:10 a.m. and 7:40 a.m. are to wait in the courtyard area until the bell rings (the gym will be opened during inclement weather).
- Students are not to proceed beyond the school security gates on their own.
- Students are not to enter the classroom building before school or remain in the building after the close of the school day unless they are under the supervision of an adult.

**No students are allowed to arrive at school earlier than 7:10 a.m.** All students are to stay in the designated areas until the first bell rings at 7:40 a.m. Students are to be picked up *promptly* at the end of the school day, but no later than 3:30 p.m.

### STUDENTS LEAVING CAMPUS DURING THE SCHOOL DAY

- Students will only be released to the parent/guardian/adult listed on the enrollment card. Identification must be presented. If parents want their child to leave school before the school day is over, a note must be sent to the attendance clerk in the Main Office with a phone number where you can be reached for verification, time of departure, and reason for the early departure of your student.
- Students must be checked out through the Main Office by the parent or guardian – only then will they be released from class.
- If you need to check your child out of school before the end of the school day, due to an emergency or doctor's appointment, please arrive before 2:00 p.m. A note must be sent to the office in the morning requesting your child be released earlier than the dismissal time. This policy will be strictly enforced. To ensure that all school staff is available for dismissal duty, parents arriving after 2:15 p.m. to check out students will be asked to wait until dismissal time at 3:15 p.m.

**IMPORTANT:** Students may never leave campus during the school day or after-school and return without a parent or guardian.

## AFTER SCHOOL PROCEDURES

Students will get their books/materials, exit the building, and leave the campus promptly. The school should be cleared of students by 3:30 p.m. unless one of the following exceptions applies:

- Students waiting for parent pick up (front of school - Bering St. side). After 3:30 p.m. these students are brought to the Ram Aftercare program, where they must be signed out by a parent. After a third violation, parents will be charged \$5 per 15-minute increment.
- Students attending extracurricular sports practices.
- Students staying for a game will report to Aftercare. The \$5 ticket fee covers Aftercare supervision until game time, a snack, access to computers for homework, and the event entry.
- Students attending teacher tutorials, chess club, or other after school programs.
- Students participating in Ram Aftercare must report to the designated location immediately after school.

**T. H. Rogers Student & Parent Handbook 2021-2022**

When finished, students engaged in the exception activities must exit the building towards the front of campus with their teacher/coach/sponsor and should not return to lockers or be in the hallways for any reason.

## STUDENT CONDUCT & DISCIPLINE

The HISD Student Code of Conduct has been developed to help you better understand the levels of school and district policy violations and the consequences of those violations. Good and acceptable student behaviors are by far the most frequent occurrence at T.H. Rogers. However, when a poor behavior judgment by a student, you will find the faculty and administration committed to enforcing the HISD Student Code of Conduct.

While the HISD Student Code of Conduct is not meant to describe all misbehavior, its broad outlines are clear: No student has the right to detract from other classmates' right to learn.

There is a clear separation between punishment and academic grades. No teacher may lower a grade for behavior unless it involves late work or the T.H. Rogers Academic Honesty Plan. However, there is a relationship between conduct and success in the classroom. Students consistently unprepared or off-task will invariably struggle to maintain acceptable grades.

Keep in mind that although a standard, consistent discipline policy is supported by all your teachers, they are individuals with quite different teaching styles. Students are expected to understand and follow the specific classroom expectations set by the teacher.

**Note.** Specific elementary grade-level expectations are explained in detail by the teachers at open house in the Fall.

Repeated disciplinary infractions may result in a referral to the Assistant Principal and implementation of a Student Behavior Growth Plan.

### STUDENT CONDUCT AND CAMPUS DISCIPLINE PLAN

T. H. Rogers is applying and adhering to the Houston ISD Code of Student Conduct that provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. The student who commits an act of misconduct that may be classified into any of the five levels will be subject to disciplinary action by the classroom teacher, assistant principal/dean, and/or Principal. The policies and administrative procedures concerning student conduct apply to actions of students on school property, school buses, at designated bus stops and, in some cases, for conduct occurring off school property. Additionally, these rules are applicable to students placed in a DAEP (Disciplinary Alternative Education Program).

- Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- Students shall be treated fairly and equitably.
- Discipline shall be based on a careful assessment of the circumstances of each case.
- A finding that a student has engaged in any offense listed as an offense under Level IV or Level V constitutes a finding that the student has engaged in serious misbehavior
- Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, HISD transportation, the school, or any school-related activity and may include persistent behavior or Level II or higher misconduct.

## T. H. Rogers Student & Parent Handbook 2021-2022

### Levels of Offenses/Overview

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

**Level I—Violation of Classroom Rules:** Offenses that occur in the classroom. Teachers are responsible for addressing **Level I** infractions in their classrooms.

**Level II—Administrative Intervention:** Offenses that are more serious in nature or a continuance of Level I misconduct. Teachers and/or administration may address **Level II** infractions.

**Level III—Targeted Intervention, Restitution, Suspension, or Optional Removal to 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—Placement in a Disciplinary Alternative Education Program:** Criminal offenses as defined in **Level IV** and offenses that have been determined to be significantly serious by the School Board. 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.

Link: [HISD Student Code of Conduct](#)

### T. H. ROGERS CLASS DISCIPLINE PLAN

Our classroom discipline plans are based on the [HISD Code of Student Conduct](#). Teachers may lower conduct grades for a variety of misbehaviors, including, but not limited to the following: being off-task, rudeness, talking, chewing gum, eating, disrespect, horseplay, being unprepared, violating class rules, etc. The teacher will issue a formal warning for conduct below an "S".

**Special Note:** Any reported "P" in conduct (report card, progress report, or discipline report) may affect student participation in non-curricular activities such as dances, intramurals, field trips, carnival, etc.

## TECHNOLOGY USE REGULATIONS

### STUDENT USE OF COMPUTERS

Please refer to the HISD [Acceptable Use Policy for Electronic Services for Students](#) for more information on appropriate use of computers in the classroom for instruction. For a student to do anything other than what is assigned, on any computer at any time, is a Level III Offense (see the [HISD Code of Student Conduct](#)). Students in 3<sup>rd</sup> – 8<sup>th</sup>

## T. H. Rogers Student & Parent Handbook 2021-2022

grade will receive a personalized password. Never share your password and never use another student's password or login credentials!

### STUDENT USE OF OTHER TECHNOLOGY

All electronic devices (cell phones, music players, cameras, smart watches, ear buds, etc.) must be placed in student's locker, secured with a combination lock, and remain secured in the locker until dismissal.

