

# PIN OAK MIDDLE SCHOOL STUDENT ASSIGNMENT BOOK AND PLANNER 2008-2009

Student \_\_\_\_\_ Grade/House \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Fall Schedule

	Course	Teacher	Room
	Advocacy		
1st Period (Blue Days)			
2nd Period (Green Days)			
3rd Period (Blue Days)			
4th Period (Green Days)			
5th Period (Blue Days)			
6th Period (Green Days)			
7th Period (Blue Days)			
8th Period (Green Days)			

## Spring Schedule

	Course	Teacher	Room
	Advocacy		
1st Period (Blue Days)			
2nd Period (Green Days)			
3rd Period (Blue Days)			
4th Period (Green Days)			
5th Period (Blue Days)			
6th Period (Green Days)			
7th Period (Blue Days)			
8th Period (Green Days)			

# IMPORTANT DATES

August	25	First Day of School
September	1	No school for students, faculty, and staff
	10	Open House, 6:30pm
	17	Progress Reports
	23	6 <sup>th</sup> Grade Parent Meeting, 6:30pm
	24	Early Dismissal, 1:00pm
October	2	7 <sup>th</sup> Grade Parent Meeting, 6:30pm
	9	No school for students, faculty, and staff
	15	Report Cards
	24	Progress Reports
	29	8 <sup>th</sup> Grade Parent Meeting, 6:30pm
	31	Early Dismissal, 1:00pm
November	19	Report Cards
	26-28	Thanksgiving Break – No school for students, faculty, and staff
December	2	Progress Reports
	19	Early Dismissal, 1:00pm
	22-31	Winter Break – No school for students, faculty, and staff
January	1-2	Winter Break – No school for students, faculty, and staff
	5	Teacher Prep Day – No school for students
	14	Report Cards
	19	No school for students, faculty, and staff
	20-23	Stanford Testing
	30	Progress Reports
February	6	Early Dismissal, 1:00pm
March	3	TAKS: 7 <sup>th</sup> Grade Writing & 8 <sup>th</sup> Grade Reading
	4	Report Cards
	13	Progress Reports
	16-20	Spring Break
April	7	TAKS Testing: 8 <sup>th</sup> Grade Math
	10	No School for students, faculty, and staff
	22	Report Cards
	28	TAKS: 6 <sup>th</sup> & 7 <sup>th</sup> Grade Math
	29	TAKS: 6 <sup>th</sup> & 7 <sup>th</sup> Grade Reading
	30	TAKS: 8 <sup>th</sup> Grade Science
May	1	TAKS: 8 <sup>th</sup> Grade Social Studies Progress Reports
	25	No school for students, faculty, & staff
	28	Last day of school for students; Early Dismissal, 1:00pm; 8 <sup>th</sup> Grade Promotion

## Blue and Green Day Schedule

8:15	Teacher Sign In		
8:20	First Bell to Enter Houses		
8:30-10:00	1st/2nd Period		
10:05-11:30	3rd/4th Period		
	<b>A House</b>	<b>B House</b>	<b>C House</b>
11:30-12:10	5th/6th Period	1st Lunch	5th/6th Period
12:15-12:55		5th/6th Period	2nd Lunch
1:00-1:40	3rd Lunch		5th/6th Period
1:45-2:10	Advocacy		
2:15-3:45	7th/8th Period		

## Charger Day Schedule

8:15	Teacher Sign In		
8:20	First Bell to Enter Houses		
8:30-9:20	1st Period		
9:25-10:10	2nd Period		
10:15-11:00	3rd Period		
11:05-11:50	4th Period		
	<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
11:30-12:10	1st Lunch	5th Period	5th Period
12:15-12:55	5th Period	2nd Lunch	6th Period
1:00-1:40	6th Period	6th Period	3rd Lunch
2:10-2:55	7th Period		
3:00-3:45	8th Period		

