

Eastern Hills Middle School

Student and Parent Handbook



2021-22

School Year

300 Indian Trail
Harker Heights, Texas 76548
Phone: 254-336-1100
Fax: 254-336-1115

Office Hours 7:30am- 4:00pm

Gina Brown, Principal

Mission

Teach so that ALL students can learn to their maximum potential.

Core Values

Integrity ~ Humility ~ Resilience

Vision

Eastern Hills Middle School is
a community of **integrity** and learning.

Where teachers and administrators mentor and inspire students,
and each other,
to embrace a growth mindset.

Where students are challenged to act with **humility** and **resilience**
as they develop skills that will prepare them to be
lifelong learners and productive members of society.

Where every individual feels safe and contributes
to our culture of pride, competitiveness,
and belonging.

2021-22 Theme

“The road to success is always under construction.”

School Song

All hail to thee
Our alma mater
Pride of Eastern Hills

We pledge our loyalty to you
Fight on Eastern Hills

With pride we show you our position
Sharing each new tradition

Pledge our honor now
anew Eastern Hills

Integrity ~ Humility ~ Resilience

Address and Phone Change

The front office should be notified of any changes of home address, contact numbers, or email address. Proof of residency is needed to update home addresses. It is extremely important that we can contact parents always for education, discipline, medical, and emergency needs.

Arrival and Dismissal Procedures

Students are not permitted in the building until 7:30am. The first bell is at 7:50am and students are tardy at 8:00am if they are not in class. Dismissal is at 3:30pm and all students are required to leave the building unless they are supervised by a teacher or an extracurricular activity sponsor or coach. Students may not remain on campus, inside or outside, after 4:00pm if they are not with a teacher or coach. After-school care for your student can be arranged through the Boys & Girls Club.

Attendance

Regular attendance is necessary for the proper academic growth of each student. Students should be in school each day to receive the maximum benefit from school. When it is necessary for a student to be absent, the student should return to school with a written excuse from the parent or medical note listing the dates, the number of days absent, and the reason for the absence. The written excuse must be returned within five days of the absence to Ms. Brice, attendance secretary.

Backpacks

Students are permitted to carry their backpacks to class but must follow the classroom teacher's procedure regarding storage and accessing them during class. Backpacks are subject to searches by administration and law enforcement upon reasonable cause per the Killeen ISD Student Code of Conduct (SCOC).

Breakfast/Lunch

EHMS is a CEP campus and as such ALL students receive free breakfast and free lunch. If a student wishes to purchase an additional lunch and/or snack items, money can be loaded on their account using their Student ID number. Parents/guardians may provide lunch for their student but may not provide lunch for other students.

Boys & Girls Club

Students can attend this free after school program sponsored by the U.S. Army and the Boys & Girls Club. They meet in the cafeteria from 3:30-6:00 p.m. on school days. An application will need to be completed and can be obtained from the website at BGCTX.org

Bullying

An adult should be alerted when a student feels he or she is the target of a bully. This can be done directly to a teacher or administrator verbally, or a student may submit a report to the Assistant Principal (AP) or Counselor offices. Additionally, reports can be made through the Bully Reporting system found through the link under resources via the KISD website under the Students and Parents

header. Reports are taken seriously and to stop it students must speak up. Disciplinary action will occur for confirmed cases.

- David's Law- S.B. 179- is one of the new laws that will have a major impact on the day-today operation of your school. Here are several things you need to know about this new law, which went into effect September 1, 2017.

- 1. It makes it clear that bullying does not have to involve a pattern of repeated behavior. "A single significant act" might be sufficient to meet the definition of "bullying".

- 2. Our definition of bullying has always required that there be an effect on the target. That effect could be physical harm or the threat of it; or damage to property; or an "intimidating, threatening or abusive educational environment." The new law adds to this, by stating that it is "bullying" if the behavior "materially and sustainably disrupts the educational process or the orderly operation of a classroom or school; or infringes on the rights of victims at school."

- 3. Cyberbullying off campus is expressly included in the definition of bullying if it "interferes with a student's educational opportunities" or "substantially disrupts the orderly operation of a classroom, school, or school sponsored or school related activity.

- 4. Potential incidents of bullying may be reported to the Assistant Principal's office or the Counselor's office.

- 5. Chapter 37 is amended to allow for expulsion or DAEP for a student who 1) engages in bullying that encourages suicide; 2) incites violence through group bullying; or 3) releases or threatens to release "intimate visual material" of a minor or an adult student without consent.

- 6. After an investigation is completed, the principal may report to law enforcement if the principal has reasonable grounds to believe that a student has engaged in assault or harassment. "Harassment" in this context means sending repeated e-communications in a manner likely to "harass, annoy alarm, abuse, torment, embarrass or offend another"

- 7. Criminal penalties are enhanced for harassment by e-communications that is done with the intent that the target will commit suicide or engage in conduct causing serious bodily injury to self.