- Cell phones – see the policy, Addendum I.
- Cell phones, music players, recording devices, smart watches, ear buds, or any other electronic device – may not be used in a classroom without a teacher's specified permission, or on-campus, during the instruction day (7:45 - 3:15) without a staff member's permission.
- Cameras – students may not take classroom pictures without the permission of the teacher. Pictures of other students may not be taken unless that/those student(s) have given permission.
- Pictures of T.H. Rogers' staff, students, and facilities cannot be posted on the internet!
- The school is not responsible for the loss or disappearance of electronic items.

**Note:** At no time may students access social apps while on campus.

### STUDENT USE OF TELEPHONES & MESSAGES TO STUDENTS

- Student use of cell phones is prohibited during the school day unless explicit teacher permission has been given.
- Students may use classroom or office phones with the permission of school staff.
- Plans for after-school need to be established before a child comes to school each day. Parents are to leave messages for their child ONLY in an emergency.

**Note:** Due to the job responsibilities of our staff, any phone messages left during the day will be delivered to the students after 2:00 p.m., so plan accordingly.

**Note:** Students will NOT be dismissed from class until the parent arrives in the main office to sign their child out of school. The office will then contact the student for dismissal. Parents must send a written request to the attendance office in the morning, and the students will receive a permit to leave class.

## VISITORS AT SCHOOL & CLASSROOM VISITS

Parents are welcome at school and must sign in with a valid driver's license or state identification in the Main Office upon arriving to receive a visitor's badge (after clearance from the RAPTOR database check). To preserve instructional time, parents may not visit classrooms during the school day without administrative permission.

If a parent brings lunch to their child, they must check-in at the Main Office and obtain a visitor badge before entering the cafeteria. Parents and students having lunch together will sit at the designated tables.

T.H. Rogers School administration, faculty, and staff welcome classroom visits by parents and consider it an additional opportunity to engage in his/her child's education. The primary goal of a classroom visit by a parent is to observe their child and the instructional program being presented.

The following are a few reminders to ensure this goal is achieved:

## T. H. Rogers Student & Parent Handbook 2021-2022

- The right to observe a child's instructional program during the school day resides solely with the child's parent or legal guardian. The right to observe does not extend to grandparents, other relatives, or caregivers.
- As with other campus visits, parents are asked to sign-in in the main office prior to reporting to the classroom, and sign-out when leaving the campus.
- Parents are asked to observe the class with a focus on their child and to refrain from observing other students. If the Principal or designee has knowledge of or suspects that the observation is focused on another student, he/she reserves the right to deny the requested visit or end a visit while in progress.
- All requests for classroom visits will be scheduled within a reasonable timeframe from the date the request is made. Visits are to be scheduled through the principal or designee for a time and date that is convenient for the parent and teacher. Parents are asked to provide at least 48 hours for a specific date/time. Days on which standardized tests or any other class assessments are planned, classroom visits will not be conducted.
- Classroom visits will be scheduled in increments of 20 minutes or less.
- Parents are asked to enter and exit the classroom in a manner that will not interrupt the instructional activities in progress. The teacher may designate a particular area for parents to sit during the observation. Once in the classroom, parents are asked to remain seated and refrain from interacting with their child and/or other students. Follow-up requests or discussions about the student's progress or behavior are to be conducted in a parent-teacher conference scheduled later.
- All electronic devices should be silenced as to not distract students during the classroom visit. Photos and/or video or audio recordings in the classroom are strictly prohibited.
- The principal and/or designee may accompany the parent during the classroom observation.

# COMMUNICATION SYSTEMS

## RAM NEWS & WEEKLY CALL OUTS

"RAM NEWS", the official school communication bulletin of school news, activities, and notices, will be published on the website each Thursday. The school also sends a weekly call-out and email through SchoolMessenger to our families regarding school news and events on Friday afternoon (usually).

## PARENT/STAFF COMMUNICATIONS

All parents are encouraged to contact the appropriate staff members when they have a question or concern. The school calendar and Ram News list all upcoming events. Email is the best way to contact staff members. Please leave phone messages for teachers in the appropriate unit office (see phone numbers listed on page 1 of this handbook). Please allow 24-48 hours for a response.

## PARENT/TEACHER CONFERENCES

Parent/teacher conferences are generally arranged through the individual teacher or grade level cluster leader. Please email or call the teacher to arrange a conference. If a parent wants to meet concerning several of their child's subjects, a conference will be scheduled with the cluster or grade level.

## SPECIAL EDUCATION PARENT INFORMATION MEETINGS

All parents of special education students are encouraged to attend parent information groups during the school year. Each unit meets with its parents and shares information with them in a variety of ways. Parents will be informed of meeting dates, times, and topics throughout the school year.

## STUDENT PUBLICATIONS

The **RAM**, the school yearbook for purchase, is published by both the elementary and middle school units and is distributed at the end of the school year.

## SCHOOL WEBSITE:

<http://www.houstonisd.org/rogersms>

The T.H. Rogers website has been vastly upgraded this year for improved information to our community. We intend to use our website as one of the primary vehicles of communication and encourage you to check the website for pertinent information and upcoming events. If you think of any additional information that would be helpful for parents, please let us know!

# ACADEMIC POLICIES

## HOMEWORK

Homework is an extension of the classroom – a reinforcement, enrichment, or completion of work taught. **It is the student's responsibility to write down assignments and be certain that he/she understands directions before leaving school.**

- Homework should be done by students independently of parents and according to teacher expectations.
- Teachers coordinate plans to minimize excessive homework expectations.
- Depending upon the nature and purpose of the assignment, homework may be graded or only checked.

Frequently the homework assignment is independent reading or reading in a content area so that the student is fully prepared to participate in the classroom activities.

## GRADING

A report card is issued to the parents at the close of each six-week period. Numerical grades are used according to the following interpretation:

90 -- 100	Excellent quality of work - thorough mastery of subject matter
80 -- 89	Good quality of work - above average with consistent effort
75 -- 79	Satisfactory quality of work - average achievement
70 -- 74	Below quality work expected - below average achievement
50 -- 69	Unsatisfactory quality of work - poor work, failing

Grades are based on tests, quizzes, daily participation, reports, projects, written assignments, and presentations. Teachers will explain to students and communicate with parents their specific grade-level grading procedures. Please note that the T.H. Rogers School policy prohibits participation in ANY extracurricular activity for students earning a "70" grade average or below in any course. Finally, middle school Vanguard students may be required to maintain a grade sheet in their core academic classes. This grade sheet will provide recent grades achieved for the current six- weeks.

