

PIN OAK MIDDLE SCHOOL STUDENT ASSIGNMENT BOOK AND PLANNER 2009-2010

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)			



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		
	A House	B House	C House
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		
	6th Grade	7th Grade	8th Grade
11:55-12:35	1st Lunch	5th Period	5th Period
12:40-1:20	5th Period	2nd Lunch	6th Period
1:25-2:05	6th Period	6th Period	3rd Lunch
2:10-2:55	7th Period		
3:00-3:45	8th Period		

Important Dates

August	24	First Day of School	January	1	Winter Break
				4	Teacher Prep Day
				13	Report Cards
				18	No school
September	7	No school		20-22	Stanford Testing
	9	Open House, 6:30pm		30	Progress Reports
	17	Progress Reports			
	24	6 th Gr. Parent Mtg, 6:30pm	February	5	Early Dismissal, 1:00pm
	28	No school		15	No school
	30	Early Dismissal, 1:00pm	March	3	TAKS: 7 th Grade Writing & 8 th Grade Reading
				3	Report Cards
October	8	7 th Gr. Parent Mtg, 6:30pm		16-20	Spring Break
	14	Report Cards		26	Progress Reports
	24	Progress Reports			
	29	8 th Gr. Parent Mtg, 6:30pm	April	2	No School
	30	Early Dismissal, 1:00pm		6	TAKS Testing: 8 th Gr. Math
				13	PTO General Meeting, 6pm
				13	Pin Oak Parent Mtg, 7pm
				21	Report Cards
November	18	Report Cards		27	TAKS: 6 th & 7 th Gr. Math
	25-27	Thanksgiving Break		28	TAKS: 6 th & 7 th Gr. Reading
				29	TAKS: 8 th Gr. Science
				30	TAKS: 8 th Gr. Social Studies
December	2	Progress Reports	May		Progress Reports
	18	Early Dismissal, 1:00pm		27	Last day of school
	21-31	Winter Break		27	Early Dismissal, 1:00pm
				27	8 th Gr. Promotion, 9:30am
				27	Report Cards

Contact Information

Administrators

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
Special Education Coordinator	Kathy Weston	ext. 328	kweston@houstonisd.org
Social Worker	Alyson Bricker	ext. 327	abricker@houstonisd.org

School Information

504	Alberto Fernandez	ext. 312	afernand@houstonisd.org
After School Program	Adrienne Black	ext. 308	ablack@houstonisd.org
Athletics	Waymon Moore	ext. 320	wmoore@houstonisd.org
Attendance		ext. 309	
Change of Address/Phone	Liliana Mosely	ext. 311	lmosely@houstonisd.org
Counseling Services	Alyson Bricker	ext. 327	abricker@houstonisd.org
ESL/LEP	Alberto Fernandez	ext. 312	afernand@houstonisd.org
Finance Clerk	Adrienne Black	ext. 308	ablack@houstonisd.org
Free & Reduced Lunch	Les Dorsey	ext. 315	ldorsey@houstonisd.org
Grounds & Building Maint.	Waymon Moore	ext. 320	wmoore@houstonisd.org
House A Clerk	Les Dorsey	ext. 315	ldorsey@houstonisd.org
House B Clerk	Arcelia Diaz	ext. 319	adiaz4@houstonisd.org
House C Clerk	Larixsa Lazo	ext. 323	llazo@houstonisd.org
ID Badges	Waymon Moore	ext. 320	wmoore@houstonisd.org
Intervention Specialist/IAT	April Somers	ext. 343	asomers@houstonisd.org
Nurse	Janice Bush	ext. 305	jbush1@houstonisd.org
Police Officer	Arturo Byrd	ext. 329	abyrd@houstonisd.org
Receptionist	Julie Boudreaux	ext. 303	jboudre2@houstonisd.org
Registrar/Records	Tanya Perez	ext. 310	tperez1@houstonisd.org
School Secretary	Janie Garza	ext. 301	sgarza@houstonisd.org
Testing Coordinator	Anne Powell	ext. 317	apowell@houstonisd.org
Textbooks	Arcelia Diaz	ext. 319	adiaz4@houstonisd.org
Title I	Anne Powell	ext. 317	apowell@houstonisd.org
Transportation	Rita Graves	ext. 321	rgraves1@houstonisd.org
Vanguard Program	Amy Simson	ext. 316	asimson1@houstonisd.org
Website	Jonathan Edquid	ext. 405	jedquid@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	Barbara Baltazar	ext. 345	bbaltaza@houstonisd.org
7B	Arnetta Wilkins	ext. 366	awilkin1@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
PHONE: 713-295-6500
FAX: 713-295-6511
ADDRESS: 4601 Glenmont, Bellaire, TX 77401
MOTTO: *Imagine/Believe/Achieve*

WELCOME STUDENTS!

As Pin Oak begins its 8th year, we can be proud of the path we have forged. Pin Oak has continued to strive for excellence in academic, athletic, and humanitarian achievements, and we have continued to meet those goals. Pin Oak is the proud recipient of several major state and national awards: U.S. Department of Education Blue Ribbon School, Texas Education Agency Exemplary Campus, Texas Business and Education Coalition Honor Roll, and the Anti-Defamation League No Place for Hate Honor Roll of Respect. It is the hard work and determination of our entire community of students, parents, faculty, and staff that enables us to continue to meet and exceed our goals and accomplishments. We are thrilled to have you with us this year, and we are excited about the kind of contribution you will make 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 attendance clerk 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 the Attendance Clerk 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	Softball
Art	Dodge Ball	No Place For Hate	Spanish Club
Band	French Club	Odyssey of the Mind	Speech and Debate
Baseball	Geography Bee	Paint Ball	Step Team
Bowling	Girl Power	Peer Mediation	Student Council
Breakdance	Junior Historians	Pep Squad	Texas Quiz Show
Chess	Lacrosse	Sabor Latino	Theatre
Choir	Math Counts	Science Bowl	UIL Academic Team
Club Green	Name That Book	Show Choir	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 7th and 8th grade students who wish to participate:

