

Hurst Junior High

2022-23

Red Raider

Student/Parent Handbook



Michael Smith, Principal

Kelsey Slocum, Asst. Principal (A-K)
Sarah Butler, Asst. Principal (L-Z)

Marylou Jokisch, Counselor (A-K)
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500 Harmon Rd.
Hurst, TX 76053
Grades 7,8,9

To Hurst Students and Parents:

This handbook contains information that you are likely to need during the school year. The handbook is organized alphabetically by topic. Students and parents also need to be familiar with the HEB ISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning.

It is a separate document that is available to parents online. The Student/Parent Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an on-going process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents online.

VALUES

The values we expect from Red Raiders:

1. Commit to learning.
2. Do what's right.
3. Respect others.

AFTER SCHOOL PROCEDURES

Our after school expectations for students are based upon safety and available supervision of students outside the building at the end of our school day. Students need to be picked up promptly at the end of the school day at 3:35. Students will be required to stand at designated areas to wait for their rides.

Students not involved in after school programs

- 1) School staff will supervise students from 3:35 – 3:45 in front of the school waiting for parents to arrive for pick up and out back waiting for buses to pick up.
- 2) Parents should pick up students by 3:35 or have a back-up plan for emergencies so that students, not involved in after school programs, will leave the campus by 3:45.
- 3) Students walking home will be expected to leave the campus grounds immediately not return to school unless accompanied by a parent or to attend a scheduled evening event.

Students involved in athletic or fine arts practices/events

- 1) All students involved in extracurricular programs should be with a teacher, coach, director, or someone from the school staff. They should remain in the school building without ever needing to exit or re-enter the building, as the doors are locked.
- 2) All programs will communicate with parents with information about practice times, dates, and dismissal procedures, including designating a pick-up location for students exiting their programs. You will know exactly where the release and pickup spot will be for your student to avoid any confusion.
- 3) Students exiting from an athletics or fine arts practice will be supervised after the end of the practice. Students will stand at designated areas and wait for their ride. Parents should pick up students within this time frame and have a backup plan in place for emergencies. Students who are walking home will exit the campus grounds immediately after dismissed.

Students remaining after school for tutorials or scheduled club meetings

1) Tutoring and club meetings will begin promptly at 3:40. Students are expected to exit the building promptly at the end of tutoring/meetings. Students make a plan with parents to get picked up when tutoring/meeting is over and will wait in front of the school for their ride.

2) Students walking will leave the campus grounds immediately. Students can be picked up at the front of the school building.

ATTENDANCE- Contact: Ronda McGrew x3067

90% Attendance Rule

A student between the ages of 6 and 18 **must** attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, is subject to disciplinary action. There are 7 different times during the school day when a student can be counted absent.

To receive credit in a class, a student must attend at least 90% of the days the class is offered. An absence is missing 1 or more class periods in a day. For absences 1 through 8 each semester, parents should call or write a note explaining the reason for the absence. For the 9th and consecutive absences students will be assigned Saturday School to make up time lost and may be required to provide a doctor's note for all subsequent absences. For questions regarding Saturday School assignments, you may contact your student's designated Assistant Principal.

Saturday School will be held on designated Saturdays. The requirement is that for every day over 8 absences, a student must attend Saturday School.

Truancies

Missing any class without permission from a parent or school personnel is truancy. Any time a student is absent without the school hearing from a parent, the student is considered truant.

Absences

When a student is not in school, s/he is absent. When a parent takes a student out for part of the day, the student is absent for the classes s/he has missed. Parents must sign out a student at the front office when taking a student out of school during the day. Only parents or legal guardians with a picture ID will be allowed to sign out a student from school unless approved by an administrator. Any time a student is absent, parents are obligated to contact Ms. McGrew x3067. A parent note is sufficient for this requirement.

According to state law and district policy, absences may be **excused** only for the following reasons:

1. Personal illness or serious illness of a family member.
2. Funeral
3. Student's health related services
4. Participation in court proceedings
5. Family emergency requiring immediate attention- approved by Administration
6. An absence required by welfare authorities
7. Making application for U.S. Citizenship and U.S. Nationalization Oath Ceremony

When a student must be absent from school, the parent must notify the school within 3 days. Absences may be reported by calling Ms. McGrew at 817-399-3067. Report the student's name,

reason for absence, and duration of the absence. Notification can also be made by the student bringing a parent note to the attendance office upon return to school.