Category Weights	Tests/Projects/Performances: 30%
	Classwork/Quizzes/Homework: 70%

## T. H. Rogers Student & Parent Handbook 2021-2022

Test retakes are limited to **one retake** with a **maximum grade or a cap of 75%**.

### ACADEMIC HONESTY

According to HISD Schools Guidelines, academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties on assignments or tests. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Academic dishonesty is a Level 2 offense and will result in an administrative referral to determine appropriate consequences.

### LATE WORK

Late work is defined as any assignment that is not turned in during the student's scheduled class period, at the time the teacher designates, on the day in which the assignment is due if the student is in class. The teacher will specify, in advance, the time during the period that an assignment is due. If an assignment is turned in after that time, it is considered late.

To better prepare our students for real world experiences and support students in mastery of their learning, students will be allowed a brief grace period. The grace period is intended to support students and families when there are circumstances beyond their control that prevent timely completion of assignments. However, a late penalty will be deducted from the grade of any project or assignment that is turned in after the due date or the grace period allotted for students.

- Elementary
  - K-1st: no late work policy
  - 2nd–5th grade
    - One school day grace period for late assignments.
    - The maximum penalty for late assignments - 5% off the earned grade, 5% maximum penalty.
    - All late work must be submitted prior to the end of the current marking period.
    - Each assignment must be turned in within two weeks (14 calendar days) of the original due date. Teachers must record the missing assignment as “Missing” in Power School. If the missing assignment is not turned in during the window, the late assignment will not be accepted and will receive a grade of zero.
    - If the assignment is due within the last two weeks of the cycle, the assignment must be turned in by the Friday the cycle ends. After that, the late assignment will not be accepted and a grade of zero will be entered.
- Middle School
  - 6th–8th grade
    - Two class periods for late assignments.
    - The maximum penalty for late assignments - 10% off the earned grade, 10% maximum penalty.
    - Each assignment must be turned in within two weeks (14 calendar days) of the original due date. Teachers must record the missing assignment as “Missing” in

## T. H. Rogers Student & Parent Handbook 2021-2022

- Power School. If the missing assignment is not turned in during the window, the late assignment will not be accepted and will receive a grade of zero.
- If the assignment is due within the last two weeks of the cycle, the assignment must be turned in by the Friday the cycle ends. After that, the late assignment will not be accepted and a grade of zero will be entered.
- High School Credit Course(s) in Middle School
  - Two class periods for late assignments.
  - The maximum penalty for late assignments-10% off the earned grade, 10% maximum penalty.
  - Each assignment must be turned in within two weeks (14 calendar days) of the original due date. Teachers must record the missing assignment as “Missing” in Power School. If the missing assignment is not turned in during the window, the late assignment will not be accepted and will receive a grade of zero.
  - If the assignment is due within the last two weeks of the cycle, the assignment must be turned in by the Friday the cycle ends. After that, the late assignment will not be accepted and a grade of zero will be entered.
  - Students must be administered a final examination to qualify for high school credit in the Fall and Spring semesters.

### Make-Up Work

#### Excused Absence

A student who has excused absences has the right and responsibility to do make-up work when he returns to school. Students are allowed five school days to complete make up assignments. Teachers must require students to make up all tests and projects covering two or more days' work. The individual teacher should exercise individual good judgment relative to daily assignments. Any modifications of this policy must have the approval of the Principal.

#### Unexcused Absence

An unexcused absence does entitle the student to make up daily work and receive credit. Students are allowed five school days to complete make-up assignments.

#### Truancy

Students who are truant are not to receive credit for work missed, including major exams. However, teachers may request that students make up work missed.

#### Out of School Suspension Absences

Students who are assigned to out of school suspension are given five days to turn in their assignments from the day they return to school. Tests will be required to be made-up within five school days of their return.

#### Extended Absence

The Principal must approve all extended absences in advance. Students who are given assignments prior to their absence will be required to turn in their work no later than five days following their return to school. Additionally, students will be required to make up exams, notebooks, labs, or other major projects within five days of their return.

Note: A student may not be given credit for a class unless the student is in attendance for at least 90% of the time classes meet. An attendance committee, appointed by the Principal, would hear petitions for class credit by students



**T. H. Rogers Student & Parent Handbook 2022-2023**

who are in attendance fewer than 90% of the days due to extenuating circumstances. After an absence of three consecutive days or more, parents may contact the school to secure their child's assignments. Tests should be made up before or after school, not during class time.

**PROGRESS REPORTS, REPORT CARDS & GROWTH PLANS**

Progress reports will be distributed during the 3<sup>rd</sup> Week of each six-week marking period, as noted in the school calendar. Based on the Progress Report issued, and the Report Card issued after the sixth week, Vanguard students with a grade lower than 75 or with an "Incomplete" may be placed on a growth plan. School staff will contact parents to arrange the required conference if a growth plan is necessary. Students with less than a "70" may not compete in extracurricular contests on behalf of Rogers, although they may continue to practice/rehearse (unless they repeat a sub-70 grade in the specified class, whereas they are ineligible for practice as well).

**HONOR ROLL**

At the end of each six-week grading period, students achieving Honor Roll (making all A's, all A's and one B, and all A's and two B's) will receive a certificate.

**GENERAL POLICIES****LOCKERS**

Most students will be assigned a locker or cubby for storage of books and personal items. Middle school students also are assigned a locker in the physical education dressing rooms. A combination lock (no keyed locks permitted) should be kept on all lockers. Students are responsible for maintaining lockers in an orderly fashion and may not mar or deface them in any way. Stickers, pictures, etc. may not be affixed to the inside or outside of lockers since they are virtually impossible to remove. Locker numbers and combinations of locks are recorded with the homeroom teacher.

**NOTE: Backpacks are not allowed in the classroom.** Students may use them to transport materials to and from school, but they must fit and be kept in the student's locker during the school day. Personal items, such as backpacks, musical instruments, etc. cannot be left on the floor or kept above the lockers. T. H. Rogers is not responsible for any lost or damaged property with the locker.

**TEXTBOOKS**

Students will be issued textbooks for their use; teachers will be conducting textbook checks every six weeks. These are the property of the school district and must be turned in at the end of the year showing only reasonable wear. Students are responsible for the replacement cost of lost or damaged books. Teachers maintain a record of the number and condition of issued textbooks and conduct book checks periodically throughout the school year. Failure to pay for lost or damaged books will result in a student not receiving a replacement book.