## Contact Information

Principal	Michael McDonough	ext. 301	mmcdonou@houstonisd.org
House A Principal	Alberto Fernandez	ext. 312	afernand@houstonisd.org
House B Principal	Amy Simson	ext. 316	asimson1@houstonisd.org
House C Principal	Waymon Moore	ext. 320	wmoore@houstonisd.org
Magnet Dean	Rita Graves	ext. 321	rgraves1@houstonisd.org
Instructional Coordinator	Anne Powell	ext. 317	apowell@houstonisd.org
Title I Coordinator	Deitra Kendrick	ext. 326	dkendric@houstonisd.org
Special Education Coordinator	Kathy Weston	ext. 328	kweston@houstonisd.org
Social Worker	Alyson Bricker	ext. 327	abricker@houstonisd.org
Nurse	Janice Bush	ext. 305	jbush1@houstonisd.org
School Secretary	Janie Garza	ext. 301	sgarza@houstonisd.org
Finance Clerk	Adrienne Black	ext. 308	ablack@houstonisd.org
Registrar	Tanya Perez	ext. 310	tgarcia@houstonisd.org
Attendance	Carmen Duran	ext. 309	cduran@houstonisd.org
Textbooks	Arcelia Diaz	ext. 319	adiaz4@houstonisd.org

## Cluster Leaders

6A	Leah Klemcke	ext. 335	lklemcke@houstonisd.org
6B	Joyce Ballard	ext. 357	jballard@houstonisd.org
6C	Jonathan Edquid	ext. 405	jedquid@houstonisd.org
7A	April Somers	ext. 343	asomers@houstonisd.org
7B	Luther Allen	ext. 365	lallen11@houstonisd.org
7C	Brandi Lauger	ext. 408	blauger@houstonisd.org
8A	Dorothy Leahy	ext. 352	dwang@houstonisd.org
8B	Celeste Garcia	ext. 369	cgarcia8@houstonisd.org
8C	Angela Furnari	ext. 416	afurnari@houstonisd.org

# PIN OAK MIDDLE SCHOOL

ESTABLISHED: August 2002  
MASCOT: Chargers (Polo Horseman on Polo Pony)  
NAMED TO HONOR: The Pin Oak tree native to this part of Texas  
SCHOOL COLORS: Royal Blue and Teal Green  
WEBSITE: [www.pinoak.us](http://www.pinoak.us)  
PHONE: 713-295-6500  
FAX: 713-295-6511  
ADDRESS: 4601 Glenmont Bellaire, TX 77401  
MOTTO: *Imagine/Believe/Achieve*

## **WELCOME STUDENTS!**

Where do I begin? In six short years a strong legacy of excellence has been formed and your role in shaping our future is powerful. We have consistently been among the elite in academic, athletic, & humanitarian achievements. Our fine arts program has continued to grow, and the accolades keep coming. Nearly every Pin Oak Charger has taken on the challenge of learning a second, or third, language, while continuing to make every effort to provide themselves with as many options as possible for High School. We are thrilled to have you with us this year, and we are excited about the kind of contribution you will make. To that end, we have added a few new faculty & staff to help us continue our ascent as a school, and your development as an outstanding person.

Please remember that you are a member of a diverse team of students and staff that represent the best in the city. The friendships you have, coupled with the new ones you will develop, will always be a special part of your life. I continue with great zeal to encourage you to seek out others and to develop positive relationships that show respect and civility both within your cluster and your house. You are a Pin Oak Charger, and that is something you should be proud of. We are certainly proud to have you here with us.

I am so proud to have the honor of working alongside you at Pin Oak Middle School. Everyday I get the opportunity to be surrounded by those with the best ideas, the most innovative approaches to solving problems, while remaining a strong community of learners. The diversity that we bring to Pin Oak is our greatest strength, and you are the critical piece in that. Do not take school lightly, as this is your best opportunity to learn who you are, what makes you unique, and how you can continue to evolve. You have heard me say that middle school is exciting; but it can also be scary - most of all it is important. Enjoy this day and every day after it, as you have a chance to make this the best time in your life. Don't let it pass you by.

