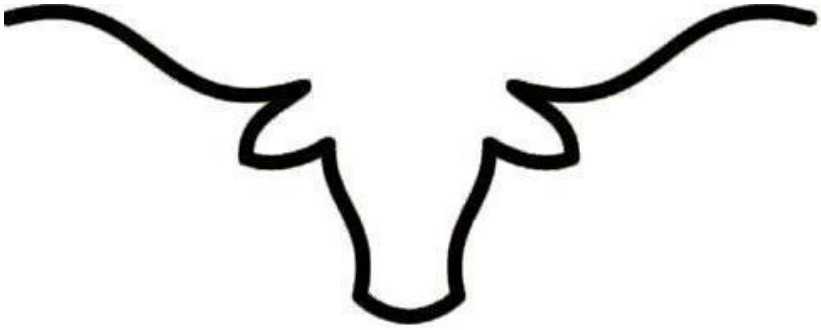


WELCOME AND INTRODUCTION

Harpool Families,

We welcome you as members of the Harpool Middle School community and we are excited for this school year! So that our students and families are clear in the campus expectations, we ask that you take time with your child to read through the handbook. This document, along with the District's Student Code of Conduct, outlines expectations for all students at Harpool.

We are glad you are here and we are looking forward to a great school year!

Principal- Dylan Taylor
Asst. Principal, A-L - Amy Miller
Asst. Principal, M-Z - Eric Rodriguez
Counselor, A-L- Cyra Crouch
Counselor, M-Z Heather Henley
Student Assistance Counselor-Breanna Slaughter-Simpson
Student Resource Officer- James Korak

MASCOT- Longhorns **SCHOOL COLORS-** Burnt Orange

Please contact the following if you have specific questions concerning:
Special Education questions – maaron@dentonisd.org
Section 504 questions – hrodriguez3@dentonisd.org
New student registration/withdrawal/records –mfox@dentonisd.org
Schedule changes for current courses – Academic Counselors per alpha

Harpool Vision Statement

Harpool MS will be a safe, respectful, and united community that supports one another in the pursuit of excellence.

Harpool Mission Statement

Lead with integrity.
Act with compassion.
Strive for excellence.

Together.

Harpool Middle School Handbook

The Harpool Middle School handbook is designed to communicate campus specific procedures and expectations. It should be noted that our campus procedures and expectations are not limited to the contents of this handbook, but may also include procedures and expectations communicated by written and/or verbal word through our faculty and staff. This handbook works in partnership with the Denton Independent School District Student Code of Conduct and city, state, and federal laws governing education.

STUDENT EXPECTATIONS

As a student at Harpool Middle School, it is your responsibility to:
Be punctual. Get to school and class on time.
Be prepared. Bring all materials that you need for your classes.
Be courteous. Show consideration for other students, teachers, school staff, and administrators.
Be respectful. Students should treat school & other students' property with respect as if it was their own.
Be proud. Take pride in the appearance of our campus and in yourself and your performance.
Be neat. Remember, your appearance influences others' first impression of you.
Be yourself. Each of you are important to our school.
Be responsible. Take initiative and get things accomplished the best way possible.

Procedures and Guidelines

ARRIVAL

- Students should arrive at school no earlier than 7:45 a.m. Students arriving before the bell rings should wait in the waiting area on the north side of the school by the picnic tables and should adhere to safety guidelines.
- At 7:45, students will enter either the bus doors (buses, walkers, bike riders) or the back cafeteria doors(car riders).
- Students will report directly to their team hallway (A-L downstairs/M-Z upstairs).
- Breakfast will be offered in the cafeteria.
- Students **should not** be dropped off in front of the building prior to 8:20 am.

TARDIES

A student will be counted tardy if he/she is not in the room when class starts. A pass from the office that indicates the student is 'late' will be marked as a tardy by the teacher.

***New this year:** We will closely monitor cumulative tardies each Quarter. Tardies will result in one assigned Lunch Detention. Four to six tardies will result in a 30 minute Thursday Night Detention. Seven through nine tardies will result in a full Thursday Night Detention (until 5 p.m.). Ten or more tardies will result in a Saturday School assignment (9 am to noon). If the assigned consequence is not served, an additional consequence may be assigned.