**LOST AND FOUND**

Parents are encouraged to put children's names inside clothing and personal things so that items can be identified and returned when a student loses them. Our Lost & Found is located by the Girls Locker Room. Items are emptied from the cabinets at the end of each six-week grading cycle, after which time unclaimed items are donated to charity.

**TRANSFERS**

The HISD student transfer form must be filled out and returned when your child qualifies and begins at Rogers. Renewal transfer forms are resubmitted online by the school on your behalf unless the student no longer qualifies for

**T. H. Rogers Student & Parent Handbook 2022-2023**

the program. HISD student transfers are issued for a one-year period; there is a possibility that students withdrawing from Rogers during the school year may not be accepted at their home school.

**FIELD TRIP POLICY**

An original signed field trip permission slip must be returned to the school promptly before a student will be allowed to leave campus on a field trip. Students are given adequate time to get a field trip permission slip signed and returned to school. No student will be allowed to go on a field trip without a signed parent permission form. Elementary students are to wear their T.H. Rogers' field trip t-shirt, available for purchase (Child size \$15; Adult size \$18) in the Main Office. We always welcome parent volunteers for field trips, but parents must be cleared by the HISD VIPS office each year. This process may take up to four weeks, so please plan accordingly. Parents may contact Ms. Asia Buirse at [Asia.Buirse@houstonisd.org](mailto:Asia.Buirse@houstonisd.org) for support with the form, if needed. Parents may be asked to serve as a field trip chaperone to support their child in meeting behavior expectations. Only designated grade-level photographers can take pictures of children other than theirs.

**LIBRARY POLICIES****T. H. ROGERS ELEMENTARY LIBRARY CHECKOUT GUIDELINES**

All elementary students have the privilege of checking out books from our first-floor library. They will attend library class once during their 6-day enrichment cycle.

Students are required to check out library books on their reading level and age group. Some exceptions will be made at the librarian's discretion for special reading program members, such as Name That Book. Library staff reserves the right to restrict books based on content and the child's age or maturity.

Students are taught how to take care of books in the library. If books are damaged or lost, the child's parent or guardian is required to pay the replacement cost to the school. Books should be returned to the library on time. Students are expected to return their books each week unless the book is needed for a second week. The checkout period is two weeks, and a book may be renewed for two additional weeks if needed. If students have no overdue books or outstanding charges, they will have the following checkout privileges:

**Kindergarten**

- Students will check out one fiction book in the first semester. They will check out one fiction book and one non-fiction book in the second semester.

**First & Second Grade**

- Students will check out one fiction book and one non-fiction book all year.

**Third – Fifth Grade**

- Students will check out two books (fiction or non-fiction) on their reading level.
- They may check out the third book as a free-choice option on any reading level.

**T. H. ROGERS MIDDLE SCHOOL LIBRARY CHECKOUT GUIDELINES**

All middle school students have the privilege of checking out books from our second-floor library. The library is open 7:30 a.m. – 3:15 p.m. All students may visit the library with a pass from their class teacher throughout the school day.

## T. H. Rogers Student & Parent Handbook 2022-2023

Students are expected to take care of all library materials they check out. If books are damaged or lost, the child's parent or guardian is required to pay the replacement cost to the school. Books should be returned to the library on time. The checkout period is two weeks, and a book may be renewed for two additional weeks if needed. Middle school students are charged 10 cents every day a book is late. If students have no overdue books or outstanding charges, they can check out up to five books at a time. Some exceptions will be made at the librarian's discretion for special reading program members, such as Name That Book.

Our middle school library also has Nook Simple Touch e-readers available for checkout. These devices have a preloaded selection of e-books to read. They may only be checked out by students who have no overdue books or charges and who have submitted a parent permission form to the librarian. Students may check out a Nook for a single two-week period with no renewals. Students who fail to return the Nook on time will be charged \$1.00 every day the Nook is late. The parent permission form has complete details of the replacement cost of the nook and accessories.

Please see our library web page for additional information about the library and its programs:

<http://www.houstonisd.org/Domain/13580>

# K-8 STUDENT DRESS CODE

As determined by the SDMC Student Dress Code Committee – June 2018

Creating the proper atmosphere for learning is significant to our entire school community. To ensure that the health standards, safety conditions, and the appropriate educational decorum are maintained, the following grooming guidelines shall always apply and school events, on-campus or elsewhere, unless otherwise adjusted by an administrator:

- Wear clothing that is appropriate for school. Clothing must not be too tight, too loose, or torn.
- Clothing must be worn that is neat and clean in appearance.
- Gym clothes may not be worn outside of gym class. Non-mesh nylon/sport shorts, with pockets, are allowed.
- Clothes that depict or refer to alcoholic beverages, violence, drugs, nudity, or contain suggestive slogans will not be allowed. Verbiage written on the backside of sweatpants, shorts, etc. is not permitted.
- Appropriate under-clothing must be worn by students.
- Hairstyles and make-up must be socially acceptable and not create a distraction in the classroom; hair must be neat, clean, and well-groomed, not hang in the eyes, and in general, make-up and hair kept in moderation—NO WRITING/MARKINGS ON ARMS, LEGS OR ANYBODY PARTS.
- All students shall wear shoes for safety and health reasons. Due to safety considerations, all footwear must be closed toe and have heel straps. Heels may not be more than 2" high. Footwear MUST always be worn.
- Sheer or skin-revealing panels in any clothing is prohibited.

### **Tops/shirts/blouses**

- Not permitted---halter tops, plunging necklines, and tops that expose the midriff, shoulders, and back.
- Tops must be long enough so that the skin is not showing when bending over
- Permitted with restrictions---Tops/shirts/blouses must have at least a 2-inch width at the neck and shoulder. Tank tops must be layered under a shirt, sweater, or jacket. Sheer tops must have a layer underneath.

### **Bottoms/shorts, pants, skirts, dresses**

**T. H. Rogers Student & Parent Handbook 2022-2023**

- Not permitted--cut off clothes, compression shorts or pants, sagging pants (the crotch part of the pants may not sag)
- Permitted with restrictions--- opaque leggings may be worn only under a skirt, dress, or loose-fitting top that are no shorter than fingertip length or longer.
- Shorts, skirts, and dress length may be no shorter than 3-inches above the knee (front and back from top of the knee in a standing position)
- Bottoms/shorts/pants/skirts/dresses may not have slits, rips, or tears. Pant lengths should be no longer than the back of the heel of the shoe.
- Belts must be worn with loose-fit shorts or pants, and waistlines must match - no low or hip riding waistlines.

