

Hedrick Middle STEM Academy Handbook



At the bottom of this handbook is a link named "Handbook Receipt Form"

Parents, after reading this handbook, click that link and fill out the form to acknowledge that you have read and understand the handbook.

Parents and Students:

Welcome to Hedrick Middle School STEM Academy. Our faculty and staff are looking forward to starting the 2022-2023 school year refreshed and focused. We have been planning and implementing changes over the past year to make the most of the time we have with your child. Our priority is to help them achieve their individual academic goals, and facilitate their social and emotional needs in ways that create a successful school year for them.

Our grade levels are composed of academic leaders who teach four core subjects and serve the needs of our students while focusing on implementing STEM best practices. In addition, with our Athletic, Fine Arts and Elective Departments we have integrated policies to create a well rounded school experience for all to highlight our student's many talents.

Again, we welcome you and your child here at Hedrick Middle School STEM Academy!

In order to get started, we have compiled this handbook with expectations that should help both students and parents become more informed about the policies and procedures for Hedrick Middle School STEM Academy.

Please read carefully and refer back to this handbook throughout the year for reference. There have been changes due to the needs of Hedrick, as well as requirements from the district regarding safety and security.

Ways to stay informed and updated:

1. Hedrick Middle School Stem Academy's website and our various social media pages
2. Canvas Pages of your child's teachers.
3. Skyward Family Access
 - a. Skyward Family Access is the official district location for all pertinent registration paperwork, as well as your child's official gradebook.
 - b. Please make sure you are aware of how to log in and check your child's grade periodically.
 - c. Please see our oneLISD communication at the end of this handbook for the proper steps when communicating with Hedrick regarding your child.

Reminder on School Hours

This year classes will be from 8:55 am to 4:10 pm.

Our doors will be open at 7:45 am for students that need to be dropped off early.

Students who choose to eat breakfast in the morning are expected to do so first thing upon arrival, before moving to their appropriate location. They are to eat solely at the assigned table and expected to clean up after themselves before leaving.

Students will be monitored in three locations prior to school:

- 8th Grade will be in the cafeteria
- 7th Grade will be in the Small Gym; students will be expected to sit with their 1st period class
- 6th Grade will be in the Large Gym; students will be expected to sit with their 1st period class

Students will follow a staggered release to 1st period to allow for a smooth transition in the hallways.

After School Dismissal

1. Walkers will be released first and exit the front of the school. They are expected to immediately leave campus safely and via correct walkways.
2. Car riders will be released second and exit through our East Doors. They are expected to walk to the car pick up line and safely leave campus.
3. Bus riders will report to the cafeteria, they will sit at their designated bus table and wait to be dismissed to their bus

**** Reminder, the apartments across the street, the bus loading zone and all along Bellaire Blvd are not pick up locations. Please pick up your child in the designated pick up areas only. Our goal is safe and secure pick up and drop off everyday.**

**** Any student staying for an afterschool activity will need to report to the proper location, no later than 10 minutes after the bell rings.**

Behavior Expectations

Philosophy:

Hedrick Middle School STEM Academy will accept and appreciate the differences of all students and adults. In order to contribute to an exceptional educational climate, each student will behave appropriately at all times. **Each individual student is responsible for his or her own learning, actions and choices everyday.**

- **Be Respectful**- Students will speak and act respectfully to each other, all adults and all school property. Be mindful of your body language, volume and tone while communicating with others.
- **Be Prepared**- Come to school prepared to learn, with a charged iPad and all appropriate materials needed.
- **Be Responsible**- Take responsibility for your actions. You are responsible for everything you think, do, act, say, feel or post online.
- **Be Aware**- Follow all teacher directives, campus guidelines, and procedures

Guiding Principles:

- Students will learn the behavior expectations for a variety of different situations.
- We will teach the expected behaviors through explicit instruction, with opportunities for students to practice and receive appropriate feedback.
- Stepping in early can prevent behavior issues from escalating.
- Monitoring student's behavior progress is important.
- Staff members will be consistent in how they encourage expected behavior and discourage misbehavior.