RESTROOM and WATER

- Water access will be available throughout the school day. We encourage students to use refillable water containers.
- Students are asked to bring their own water container. These should be clearly labeled with the student's first and last name. School is not responsible for lost or stolen water containers.

DISMISSAL

- Students should **NOT** be picked-up at the front of the school including Blanton and Harpool's front parking lot. Please help us keep our students safe and adhere to this guideline.
- Car riders will be dismissed to wait outside by the back cafeteria awning.
- **The school is not responsible for providing transportation for students who miss the bus.**
- **Students should be picked-up from school no later than 20 minutes after the last bell rings**, unless they are required to stay for an extracurricular activity. Prompt pick-up from after school activities is required.

STUDENT CHECK OUT

1) When arriving on campus, please provide a Texas Driver's License, Passport, or other government issued picture ID.

2) You will check your student out on the computer with your identification and a staff person will call down your student.

3) Students will only be released to a legal guardian, unless you have made prior arrangements for an emergency contact.

4) The latest time to check out your student will be 3:05 PM

ATTENDANCE

If a student is absent any time during the school day, 8:15-3:35pm, a school excuse must be provided. All attendance documentation should be submitted electronically to the Attendance Office. Teachers are NOT able to accept attendance documentation.
https://forms.dentonisd.org/Forms/absence-note

Please refer to the Attendance Matters homepage https://www.dentonisd.org/Page/100745 regarding all things attendance for Harpool Middle School. Information can also be found on the Harpool Middle School homepage Attendance tab. If you have additional questions, please contact our Attendance Clerk, Leslie Prebis at lprebis@dentonisd.org

The state law says students must be in attendance 90% of the time in order to gain credit for a course. Therefore, students who are not in attendance 90% of the time will be assigned after school detentions and/or Saturday School to make up seat time so that they do not fail a course.

BACKPACKS

Lockers will not be in use. Therefore all students will need a backpack. Backpacks will be placed in the designated area(s) within the classroom. Students are responsible for the content of their backpacks.

BICYCLES/ELECTRIC BICYCLES and SCOOTERS

Bicycle safety is to be practiced at all times when riding a bike to school. Once students reach Denton ISD property they must walk their bike or electric bike/scooter to the bike rack. Upon dismissal, students must walk their bike or electric bike/scooter until they are off Denton ISD

property. Bikes are encouraged to be securely locked at the bike stands. Owners assume all responsibility for the security of their bicycles. Skates, skateboards, or shoes with wheels are not allowed on campus at any time.

BUSES

Bus service is provided to students living a specified distance from the campus. If you have any questions about buses, call the district transportation office at 940-369-0300. Students are expected to behave properly on the bus at all times. Student IDs/Bus Passes must be worn to use Denton ISD transportation. There is "zero tolerance" for any kind of disruptive or threatening behavior at bus stops or on the bus. All school rules are enforced on the bus and in the bus loading area at school.

CAFETERIA

The expectations for cafeteria behavior are posted in the cafeteria. Students will follow all instructions given by staff members in the cafeteria.

- Choosing your seat is a privilege that can be taken away if you cannot act appropriately in the cafeteria. Once seated, you are not allowed to change seats.
- Students must stay in their seats until the zone leader has dismissed them to get their lunch.
- If you need to get up, please raise your hand to get permission.
- Clean-up after yourself.
- No food or drinks other than water bottles may be taken out of the cafeteria.
- **No outside deliveries from restaurants, uber eats, door dash, or other delivery services.**
- **Parents may drop off food for their students. It will be placed in the cubby of the vestibule outside the front office. The office staff will not call classrooms to notify students of delivery, so please ensure the student knows to retrieve their food.**
- Free and reduced lunch forms are available online. https://www.dentonisd.org/childnutrition
- Visitors must check in at the front office and be a listed parent/guardian or contact to have lunch with their student.
- The lunch room and lunch time is considered an extension of the classroom. During all lunches, students are expected to behave appropriately and speak in a reasonable voice and with appropriate language. Due to safety reasons, disruptions of any kind will not be tolerated and may be addressed with disciplinary consequences.

CELL PHONES/ELECTRONIC DEVICES/TELECOMMUNICATION DEVICES (See end of document for more information)

Cell phones and other telecommunication devices must be turned off and placed in backpacks during the instructional day. Cell phones may not be visible or used in the hallways during the school day. Personal technology devices must be claimed within 10 days after the end of the semester. There may be disciplinary action taken if a student is in possession of a cell phone or other personal technology during class or any state assessments. The school is not responsible for lost, damaged, stolen cell phones, or personal technology devices.