Enjoy the Day,  
Michael McDonough, Principal

## **MESSAGE TO PARENTS**

Pin Oak Middle School is a safe learning environment for your child where he/she will be challenged daily. A quality education includes preparing students for life. These life skills include character development, time management, and learning to adapt to everyday challenges. Resiliency can only be accomplished by taking risks, making mistakes, and learning from those mistakes. This is what middle school is about – testing life and your place in it. The transition from elementary to middle school is difficult due to the increased amount of responsibilities given to students as well as the increased amount of life challenges for this age group. As an adult team, it is important that parents and teachers work together to support the growth of each child. While it is hard to allow mistakes and failures to happen, rescuing students does not give them the resiliency they must learn to be successful. Please pay close attention to the information in the planner and support your child as he/she learns to adapt and grow.

## **MISSION STATEMENT**

*IMAGINE, BELIEVE, ACHIEVE*

The mission of Pin Oak Middle School is to create small, personalized learning environments that are safe, promote mutual respect, support project-based learning, and provide choices for informed decision-making for the success of each and every individual.

## FOR YOUR INFORMATION

**ABSENCES:** When a student is absent, he or she is required to bring or email a written note from the parent/guardian stating the reason for the absence. The parent/guardian must make sure to include the student's name, date of absences, grade, reason for the absence and parent/guardian signature. Failure to turn in proper notification to the attendance office within three (3) days of the absence may result in an unexcused absence. Excessive unexcused absences may result in the student failing to be promoted to the next grade level. Absences are excused for the student's personal illness, illness or death of an immediate family member, participation in legitimate school activities with the permission of the Principal, or emergency/extenuating circumstances as recognized by the principal or principal's designee. Absences for religious holidays - Parent should notify the student's advisory teacher in writing prior to the student's observance of a religious holiday. These days will not affect the student's attendance record. Please feel free to contact Carmen Duran (713-295-6500 x 309 or [cduran@houstonisd.org](mailto:cduran@houstonisd.org)) if you have any questions or concerns.

**ACADEMIC TEAMS AND CLUSTERS:** In order to create smaller learning environments, all students are assigned a cluster in a house. Flexible scheduling provides common conference periods for cluster teams thus allowing a supportive environment in which to meet with parents and students, and plan for instruction.

**ACTIVITIES AND ORGANIZATIONS:** The purpose of the activities and organizations of Pin Oak Middle School is to promote loyalty, school spirit, and sportsmanship. Each student is encouraged to become a part of the extracurricular life of the campus. Some of the activities and organizations at Pin Oak are as follows:

Anime Manga	Dance	National Jr. Honor Society	Spanish Club
Art	Dodge Ball	No Place For Hate	Speech and Debate
Band	French Club	Odyssey of the Mind	Step Team
Baseball	Girl Power	Paint Ball	Student Council
Bowling	Hebrew Club	Peer Mediation	Texas Quiz Show
Breakdance	Junior Historians	Pep Squad	Theatre
Chess	Lacrosse	Sabor Latino	UIL Academic Team
Choir	Math Counts	Science Bowl	Wrestling
Club Green	Name That Book	Softball	Yearbook

**ATHLETICS:** Pin Oak has a strong athletic program that is growing in success with each new year. Participation in the UIL athletic activities is subject to the "No Pass, No Play" restriction. These programs are open to all 7<sup>th</sup> and 8<sup>th</sup> grade students who wish to participate:

Basketball	Cross Country	Soccer	Track
Cheerleading	Football	Swimming	Volleyball

**CAFETERIA MANAGEMENT PLAN:** Pin Oak students eat in the cafeteria. Eighth grade students will have the privilege of being allowed to eat in the courtyard east of the cafeteria. All other areas are off-limits during lunch. Students should go to their lockers to retrieve lunches prior to the start of fifth/sixth period – no locker activity is allowed during lunch period. At lunch dismissal, once trash has been properly disposed of, administrators will dismiss several tables at a time.