We Believe:

- Behavior whether positive or negative is a result of an individual's response to a need
- Behavior can be changed
- Behavior can be learned
- Behavior must be modeled appropriately
- Behavior that threatens safety and security is non-negotiable
- Behavior whether positive or negative have consequences

DISCIPLINE GUIDE

LEVEL 1 BEHAVIORS Minor student behaviors	LEVEL 2 BEHAVIORS Minor student behaviors	LEVEL 3 BEHAVIORS Moderate student behavior AND/OR repeated Level 2 violations	LEVEL 4 BEHAVIORS Major Incidents
NO REFERRAL TEACHER HANDLES IN CLASSROOM Redirect, teach/reteach, warning, best practice classroom management	TEACHER CLASSROOM REFERRAL TEACHER HANDLES IN CLASSROOM Redirect, teach/reteach, warning, best practice classroom management + possible teacher disciplinary action	OFFICE REFERRAL ADMIN HANDLES Referral entered in Skyward	MANDATORY OFFICE REFERRAL REQUIRED ADMIN ACTION CALL FOR IMMEDIATE REMOVAL AND PUT REFERRAL IN SKYWARD
STUDENT BEHAVIOR EXAMPLES INCLUDE: <ul style="list-style-type: none"> • Tardy to class • Not wearing ID as required • Classroom materials- i.e. iPad not charged • Off task, minor disruptive behaviors (noises, distracting others, etc.) • Excessive or inappropriate talking/laughing • Throwing paper/items • Not respecting the property of others • Blurting out/failure to raise hand • Failure to follow classroom rules/procedures • Horseplay (playful physical contact and actions with no malintent) • Avoidance behaviors (sleeping/refusing to work) • Unkind comments (dependent on severity) 	STUDENT BEHAVIOR EXAMPLES INCLUDE: <ul style="list-style-type: none"> • Repeated Level 1 behaviors • Inappropriate hallway behavior • Skipped teacher detentions • Lying to staff (dependent on situation) • Running/horseplay in hallway without harm • Unsafe behavior in classroom/lab • Negative sub report (maybe Level 3 depending on severity) • Repeated avoidance behaviors (sleeping/refusing to work) • Technology misuse • Public displays of affection • Verbal altercation w/peer without harm or disruption • Disruption that stops learning beyond a redirect - once in a day 	STUDENT BEHAVIOR EXAMPLES INCLUDE: <ul style="list-style-type: none"> • Repeated Level 2 behaviors • Inciting drama on a repeated basis • Offensive comments not directed to another student • Social media or technology disrupts learning environment repeatedly • Academic dishonesty • Video/photos without permission • Disruption that stops learning beyond a redirect - multiple times in a day <p>BEFORE ANY LEVEL 3 OFFICE REFERRALS for repeated Level 1 and 2 behaviors: 2 or more teacher referrals in Skyward Documented parent contact</p>	EXAMPLES INCLUDE: <ul style="list-style-type: none"> • Insubordinate, openly defiant sustained • Uses profanity toward staff/students with intent to bully or harm • Skipping class • Being in an unauthorized area • Bullying, making threats, retaliation • Fighting/ Inciting or filming a fight • Inappropriate verbal w/peer, causes major disruption/anger and aggression involved • Aggressive physical contact • Sexual Harassment, indecent exposure/acts and filming of these acts • Vandalism/Destruction of Property • Gang-related activity, hazing • Stealing/Theft • OTHER MAJOR VIOLATIONS OF CODE OF CONDUCT

We have transferred from a demerit based system to a tiered behavior system outlined above. Please pay close attention to each column so you are aware of what constitutes inappropriate behavior.

Disciplinary detentions assigned by administrators will be Monday and Wednesday after school. Teachers can at their discretion assign their own classroom detentions. Parent contact will be made regardless, and specific instructions will be given to both you and your child.

Classroom Behavior:

Teachers will have clear and individualized classroom expectations. Their classroom expectations will be taught explicitly at the beginning of the year and reinforced throughout the year. You and your child will be able to access and review these expectations on each teacher's syllabus, as well as on their canvas page.

Hallway Behavior:

Students will walk quickly and quietly on the right side of the hallway, no more than three people across. All students will keep their hands to themselves and respect other students' personal space. Students will be expected to go directly to their next class, and only stop in the hallway to use the restroom or get a drink of water. Students will be expected to be on the correct floor at all times, and there is no technology on or out in the hallway.

Dress Code:

Students who do not comply with the dress code will be sent to the AP's office, so they can either come into compliance or they will be directed to ISS if they are unable or unwilling to correct. Pants should sit naturally at one's waist, while low cut shirts, crop tops and off the shoulder tops should not be worn on campus. Undergarments should not be visible at any time. Hats, bandana's, sweatbands, hair wraps, and the hoods on hoodies are not to be worn while on campus.

