

**McCulloch Intermediate School
Highland Park Middle School
Student Handbook
2026-2027**



If you have difficulty accessing the information in this document because of a disability, please contact McCulloch Intermediate School/Highland Park Middle School at 214-780-3500 or 214-780-3600 or <http://mishpms.hpsd.org> or Highland Park Independent School District at 214-780-3000 or <http://www.hpsd.org>.

McCulloch Intermediate/Highland Park Middle School

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Phone (214) 780-3500 | (214) 780-3600
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<http://mishpms.hpsd.org>

Student Handbook 2026-2027

MIS/HPMS Beliefs

McCulloch Intermediate and Highland Park Middle School, with an unyielding commitment to excellence, is a partnership of educators, staff, students, parents, and community that strives to provide a superior educational experience and address the needs of the developing middle school student. We believe in:

- enhancing intellectual abilities in all academic areas;
- challenging students to be creative, curious, high-level, and independent thinkers who are committed to the process of learning;
- developing a student's sense of integrity, responsibility, honesty, leadership, and service to community;
- embracing respect for all people and celebrating diversity in a global community;
- creating a safe learning environment that meets the needs of all students;
- promoting participation in the fine arts and extracurricular activities; and
- supporting a dedicated faculty and staff who will guide and prepare students for future academic challenges.

McCulloch Intermediate School	Highland Park Middle School
Principal: Katie Schuttler 5th Asst Principal: Tiffany McGuire 6th Asst Principal: Julie Stephens 5th Grade Counselor: Charlotte Richter 6th Grade Counselor: Buffy Summers	Principal: Stefanie Powell 7th Asst Principal: Jordan Augustus 8th Asst Principal: Bri Riddell 7th Grade Counselor: Samantha Mooty 8th Grade Counselor: Rae Harvil

Important Numbers	
MIS Main Office/Attendance: 214-780-3500 misattendance@hpsd.org	HPMS Main Office/Attendance: 214-780-3600 hpmsattendance@hpsd.org
Counseling Office/Registrar: 214-780-3640 Clinic: 214-780-3520 / 214-780-3620	

PRACTICES AND PROCEDURES

Absences & Attendance

In accordance with state law, students are required to attend 90% of the days a class is offered to receive course credit. If a student's absences in any class (both excused and unexcused) exceed 10%, then credit for that class may be denied. The student may be called before the Attendance Committee to make a credit appeal. The Attendance Committee may grant credit if extenuating circumstances contribute to excessive absences.

For all High School courses taken at HPMS:

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. (See HPISD Board Policy FEC .)

If the faculty Attendance Review Committee finds that there are not extenuating circumstances for absences or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. The student or parent may appeal the Attendance Review Committee's decision to the District Board of Trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL) .

An **excused absence** is defined as any absence resulting from personal illness, illness or death in the family, observance of a religious holiday, or for a cause which is determined to be "uncommon or unavoidable" by the principal or his designee. For an absence to be appropriately classified as excused, the reason for the absence must be stated in writing and signed by the parent or other person standing in parental relation to the student.

An **unexcused absence** is defined as any absence which is not excused, in accordance with the definition cited above. Absences involving family trips, participation in non-school activities, or other similar absences will be classified as unexcused. For this category, makeup work is allowed for major grades and any other assignment deemed necessary by the teacher. All previously assigned major projects and tests must be completed upon the date of return.

Additionally, students may not participate in any school-related activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than five times during each semester of the academic year.

If a student is absent, the parent is required to notify the attendance office as soon as possible.

MIS (5th/6th grade) - call 214-780-3500 or email misattendance@hpsid.org

HPMS (7th/8th grade) - call 214-780-3600 or email hpmsattendance@hpsid.org

On the morning following the absence, the student is required to bring a note signed by his parent explaining the reason for the absence. The student must check in at the attendance office to receive an

“Admit to Class.” The student is required to present the “Admit” slip to his teachers at the beginning of each class period.