Unexcused Absences/Tardies

1. Oversleeping
2. Car trouble/No ride to school
3. Family vacation
4. Family “emergency” not approved by school administration
5. Family members in hospital
6. Translating for family members’ appointments

BACKPACKS/BOOK BAGS/LARGE PURSES- Contact: Assistant Principals

Students may carry backpacks to class. Each teacher will have a system for how the backpacks will be stored in their classrooms, and how the students will access them as not to disrupt learning.

Schedule

Warning Bell 8:15

Period 1 8:20 – 9:15

Period 2 9:19 – 10:11

Period 3 10:15 – 11:08

Period 4 11:12 – 12:47 (Announcements)

Group One

A Lunch 11:12 – 11:40 Period 4 11:44 – 12:47

Group Two

Period 4 11:12 – 11:44 B Lunch 11:44 – 12:13 Period 4 12:17 – 12:47

Group Three

Period 4 11:12 – 12:17 C Lunch 12:17 – 12:47

Period 5 12:51 – 1:43

Period 6 1:47 – 2:39

Period 7 2:43 – 3:35

** Periodically, the bell schedule will be adjusted for occasions, such as school assemblies, testing, and early dismissal days.

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Early Dismissal Days (Dismissal at 12:35)

October 28th

December 16th

February 16th

May 25th

BICYCLES/ SKATEBOARDS/ ROLLER BLADES

All bicycles must be secured in the bike racks. Please be sure you have a lock. Skateboards and rollerblades are not allowed on campus, even after school hours.

BOOKS- Contact: Kelsey Slocum x3063

If a textbook is assigned to a student, s/he is completely responsible for it. Any student failing to return a book issued by the school will have to pay to replace it. A fine for damages may be charged at the end of the year. For inquiries regarding your student's classroom textbooks, first contact the teacher.

BULLYING-Contact: Assistant Principal

What is bullying?

Bullying is a pattern of repeated, intentionally cruel behavior towards someone else. There are three main types of bullying:

- Physical- hitting, punching, kicking, scratching, tripping, spitting, pushing, bumping, pinching, vandalizing
- Verbal- name calling, put downs, making fun of, teasing, threats, mocking, racial or sexual comments
- Psychological- spreading rumors, stalking, dirty looks, hiding or damaging property, alienating, excluding from groups, shunning

What is Cyber bullying?

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. (Email, text messages or posting on social network sites) Four areas include:

- Sending threatening messages to classmates or school personnel
- Spreading rumors about classmates or school personnel
- Sharing fake or embarrassing photos or videos of classmates or school personnel with others via a cell phone or the web
- Stealing classmates or school personnel login and password to send mean or embarrassing messages from his/her account or posting a social page in the name of another person.

What will Hurst do to help?

- Administrators investigate allegations of bullying and take them all seriously
- Counselors will work with students on an individual basis as needed
- Anonymous Reporting form – available in every classroom and hallways and through this link: <https://www.hebisd.edu/domain/206>
- When necessary, the Hurst Police Department will be notified.

BUSES- Contact: Assistant Principals

Transportation is provided to students who live outside of a 2-mile radius from the school. Bus route and bus stop information is available online at the HEB ISD transportation webpage. Students are

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expected to follow the same rules as the classroom when riding school buses. In addition, students are held to the following behavioral standards – students must:

- Follow the driver’s directions at all times
- Enter and leave the bus in an orderly manner
- Keep feet, books, instrument cases and other items out of the aisle
- Not deface the bus or its equipment
- Not put head, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus
- Wait for the driver’s signal upon leaving the bus and before crossing in front of the bus

CAFETERIA SERVICES- Contact: Suzette Marion x3085

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student’s participation is confidential. Applications for free and reduced lunch are available online at the HEB ISD child nutrition webpage. See the front office to apply. Students and/or parents may put money into a student’s lunch account at any time. However, it is the student’s responsibility to keep up with how much is spent. Hurst Junior High is a **closed** campus and students may **not** leave for lunch.