**CAMPUS SUPERVISION:** Assigned teachers supervise the arrival of students and the dispersal of students at dismissal. Teachers have the authority to correct any student at any time on the Pin Oak campus. Pin Oak is not an extended day campus (unless the student is involved in an after school program). Students are not supervised prior to 7:30 a.m. or after 4:00 p.m. Parents are strongly encouraged to make arrangements for their children to arrive on campus after 7:30 a.m. and to be picked up by 4:00 p.m. Repeated instances of late arrival for pickup of your child may result in the need for a parent conference and a required fee to pay in accordance with the existing after school program. Students who arrive prior to the 8:20 dismissal to academic houses are to go to their specified area for supervision: 6<sup>th</sup> Grade- Seated in Main Gym, 7<sup>th</sup> Grade- Seated in multipurpose room, and 8<sup>th</sup> Grade- Seated in Main Commons.

**CONFERENCES:** Arrangements can be made for parent conferences with teachers through academic teams and house administrators. These meetings must be prearranged. Contact your student's cluster leader by telephone or email to schedule a conference. Messages will be returned within 48 hours. All visitors to the building must report immediately to the main office with their driver's license in order to obtain a visitor's pass. This pass should be returned to the main office at the end of the appointment.

**COUNSELING SERVICES:** Guidance services are available. Information is available on test-taking skills, extracurricular needs, dates of tests scheduled, career choices, as well as other academic, social, vocational, or personal concerns. Any parent may schedule an appointment with the social worker or house principal.

**CRIMESTOPPERS:** Pin Oak participates in the Crimestoppers Program. If you encounter anything that seems unlawful or suspicious, report it to an administrator, teacher or any staff member in the school. If you are uncomfortable reporting to a school staff member, you should call Crimestoppers at 713-222-TIPS (8477).

**GRADING SYSTEM:**

Criteria for grading academic subjects:	Criteria for grading citizenship (conduct)
90-100 Excellent work quality; subject mastery	E Excellent behavior; total self-discipline
80-89 Good work quality; consistent effort	S Satisfactory behavior; cooperates readily
75-79 Satisfactory work; average achievement	P Poor quality behavior-below average
70-74 Work quality below expectations	U Unsatisfactory quality of behavior
0-69 Failing	

**HALLWAYS:** Students are not permitted in the hallway during class time without the signed hall pass in this student planner. Should a student lose his/her planner, the student will be required to purchase a replacement from the main office. The hall pass area must include all spaces completed and used for the reasons noted: emergency restroom use, library, and clinic. Be sure to budget your passes for use throughout the school year.

**ID BADGES:** For safety and security purposes, all students are required to have their picture ID badges in their possession and visible at all times. The bar code on the badge is the student's ID number and may be used to check out books from the library, check out textbooks for use during the school year, and used as a debit card in the cafeteria if money is provided to the cafeteria manager in advance of expenditures. One ID badge will be provided to each student at no cost. Replacement badges may be obtained for \$5.00. Students without their ID in their possession should obtain a temporary badge from the nearest house office. Repeated use of temporary badges could result in disciplinary action.

**IMMUNIZATIONS:** All students are required to have current and updated immunizations as required by law. It is the responsibility of the student and parent to provide the school with an accurate immunization record. A student may not attend school without documentation of state required immunizations. Exclusions from compliance are allowable on an individual basis for medical and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

**LIBRARY:** The Pin Oak Library is open from 7:15 a.m. to 5:00 p.m. The library staff is available to assist you in locating all materials. Fines for overdue books are \$.10 per school day per book. Fines will be appropriately assessed for damaged or lost books.