**Accessories**

- Permitted with restrictions---hats, bandanas, caps, head coverings (including hoods on jackets), or sunglasses may not be worn in the school building.

**Note.** The administration will settle any questions about appropriate lengths.

**Note.** The wearing of shorts is a privilege, as is NOT having a school uniform.

**Note.** School administrators will determine the appropriateness of clothing and hairstyles.

**Violation of this policy forfeits this privilege!**

- **1st violation:** Warning; written parent report/phone call and change into school-issued clothes
- **2nd violation:** Change into school-issued clothes, written parent report/phone call Level II violation (see Code of Student Conduct)
- **3rd violation:** Change into school-issued clothes, Referral send home to parents, In-School Suspension assigned.

**GENERAL TRANSPORTATION GUIDELINES**

Parents are requested to notify the unit office as soon as possible when there is a change of address or phone numbers. **It usually takes 2-3 weeks to change a student's bus transportation.**

**HISD Transportation policy states that a student cannot ride a route not assigned to them  
DO NOT ASK THE SCHOOL OR BUS DRIVER TO RIDE ANOTHER BUS.**

Vanguard students must be at their transportation point at least 10 minutes before their scheduled departure time. Each special education student must be ready to board the bus when it arrives at the student's home.

On the bus, students are to follow the same HISD Code of Student Conduct as they do at school.

The following are examples of behaviors that are not acceptable on the bus:

- |                                                      |                                              |
|------------------------------------------------------|----------------------------------------------|
| - Standing or moving about the bus                   | - Fighting                                   |
| - Inappropriate language                             | - Yelling or screaming                       |
| - Destruction of property                            | - Throwing objects in or out of the bus      |
| - Sticking heads or arms out of the windows or doors | - Failure to sit or remain in assigned seat. |
| - Taking things that do not belong to other students |                                              |

**T. H. Rogers Student & Parent Handbook 2022-2023**

*Also, students may eat or drink on the bus only with the **PERMISSION** of the **BUS DRIVER**.*

**NOTE: If a bus is equipped with seatbelts, students must wear them!**

**Students! Always Remember RIDING THE BUS IS A PRIVILEGE!**

Any violations of a serious nature that endanger the safety of other students may result in the loss of the transportation privilege. If a special education student is kept home by his parent, the parent should inform the driver as the bus comes by to pick the student up of the date that the student is to be picked up again. If a special education parent does not inform the driver as he comes by to pick up the students, the parent is to notify his motor pool of the pick-up date. The driver will not pick up the student again until the parent contacts the motor pool.

**FOR SAFETY CONSIDERATIONS! Students who are in wheelchairs will not be transported to school if the chair is not in a safe condition.**

If your child's bus is late in the morning or afternoon regularly or if you have any additional questions about your child's bus stop/route at our campus or would like to update your child's address please call the Magnet Coordinator Mrs. Barbra Hearne at [BHEARNE@houstonisd.org](mailto:BHEARNE@houstonisd.org).

### **PARENT TRANSPORTATION OF STUDENT TO SCHOOL**

When a parent drops off or picks up a student at school, the parent must use the circular drive ('L- shaped') on the corner of Bering and San Felipe (east side of campus) for carpool duties. It is dangerous for both car and bus traffic to be in the parking lot at the same time. Students are never to be dropped off or picked up on the Augusta (west) side of the campus.

#### **FOR SAFETY CONSIDERATIONS!**

**Students may only be dropped off in the 'L-shaped' driveway in the front of the school  
Never on Bering or San Felipe.**

**You are welcome to park in the Bering parking lot and escort your student safely across the bus lane to the sidewalk using the designated crosswalk only!**

**IT'S ALWAYS ABOUT SAFETY, FIRST!**

## **CAFETERIA RULES AND PROCEDURES**

- Parents are encouraged to join their children for lunch at any time, but please be sure to check-in with the Main Office and sit at the designated parent tables! Call the appropriate unit office for individual class lunchtimes.
- School menus are sent home at the beginning of every month.
- Students may bring lunches from home and purchase additional items in the cafeteria.
- The cost and availability of food items are available from the cafeteria.

**Note.** State nutritional guidelines prohibit the distribution of cupcakes, sodas, cake, candy, etc. during school hours. Please plan accordingly.

### **CAFETERIA SCHOOL BREAKFAST & LUNCH PROGRAM**

Breakfast is available to all students for FREE! Hot lunches will be served daily for \$2.75 (estimated actual prices to be set in August). The charge to students is kept as low as possible to encourage students to participate in the

## T. H. Rogers Student & Parent Handbook 2022-2023

program. Families who cannot pay the full price may apply for a reduced-price meal or a free meal. Application forms with an income eligibility scale are given to each student at the beginning of each school year. Students may start receiving free or reduced lunches the day the application is approved. All applications will be handled privately, and information will be kept confidential. Students who participate in this program will be treated in the same manner as those who pay the full price. Meals, full-price or reduced-price, may be prepaid. Note: Please pay all negative balances as soon as possible. Students may not accumulate a negative balance toward the purchase of snacks.

### CAFETERIA REGULATIONS

- Elementary students are to be seated by homeroom while eating. Students are encouraged to visit with their friends, but they must remain seated. Students are not to get up and visit with students at other tables.
- Middle school students may go outside in the courtyard when the weather permits. This is a privilege that will be available only if the courtyard is kept neat and litter-free. Horseplay, running, throwing food, climbing on tables and in trees, etc., is prohibited.
- **Microwave ovens are for middle school use only; no popcorn or noodle heating is allowed.**
- Students are to enter the serving line only at the designated entrance.
- All students are responsible for putting their trash in the trashcans. (REMIND THOSE SEATED AT YOUR TABLE OF THEIR RESPONSIBILITIES IF YOU OBSERVE THEM BEING NEGLIGENT).
- Chairs should be pushed under the table when you leave.
- Conversations conducted at normal levels are much more pleasant than yelling and screaming. Yelling and screaming are unacceptable.
- Elementary students are NOT to leave the cafeteria without permission from the monitor.
- No students may enter or remain inside the classroom building during their lunchtime without passes. This includes all student groups who meet during lunch.

