

Robbie E. Howard Junior High



Student Handbook Addendum 2024-2025 WISD Vision

Our vision is to be a district where innovation thrives and growth is limitless.

Howard Junior High Mission Statement

At Howard Junior High, our students will believe in themselves, radiate kindness, accept responsibility, visualize success, and embrace their community.

Howard Junior High Motto

“Be Howard B.R.A.V.E.”

Believe in yourself

Radiate kindness

Accept responsibility

Visualize success

Embrace your community

Arrival and Dismissal

Bike Riders, Bus Riders, Walkers, and Car Riders

Walkers will enter and exit the building through the bus drop off door or the car drop off door. Bike riders will enter the building through the front or patio doors, depending on their route to school. Bus riders will be dropped off at the bus circle and enter the building through the cafeteria doors. Car riders will enter and exit the building through the patio doors (closest to the soccer fields). Students may enter the building at 7:00 a.m. and go to the cafeteria. Students arriving at school after 7:25 am will have to enter the building through the front doors. Breakfast is served from 7:00 a.m. to 7:25 a.m. School starts at 7:30 a.m. and ends at 3:05 p.m. Attendance is taken during each class period throughout the school day. After school supervision begins at 3:05 p.m. and ends at 3:35p.m. Students may only be dropped off and picked up in the designated areas. Any students who are not dropped off or picked up in the designated area will be subject to disciplinary actions. **See the map on the next page.**

Skateboards/Bicycles

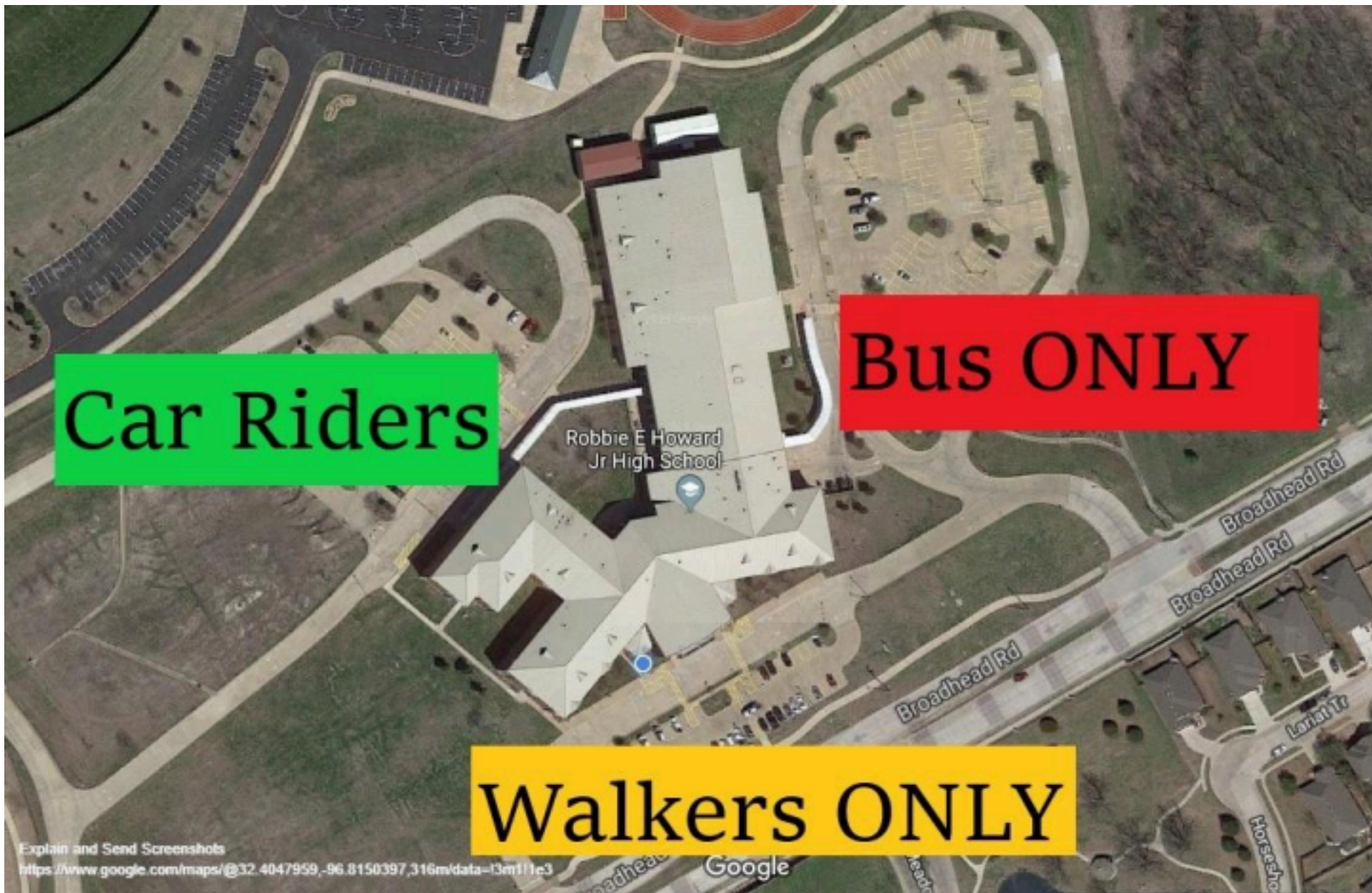
Skateboards will not be allowed on campus. Bicycles are allowed on campus and must be placed in the provided bicycle stands. Students riding bicycles to campus are responsible for securing their bicycles to the rack for security. WISD is not responsible for items that are not properly secured.