CLOSED CAMPUS

Like all middle schools in Denton ISD, Harpool Middle School is a closed campus. This means that students may not leave the school grounds from the time they arrive on campus until the time they

are dismissed or signed out by a parent. Leaving the school grounds is considered truancy and will be dealt with as a discipline referral.

SCHEDULE CHANGES

Schedule change requests will only be made based on academic need and will require admin approval. Schedule change request forms will not be handed out this year, but parents have the option to send their assigned professional school counselor a direct email with the intention to request a schedule change. Due to class size and personnel, we cannot guarantee that the request can or will be granted.

DANCES

Students who attend after school dances must remain in the dance the entire time, unless they are getting picked up early. **Students should be picked up within 15 minutes of the end of the dance.** Students who are not picked up within 15 minutes may not be allowed to participate in future after school activities. **Students who do not attend Harpool Middle School will not be permitted.**

DISCIPLINE MANAGEMENT

Discipline measures to address student behavior include: teacher interventions, detention, In School Suspension (ISS), Out of School Suspension (OSS), Davis School (DAEP).

DETENTIONS

Teachers may assign detentions for violations of the student code of conduct, the student handbook, campus rules/regulations, or classroom rules. In the event a student is assigned a detention, parents and students shall be responsible for transportation. Teacher-assigned detentions will be communicated with parents including day assigned and length of detention.

IN SCHOOL SUSPENSION (ISS)

If a student is assigned In-School Suspension, he/she must report to the front office upon arrival to school. If breakfast is needed, the student should get breakfast in the cafeteria and bring it down to the front office. The ISS teacher will meet the student at the front office and escort them down to the ISS classroom. Students will be provided work from their teachers. Students are not permitted to participate in after school/extracurricular activities during their ISS placement.

DRUGS, ALCOHOL, TOBACCO, and WEAPONS

Students/parents/staff may not possess or use tobacco, vapes or electronic cigarettes (e-cigs) on school property or at school-sponsored or school-related activities. Additionally, paraphernalia associated with drugs, alcohol, tobacco, vapes or e-cigs are not permitted on school property or at school-sponsored or school-related activities. Students violating weapon, drug, alcohol, and/or tobacco laws, rules, and/or regulations will be subject to the consequences outlined in the Denton ISD Student Code of Conduct. Harpool Middle School is a DRUG, ALCOHOL, TOBACCO, AND WEAPON FREE ZONE.

ELEVATOR USAGE

The elevator is not for general use. If you have a special circumstance that makes it necessary for you to use the elevator for health reasons, you may obtain an elevator pass from the school nurse.

Only two people are allowed in the elevator at a time. Anyone caught using the elevator or playing with the controls will be subject to disciplinary action.

ELIGIBILITY

In order to participate in extracurricular activities, students must maintain passing grades in all subjects. If a student receives less than a 70 in any class, they are ineligible for the three weeks following the failure. Harpool will abide by the UIL eligibility calendar. Citizenship and behavior may also be factors in determining ability to participate in events. Students are not permitted to participate in after school/extracurricular activities during their ISS placement.

EMERGENCY DRILLS

Instructions for fire, tornado, and other disaster drills are posted in each classroom. Teachers will help instruct students on these procedures during the first week of school. Harpool practices monthly emergency drills in accordance with state and local policies.

EXTRACURRICULAR ACTIVITIES

Students should be picked up promptly from all after school activities. Students who are assigned to serve an out-of- school suspension may not participate in extracurricular activities until that suspension has been completed. This includes practices, clubs, and rehearsals. Students should be picked up promptly from all after school activities. Failure to pick up your student at the appropriate time may result in the student's loss of after school activity privileges.

FOOD and DRINKS

Food and drinks are not allowed in classrooms at any time unless the classroom teacher gives specific permission. Water bottles with a lid are permitted in the classroom at teacher discretion. We are making every effort to keep our campus beautiful and clean.

GAMES/EVENTS

We encourage students to support their team during after school competitions. Students who attend the events represent Harpool Middle School and the behavior expectations here at Harpool are the same at other campuses. Guardians are required to attend with their student.