## HALLWAY PROCEDURES

- Always stay to the right in the hallways and on stairs.
- Always walk!
- Watch out for our students, staff, and visitors with special needs!
- Always use kindness and courtesy.
- Always move expeditiously to classes and avoid loitering.
- Keep the hallways free of litter, debris, and personal items.
- All personal items, including clothing, supplies, and projects, are to be placed in the student's locker or designated area.
- All hallways must be kept free of all personal belongings, including bags and musical instruments.

## RECESS & PLAYGROUND

Recess is an essential element of the total educational experience for students. PreK-5th students are scheduled for a 30-minute daily recess allotment per teacher schedule. Teachers may decide to provide additional academic support or allow students to work on missing assignments, not exceeding 15 minutes, when needed.

To provide a safe playing environment for all our students, please be sure to follow these safety rules:

**T. H. Rogers Student & Parent Handbook 2021-2022**

- Always run and play with care! Play friendly!
- Do not play or wash hands in the water fountain.
- Do not throw sand or bring sand into the gazebo.
- Always be kind to the flowers, gardens, and all our play equipment!
- Specialized equipment is reserved for our multiply impaired students!

## AFTER-SCHOOL ACTIVITIES

All students staying after school must follow these rules:

- Students **MUST** always remain with a certified teacher/coach.
- Students may only go to or work in areas of the school supervised by their teacher/coach.
- Practices, rehearsals, etc. end at 4:15 p.m. unless stated otherwise **IN WRITING** by the teacher/coach.
- Students report to the front of the school and are expected to be picked up promptly by their rides.
- Students may not leave campus and then return to campus at any time after school unless a parent accompanies them. (See HISD Code of Student Conduct for "Leaving Campus Without Permission")

### AFTER-SCHOOL EVENTS

Students staying for games are to report to After-Care and pay the \$5 fee, which covers supervision and entry fee. Students staying for concerts, plays etc. – the sponsor will determine with administration the supervision and snack fee per event, as well as volunteer coordination. (NOTE: Volleyball and baseball games usually end by 6:30 p.m., basketball, and soccer by 7 p.m.).

***Failure to follow these rules will jeopardize a student's privilege to participate in future events!***

## PTO (Parent-Teacher Organization)

The T. H. Rogers Community enjoys a strong level of support from our PTO! We work in partnership to support our students and staff members. We advocate joining the PTO for all parents and staff and strive for 100% membership each year. We hope that you will join this incredible, hard-working group of dedicated parents.

## COURSE SELECTIONS

### ELEMENTARY CORE ENRICHMENT COURSES

A variety of enrichment activities and programs are provided for elementary students at T.H. Rogers School.

- |                                                                                                                                  |                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>- Art</li> <li>- Library</li> <li>- Computer Lab</li> <li>- Physical Education</li> </ul> | <ul style="list-style-type: none"> <li>- Writers In Schools (WITS) – Grades 1 – 3</li> <li>- Chess – Grades K-2</li> <li>- Music – Grades K-2</li> <li>- String Orchestra – Grades 3- 5</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## VANGUARD MIDDLE SCHOOL COURSE SELECTION INFO

The T.H. Rogers Vanguard program is an advanced academics course of study in which the curriculum is expanded and enriched beyond the basic district proficiencies. The middle school schedule is as follows: All classes rotate on a traditional A/B block schedule. Class times range from 100 to 85 minutes. Homeroom meets every day and will always be used for intervention, TPSP, guidance/advocacy, class meetings, Student Council, Honor Society, or other activities deemed necessary by the administration or teachers. During the opening weeks of school, homeroom time will be used to work on the study and organizational skills.

The following are the required courses for each grade level.

SIXTH GRADE		SEVENTH GRADE		EIGHTH GRADE	
SUBJECT	UNIT	SUBJECT	UNIT	SUBJECT	UNIT
English 6	1	English 7	1	English 8	1
Thinking Skills 6	1	Math 7/Algebra 1	1	Math 8/Algebra 1/Geometry	1
Math 6	1	Texas History 7	1	U. S. History 8	1
World Cultures 6	1	Science 7	1	Science 8/IPC	1
Science 6	1	Mandarin/French/Spanish 7	1	Mandarin/French/Spanish 1	1
PE/Health	1	PE/Health	1	PE/Health	1
Fine Arts/Elective	1	Fine Arts	1	Electives	2
Tech apps	1	Elective	1		

## CRITERIA FOR ADVANCED CURRICULUM FOR H. S. CREDIT

Students who demonstrate high interest and ability may participate in an accelerated curriculum in math and/or science. Specific criteria for selection and removal must be met following District policy.

**Foreign Language:** Students are expected to remain in the same foreign language in the 7<sup>th</sup> and 8<sup>th</sup> grades.

**Algebra 1:** Students are selected to take Algebra 1 instead of HADV Math 7 or Math 8 after the appropriate staff considers the following criteria: student's score on the HISD Algebra placement prerequisite skills tests and teacher recommendation.

Students selected to take 7<sup>th</sup> grade Algebra 1 in the 2022-2023 school year will be placed in 8<sup>th</sup> grade Geometry in the 2023-2024 school year.

**IPC:** 8<sup>th</sup>-grade students who qualify for Algebra 1 or Geometry will be considered for placement in IPC.

## 8th GRADE TEACHER RECOMMENDATIONS FOR HIGH SCHOOL

The following procedures are followed for all 8<sup>th</sup>-grade students requesting 8<sup>th</sup>-grade teacher recommendations:

- Recommendation form and addressed/stamped envelope turned in to the counselor by the student.
- Form forwarded to the 8<sup>th</sup>-grade teacher cluster by the counselor.
- Completed form returned to the counselor.
- Counselor mails completed form to school.
- The estimated timeline is about three weeks.
- Completed recommendations are not returned to students or their families.

**REMEMBER:** do not turn in recommendation forms directly to your teachers!



## SCHOOL ACTIVITIES & INTEREST CLUBS

### ATHLETICS

All eligible 7th & 8th-grade students may participate in University Interscholastic League (UIL) governed sports. Girls' after-school sports include volleyball, cross country, basketball, swimming, soccer, and track. Boys' after-school sports include cross country, basketball, baseball, swimming, Soccer, and track. 6th graders are encouraged to participate in our club-level baseball team try-outs. We also offer intramural volleyball, basketball, and dodgeball to all students in grades 6-8 during lunch at varying times in the school year – our P.E. coaches will gauge interest by the students at the appropriate time.

### COMPUTER LAB

Students are scheduled into the computer lab through numerous academic, core enrichment, or elective classes.