Backpacks

Students may bring **ONE** backpack to school to carry their supplies necessary for their classes. Those students who have an additional athletic bag will leave it in their assigned athletic locker. Duffle bags and rolling bags are not allowed at Howard Junior High. For safety and logistical reasons, backpacks may **ONLY** contain materials that are required for instructional and/or athletic activities during the school day. Students should not be selling food or other items from their bags. Students may not leave their bags unattended during the school day. Backpacks left unattended will be confiscated and/or placed in the lost and found.

Emergency Bus Passes

An emergency bus pass may be issued to a bus student who needs to ride another bus due to a family emergency. District transportation grants three (3) passes per school year. Permission may be granted in emergency situations for eligible bus students who have a contract on file. To request a pass, parents must send a request note. Students must give the note to an assistant principal by 10:00 a.m. The note should list the emergency, student's name and ID number; the student's current bus number, requested bus number, parent's phone number, and destination information: adult name, address, and phone number. The assistant principal will contact transportation for approval. The student and parent will be informed of approval or rejection.



Clinic, Visitors, Breakfast and Lunch

Clinic (Health Services)

Teachers do not administer medications to students. The school nurse will administer medication that a student must take during school hours. Any medicine sent to school must be accompanied by a note with the name of the student; name of the medicine

and dosage; and the time the medicine is to be administered. Parents must send medication in the original container. **Students must take all medication to the clinic when they arrive on campus.** If a student does not take medication(s) to the clinic, disciplinary action according to the WISD Student Code of Conduct will be enforced. Students who become ill during the school day should notify their teacher and report to the school clinic. If students become ill and it is necessary for them to go home, the nurse will notify the parent(s)/guardian(s). Students who have a fever, diarrhea, vomiting, or a contagious disease such as measles, chicken pox, strep throat or conjunctivitis MUST remain at home for 24 hours and/or cleared of symptoms.

Visitors (parents, guardians, and guests)

For the safety and security of each student, all parents/guardians, district staff, and other guests are to enter the building through the front door; check-in with the school office; and sign-in and receive a Visitor Badge. In order to receive a Visitor Badge, you must provide a valid Texas Driver's License or a state issued ID card to be scanned by the Visitor Management and Technology system. When leaving the building, all guests must return to the office to sign-out and return the Visitor Badge.

Breakfast and Lunch

Child Nutrition does not provide a lunch or breakfast charge service for secondary students, grades 6-12. Students may bring lunch from home or they may buy a school lunch or snacks from the cafeteria. Students may purchase breakfast between 7:05 a.m. and 7:25 a.m.

Parent(s)/Guardian(s) may eat lunch with their children. They must present a valid ID and sign-in in the office to receive a Visitor Badge. After lunch, all guests must return to the front office to sign-out. Students must return to class on time. Due to health issues, parents/guardians are to **bring food for their own children only**. In addition, parents may only eat lunch with their own child/children.

Deliveries

Parents are allowed to personally deliver food or other items to the front office. Food deliveries should not come from DoorDash, Uber Eats or any other food delivery service. Parents/guardians are to **bring food for their own children only**.