MISSED ASSIGNMENTS

When a student misses a class, it is his/her responsibility to complete the work assigned.

INCLEMENT WEATHER

If the school is closed due to weather conditions, announcements will be made by 6:30 A.M. on the DISD website, local TV stations, and Social Media.

INTERNET USE GUIDELINES

Technology at Harpool is used to support learning and to enrich instruction. Students are expected to use all electronic devices and computer/technology in a responsible, efficient, ethical and logical manner. Students will be provided training in the appropriate use of the internet and should understand that use of the Internet is a privilege, not a right. Access to the internet on this campus will be withdrawn from users who do not respect the rights of others or who do not follow the rules

and regulations established by the school and Denton ISD. This includes the respectful use of their Chromebooks and any other technology issued by Harpool Middle School or Denton ISD.

ID/ BUS CARDS

IDs must be attached and visible. These cards are also used as bus cards that must be worn to use Denton ISD transportation. There may be no markings or stickers on the ID. Students may not possess an ID other than their own. There will be consequences for improper use of the cards. Students must replace lost or damaged IDs immediately.

LIBRARY

The Harpool library will be open in the mornings from 7:45-8:15 and after school for checkout/in only. Students are responsible for replacing any damaged, lost, or stolen materials.

LOST AND FOUND

Students should not bring valuable items to school. The school is not responsible for lost items. Lost items that are turned in are placed in the lost and found boxes within locker rooms, or end of each hall. Items not claimed in a reasonable time after the end of each semester are donated to charity.

MEDICATION

Students are allowed to carry a ONE DAY SUPPLY of 'over the counter' medications in the original container for their personal use only. Under no circumstances may students share medications. Prescription medications are to be stored in the nurse's office upon arrival at school and administered through the nurse's office only. A parent must sign the DISD medication administration form.

Handwritten permission is NOT allowed for any medication. Students are to go to the nurse's office to take any prescription medications during the school day. The only prescribed medications a student may carry to self-administer are an inhaler for asthma or an Epi Pen for severe allergic reactions with parent permission and notification of the school nurse. The updated medication forms will be available through the district's health services web page.

NURSE'S OFFICE

Students who become ill or injured during the school day must report to the nurse's office. All students must have a pass to visit the nurse's office UNLESS THERE ARE EMERGENT CONCERNS.
If no parent/guardian can be contacted in an emergency situation, the student will be transported by ambulance with a school representative at the parent's expense.

Note: Students may not communicate with parents during the school day to sign them out due to illness. The decision to send a student home due to illness must be authorized by the nurse. Failure to do so will result in an unexcused absence.

PARENT-TEACHER CONFERENCES

The teacher or parent may request conferences. Parents should contact the student's teacher to arrange conferences. Arrangements may also be made via email. Teacher email addresses are available on the Harpool website.

PERSONAL ITEMS

Students assume the responsibility for loss or damage to their clothing, footwear, phones, electronic devices, equipment, books, or instruments. Large sums of money and articles of real or sentimental value should not be brought to school.

DELIVERIES

Deliveries for students, such as flowers or balloons, will not be made during the school day. Celebrations, including but not limited to birthday celebrations, are **not** permitted. **Deliveries are NOT allowed from outside companies such as Uber Eats.**

PROHIBITED ITEMS

Items that would disrupt the learning environment are not permitted, at any time, on campus or at school sponsored or school related activities. The following items are illustrative but are not exclusive of prohibited items: weapons of any type, cigarette/fireplace lighters, vapes, knives (of any size), tools, fireworks of any kind (including sparklers, stink bombs, "poppers"), inks or dyes, balloons, flags, water guns (or any water projecting instrument), cap guns, flammable substances (including solids, gasses, and liquids), lasers and light emitting devices, chains, electric shock devices. The principal or the principal's designee reserves the right to determine the permissibility of any item.

REPORT CARDS AND PROGRESS REPORTS

Both report cards and progress reports will be viewed online in HAC. If you need a hard copy of the Report Card please contact the registrar.

TECHNOLOGY

Students are expected to use Chromebooks and all other technology for learning purposes only (i.e. Canvas, Microsoft Teams calls, students emails, designated assignments). Devices should not be used for personal reasons. Chromebooks are expected to be kept and returned in good condition. Lost or damaged Chromebooks are the responsibility of the parent. Charges for lost or damaged chromebooks may be incurred. For more information about District Chromebooks, please visit the Student and Family Hub.