Bus Riders

Safety of all students is a top priority when traveling in school-provided transportation. Any student who violates transportation procedures shall be subject to disciplinary actions as stated in the (SCOC) and the School Bus Riders Safety handbook. Jurisdiction of the school disciplinary actions extends to the bus stop area. Transportation arrangements should be made in advance for students who miss the bus after school.

Cell Phones and Electronics/Phone Use

Cell phones must be off and put away from 7:50 a.m. – 3:30 p.m. Using a cell phone to call, IM, take videos, photographs or text during the day or at a school/district sponsored event or location is strictly prohibited. Students should not receive phone calls during the day. A text message can be sent for your student to read at the end of the day. Any urgent messages should be directed to the front office to be

relayed to your student. Please verify accuracy of any student calls pertaining to school closure. This can be done by accessing the KISD website, checking local radio or T.V., or calling the front office.

Cell phones MAY be permitted during lunch time on specific, designated days. Students must follow the KISD Acceptable Use Policy, found in the district SCOC, when given permission to access cell phones during the school day.

Students who do not adhere to the cell phone or electronic device rules may have their device(s) confiscated and/or banned at the discretion of the administration. Confiscated devices will be returned to a parent/guardian only. This also applies if the student lends his/her device(s) to another student and it later becomes confiscated. Repeated violations may result in the cell phone banned for the remainder of the year. Future violations would result in a referral for insubordination.

*Electronics and cell phones are brought to school at the risk of the student and parent. Investigations will not occur for lost or stolen cell phones and/or electronics.

Communicating with Teachers

Any classroom questions or concerns should be addressed first with your student's teacher since he or she will have first-hand knowledge of the situation. All teachers have a scheduled conference period. Parents who desire a conference should set up an appointment with the teacher. This may be done by emailing the teacher by firstname.lastname@killeenisd.org or contacting the front office.

Computer Use

Students will be using the internet at school as part of their academic day. A copy of the Student Acceptable Use Policy may be found in the SCOC. A parent/student permission form is included. Violation of the KISD Student Acceptable Use Policy could result in termination of network access and disciplinary action.

Connect Ed

An automated calling system called Connect Ed is used to send recorded phone calls with announcements and information regarding events and other important information. These calls are typically sent between 6:30-8:00 p.m. from 254.336.1100. Please wait for the message and listen to it in its entirety. An emergency feature may be used for a weather delay, weather closing, or other urgent situation. It is very important that you listen to the entire message and keep us informed of current phone numbers.

Discipline

Students will conduct themselves with integrity and give every task their maximum effort. Students will be treated fairly and equitably. Discipline shall be based upon a careful assessment of the individual circumstance of each event. Guidelines for administering discipline can be found in the SCOC online at www.killeenisd.org under the "Students and Parents" section. A parent/guardian is required to sign a Code of Conduct card acknowledging an understanding of the rules and consequences of misbehavior. When a student fails to follow the SCOC, the following system is used by teachers in the classroom for **minor** issues:

Step 1 – Warning- Conference with student; possible parent notification

Step 2 - Warning – Parent notification

Step 3: Office referral

Severe disruption or safety breach may directly require prompt administrative action. Students will not be allowed to remain in a classroom if they are disrupting the learning environment. A campus level conference may be held for severe offenses and could result in an alternative school placement.

Dress Code

Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the campus administrator's judgment.

Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents for a change of clothes. While awaiting the change of clothes, the student may be required to

- (a) wait in the office;
- (b) attend ISS;
- (c) go to class (if not a severe violation); or
- (d) any other option deemed necessary or appropriate by the administrator.

Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action. Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

The district prohibits pictures, emblems, or writings on clothing that:

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
- Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

- ✓ Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, and shorts or pants with holes any higher than 6" above the knee are not permitted: (Grades 6-12). Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no "sagging." Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.
- ✓ "Sagging" (wearing pants below the waistline or showing underwear) is not permitted.
- ✓ As a general guideline, dress/skirt length and shorts should be no shorter than 6 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
- ✓ Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable.
- ✓ Apparel designed as underwear or night wear may not be visible or worn as outer garments.

- ✓ Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
- ✓ Head coverings, hats, bandanas (in any manner to include covering the face), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
- ✓ Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
- ✓ Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.
- ✓ Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.

Severe violations may result in immediate in school suspension. Items may be confiscated (to include those not listed above or stated in SCOC) if a student fails to comply with directives and/or they become a distraction in the environment.

Grades

Please note the KISD Middle School Grading Procedure attachment in this handbook. Students are expected to complete all assignments and submit make up work from any absences. Interim progress reports and report cards are sent home with students (final report card mailed home).

Home Access Center

Killeen ISD parents can monitor their student's assignments, grades and attendance using Home Access Center (HAC). Instructions for how to access this site are available online. Mrs. Holston can assist with setting up access and can be reached at 254.336.1100.

Student ID Cards

Students are required to wear their ID card on a school appropriate lanyard. It should be visible from the front mid-chest or higher and worn always on campus, while riding on buses, and at school events. Mutilated, altered, or lost ID cards must be replaced at a cost of \$5.00. A lanyard costs \$1.00. Students without their ID must secure a temporary ID. Multiple violation will result in disciplinary action.