Deliveries (balloons, flowers, stuffed animals) for special occasions such as birthdays, Valentines Day, homecoming, etc. will not be accepted on campus.

*No food or drink of any kind will be allowed outside of the cafeteria after lunch. *Students are allowed to carry water bottles, but they must be sealed when they enter the building. All beverage containers (Thermos, Yeti, water bottle, etc.) must be fully SEALABLE and empty when the student arrives on campus. Students may fill the container when they enter the building.**

Attendance

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program; extended year program; or tutorial session unless the student is otherwise excused from attendance or legally exempt.

Attendance and Truancy

Success in school depends, to a great extent, on regular attendance and punctuality. Students who arrive late often miss important information. Tardiness and absences may interfere with learning. First period attendance is taken at 8:20 a.m. School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school; absent from any class or required programs (additional special instruction by the state); assigned by a grade placement committee; or required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent from school for ten or more days or parts of days within a six-month period in the same school year. If your child misses school, the state considers only the following as excused absences:

1. Observing a religious holy day
2. Attending a required court appearance
3. Doctor, dentist, counseling or other medical appointment
4. Funeral of family member (obituary or memorial pamphlet)

Absences and Notes

Each absence from school requires documentation, a parent or guardian note with the child's First Name, Last Name, and ID Number written clearly at the top. The note is due when the child returns to campus. Excessive parent notes, or excessive absences without proper documentation, will result in parent/guardian being contacted to fill out a truancy packet and/or possible referral to truancy court. Medical documentations are due when the student returns to campus.

Students who miss more than 10% of the school year (excused/unexcused) will be required to have a hearing to discuss possible promotion/retention and will be placed on a principal plan.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absences from school. [See Board Policy FEC (LOCAL).] These should include the student's name, ID#, date of the absence, a contact phone number, a parent/guardian signature, the length of the absence, and a description of the reason for absence.

Should the student develop a questionable pattern of absences, the attendance clerk will require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence(s). [See Board Policy FEC (LOCAL).]

If the student has established a questionable pattern of absences, the Attendance Committee may require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

- Failure to submit proper documentation on any absence within THREE days of the absence will be marked unexcused.
 - Illness - documented by original note from doctor, dentist, or school nurse;
 - Court-related - documented by legal documents, court papers;
 - Funerals – documented by a program, prayer card, or obituary from service.
- All other types of absences require a parent note.

Documentation for excused absences must be turned in to ***Mrs. Barba, the attendance clerk***. Documentation will not be accepted later than three (3) days from the date of the last absence. Parent phone calls or e-mailed notes are NOT accepted as official documentation of student absences. Students can turn their notes in to the front office, to an administrator, or directly to Mrs. Barba during lunch.

Leaving School Grounds

Students may not leave school grounds once they have arrived. Any student needing to leave school before the regularly scheduled release time must be signed out by an authorized person; the parent/guardian; or a representative whose name is on file in the front office. The adult signing the student out will be required to show a photo ID.

Tardy Policy

A student is considered tardy for class if he/she is not in the classroom when the tardy bell rings. Students who are tardy to class may receive the following consequences:

- 3rd tardy – Administrator Detention
- 6th tardy – Two Administrator Detentions
- 9th tardy- 2 hour Saturday School
- 12th tardy – Administrative Intervention

Academic Success

Grading Guidelines

The 2024-2025 Secondary Grading Guidelines can be found at: <https://www.wisd.org/Domain/274>

Academic Detention

Academic detentions are given for failure to meet Howard's academic standards and/or requirements. Examples include: failure to attend assigned tutoring, failure to bring a library book for designated reading times, failure to hand in homework, late completion of schoolwork or performing below expectations hindering a student's success. Students will be given written documentation of a detention in advance and will be required to take home a detention slip and have it signed by the parent or guardian. *Academic detentions will be served at the discretion of the teacher and with the assigning teacher.*

Report Cards/Progress Reports

Grades are calculated at the end of the third week. Progress reports are sent home the following week. Report cards (grades and attendance) are processed at the end of each six-week grading period and sent home the following week. If a student receives a report with a grade less than 74%, the teacher will contact a parent/guardian.

Missed Assignments (Absences)

Assignments or tests will be made available to students after absence(s). Please refer to WISD's grading guidelines for more specific information.