CELL PHONES and ELECTRONIC DEVICES- Contact: Assistant Principals

The HEB ISD recognizes the need for some students to carry cell phones to be used before and after school for safety reasons. However, the following guidelines must be followed:

1. are not to be used in the school building between 8:20-3:35 unless the student is directed to use it by a teacher for instructional purposes.
2. must be turned completely OFF
3. must be put away
4. Students will be subject to a discipline referral if they are using their cell phone when not permitted.
5. There are items that students are not allowed to use during the school day. Some of these items include **gaming devices, portable speakers. Students are allowed to bring their own tablet for academic purposes in place of using a district issued device.**

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the **school nurse (Nurse Mendoza x3073)** so that other students who **may** have been exposed to the disease can be alerted. Further information may be found at policy FFAD in the District’s policy manual.

COMMUNICATION WITH PARENTS

It is a priority to keep the lines of communication open so that parents are kept informed of what’s going on at Hurst. The following is a list of ways we communicate with you:

1. web page
2. email
3. telephone calling system
4. PTA

5. notes/letters home
6. conferences
7. "Like" us on Facebook- www.facebook.com/HurstJuniorHigh
8. Twitter @hurstjuniorhigh
9. Home Access Center

COMMUNITIES IN SCHOOLS (CIS) – Contact: Ms. Alex Page x5160

To provide additional support for students, this school offers a special program called Communities in Schools (CIS). CIS professionals work closely with students who meet specific criteria to help them overcome obstacles and improve academic performance. CIS, acting at the request and on behalf of the campus and/or district, may receive student information from the school to help with planning each child’s unique services.

**DISCIPLINE- Contact: Assistant Principals
Kelsey Slocum (x3063)- students with last names A-K
Sarah Butler (x3064)- students with last names L-Z**

Although each AP has designated students, both may deal with any student who is sent to the office at any time.

To achieve the best possible learning environment for all students, Hurst rules and discipline will apply:

- during the school day or while on District transportation
- within 300 feet of school property
- while a student is in attendance at any school-related activity, regardless of time or location

On-campus discipline may include, but is not limited to:

- Teacher-assigned detention- before or after school in teacher’s room (**contact individual teacher for details**)
- Office detention- Tuesday and Thursday after school for one hour; students required to complete assigned work
- Wednesday School- after school for weekly tardies. Depending on the number of tardies per week, the students will attend for between 30 minutes and 1 hour.
- Saturday School 2 hours on designated Saturdays in the cafeteria; students required to complete assigned work
- In School Suspension (ISS)- usually 1 – 3 days in length; students are assigned to a designated classroom in the building where socialization is prohibited; students are only allowed to work on the work teachers have sent them
- AEP for persistent or serious infractions

Note: Students and parents need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

DISTRIBUTION OF MATERIALS

School Materials

All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed without the prior approval of the principal. Disapprovals may be appealed by submitting the disapproved material to the Superintendent or his designee. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS CODE- Contact: Assistant Principals

The district prohibits pictures, emblems, or writing on clothing, tattoos and/or accessories that:

- Are lewd, offensive, vulgar, or obscene
- Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL)
- Are evidence of membership or affiliation in any gang. [See FNCC(LEGAL)]

Shirts and Tops:

- Students shall wear appropriate clothing and undergarments.
- No half-length or bare midriff shirts/blouses shall be worn. Additionally, all shirts/blouses/tops must cover cleavage, the entire back, and midriff.
- Transparent and/or see through materials is considered unacceptable unless worn over another article of clothing that meets dress code.

Pants, Dresses, Skirts, Skorts and Shorts:

Jeans and pants with holes or frayed material which reveal any areas of skin or undergarments above fingertip length, are considered inappropriate.

- Any garment, regardless of what it is called, must be worn no shorter than mid-thigh length. This includes, but is not limited to skirts, jeans, slacks, pants, sweat pants, “skorts” walking shorts, etc.
- Pants or shorts must be worn at the natural waist. Undergarments may not be visible.
- Biking shorts/tights of any length (spandex or any other material) are not to be worn except during athletic periods or activities as approved by school personnel or when covered by dress-code appropriate clothing.
- Pajamas and house shoes/slippers may not be worn unless on a designated spirit day.
- Regulations in reference to grooming and dress for special activities such as athletics, fine arts, drill team, and cheerleading shall be governed by the immediate person in charge of these activities under the direction of the Principal.
- No mums or corsages shall be permitted in the junior high (grades 7-9) during the school day.
- “Banquet attire” at the junior high schools (grades 7-9) shall be limited to “Sunday attire”.