### LIBRARY

Most students have regularly scheduled library time through reading and language arts classes. The library hosts our Name That Book teams as well.

### Math-Club (Grades 2-8) Includes UIL-Math, MathLeague.org, Math-Olympiad & Math-Counts (6-8)

Students who join the Math Olympiad program will compete in problem-solving contests. You may participate by signing up with the sponsor.

Students who join the Math-Counts Club will compete in problem-solving contests, including the school Math-Counts competition. The top four students will represent the school at the city contest.

### NATIONAL JUNIOR HONOR SOCIETY – Middle School

#### ***What is the National Junior Honor Society?***

Established in 1929, the National Junior Honor Society (NJHS) is one of the nation's premier organizations established to recognize outstanding middle-level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

Today, it is estimated that more than one million students participate in activities of the NHS (High School) and NJHS (Middle School). NHS and NJHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school activities and community service.

Resource: [www.nhs.us](http://www.nhs.us). Accessed 7/3/18.

#### ***Who is eligible for NJHS?***

Following national standards set by NJHS, students will first qualify for an invitation through their demonstration of success in the area of scholarship. That means students in 7th or 8th grade with a cumulative GPA (Grade Point Average) of 3.60 on a 4-point scale will receive an invitation to fill out an information sheet. Students will then fill out the information sheet to give examples of their accomplishments in the remaining areas of Leadership, Service, Character, and Citizenship. **Therefore, just because a student qualifies based on their cumulative GPA (scholarship), does not mean they will not automatically be inducted into the NJHS.**

## T. H. Rogers Student & Parent Handbook 2021-2022

### ***Who chooses inductees into the NJHS?***

After students fill out an information sheet and the required recommendation forms (3) from teachers and a community mentor/sponsor, our Faculty Council will review all their qualifications. Recommendations may not be completed by a parent/guardian. The Faculty Council is an anonymous group of faculty members who make final decisions about who will be invited for induction into the NJHS. The Faculty Council also serves as the group who determines if a student should be dismissed because of a failure to meet expectations in one of the five areas of Scholarship, Leadership, Service, Character, or Citizenship. The NJHS sponsors do not have a vote on the Faculty Council and will not be making any decisions regarding acceptance, rejection, or dismissal.

### ***What does an exemplary NJHS candidate look like?***

- **Scholarship:** Students who have a cumulative grade point average of 3.60 (on a 4.0 scale), as established by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration based on service, leadership, and character (and citizenship for NJHS).
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Students must complete a minimum of 10 volunteer hours to be considered for membership. Hours must be completed before the close of the application submission deadline.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and maintains a good and clean lifestyle.

### ***What do you do in NJHS?***

The goal of NJHS is to build leaders and do service. Other than that, the activities are up to the NJHS members. In the past, we have coordinated such activities as canned food drives, a Valentine's Day sale, and an on-campus peer tutoring program; Homework Helpers.

## **ACADEMIC COMPETITIONS AND CLUBS**

T.H. Rogers also offers several academic-oriented clubs that students may compete for, not only in school, but around the district and state as well. Those clubs include Geography Bee, Quiz Bowl, Name That Book, Math Olympiads, MATHCOUNTS, Math and Science League Contests, UIL Academics, Debate, Drama, Scholastic Writing & Art Competition, Spelling Bee, Odyssey of The Mind, Robotics, and others that may change from year to year; please check with the vanguard office for specifics.

## **STUDENT COUNCIL – Middle School**

The Student Council is a service organization comprised of Middle School Students from both the RDSPD and Vanguard units.

For 2022–2023 school year, the Student Council advisor is Ms. Ilene Thomas.

Each representative and officer are required to meet and maintain certain academic and conduct standards to qualify for a position on the Council. Students must have maintained a minimum of "C" average in all subjects. Students must have and maintain an "S" or "E" average in conduct for each subject, with no reported "P's" in conduct. A "74" or less incurred during the year will result in the student being placed in study hall and not allowed to serve on the Student Council for the next six-weeks grading period. If, at the end of the six-weeks, the grade is not a "75" or above, the student will lose the position on the Student Council. A student may not go on academic probation for more than one six-week period during the school year. If a student does make a grade of "74" or less in any subject during another six-week grading period, the student will lose the position on the student council for the remainder of the school year.

**T. H. Rogers Student & Parent Handbook 2022-2023**

Each May, the officers are nominated and elected for the new school year. The offices are open to any student who is in the seventh or eighth grade with two exceptions: The President must be in the eighth grade and the Vice President in 7th. Candidates must have an overall "S" conduct average, with no office "P"s reported for the second semester—the student body votes during a designated period during the school day.

**JUNIOR COUNCIL – Elementary School**

The Junior Student Council is a service organization comprised of 3rd, 4th, and 5th grade students, elected by their Homerooms if appropriate. Each representative is required to meet and maintain certain academic and conduct standards to qualify for a position on the Council and to remain a representative.




**PREVIOUS YEAR:** Students must have maintained a minimum of a "C" average, or 75, in all core subjects (Math, Science, Reading, and Social Studies) and have an overall "B" average for the current year. Students must have an "S" or "E" average in conduct for each subject and have an overall "S" conduct average, with no reported "P"s in conduct.

**THIS YEAR (IF ELECTED):** A "74" or less incurred during the year will result in the student being placed in tutorials and not allowed to serve on the Student Council for the next six weeks grading period. If the grade is not a "75" or above by the end of the six-week grading period, the student will lose his/her position on the Student Council. A student may not go on academic probation for more than one six-week grading period during the school year. If a student makes a grade of "74" or less in any subject during another six-week grading period, the student will lose his/her position on the Student Council for the remainder of the school year. As for conduct, representatives must maintain an "S" or "E" average in conduct for each subject and have an overall "S" conduct average, with no reported "P"s in conduct. If a representative's conduct falls below an "S," he/she will not be allowed to serve on the Student Council for the next six-week grading period. If the conduct grade does not improve to an "E" or "S" for the next six-week grading period, the student will lose his/her position on the Student Council for the remainder of the year.