Tutoring

Tutoring is available each day. Teachers will share with parents/students when their specific tutorial times are scheduled. Students who attend tutorial sessions will work on assignments or take tests. Tutorials are recommended for students who receive a grade below 74% on a grade report.

Conferences, Counselors, Discipline

Parent/Teacher Conferences

Conferences will be conducted in the conference room or a designated area. In order to ensure confidentiality procedures, conferences should not be held in the lobby, hallways, etc. Each teacher has a conference period designated for parent conferences, planning, campus/district meetings/conferences, training, etc. Parents/guardians may contact teachers by note, e-mail, or phone to schedule a conference.

School Counselors

Societal problems affect every school district and prevent many students from learning. Utilizing leadership, advocacy, and collaboration, counselors promote student success; provide preventive services; and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, personal, and social development for students.

Discipline Overview

Lunch Detention

Students who fail to have their student ID will be assigned lunch detention. Designated seating will be provided. Students assigned to lunch detention will only be allowed to purchase the tray lunch unless they bring their own lunch. Students will lose the privilege to purchase snacks when assigned a lunch detention. Students who serve multiple lunch detentions for no ID will be assigned after school detentions or possibly ISS.

Teacher Detention

Teacher Assigned – Students who fail to comply with classroom, campus, or district guidelines may be placed in an academic detention. Location and time will be determined by his/her teacher. The teacher will contact parents/guardians. Students will be required to bring homework or study materials. Students who fail to attend the morning or after school detention will receive additional discipline and possibly an ASI assignment.

After School Intervention (ASI)

Administrator/Teacher Assigned – Students who fail to comply with classroom, campus, or district guidelines may be placed in ASI from 3:05 p.m. – 3:35 p.m. Administrators, or designee, will contact parents/guardians. Students will be required to bring homework or study materials. Students who fail to attend ASI may be assigned to ISS.

Administrator Detention

Administrator Assigned – Students who fail to comply with classroom, campus, or district guidelines may be placed in administrator detention from 3:05 p.m. – 3:55 p.m. Administrators, or designee, will contact parents/guardians. Students will be required to bring homework or study materials. Students who fail to attend administrator detention may be assigned to Saturday School.

Saturday School

Administrator Assigned - Students who fail to comply with classroom, campus, or district guidelines may be placed in administrator detention from 3:05 p.m. – 3:55 p.m. Administrators, or designee, will contact parents/guardians. Students will be required to bring homework or study materials. Students who fail to attend administrator Saturday School will face additional disciplinary actions.

In-School Suspension (ISS)

Students who fail to comply with district or campus guidelines may be placed in ISS. The ISS room is located on campus and students are assigned to this area during the school day for discipline reasons. Students will work on classroom assignments while in ISS. Students who misbehave in ISS may be assigned additional disciplinary consequences. All electronic devices will be taken from students while they are serving ISS. At the discretion of the sponsor or coach, students involved in extracurricular activities who are assigned to ISS may be prohibited from participating in extracurricular events on the day they are assigned to ISS.

Discipline Alternative Placement Program

Major infractions of district or campus guidelines may result in an off campus placement, Discipline Alternative Education Placement (DAEP). The Challenge Academy (CA/DAEP) is located at 55 Northgate Dr. (adjacent to Coleman JH). State law prohibits a student suspended, placed at the Challenge Academy, or expelled from the school district from attending or participating in WISD/school-sponsored or WISD/school-related extracurricular activities.

Cell Phones

Cell phones and electronics may be used in the classroom with permission from the teacher for educational success. Administration and staff will determine when/where electronic devices will be used in the building. If a student is using his or her device without permission, the device may be confiscated by school personnel. Students may pick up their device at the end of the day.

Student Code of Conduct Violations

Minor Offenses:

- 1st Offense – Panorama report
- 2nd Offense – Panorama Incident Report with parent contact (by teacher)
- 3rd Offense – After School Intervention (ASI) and Discipline Intervention and notice to administrator
- 4th Offense – Referral

Major Offenses:

A major classroom disruption may result in an immediate office referral. These offenses are listed in the Student Code of Conduct as Class II , Class III, and Class IV offenses.

Books, Lost & Found

Textbooks/School Issued Devices

Damaged or lost textbook fees must be submitted to the campus secretary. Students should report any damages to school-issued devices (including lost chargers) to the librarian. Parents will be notified of any fees associated with the repair of school-issued technology.