**LOCKERS:** Students are assigned one locker by the House Principal and it is to be used for storing school supplies. The physical education staff will assign a gym locker. NEVER BRING VALUABLES TO SCHOOL. ALWAYS MAKE CERTAIN YOUR LOCKER IS LOCKED. DO NOT share your locker or locker combination with any other student. Abuse of lockers may result in denial of a locker. This includes sharing your locker combination with other students. Lockers remain HISD property and are subject to search.

**LOST AND FOUND:** Articles of clothing, valuables (jewelry, etc.), and glasses are held in each house office. Students may look for lost items before or after school, during passing periods, and at lunchtime. Students may not leave the classroom to look for lost items. Articles not claimed after one week may be donated to a charitable organization.

**MAKE-UP WORK:** Students who are absent will be given an opportunity to make up work missed upon return to school. The number of days afforded to students for make-up work will be equal to the number of days absent beginning upon receipt of the work. It is the student's responsibility to obtain any work missed during the next scheduled class period after their return. During an extended absence, (3 days or more), work may be requested (with 48-hours notice) from the House Principal. For absences of one instructional cycle (2 days), it is recommended that students contact a classmate for information about the day's instruction and assignments.

**MEDICATION AT SCHOOL:** Students bringing medication to school are to take it to the nurse in the clinic with a doctor's note. Medications administered at school are to be maintained on campus by the school nurse and be for the treatment of chronic, long-term medical conditions.

**PERSONAL PROPERTY:** Portable electronic devices, cameras, large sums of money, and other such personal property, including but not limited to skate boards and personal PE equipment, such as balls, ropes, etc. should not be brought on campus. Many problems can arise and the school cannot assume responsibility for them. If such personal property is brought to school, and is being used during school hours (8:20 – 3:45), it will be taken and held in the student's House office for the parent to pick up (repeated instances may result in disciplinary action).

**REPORT CARDS AND PROGRESS NOTICES:** Report cards to the parents will be distributed shortly after the close of the grading period. At mid-grading period, one progress report, with input from all teachers will be prepared and sent home with each student. Please consult the included monthly calendar for exact dates of report cards & progress reports. If you do not receive a progress report or report card during the week indicated in your student's planner, please contact his/her house office.

**SCHEDULE CHANGES:** Each student is to follow his/her schedule even if obvious errors exist until the schedule change process is completed and a new schedule generated. Students are to complete a "Request for Schedule Change" form and turn it in to their house office. The house principal will make the change or let the student know why the change cannot be made. No student is to go to the administrator's office requesting schedule changes. **Schedule changes will only be made during the first two weeks of each semester.**

**SDMC:** The Shared Decision Making Committee is an advisory group of teachers, parents, school staff, administrators, and community members elected by their peers in the spring to serve for two years. The SDMC is chaired by the principal. Decisions are made and school policy established based on school community needs and guidelines set by the Texas Education Agency and the Houston Independent School District. Meetings are set for the third Wednesday of each month during the school year.

**TELEPHONE:** We request that parents and students take care of personal business before they part company for the school day. The school telephones in the offices are for official school business only, not the personal use of students. Students with the expressed permission of the classroom teacher may use classroom telephones. Students are allowed to bring cellular telephones to school. Cellular telephone use is expressly prohibited by students during instructional time. Cellular telephones may only be used by students before and after school, AND outside the building. Emergency messages ONLY will be delivered to students during the instructional day.

**TEXTBOOKS:** For each textbook issued, students should write their name, their teacher's last name, the semester and year issued in ink inside the front cover. All books must be covered as required by law. Textbooks are the property of the State of Texas and if lost, damaged, or stolen, must be paid for by the student to whom the book was assigned.

**TRUANCY:** Also known as "skipping school," truancy is a crime. It is a Class C misdemeanor for a minor child to be in a public place without the company of a parent or permission of the school during school hours. [Houston City Code 28-172(a)]. Violation of this ordinance may result in criminal charges against the parent. A student absent from school without parental or school permission is truant. Refer to Houston ISD Student Code of Conduct.