Leaving Campus

Students may not leave the school grounds once they have arrived on the campus except with a parent, guardian, authorized person, or law enforcement personnel. Parents and designated persons on the registration card are required to show identification before signing a student out through the front office.

Lockers

Students will not be issued lockers for the 2021-22 school year. Students in athletics will be issued athletic lockers.

Lost and Found

General items (jackets, binders, gloves, and lunch boxes) might be found in the cafeteria (doors near the front entrance). High value items (jewelry, glasses, and electronics) might be found in the Front or AP offices. Students are responsible for maintaining and securing their items. We will donate lost and found items that are not picked up to charity at the end of each nine weeks period.

Student Activities

Attendance at extra-curricular activities is a privilege. Transportation arrangements should be made in advance. Any student not picked up within 15 minutes after the end of the activity may not be allowed to attend future events. Students are given at least a 15-minute reminder before the end of the activity.

Suspension

Students may be assigned either in school suspension (ISS) or out of school suspension (OSS) as a disciplinary consequence for misconduct. **They are not allowed to participate in or attend extracurricular activities until the completion of their assigned suspension.** Please see SCOC for additional information.

Tardy Policy

Any student not in his/her assigned classroom when the tardy bell sounds is considered tardy. The student will report to a designated location to obtain a tardy pass. Students may clear tardies by attending any teacher tutorial or library study hall. If a student receives 3-uncleared tardies, the student will be assigned a lunch detention. Students who are consistently tardy will receive additional consequences at the discretion of their Assistant Principal.

Textbooks

State approved textbooks are provided free of charge. Students are responsible for checking out and returning them. Fines may be assessed for minor damage, lost, or destroyed textbooks. This policy also applies to library books. State law allows the right to deny textbooks to students with any outstanding balances.

Visitors

It is strongly suggested that all visitors set up an appointment in advance to visit the campus for any reason. All visitors must enter through the front doors and must check-in to the front office.

Volunteers

Volunteers must follow the approved KISD volunteer policy. Please contact Claudia Alvarado, Parent Liaison at Claudia.Alvarado@killeenisd.org for more information.

KILLEEN INDEPENDENT SCHOOL DISTRICT

Middle School Grading Policy

1. Teachers should have a sufficient quantity and variety of assessments during the grading period to accurately reflect academic achievement. Teachers will record a minimum of nine formative and three summative grades per nine-weeks grading period.
2. Grades shall be posted/recorded in a timely manner no later than five instructional days from date received with exception given for projects.
3. Grades shall be based on individual student mastery of standards (Texas Essential Knowledge and Skills) and the district curriculum. Grades should reflect a student’s academic achievement for the grading period, semester, or course.
4. Grades must reflect accommodations and instructional modifications as specified by appropriate campus committees such as: ARD, 504, LPAC, etc.
5. Grades of “0” assigned for work not completed (other than those due to absence) may be changed upon the completion and submission of such assignments by the student. The teacher will have discretion over the grade assigned within the parameters of the campus or department grading procedures. Students with grades of “0” for missing work may be assigned mandatory tutorial session(s) until the assignments are completed.
6. A student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade. The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book. Campuses may determine additional and more specific criteria.
7. Nine-week and semester grades should be an accurate reflection of the student’s academic performance/achievement. Final grades should be consistent with performance on formative/summative assessments. Each assignment shall carry a grade weight of not more than 1.0.
8. Nine-week examinations (6th–8th grades) should be cumulative and assess the material taught for that grading period.

9. Nine-week grades are determined by the following percentages:

Assignment Type	Regular Course	Pre-AP/GT Credit	High School Credit Courses
Formative	45%	40%	40%
Summative	55%	60%	60%

Definitions:

Formative: an assessment for learning that occurs during the learning process and provides information to both teachers and students that enable them to make adjustments to increase learning. Examples may include: homework, class work, quizzes, labs, draft essays, etc.

Summative: an assessment of learning that occurs after instruction to determine what students know, understand and can do at one point in time. Examples may include: unit exams, major projects, final essays, lab practicum, and nine-week exams.

Semester Grade Determination

First nine weeks grade – 50%; Second nine weeks grade – 50% = First semester grade

Third nine weeks grade – 50%; Fourth nine weeks grade – 50% = Second semester grade

For students taking a high school course: If a final course grade is equal to or greater than 70% on a scale of 100 for a two-semester course, a student will be awarded 1 full credit for the course.

If a final course grade is less than 70% on a scale of 100 for a two-semester course, a student will be awarded proportional credit (.5) if either semester has an average equal to or greater than 70%. If both semesters are less than 70%, no credit will be awarded.

Acknowledgement

Any student enrolled at Eastern Hills Middle School is expected to adhere to and accept the guidelines and/or responsibilities as outlined in this handbook. Parents/Guardians are expected to reinforce and support these guidelines and responsibilities.