Library Books

Lost or damaged library books must be paid for in the library.

Lost and Found

Students, parents, and guardians are encouraged to label lunch bags, clothing, jackets, coats, and personal items so that the staff can easily return lost items. Items that cannot be identified will be placed in the Lost and Found. After each grading period, unclaimed items may be donated or discarded.

Safety and Security

Bullying

Bullying occurs when a student or group of students who are on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District engages in written or oral expression, expression through electronic means, or physical conduct that:

(1). Exploits an imbalance of power between the student perpetrator and the student victim through written or oral expression or physical conduct and interferes with a student's education or substantially disrupts the operation of a school; and (2). Such conduct:

(a) Has the effect or reasonably will have the effect of physically harming a student, damaging a student's property, or placing a person in reasonable fear of harm to the student's person or of damage to the student's property; or (b) Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student."

[See School Safety Transfers and Board Policy FFI (LOCAL).]

Sexual Harassment

The Title IX Coordinator leads Howard's efforts to provide an environment free of any form of sexual harassment.

Student Identification Badges

To ensure student safety, students will be required to wear an ID badge at all times. Each student will be issued an ID along with a lanyard. Students must wear their ID badge around the neck at all times during the school day. ID badges are used to enter all school functions; to participate in the school lunch program; to check out library books; for bus transportation; and to receive discounts at extracurricular events. Replacement ID cards may be purchased for \$5.00 or students may purchase a temporary ID (good for that day only) for \$1.00. Temporary and replacement IDs can be purchased from the front office staff. Students who have been issued a temporary ID will also serve lunch detention. Designated seating will be provided. Students assigned to lunch detention will only be allowed to purchase the tray lunch unless they bring their own lunch. Students will lose the privilege to purchase snacks when assigned a lunch detention. Students who serve multiple lunch detentions for no ID will be assigned after school detentions, Saturday School, or ISS.

Student Check-out

When a parent or a parent representative makes a request to check-out a student, he/she must present a photo ID. For the student's safety and protection, no student will be released to anyone without validation. If someone arrives on campus to check-out a student and he/she is not listed on the student's official document(s), campus records, the child will not be released. We recommend that all student checkouts occur by 3:45 PM.

Change of Address

Any change of guardianship, address, or telephone number must be reported to the classroom teachers and the office immediately. It is important that this information be kept current in case of an emergency. Parents who change employers during the school year should update campus records in case of emergency.

Emergency School Closing Information

In the event of inclement weather, students should listen to radio stations KBEC (AM) 1390, WBAP (AM) 820, or watch Channels 4, 5, 8, or 11 for school cancellations or delays. Reports will also be made on WISD social media pages and via Parent Square.

Safety Drills

Students, staff, substitutes, and other district employees will participate in emergency drills. Fire drills will be conducted monthly. Additional drills will include tornado and standard response protocol drills which will be conducted throughout the year. Students must follow the directions of staff members and proceed quickly and quietly in an orderly manner. Students are to remain quiet until the drill is over.

Student/Food Deliveries

To decrease academic disruptions during the day, required items (i.e. band instruments, clothes, homework, lunch, lunch money, etc.) will be delivered to students by the office staff. Do not send or bring the following items: homecoming items, flowers, balloons, candy, stuffed animals, gifts, Valentines, birthday, and holiday items, floral deliveries etc. We cannot house or deliver them. ***Office staff will not accept ANY outside food deliveries. Students who order food via UberEats, DoorDash, or other food delivery platforms will be turned away. Parents/guardians who wish to drop of a meal for their student MUST present a valid TX ID/Driver's License at the front office. Due to health issues, parents/guardians are to bring food for their own children only. In addition, parents may only eat lunch with their own child/children. The campus will be closed to deliveries and visitors on testing days.***

Grading Notifications

Report Cards

For the 2024-2025 school year, WISD will be on a six-week grading period. Progress reports will be available in Skyward about every three weeks.

Promotion and Retention

In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (TEKS) for all subject areas and a grade of 70 or above in RLA, mathematics, and either science or social studies. At the conclusion of the academic year grade level meetings will take place to discuss student promotion/retention possibilities.

Skyward Family Access

Parents and guardians may access grades via Skyward Family Access. Parents/guardians may contact the front office staff if they need assistance in setting up Skyward Family Access alerts/notifications.