

Cougar Creed

C-ommitted

O-n Time! On Point! On Task

U-nwavering

G-oal setters

A-chievers

R-espectful

S-uccessful Scholars

We Are Key!



Key Middle School

2020-2021 STUDENT HANDBOOK

School Hours

8:30 AM – 4:00 PM



School Administrators

Principal: Mrs. Erika Carter

8th Grade Assistant Principal: Mr. Mikquon Turner

7th Grade Assistant Principal: Mr. Joshua Dawson

6th Grade Assistant Principal: Mrs. Ashley Alfred



Attendance Policy

Attendance: Attendance is taken daily at 9:30 AM. Students who leave school prior to that time are marked absent for an entire day. Please send a note upon your child's return to school, within 3 days. Only absences due to illness, legal appointments/court appearances, death in the family, hazardous road conditions making travel impossible, participation in official school activities will be excused. All scholars are only allowed 3 unexcused absences before possibly being removed from Pre-AP.

Tardies: Children who arrive to school after 8:30 AM are tardy.

Early Departure: If you need to pick up your child prior to dismissal time, a parent or guardian must sign the student out in the main office. PPE is mandatory. **No scholars can be picked up early after 3:00 PM.**

School Visitations

For the safety and security of our children, visits will be limited to the front entrance. Masks are required and your driver's license or state ID will be scanned for any early pick-ups and meetings.

Conferences: Arrangements can be made for parent conferences with the Principal, School Leaders, and teachers. These meetings must be prearranged and cannot occur on a drop-in basis. Virtual options are available.

Cafeteria Visits: Due to the covid-19 pandemic, lunch drop offs nor visits will be allowed.

Classroom observations: Due to the covid-19 pandemic, all classroom visits will be virtual and must be scheduled.



Cell Phones/Technology:

Cell phones must be turned off for the duration of the instructional day. Cell phones used during the school day will be confiscated and submitted to the main office. Parents must submit \$15 to the office to pick-up confiscated cell phones at the end of the school day. No Bluetooth speakers allowed. Headphones are allowed.

Student Dress Code

6th Grade: Gray Polo Shirts

7th Grade: Black Polo Shirts

8th Grade: Purple Polo Shirts

ALL CLOTHING

- Clothing must be solid colored, without variations or patterns.
- Clothing must be clean, neat, and mended. Clothing must not contain rips, holes, cuts, etc., that extend through the fabric.
- Clothing must be properly fitted. Clothing should be neither excessively tight nor excessively baggy.



PANTS, CAPRI PANTS, SKIRTS, SKORTS AND SHORTS

- Pants must not fall below the waistline.
- Skirt/skort/ shorts length must be no shorter than three inches above the knee.
- Only solid tan or solid white leggings may be worn under skirts; length of skirt must be the same with or without leggings.
- Oversized, undersized, tight-fitting, torn pants/shorts/shirts will not be permitted.

SHOES

- Shoes or sandals with a back strap around the heel must be worn at all times.
- Open-toed shoes are not allowed.
- Athletic slides are not permitted on campus.
- Crocs are not allowed.

School Dress Code

Covid-19 Changes

- ❖ **Due to hardships faced during the covid-19 pandemic, the district has decided to relax the uniform policy for the 2020-2021 school year. However, the above standards must still be met, daily.**

PTO/Volunteers

PTO/Volunteers All volunteers in HISD schools must be cleared through the Volunteers in Public Schools (VIPS) program. Registering with the VIPS program can be done either online through the Parents tab on the HISD homepage (www.houstonisd.org) or on-campus with our office staff. Parent Dress Code: **Parents must wear clothes appropriate attire. Pajamas are not acceptable. Undergarments must be worn.**

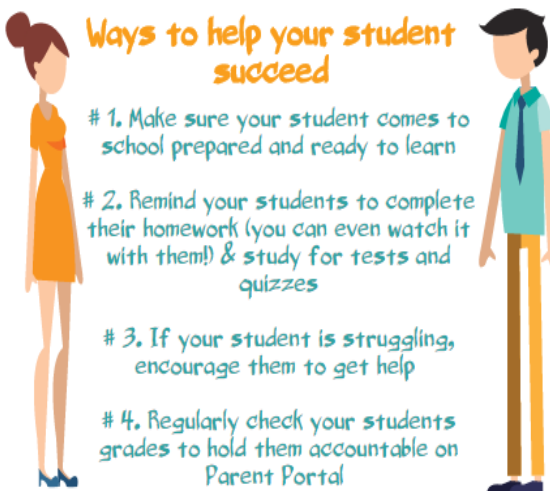


Emergency School Closings

For information on school closings, local TV news coverage (NBC, CBS, ABC, FOX) will indicate "All HISD schools." Additionally FM/AM radio stations and www.houstonisd.org will carry latest school closings. In the event of a Key Middle School-specific emergency closing, parents will receive an automated call. Additionally, parents can sign up for text alerts from HISD by texting "YES" to 68453.



Ways to help your student succeed



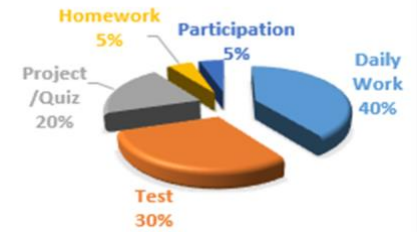
- # 1. Make sure your student comes to school prepared and ready to learn
- # 2. Remind your students to complete their homework (you can even watch it with them!) & study for tests and quizzes
- # 3. If your student is struggling, encourage them to get help
- # 4. Regularly check your students grades to hold them accountable on Parent Portal

Behavior Consequences

- Step 1: Warning/Classroom Interventions
- Step 2: Student Conference
- Step 3: Parent Conference
- Step 4: SAF/CIS Referral
- Step 5: PLC/Parent/Student Conference
- Step 6: Office Referral
- Step 7: Administrative Consequences
- Step 8: Refer to IAT Team



GRADES



PROMOTION STANDARDS

6th/7th Grade:

- Overall yearly average of 70 in three of the four core courses: Language, mathematics, science, and social studies.
- Have sufficient attendance*

8th Grade:

- Pass STAAR
- Meet the state requirement of overall yearly average of 70 in three of the four core courses: Language arts mathematics, science, and social studies.



Report Cards

6-weeks	Cycle	Release Date
1st	Aug 24-Oct. 2	Oct. 9, 2020
2nd	Oct. 5-Nov. 6	Nov. 13, 2020
3rd	Nov.9– Dec. 18	Jan. 8, 2021
4th	Jan. 5 – Feb. 19	Feb. 26, 2021
5th	Feb. 22- Apr. 16	Apr. 23, 2021
6th	Apr.19-May 28	May 27, 2021

Please always keep address and phone numbers up to date in the school office. You may notify us of a change in information by sending a note with your child, sending an email, or calling the front office. In case of emergency, it is vital that we are able to contact you.

Forgotten Items: If you are dropping off forgotten items or lunch, you may leave them at the front desk. We will ensure they are delivered to your child.

Buying & Selling Items: Students are not permitted to buy or sell any items at school except for school-sponsored activities and events.

Food & Nutrition Guidelines: To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only. Due to imposed health regulations, you will not be permitted to bring cupcakes, brownies, etc, for birthdays or special occasions.