Pajama pants and slippers are only to be worn on designated school spirit days.

During cold months, blankets used as outerwear are not allowed on our campus.

There is a separate and specific dress code for P.E. and Athletics; our coaches will inform students of those expectations.

Dress Code violations will be recorded and consequences will be assigned for repeat offenders.

For a more detailed look at the dress code, please see the district created [LISD student handbook](#).

ACADEMIC INTEGRITY:

Academic Honesty is an integral part in the success of your child's year and their future endeavors. **It is expected that all school work, assignments, or requirements outlined throughout the year represent the individual work of the student.** It is paramount for all involved to help promote a culture of Academic Honesty in and outside the school setting.

ACADEMIC DISHONESTY:

Is defined as follows and will be subject to disciplinary action.

- Copying or taking another person's work and claiming it as their own
- Allowing another person to copy one's work
- Doing another person's classwork for them
- Creating copies of your work for distribution
- Providing a person with answers for test, quizzes or assignments
- Non-compliance with Teacher's instructions regarding assignments, tests or quizzes.
- Sharing work via photos, messages, or by other social media platforms.

HOMEWORK/CLASSWORK:

Homework or classwork should be done the day it is assigned. Students will have multiple opportunities to get help from teachers or aides to complete any and all assignments, by the due date assigned. Students will be provided adequate time to complete their assignments with accuracy and neatness. They are responsible for meeting this expectation.

If a student is ABSENT it is the student's responsibility to meet with their teachers in a timely manner upon their return and find out about and complete any missing work.

Because of time constraints, teachers will NOT call parents each time a student does not complete an assignment. Please check the teacher's websites to find the daily lesson for each class and check Skyward weekly for most up to date grades.

TUTORING:

Math tutorials will be available Tuesday through Friday from 8:15 to 8:50 am, where students can receive direct help from the math department in the following locations.

- Barbara Hamric Community Room
- Room 1200 and Room 1201

Tutoring for other classes will be available, but all students will be required to have a pre-arranged pass for a specific time and location with a teacher. All students will remain in their tutorial session until the dismissal bell is released in the morning or until a predetermined time after school. If the students finish their tutoring session, they may read, work on other material, or complete IXL lessons.

MANDATORY TUTORING:

Mandatory tutorials can be assigned after school for the following reasons

- Missing assignments
- Low grades or zeros on assignments

A report will be generated bi-weekly, where individual teachers can assign tutorials for students to complete work. Parent contact will be made and if the student fails to utilize tutorials wisely, or fails to attend assigned tutorial, then a secondary tutorial will be assigned for either Friday night or Saturday Morning.

Regular Mandatory Tutorials will be every Tuesday and Thursday after school from 4:15 to 5:15 pm in the cafeteria

UNIVERSAL GRADING POLICY:

- All assignments will have a due date, in which students are expected to turn in their completed work.
- Canvas assignments will be open to complete and/or redo for late credit until the end of each three week grading period.
- Once assignments have been marked closed in Canvas, students will need to meet with their individual teachers in tutorials for further instructions regarding closed assignments.
- Students will have a two week window to allow for reteach and retesting for all assignments graded below a 70. Students should be actively attending tutorials in that two week window.
- The highest grade a student can receive for retaught and retested assignments is up to an 85.
- A blanket 15 points will be taken off an original grade for all assignments that are turned in late.
- If a student is absent, they will have the amount of days they were absent to make up their work without incurring the late penalty.
 - For example~ If a student is absent for three days, they will have three days to make up the work. If they complete the work in that timeframe, then no late penalty is applied. If they don't complete the work in that timeframe, a late penalty will be applied.
- Missing assignments will be marked zero and as missing in Skyward.
- Teachers can leave comments in Skyward in order to clarify grades on assignments.
- Late assignments will not be accepted after Monday of the 9th week in a grading period. Teachers will be finalizing and updating grades in Skyward. Students will have ample reminders of the upcoming hard deadline for work prior to the final week of the grading period.
- Progress reports will go out **only** to those students who have a **75 or below in their classes.** Progress reports can be printed, or emailed and are officially generated every 3rd, 6th and 8th week of a grading period. It is at the discretion of the teacher if they send out progress reports any other time than the 3rd, 6th or 8th week.
- **You should be checking your child's progress weekly in Skyward. Please reach out if you have any questions regarding how to do that in Skyward.**

TECHNOLOGY EXPECTATIONS

Technology and all accessories will be completely turned off, and in your child's backpack at all times while on campus unless specific permission is given by an individual teacher to use for academic purposes only. There will be no exceptions, unless permission is given by a teacher. It will be the expectation that all technology will be completely off and put away in their backpack.