**IMAGINE, BELIEVE, ACHIEVE  
RESPECT FOR SELF AND OTHERS  
SAFETY ABOVE ALL ELSE**

## PLANNER GUIDELINES

### It will be the student's responsibility to:

1. Have the official Pin Oak Middle School Student Assignment Book in every class every day.
2. Copy the agenda and homework assignment at the beginning of each class period. If there is no assignment, the student will write "none" in the space provided.
3. Hall Passes for personal emergencies only. You must have your planner in order to request a hall pass.
4. Consider using the planner for personal planning (club meetings, sporting events, parties, family events).
5. Be sure that your parents see your planner every night and initial every weekend indicating all pertinent school information for the week has been reviewed.

### It is the parent's responsibility to:

1. Ask to see the assignment book every evening.
2. Monitor homework assignments and their completion.
3. Initial the planner every week so that the teacher knows the parent is up-to-date on the child's assignments.
4. Send notes regarding absences on the day following the absence.
5. Include your child in planning family events and recording them in the student's planner.

### It is the teacher's responsibility to:

1. Use the assignment book as a means of communication with the parents, expecting a response from the parent.
2. Have a clear, concise agenda and homework assignments posted daily for students to record in the daily planner.
3. Have clear, concise expectations of special projects including checkpoints and final due dates.
4. Assist the student in appropriate use of hall passes, never allowing a student to leave the classroom without a pass.

NOTE: Columns have been added for teacher, parent, and student initials. This additional initialing will only be utilized if, in fact, the teacher or House Principal determines that initials are necessary in order to facilitate student success. It will be the student's responsibility to request the teacher's initials prior to leaving class each day.

## BUS RIDER RESPONSIBILITIES

As a bus rider at Pin Oak Middle School, I agree to:

- Always be at my stop on time.
- Go directly to my bus after school.
- Be respectful to all members of the school staff on bus duty.
- Be courteous to the driver and other students.
- Approach the bus entrance only after the bus comes to a complete stop.
- Speak in a normal tone of voice.
- Sit in my assigned seat daily, and remain seated while the bus is in motion.
- Keep all parts of my body as well as all objects inside the bus.
- Never engage in horseplay or fighting on the bus.
- Never tamper with the bus or its equipment.
- Keep the bus litter free (No food or beverages are to be consumed on the bus).
- Never attempt to ride another bus without prior approval.

If problem behavior occurs regarding bus riding, disciplinary action will be taken. The following disciplinary actions are from HISD's Administrative Procedures, 318.320. Pin Oak Middle School administration will use the following disciplinary steps:

- First Offense - Give Student warning. Attempt to notify parent.
- Second Offense - 2-3 day suspension from bus.
- Third Offense - 5-7 day suspension from bus.
- Fourth Offense - Exclusion from riding the bus.

**IF INCIDENT IS SEVERE IN NATURE, STRONGER DISCIPLINARY ACTION MAY OCCUR.**

**HISD Transportation Services may utilize cameras to record student activity.**

# PIN OAK CODE OF CONDUCT

*Imagine / Believe / Achieve*

Pin Oak students-

- **IMAGINE** all that is possible for themselves and their community
- **BELIEVE** in themselves and their capabilities
- **ACHIEVE** their goals through sustained effort

The goal of the Pin Oak Code of Conduct is-

- To set the expectations that students always will be held accountable for the behavior they choose.
- To show how to **MONITOR** their behavior.
- To give students practice in **EVALUATING** the behavior they choose on a moment-to-moment basis.

Pin Oak students are important members of the school community, their school house, and their learning cluster. Membership is based on responsible behavior, cooperation, respectfulness and courtesy. As a student of Pin Oak, each student must remember:

1. **I am responsible for the learning expectations of my school, house, and cluster.**
2. **I choose the way that I behave.**
3. **I understand that my appropriate behavior impacts positively on my learning community.**
4. **I know that I am accountable for my chosen behaviors.**

## HOUSTON ISD CODE OF CONDUCT

Students are given a copy of the Houston Independent School District's publication of student rights and responsibilities within the greater Houston community. It is the students' and parents' responsibility to be familiar with the information in the book. You are to review this information and sign and return the acknowledgement page. Points of interest are below.