Basketball	Cross Country	Soccer	Track
Cheerleading	Football	Swimming	Volleyball

CAFETERIA PROCEDURES: Pin Oak students eat in the cafeteria during one of the three lunch shifts. 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 may bring a sack lunch or purchase lunch from the cafeteria. Parents may pre-pay for cafeteria purchases online at www.houstonisd.org or through the campus cafeteria manager. Students should go to their lockers to retrieve lunches or money 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 8:20 are to go to their specified area for supervision: 6th Grade- Main Gym, 7th Grade- Multipurpose Room, and 8th Grade- 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. ID Badges are considered part of the Pin Oak Dress Code and disciplinary consequences can occur if the badge is not worn appropriately. ID badges may not be defaced or obscured in any way. 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 or paid online in advance of expenditures. One ID badge will be provided to each student at no cost. Replacement badges may be obtained for \$5.00.

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 7:30 a.m. to 4:30 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 school locker and it is to be used for storing school supplies. The physical education staff will assign a gym locker. Never bring valuables to school and always make certain that 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. Lockers remain HISD property and are subject to search.

LOST AND FOUND: Articles of clothing, valuables, glasses, and other lost and found items are held in the library. Lost textbooks will be located in the house B office. Students may look for lost items before or after school, 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 days' instruction and assignments.

MEDICATION AT SCHOOL: Students bringing medication to school are to take it to the nurse in the clinic with a HISD medication consent form. This form is available online at www.pinoak.us and in the nurse's office. 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. It is the student's responsibility to provide their parent with the progress reports and report cards distributed at school. 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. Parents may also access student grades online at www.houstonisd.org.

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. **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.

STABLES: Students are expected to complete and turn in assignments on time each day. Daily assignments and homework are important components in meeting the learning objectives. Students who do not submit an assignment or homework on time will be held accountable for their work through referral to the Stables. Students will complete their missing or late assignment in the Stables during their assigned lunch period. Students may bring a sack lunch or purchase a sack lunch upon reporting to the Stables. Disciplinary consequences can occur for students who do not report to the Stables at their assigned time and date.

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. Students arriving late to school should report to their house office. Upon the student's 5th tardy, a disciplinary consequence will be issued. Successive tardies will be handled accordingly. Tardies to class during the school day will be handled by the classroom teacher. During the first 14 days of school, 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, 2009, and will be implemented consistently throughout the school year.

TELEPHONE USE: 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. Emergency messages only will be delivered to students during the school day. Students may use classroom telephones with permission of the teacher. Students are allowed to bring cellular telephones to school, however, cell phone use by students is prohibited during the school day. Cellular telephones may only be used by students before and after school, AND outside the building. Students in violation of the telephone use policy may have their phone confiscated and returned upon a conference with the parent.

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.

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: Should it be determined that daily initialing by the teacher and parent is 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 at least 10 minutes prior to the scheduled pick up 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.
- Remain in proper Pin Oak dress code while waiting for and riding on the bus.

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 GUIDELINES AND EXPECTATIONS

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 Pin Oak Guidelines is-

- To set the expectations that students always will be held accountable for the behavior they choose.
- To show students how to monitor their behavior.
- To give students practice in evaluating the behavior they choose on a moment-to-moment basis.
- To maintain strong academic standards.

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

- **I am responsible for the learning expectations of my school, house, and cluster.**
- **I choose the way that I behave.**
- **I understand that my behavior impacts my learning community.**
- **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. 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.

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

First Offense: Note to discipline record and review of policy. The parent may be required to bring appropriate garments BEFORE the student may return to class.

Additional Offenses: Same as above plus the student may be assigned additional disciplinary consequences including, but not limited to detention or in school suspension.

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: **white, royal blue or light gray**. Please check with school for color sample if needed.
- 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.
- Shirts must be tucked into the bottoms during the school day & whenever in the building.
- Undershirts may be worn in one of the three approved colors. Turtleneck and long-sleeved shirts may be worn under regular uniform shirts as long as the shirt is tucked in and in an approved color.
- A solid gray, white, or royal blue sweater or sweatshirt may be worn over students’ regular uniform apparel. Sweatshirts may have a hood or zipper.
- Any clothing item purchased in the school store and any official team or club sweatshirt or jacket may be worn as appropriate.

“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.
- Leggings (not sweatpants) may be worn under skirts. Acceptable colors include solid white, light gray, navy, khaki, or black. Skirts are still expected to maintain appropriate length.

Accessories and Grooming Standards:

- 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.
- School issued student ID badge must be visible at all times.
- 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. Earrings may be worn if they are smaller than a quarter.
- No hats or head-covering other than those required by religious practice. Hoods must stay down while on HISD property or during school events.
- Small storage bags for supplies and necessary items may be brought into the classroom. Book bags or backpacks 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.

Special Circumstances and Events:

- On Fridays, in addition to regular dress code appropriate items, students may also choose to wear approved Pin Oak spirit, club, athletic, or organizational shirts.
- Pin Oak team and organization uniforms may be worn on approved days. When 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.
- 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.
- On Free Dress Days, students are expected to maintain dress code standards with the following exceptions:
 - May wear any color.
 - 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.

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.

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

**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 4, 2009.

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 4, 2009.

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