No formals, tuxedos or other such formal attire shall be worn.

Accessories

The following may not be worn during the school day:

- No “chains” (including wallet chains)
- Excessive piercings and/or jewelry if it is distracting or disruptive to others
- Spiked jewelry
- Hat of any kind unless approved by the administration for special occasions/circumstances. At no time during the school day are hats to be visibly carried or worn at the school. “Hats” should be interpreted broadly as “hats” and shall include caps, visors, bandanas, scarves, kerchiefs, hoods or similar hat like apparel.

The school administrators will assume responsibility for ruling on specific items of clothing and general appearance. Dress code changes throughout the year may be implemented as needed by Hurst JH administration.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts—state law as well as UIL rules governs eligibility for participation in many of these activities:

- A student, who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three weeks of ineligibility.
- Students may not participate in any extracurricular activities while they are assigned to ISS, AEP, or suspended from school.
- A student who lives in another HEB school zone and transfers to Hurst Junior High may not participate in UIL competitions of any kind for one calendar year.

FEES- Contact: Appropriate Teacher

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep
- Art fees
- Admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel
- Choir fee
- Voluntarily purchased pictures, publications, clothing, yearbooks, etc.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District
- Personal apparel used in extracurricular activities that becomes the property of the student
- Replacement student ID cards (\$3)
- Fees for lost, damaged, or overdue library books
- Summer school courses for credit recovery

Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal (**x3066**).

FINAL EXAM EXEMPTIONS- Contact: Counselors or Assistant Principals

Students earn exam exemptions based on the following criteria:

Attendance Requirements

- 0-2 Absences = 2 Exemptions, 3-4 Absences = 1 Exemption
- 5 or more absences = No Exemptions
- An absence is defined as being in class for less than 26 minutes at the junior high level.
- Any absence of one period or more will constitute an absence for the day and will count against the exemption policy.
- Tardies will be counted toward exemptions. Four tardies will count as one absence.
- Participation in a school-sponsored activity, observance of a religious holy day, and

funerals are the only absences that do not count against a student's exemption with proper documentation. No other exceptions will be made to this Exemption Policy.

Discipline Requirements

- Students will lose their exam exemptions if the student:
 - Receives a disciplinary assignment to on-campus suspension (ISS/Crossroads) OR
 - Receives a disciplinary assignment to off-campus suspension (OSS) or alternate education program(s) [SOS and/or JJAEP]

Grade Requirements

- Students must have a grade of 80 or above for the class in order to use the exemption.
- ★ Exemptions cannot be used for projects that are cumulative for one week or more.
- ★ Junior High students must be enrolled for a minimum of 15 weeks of the semester to be eligible for an exam exemption.
- ★ Exemption passes must be used in the qualifying semester only and may not be held from one semester to the next. Must be presented at the time of the test.
- ★ Junior High students taking trimester courses will adhere to the High School Exam Exemption Guidelines for that course.
- ★ 9th-grade students who have met the College and/or Career Readiness (CCR) criteria set forth by TEA prior to the date the exam is given will receive an additional exam exemption each semester/trimester after the criteria have been met.

Preliminary lists of students who qualify for an exemption will be posted prior to the administration of final exams. Students must check these lists and submit a written request regarding an error to the attendance secretary prior to the posted deadline. **Any student not submitting a request, in writing, prior to the posted deadline will not have a correction considered.** Students are encouraged to check the list even if they are certain that everything is correct. With over 1000 students, mistakes are going to be made. We certainly want every student to receive the benefits they have earned. We will happily correct any mistakes, provided the deadline for submission is met.