HISD students have the right to a well-balanced curriculum and instruction. You have the right to attend public schools. You have the right to an evaluation of your academic progress. You have the responsibility to participate in the educational progress by attending class, paying close attention, completing assignments and asking questions if you don't understand a subject you are being taught. You especially have the responsibility to behave with respect and courteousness; not interfering with the goals of the learning community.

School teachers and administrators have the right and responsibility to respond to student acts of misconduct that interfere with the goals of education. The following information regarding student misconduct is provided in detail in the HISD Student Code of Conduct.

- Level I**            These offenses generally occur in the classroom and can be corrected by the teacher.
- Level II**            These offenses are more serious than Level I and/or represent the student's inability to control Level I misconduct. Level II offenses call for administrative intervention.
- Level III**            These offenses seriously disrupt the educational process in the classroom, the school, and/or school related activities, or are continuances of repeated Level I, II, or III misconduct. Level III misconduct may result in student suspension and optional removal to an alternative education program.
- Level IV**            Level IV misconduct involves more serious criminal offenses. This includes any felony, whether school related or not, unless it is one for which expulsion is required. This level of misconduct requires placement in an alternative education program.
- Level V**            Level V offenses are dealt with by the expulsion of the offending student. Expulsion is fit punishment for violations that seriously threaten the safety of the school community. Expulsion is fit punishment in response to criminal acts of mischief including, but not limited to, weapons possession, possession of illegal substances, and assault.

# DRESS CODE POLICY

All students attending Pin Oak Middle School will be required to follow the Pin Oak code of Dress. All articles of the uniform are to be maintained and worn in a way that represents the individual students and the school in a positive way.

All clothing must be:

- Solid colored, without variations or patterns.
- Clean, neat, mended [no rips, holes, cuts, etc., that extend through the fabric].
- Properly fitted. Clothing should be neither skin-tight nor excessively baggy.
- Without ornamentation [words, pictures, logos, etc.] other than official Pin Oak items.

“Tops” [clothing above the waist]

- Colors for all kinds of tops: **white, royal blue or light gray**. [Please check with the school for a color sample if there is any question.]
- Fabrics: cotton or cotton blend.
- Must wear a polo shirt or oxford shirt, long or short sleeved with a collar.
- Only a Pin Oak logo is permitted.
- Undershirts may be worn in one of the three approved colors [they may be visible]. Turtleneck and long-sleeved shirts may be worn as long as the shirt is tucked in.
- Shirts must be tucked into the bottoms during the school day & whenever in the building before school.
- Any clothing item purchased in the school store and any official team or club sweatshirt or jacket may be worn.
- A solid gray, white, or royal blue sweater or sweatshirt may be worn. Sweatshirts may have a hood or zipper.

“Bottoms” [clothing below the waist]

- Colors: **Navy blue, khaki, blue-jean blue, or official school tartan**
- Fabrics: denim, twill, or corduroy.
- May be pants, skirt, shorts, skort, capris, or jumper.
- Must be fitted at the waistline [except jumpers].
- May have pockets only near the waistline.
- The shortest part must be at least as long as the top of the kneecap, so that when standing, the garment touches the kneecap. A slit in the skirt can be no higher than the kneecap. The hem can't touch the floor when standing.

Casual Fridays – *Same dress code, except:*

- Approved Pin Oak spirit shirts and club shirts may be worn.

Free Dress Days – *Same dress code, except:*

- May wear any colors.
- May have any ornamentation which is not disruptive or offensive.
- A polo or oxford shirt is not required, but a shirt with sleeves must be worn.
- Additional criteria may be announced for special days.