## STUDENT CARPOOL RULES & PROCEDURES:



**ONLY ENTRANCE FOR THE PARKING LOT—No drop-off— you must escort your child to the appropriate dropoff location.!**

-  Parent Park & Escort
-  Parent Drop-off & Pick-Up
-  Blocked/do not use

### STUDENT CARPOOL PROCEDURES & RULES

1. It's ALWAYS about student safety!
2. Approach the carpool line only from the North heading South. Do not attempt to turn left into lane from Bering.
3. Do not use our neighbors' driveways for turning around. It creates additional traffic and safety concerns.
4. Remain in your vehicle at all times and keep the line moving.
5. Do not drop your child off on ANY surrounding streets to walk themselves in.
6. Do not cut line. Remember all adults are role models for our students.
7. Follow all instructions from the staff. Student safety is ALWAYS our #1 priority.
8. Do not park your car in the fire lane or leave it unattended. Those tickets are very expensive.
9. Do not use the Augusta bus lane, parking lot, or general area for student dropoff/pickup. This is a huge safety violation on multiple levels.
10. Please be sure to pay close attention to the adults on duty. They are there to safely get your student in or out of campus for the day.
11. Middle school parents @ dismissal – We suggest you "hang back" until 3:25 to allow for elementary students and Special Ed buses to load and dismiss. You'll be glad you did.

## CELL PHONE AND ELECTRONIC DEVICE CAMPUS POLICY

*All electronic devices (cell phones, music players, game players, cameras, ear buds, smart watches etc...) must be turned off during the instructional day, unless otherwise directed by your teachers. This includes at lunch. We recommend these devices be kept at home or in a locker.*

*Confiscated devices will be kept in the West Office safe for 30 days. Parents will need to pay \$15 for the device to be retrieved.*

- If there is an emergency and you need to pass along a message to your child, please call the front office and the message will be delivered as soon as possible with respect to on going instruction.
- The \$15 retrieval fee is HISD policy and must be paid through SchoolPay, available on the T.H. Rogers website or by clicking this link: <https://www.schoolpay.com/pay/for/T-H-ROGERS-SCHOOL---ELECTRONIC-DEVICE-FE/S1evk9>
- Please make sure to print out the receipt as that will be exchanged for the phone in the West Office.
- Under rare circumstances, teachers do allow for cell phone or personal electronic device usage in class; however, the devices may only be used under the teacher's supervision and secured at all other times during the instructional day.

# T. H. ROGERS ACADEMIC HONESTY POLICY

**PURPOSE:** The T.H. Rogers Academic Honesty Policy was established to be the cornerstone of academic integrity for our school. It is the foundation upon which the student builds personal integrity and creates a standard of individual behavior. The high standards set by this school are crucial to our credibility with the communities we serve.

**Note:** All middle school students will sign an acknowledgment that they have received and reviewed this policy.

## The Academic Honesty Policy (AHP) Code

**“WE WILL BE HONEST IN ALL OF OUR ACADEMIC ACTIVITIES.”**

### Faculty Responsibility

Faculty and/or staff members are responsible for:

- Orientating students over AHP through describing the procedures and penalties of the code,
- Minimizing students' temptation to violate the code by enacting adequate security precautions in the preparation, handling, and administering of any assigned work,
- Reporting incidents of an alleged violation of AHP to an Administrator.

### Students Responsibility

Students are responsible for:

- Maintaining the academic integrity of T.H. Rogers by following the AHP code
- Reporting incidents of an alleged violation of the code to the faculty member involved.

### AHP Code Violations - Definitions and Examples

A Violation of the AHP code is any activity which compromises the academic integrity or subverts the educational process of the school, including, but not limited to, the following:

- Cheating: any unethical method used by students to secure information for any assigned work.
- Plagiarism: the use of others' ideas or products as one's own
- Providing or receiving information for unauthorized use during exams, quizzes, or any other assigned work, including homework.
- Copying work from another student on or off-campus.
- Any other conduct intended to obtain academic credit fraudulently or dishonestly, which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.
- “Cutting and pasting” information from the internet without documenting the resource.

### Consequences

The administration will refer to the 2022-2023 HISD Student Code of Conduct.

**Note.** Any staff member who observes a violation of the Academic Honesty Policy has the responsibility to report the violation to an administrator. Repeated violations of this policy or any violation which severely damages the academic integrity of T.H. Rogers will result in further administrative disciplinary action.



## MIDDLE SCHOOL BELL SCHEDULE

Middle School A/B Bell Schedule			
Period	Minutes	Begin Instruction	Teacher Dismisses
A Lunch Bell Schedule			
A1 / B5	100	7:45	9:25
A2 / B6	85	9:30	10:55
MS A Lunch	30	11:00	11:30
A3/B7	85	11:35	1:00
Homeroom	40	1:05	1:45
A4 / B8	85	1:50	3:15
B Lunch Bell Schedule			
A1 / B5	100	7:45	9:25
A2 / B6	85	9:30	10:55
A3 / B7	85	11:00	12:25
MS B Lunch	30	12:30	1:00
Homeroom	40	1:05	1:45
A4 / B8	85	1:50	3:15






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# **HISD CALENDAR 2022/2023**

**2022-2023 Academic Calendar**  
Houston Independent School District

The figure displays 12 monthly calendars arranged in a 4x3 grid, covering the period from July 2022 to June 2023. Each calendar shows the days of the week (S, M, T, W, T, F, S) and the dates. Specific dates are highlighted with a light blue background: July 2022 (1, 2, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31); August 2022 (8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31); September 2022 (5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30); October 2022 (4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31); November 2022 (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30); December 2022 (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31); January 2023 (2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31); February 2023 (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28); March 2023 (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31); April 2023 (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30); May 2023 (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31); June 2023 (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30).

<b>Key</b>  Holidays  Teacher Preparation Days (no students)  Teacher Service Days (no students)		<b>Holidays</b> September 5, 2022      Labor Day October 5, 2022      Fall Holiday November 21-25, 2022      Thanksgiving Break December 22-January 4, 2023      Winter Break for Teachers December 22-January 6, 2023      Winter Break for Students	
<b>School Day Start and End Times</b> 7:30-3:00      Elementary School 8:30-4:00      K-8 and Middle School 8:30-4:10      High School		January 16, 2023      MLK Day March 13-17, 2023      Spring Break March 31, 2023      Chavez-Huerta Day April 7, 2023      Spring Holiday April 21, 2023      Spring Holiday May 29, 2023      Memorial Day	
<b>Significant Dates</b> August 8, 2022      Teachers report to work August 22, 2022      First day of school December 21, 2022      Last day of first semester January 9, 2023      First day of second semester May 31, 2023      Last day of school for students June 1, 2023      Last day for teachers		<b>Grading Periods</b> Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31	<b>Report Card Dates</b> October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)
<i>Last Updated 02/15/22</i>			



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