Students who are entitled to an exemption will have an "exemption ticket" printed for them. They will be issued this ticket at a designated time prior to the first exam. Students must report to the assigned final exam and present the exemption ticket to be excused from taking that test. A student may choose to take this exam and apply the grade to his/her semester average only if it improves the grade. **Students must attend the assigned exam period, even if they are exempt.** A lost ticket results in a lost exemption (no replacements). Exemptions may not be "carried over" from one semester to the next. Exemptions can only be used on the scheduled day of the exam. Students must be enrolled a minimum of fifteen weeks of the semester to be eligible for semester exam exemption tickets. Students may only use an exemption if s/he is passing the class for the semester.

GRADING GUIDELINES

Semester grades

The semester average will be calculated as follows:

The average grade for each six-week grading period in a semester shall be written down two times, and the semester exam grade shall be written down once for a total of seven grades. All figures are

to be added and divided by seven for the final average. All averages with a decimal equal to .5 or greater shall be rounded up to the next whole number.

In order to be promoted to the next grade, 7th and 8th graders must:

1. Obtain an overall average of 70 in all subject areas for the year
2. Obtain a 70 average or above in mathematics and in English for the year
3. Obtain a 70 average or above in science or social studies for the year
4. Be in attendance 90% of the school days
5. For 8th grade students – Obtain a passing score on both STAAR math and reading
6. For 9th grade students, each passing semester grade earns ½ credit in a course. The total number of credits necessary for promotion to the 10th grade is five (5), with 3 of those being in core subjects.
7. **9th grade students must pass 3 core subject level End-of-Course (EOC) tests (English Language Arts, Biology, and Algebra) to graduate from high school.**

IMMUNIZATIONS- Contact: Nurse Mendoza x3073

A student must be fully immunized against certain diseases to be enrolled in school. Contact the school nurse for the correct forms.

In order to start the school year, state law requires that all school children in Texas be fully immunized against the following:

7th Graders Students:

- 3 doses DPT/DtaP/Td/Tdap (with one dose on or after the 4th birthday)
- 1 booster dose of tetanus/diphtheria/pertussis containing vaccine
- 3 doses Polio (with one dose on or after 4th birthday)
- 2 doses MMR (or 1 dose of Measles and 1 MMR)
- 3 doses Hepatitis B
- 2 doses of Varicella (if the student has not had the chickenpox disease)
- 1 dose of Meningococcal

8th & 9th Grade Students:

- 3 doses DPT/DtaP/Td/Tdap (with one dose on or after the 4th birthday – 1 dose must be within the last 10 years)
- 3 doses Polio (with one dose on or after 4th birthday)
- 2 doses MMR (or 1 dose of Measles and 1 MMR)
- 3 doses Hepatitis B
- 1 doses of Varicella (if the student has not had the chickenpox disease)

INCENTIVES FOR STUDENTS

HJH works very hard to reward students for their achievements, not only in academics but in other aspects of school. The following is a list of some incentives Hurst offers its students:

1. **Attendance**- Students are rewarded for excellent attendance with semester and final exam exemptions.
2. **Awards Assembly**- At the end of the year, students are recognized for various achievements, such as Most Improved, Character Award and Outstanding Student Award.
3. **A/B honor roll**- Students will be recognized each six weeks for their academic success.
4. **Community Partnership**- Each spring our contacts in the community sponsor a celebration of kids' character by treating a small group of students to a luncheon.

These are just a handful of examples of ways we try to inspire our students to continue to do their best. Every day, in each class, teachers are also celebrating the successes of students.

LATE WORK- Contact: Appropriate Teacher

At Hurst Junior High, consequences will be assigned for failure to do assigned school work or for turning in assigned work late.

Students who have an excused absence from school are granted one day for each day of their absence to complete missed work. Students are responsible to ask teachers about missed work when absent, and to take any steps necessary to complete and turn in the missed work. All other work assigned and not turned in when due, is considered late.

The following are possible consequences that may be used by all teachers in all subjects when assigned work is not turned in on the date due:

- 1) Required student signature on late-paper clipboard;
- 2) Mandatory attendance at a tutorial session before or after school;
- 3) Parents contact for failure to comply with work completion request of teacher or failure to attend tutorial assigned for late work;
- 4) Grade reduction;
- 5) Teacher collaboration with administrator if late work is not completed;
- 6) Tuesday/Thursday office detention assignment
- 7) Grade contract if grade is unsatisfactory at 3-week mark or any other time;
- 8) Academic Referral to the office;
- 9) All discipline options available in Student Code of Contact when student will not comply with turning in assigned work.