TEXTBOOKS

Though the majority of assignments are given through CANVAS, students may be issued consumable textbooks at the beginning of the year. Every student is obligated to give her/his books the best of care.

VISITORS

All visitors must check in at the front office. Students from other campuses are not permitted on campus before, during, or after school hours. Volunteers are required to be cleared before volunteering on campus. If you are interested in volunteering please complete the Volunteer Application Process.

Denton I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, disability or age in its programs and activities.

Harpool Middle School Dress Code

The Harpool dress code is established to teach hygiene, instill self-discipline, prevent disruptions, promote safety and provide a conducive environment for learning. The responsibility for adhering to the dress code begins with the student and parents of the student. Enforcement of the code is the responsibility of the classroom teachers and administrators. The following guidelines have been determined by campus administration and are to assist students and parents in selecting appropriate attire.

All students are to present a clean, well-groomed appearance at school and school activities. Discipline consequences may be taken for dress code infractions. Corrections are expected to be made immediately. Multiple infractions will result in further disciplinary measures.

The following are **NOT** acceptable:

- Yoga pants paired with an inappropriately fitting shirt
- Inappropriately fitted shorts or skirts
- Midriff shirts (unless an appropriate undergarment is worn)
- Sheer/Lace shirts (unless an appropriate undergarment is worn)
- String tank tops (unless covered with an appropriate top)
- Strapless dresses/blouses
- Any clothing or accessories which can be used as a weapons
- Garments/hats covering the head (excluding for religious purposes)
- Garments containing offensive or obscene words or phrases, pictures, symbols or images
- Garments which promote or advertise alcohol, tobacco, or other products prohibited

Telecommunications Policy

Telecommunication devices are defined as devices that allow for electronic communications and the electronic exchange of data and information including voice, data, and video. Examples include, but are not limited to, computers, cell phones, smart phones, telephones, mobile devices, wireless devices, tablets, smart watches, laptops or any other electronic devices and related accessories (including, but not limited to wires, headphones/airpods, and ear buds) that transmits, receives, or stores digital media.

Studies have shown that students who are free from the distraction of a smartphone or similar device are more engaged as learners and more present in social situations with peers. For this reason, the law states that students must keep communication devices off and in their backpacks for the duration of the school day. Since students will have access to Chromebooks, there is not a need for students to bring their own devices to class for internet use.

Should you need to communicate with your student during the school day, you may always call the office and we can relay any urgent messages to your student. Likewise, students may use the phone in the front office to call home if need be (again urgent situations only).

As with any policy, we will clearly communicate expectations to students. However, if students choose to not follow the expectation of keeping their cell phone put away during the school day, it will be confiscated and turned in to the front desk to be picked up after school. DISD has adopted the following regarding use of devices at school :

<u>Student Cell Phones:</u>

Personal Electronic Device Policy

To support a focused learning environment, **personal electronic/communication devices (such as cell phones, and smartwatches) are not allowed to be used during the instructional day.**

Middle School instructional day: 8:15 a.m.–3:35 p.m.

If a device is seen or heard during this time, the following consequences will apply:

First Offense

- The device will be taken by an administrator.
- The **student** may pick up the device **at the end of the school day (after dismissal) from the office.**

Second Offense

- The device will be taken by an administrator.
- A **detention** will be assigned (lunch, before school, or after school).
- The **parent** must pick up the device **after dismissal** from the office.
- The student must complete a **Behavior Contract** to show understanding of the policy and agreement to follow it in the future.

Third Offense

- The device will be taken by an administrator.
- The student will receive **In-School Suspension (ISS).**
- The **parent** must pick up the device **after dismissal** from the office.
- A **conference** with the administrator, parent, and student will be required. The campus may keep the device until the meeting takes place.

Fourth Offense (and any after that)

- The student will receive **3 or more days of ISS, Out-of-School Suspension (OSS), or placement in a DAEP (Disciplinary Alternative Education Program).**
- The device will be taken by an administrator and the **parent** must pick it up **after dismissal** from the office.
- A **conference** with the administrator, parent, and student will be required. The campus may keep the device until the meeting takes place.