- That means no technology out or in use before school
- That means no technology out or in use during lunch
- That means no technology out or in use during passing periods
- That mean no technology out or in use in bathrooms or locker rooms
- Students may access and use their technology **ONLY** after school once they have exited campus.

* Students will be given the opportunity to communicate with their parents if there is a change in a pre-planned event or a cancellation due to extenuating circumstances, such as bad weather. If you, as a parent or guardian, need to get in touch with your child, please call our front office and a message will be delivered.

We can't stress enough that all district issued iPads should be used appropriately and should be fully charged every day. Please remember this is an educational tool, not a student's personal device.

TECHNOLOGY INCLUDES THE FOLLOWING:

- PHONES
- COMPUTERS
- GAMING DEVICES
- IPADS OR TABLETS
- EARBUDS, HEADPHONES, AIRPODS OR OTHER LISTENING DEVICES
- BLUETOOTH SPEAKERS OR ACCESSORIES
- APPLE WATCHES OR OTHER TECH WATCHES NEED TO BE PUT ON SILENT OR AIRPLANE MODE

Students are expected to use technology appropriately at all times, for academic purposes only! If a student's technology is visible or is being used outside of our expectations, consequences will be determined according to our tiered behavior outline listed above. Consequences are determined by the frequency and severity of the misbehavior.

We have made these changes to our technology expectations to foster a more positive environment at Hedrick, to limit distractions all the while promoting our goal in reducing instances of misbehavior with technology and to demonstrate that use of technology is for academic purposes only.

Again, if you need to get in touch with your child, please call the front office and a message will be directed accordingly.

DISRESPECT:

A core emphasis here at Hedrick is to create a culture of respect. We teach our students to be respectful at all times and to focus on how the tone of their words and body language can be impactful, whether positively or negatively. We expect our students to remain calm, collected and respectful in all situations.

We will be the example of how to treat others, and we will always be respectful towards others no matter the situation we encounter. Ultimately, there is a zero tolerance policy regarding disrespectful behavior towards adults or guests of Hedrick, other students, and the materials of Hedrick Middle STEM Academy.

GENERAL EXPECTATIONS:

THERE IS NO GUM ALLOWED AT HEDRICK MIDDLE SCHOOL, we have a brand new building and want to keep it as clean and sanitary as possible. Please bring mints, if you wish to have fresh breath.

There is no eating and drinking in our science labs at all. Eating and drinking in other locations will be at the discretion of the adult present. We do have refillable water fountains by each student restroom. You are more than welcome to bring a closable bottle to refill with water throughout the day.

Students who chose to eat breakfast here at Hedrick are expected to eat at the designated tables immediately upon arriving on campus before going to their designated grade level location.

Vending machines will be closed and unavailable until after 4:10

Lost and Found items will be donated at the end of each month. If your child is missing an item, please have them check the lost and found before then.

Again, personal technology is expected to be completely turned off, and in a student's backpack until after the 4:10 dismissal bell rings.

All district issued ipads are to be fully charged everyday. If your iPad is broken, or has another issue, it is the responsibility of the student to turn it in, to be fixed by our technology team. If you need to borrow an ipad while yours is being fixed, it is your responsibility to do so before the school day starts.

We are expecting a lot from our students, we know that they are able to rise to the challenge. Our goal is to have a productive and safe learning environment.

This handbook is a working document, and as such it can be changed or altered at any time to fit the needs of Hedrick Middle STEM Academy. Adequate time will be given for students to learn and adhere to any changes made throughout. Please see the following links regarding communication guidelines from the district as well as the procedures for safety and security on the last page of this handbook.

[Communication Start](#)

[Communication Commitment](#)

I acknowledge that I have read and understand the student handbook for Hedrick Middle School STEM Academy. I am aware that this is a working document and can change to reflect the needs of our campus. Our handbook will be available to view on the Hedrick Middle School website. Students will receive instruction about this handbook through their science classes. **[Please click on the link below to access and sign the Handbook Receipt Form.](#)**

[Handbook Receipt Form \(PARENTS, PLEASE CLICK THIS LINK AND FILL OUT\)](#)



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Get Inside. Lock Outside Doors"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE

TO A LOCATION

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER

FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

HOLD

IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



STUDENTS:

- Remain in your classroom
- Do business as usual.

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students