Students are required to complete all work assigned.

LAW ENFORCEMENT- Contact: Officer Motley x3090

Hurst Junior High has an SRO (School Resource Officer) on campus to assist the administration in situations concerning the law. The SRO does not handle school administered discipline but can issue tickets for the City of Hurst for various reasons, such as fighting, theft, and other criminal acts.

In addition, when other law enforcement officers wish to question or interview a student at school:

- The principal or her designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal or his designee ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or his designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal or his designee will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By a authorized representative of Child Protective Services, Texas Department of Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer, the principal or his designee will verify the officer's identity and, to the best of his ability, will verify the official's authority to take custody of the student.

The principal will ordinarily attempt to notify the parent unless the officer raises what the principal considers to be a valid objection. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to juvenile court for any felony offense or for certain misdemeanors.
- All instruction and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

LOCKERS- Contact: Kimberly Escobar: x3062

Students will be assigned lockers on a case by case basis. Students are responsible for providing a lock for the locker. We highly recommend that students keep their lockers locked at all times and NOT to share the locker combination with anyone. Students are not allowed to share lockers with other students.

In addition, students are assigned a **PE or athletic locker (Calvert/boys x3083 or MacDonald/girls x3086)**. Students will be provided a combination lock from the athletic department and should keep all belongings locked at all times.

Special instructions are given for the storage of **band instruments (Dominguez/Groening x3079)** in the band hall.

MEDICINE AT SCHOOL- Contact: Nurse Mendoza x3073

The nurse and authorized school personnel are to administer only prescribed medication. The school does not dispense over the counter medication, such as Tylenol or Advil. Students receiving daily prescribed medicine must have an authorization form signed by their physician as well as their parent. All students will receive their medication in the clinic.

**** A student who shares his/her over the counter and/or prescription medication with another student may be charged with a felony.**

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The HEB ISD believes that the best educational result for each student occurs when the District staff, the student's parents and the student are doing their best. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Review the information in the student handbook and the Student Code of Conduct with his or her child and sign and return the acknowledgment form and the data sheet form
- Become familiar with all of the child's school activities and with the academic programs offered in the District. Monitor the child's academic progress and contact teachers as needed

- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher or counselor, please call (817) 285-3220 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child
- Review the child's records when needed
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test. Further, the child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- Participate in campus parent organizations
- Attend Board meetings to learn more about District operations

PARENT PARKING- STUDENT PICK UP

The Hurst Police Department, the HEB ISD Transportation and Safety Department, and the school's administrative team have combined efforts to develop an improved traffic plan for the school.

Traffic flow plan:

Enter the South parking lot by Red Bud. Exit the parking lot, and turn right. Harmon Road is a one way street going North (toward Pecan) between 7:30-8:30 a.m. and 3:00-4:00 p.m.

PASSING PERIODS

Passing periods between classes are four minutes in length. During this time students are expected to walk, get water, go to the restroom, and get necessary supplies for the next class. Look at your schedule carefully and plan the best route to get from one class to the next. You are expected to be in the classrooms on time.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS- Contact: Nurse Mendoza x3073

A student desiring to participate in the UIL athletic program must produce documentation that the student has been examined by a physician and is physically able to participate in the athletic program. This examination is required every year for students in athletics.

When a child's initial enrollment in the District is also the student's initial enrollment in any Texas school, the student will be screened for possible vision and hearing problems.

Students in grades 7 and all NEW students shall be screened for vision and hearing problems annually. Students in grade 9 shall be screened for abnormal spinal curvature before the end of the school year. Concerns about these health screenings should contact the **school nurse**.