## **SPECIFIC RULES OF DRESS AND GROOMING**

- Field trips – Casual Friday attire and free dress day attire are not permitted for students attending a field trip. Students must wear the regular dress code attire, even if the trip is on Friday or a free dress day.
- Shoes must be closed-in and have a “rubber” sole. The thickness of the heel and/or sole may not be more than one inch.
- Earrings may be worn if they are not larger than a quarter.
- When Pin Oak team uniforms are permitted to be worn during the school day, they must be worn in a way that meets dress code coverage guidelines – sleeves, length, etc.
- No hats or head-covering other than those required by religious practice. Hoods must stay down in the building.
- Jewelry, make-up and other such matters are permissible unless they are distracting or disruptive in the classroom. All acceptable neckwear (necklaces) must be tucked inside the uniform shirt.
- Small storage bags for supplies and necessary items may be brought into the classroom. Book bags or backpacks and purses may not be brought into the classroom at any time during the school day. If a bag or purse is large enough to hold a textbook it is a book bag and must be kept in the locker.
- Exposed tattoos and/or use of pens, pencils, or markers to make marks on the skin or clothing are inappropriate for school and expressly prohibited.
- Personal grooming is restricted to restroom facilities.
- Students are required to wear the uniform dress to the campus and throughout the entire day until leaving after school. Changes in the restroom prior to leaving school are not allowed.

**Pin Oak administration reserves the right to determine if a student’s dress is a disruption to the educational process. All such decisions are final.**

## **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

Failure to comply with the uniform dress code will result in disciplinary action. The consequences for not meeting the expectations are as follows:

- First Offense:** Note to discipline record, review of policy and phone contact with the parent. The parent may be required to bring appropriate garments BEFORE the student may return to class.
- Second Offense:** Same as above plus the student will be assigned a one hour school-wide after school detention. The parent will be notified of the detention at least one day in advance.

## **TARDY POLICY**

The Pin Oak Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. During the first 14 days of school, all teachers will be working with their students, focusing on getting organized and arriving to class on time, or early, every day. The Tardy Policy will be effective beginning September 8, 2008, and will be implemented consistently throughout the school year.

## **CONSEQUENCES FOR ARRIVING LATE TO SCHOOL**

Every time a student arrives late to school, (s)he is required to report to their House Office.

- First Four Tardies to School:** Note to student screen, with a review of policy.
- Fifth Tardy to School:** Note to discipline record, review of policy, and issuance of school wide 1 hour detention on a Thursday. Parents will be given at least 24 hours notice when this detention is issued. The detention will be held from 4:00 – 5:00 pm. Students must use the time to work on homework.
- Successive Tardies to School:** A progression through the Pin Oak Discipline System will begin in accordance with the Houston ISD Code of Student Conduct.

**PIN OAK MIDDLE SCHOOL  
POLICIES AND CONTRACTS OF COMMUNITY RESPONSIBILITY**

**SIGNATURES OF ACKNOWLEDGEMENT**

Your signature below (parent and student) indicates your review, understanding, and acknowledgement of all Pin Oak Middle School policies and contracts. This page must be returned with all signatures and requested information to your advocacy teacher no later than September 5, 2008.

In addition, you have received the complete publication of the Houston ISD Code of Student Conduct, detailing specific administrative responses to student misconduct. You are required to take the publication home, review all aspects with your parent/guardian, sign (both parents and child) and return the signature page to your advocacy teacher no later than September 5, 2008.

\_\_\_\_\_

Advocacy Teacher

\_\_\_\_\_

House

\_\_\_\_\_

Grade

\_\_\_\_\_

Student's Printed Name

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Parent/Guardian's Printed Name

\_\_\_\_\_

Parent/Guardian's Signature

\_\_\_\_\_

Home Phone #

\_\_\_\_\_

Daytime/Emergency Phone #

\_\_\_\_\_

Parent/Guardian Email