PRAYER

Each student has a right to individually, voluntarily and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROHIBITED ITEMS AT SCHOOL- Contact: Assistant Principals

The following items are prohibited in addition to the items noted in the district Student Code of Conduct. Due to theft, vandalism and/or disruption, the following items are not allowed at school:

- Permanent markers (Sharpies)
- Heelies
- Skateboards, rollerblades, scooters
- Lasers or any other type of pointing device

If a student has any of these items at school, it will be confiscated until a parent can pick up the item. Other items may be added to the list during the year if the administration determines it causes any kind of disruption to the learning environment.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Grades, progress reports (at the end of the 3rd week of each six weeks), and report cards (at the end of each six weeks) are available on-line through Home Access Center (HAC). Please contact your student's teachers with any concerns regarding grades or to schedule a parent conference to discuss grades. Please contact **Kimberly Escobar (x3062)** if you need assistance with HAC.

SAFETY

Accident Insurance

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

Emergency Medical Treatment and Information- Contact: Nurse Mendoza x3073

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will access any information regarding special medical conditions or allergies that parents have provided to the nurse. Therefore, parents are asked each year to update any medical information.

Parents are also asked to fill out a **Student Enrollment Form (Lorena Sanchez x3072)** that provides the school with important contact information (name of doctor, emergency phone numbers, etc.). Once again, it is very important to keep this information updated.

Emergency School Closing Information

Should the weather become too severe that it becomes necessary to close the school, it will always be posted on the district website. In addition, district administrators will make the decision and notify the following media:

Radio Stations

820 WBAP AM
KVIL 1150 AM
KVIL 103.7 FM

TV Stations

KXAS Channel 5
HEB Channel 15

SCHOOL DAY

The school building will be opened to the students at 7:55 a.m. and closed at 3:35 p.m. **Students who are on campus before or after these times are not supervised.** Therefore, parents are encouraged NOT to leave students outside of these times.

Starting at 7:55, students will enter the main hallway, get a grab and go breakfast from a cart and report to their first period class. Students will eat breakfast in their first period class and remain there until class begins. Students will NOT be allowed to congregate outside or in the halls in the morning.

After school, students will leave campus immediately unless participating in tutoring/club meeting, or serving a detention. Students will wait for their rides in the front of the school after a supervised activity.

SCHOOL SUPPLIES

Students need to bring their district issued device and charger daily. The device should be fully charged each day. All students are also expected to have pencil, pen, and paper each day for each class. Lists for other supplies needed for individual classes will be posted on each teacher's website by the first day of school.

SEARCHES- Contact: Assistant Principals

Searches may be conducted without a warrant and as permitted by law. Students' district issued devices, and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their devices and lockers. Searches of district issued devices, lockers, backpacks and other belonging may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if a student is searched.

SEXUAL HARASSMENT/SEXUAL ABUSE- Contact: Assistant Principals

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the **conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.** All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked to or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

TARDY POLICY

At Hurst Junior High, a student must be in his/her seat, ready to learn when the tardy bell stops ringing in order NOT to be counted tardy. Tardies are tracked weekly. After two tardies each week students receive consequences such as detentions, Saturday school and up to ISS/AEP depending on the frequency of the tardies.

TESTING- Contact: Sarah Butler x3064

Test results will be available to students and parents. STAAR and EOC results can be looked up in the student portal at texasassessment.gov. For more information about testing, contact Ms. Butler.

The following dates have been established for district testing and STAAR/EOC testing:

TEST	GRADE LEVEL TESTED	TEST OPENS	TEST CLOSES
Science CBA 1 (on level and AdvAc)	7-9	14-Sep	14-Sep
Social Studies CBA 1 (on level and 8th AdvAc)	7-8	15-Sep	15-Sep
Reading DBA 1 (w/ revising/editing)	7-8	25-Oct	25-Oct
English I DBA 1	9	25-Oct	25-Oct
Science CBA 2 (on level and AdvAc)	7-9	26-Oct	26-Oct
Social Studies CBA 2 (on level & 8th AdvAc)	7-8	27-Oct	27-Oct
Math CBA 1 (see notes below)	7-8	2-Nov	3-Nov
Alg I CBA 1 (see notes below)	AA 8 & 9	2-Nov	3-Nov
PSAT	8	9-Nov	9-Nov
STAAR EOC - Eng I (repeating 9th graders)	9	6-Dec	6-Dec
STAAR EOC - Alg I (repeating 9th graders)	9	7-Dec	7-Dec
STAAR EOC Bio I (repeating 9th graders)	9	8-Dec	8-Dec
Semester Exams	7-9	15-Dec	16-Dec
Reading DBA 2 (w/ revising/editing)	7-8	7-Feb	7-Feb
English I DBA 2	9	7-Feb	7-Feb
Social Studies CBA 3 (on level and 8th AdvAc)	7-8	15-Feb	15-Feb
TELPAS	K - 12	21-Feb	31-Mar
Social Studies DBA 1	8	23-Mar	23-Mar
NAEP test	8	28-Mar	28-Mar
Math DBA 1 (on level only 8th)	7-8	30-Mar	30-Mar
Alg I DBA 1 (8th AdvAc & on level 9)	AA 8 & 9	30-Mar	30-Mar
Science DBA 1	7-9	4-Apr	4-Apr
Social Studies CBA 4	7	5-Apr	5-Apr
STAAR EOC - Eng I	9	18-Apr	18-Apr
STAAR ELA	7-8	18-Apr	18-Apr
STAAR - SS	8	25-Apr	25-Apr
STAAR - Science	8	27-Apr	27-Apr
STAAR EOC - Bio	9	27-Apr	27-Apr
STAAR Math	7 - 8	2-May	2-May
STAAR EOC - Algebra I	AA 8 and 9	2-May	2-May
AP Human Geography	9	4-May	4-May
AP Spanish	9	10-May	10-May
Semester Exams	7-9	24-May	25-May

VISITORS- Kimberly Escobar x3062

All visitors must enter through the main entrance and check in at the front office. All visitors must show their state ID to the camera before entering the building.

- **Front door access controls** have been installed at all elementary campuses, all junior high campuses, and at KEYS High School.
 - All exterior doors at these campuses will remain locked, and visitor access will only be available through the front door.
 - During the school day visitors must request entry into the building by pressing the intercom button located by the front entrance.

- The **Positive Proof Enterprise Visitor Management System** will be utilized all elementary campuses, all junior high campuses, KEYS High School, and at the Transition Center.
 - Positive Proof will replace paper-based sign-in sheets, and will enhance school security by reading visitor driver’s licenses, comparing information to a sex offender data base, alerting campus administrators if a match is found, and then, assuming no match was made, printing a visitor badge that includes a photo.
 - Visitors will continue to be asked to show a valid form of identification. Visitors without a valid form of identification will only be allowed access to the office area. Valid forms of ID include a driver’s license or state issued identification card from any of the 50 states, U.S. passport card, or Active Military ID.
 - All visitors must wear the Positive Proof visitor’s badge while in the building.
 - Visitors are asked to check out and leave the visitor’s badge as they exit the building.

For additional information about the HEB ISD Visitor Check-in Policies and Procedures please visit our web page at www.hebisd.edu.

WEB SITE- Contact: Lindsey Crumby x3077

Parents can find important information from our school’s web site. To access the web site, go to: <https://www.hebisd.edu/HurstJH>

The Hurst Junior High’s web site includes the following:

1. Teacher email contacts
2. Hurst JH Facebook posts
3. Campus Clubs information
4. Upcoming events
5. Hurst JH calendar
6. Links Hurst JH athletics
7. Log on to Home Access Center (HAC) to view student grades

The web site is updated weekly to include changes in dates and other information.

Who’s Who at Hurst Junior High

Front Office

Main Office.....817-285-3220
 Michael Smith- Principal..... x3066
 Terri Trammell- Principal’s Secretary.....x3066

Kelsey Slocum - Assistant Principal (A-K).....x3063
Sarah Butler - Assistant Principal (L-Z).....x3064
Kimberly Escobar- Receptionist.....x3062
Ronda McGrew- Attendance Secretary.....x3067

Counseling

Marylou Jokisch- Counselor (A-L).....x3069
Monica Hernandez- Counselor (M-Z)..... x3070
Lorena Sanchez - Registrar..... x3072
Alex Page-Social Worker (CIS).....x5160

Staff

Luz Mendoza- School Nurse..... x3073
Jonathan Motley- SRO.....x3090
Suzette Marion- Cafeteria Manager..... x3085
Lindsey Crumby- Librarian..... x3077

Faculty

Please refer to our website for an updated list of teachers: <https://www.hebisd.edu/HurstJH>

HEB Central Office..... 817-283-4461