Skyward Attendance Codes:

- “8” = parental request – MIS/HPMS has a record of a parent phone call or note from a parent to document a parental request for the student’s absence.
- “X” = unexcused – MIS/HPMS does not have documentation from a parent or a doctor as to why the student was absent.
- “T” = tardy.
- “E” = excused / “I” = “Illness” – these codes are used for doctor’s appointments or sick days after a student has seen a doctor. We have to have a note on file from a doctor for these codes to occur.
- “O” = Office -- this code is used when a student is in the front office or counseling office for the majority of a class period.

Students are expected to be on time to classes. Students arriving late on a school day are required to bring a note signed by their parent explaining the reason for the late arrival. Students are required to sign in at the attendance office to receive an “Admit to Class.” The student must present the “Admit” pass to his/her teacher as he/she enters the classroom.

All tardies are recorded on the student’s attendance record.

Absences - Makeup And Incomplete Work Due to Absences

Students are permitted to complete makeup work, tests, and projects due in any class missed because of an absence. It is the student’s responsibility to check with teachers concerning makeup work when he/she returns after an absence. Absent students have a period equivalent to the number of days missed to complete makeup assignments. Please note that one day’s absence does not necessarily excuse students from the responsibility of pre-assigned work, projects, or tests on the day of their return.

Students should always refer to teacher pages on the school website (mishpms.hpsid.org) and/or Google Classroom to stay current with class assignments and work as they are absent.

Backpacks

For 5th-6th grade students, all backpacks will be left in students’ lockers during the school day.

For 7th-8th grade students, backpacks are allowed to be carried between classes. Students can request an assigned locker if they would like to store their backpack and other belongings during the day.

Bicycle Racks

Bicycles must be parked in the racks provided and should have locks. Students should “**walk**” their bicycles while on campus. Bicycle riders must observe safety regulations, which include coming to a complete stop at **STOP** signs. We strongly recommend that students wear helmets when riding.

Building Hours

The building is generally open from 7:30 am until 4:00 pm Monday through Friday. Students arriving early may go to the cafeteria where breakfast is served or to their assigned grade level spot. After dismissal in the afternoon, unless involved in an activity under the supervision of a teacher, students should leave the campus promptly.

When students are attending before/after school activities, on or off district premises, teachers and administrators have authority over student conduct and the same rules of conduct apply as those during the instructional day.

Bullying

The District prohibits bullying, including cyberbullying:

- On school property;
- At school-sponsored or school-related activities on or off school property; or
- In any vehicle being used for transporting students to or from school or a school-sponsored or school-related activity.

Bullying may be a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment.

Bullying may include physical conduct or verbal or written expression, including electronic expression, that was delivered to school property or to the site of a school-sponsored or school-related activity, or off school property or outside of a school-sponsored or school-related activity, if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is not tolerated by the District, and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the reporting process is a violation of District policy and is prohibited. Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, school counselor, principal, or other District employee.

Students or parents may contact the District to obtain an Incident Report Form that may be used to submit the report. Reports may also be made via [this web link](#) or via the Safe2SpeakUp app. A student may report the incident anonymously.

Please note that after submission of the report to the District employee, the District will notify the parent of the alleged victim and the parent of the alleged bully. The District may assign the report to a campus administrator to follow up on the submitted report and any other important matters pertaining to the report. We encourage you to communicate with your designated campus administrator during this time.

More information about the district's bullying policy can be found in the campus administration office or in policies FFI(LEGAL) and FFI(LOCAL).

Cafeteria

The MIS/HPMS cafeteria, "The Scots Café", offers a variety of food choices. Menus and nutritional information are available on the school's website under the department link for Scots Café. Students generally spend between \$4.00 and \$5.00, depending on their choices, or students may bring all or part of their lunch from home. Skyward may be used to load money to your student's cafeteria account so they do not have to bring money from home. The MIS/HPMS PTO manages the cafeteria. Servers and cashiers are all parent volunteers. This is a great way to see your child at school and meet other parents. Shifts are from 10:30 AM to 1:00 PM. Please contact the PTA at volunteer@mishpmspta.org if you wish to volunteer.

Food deliveries of any type are not permitted at school, including in the cafeteria and classrooms.

MIS Only: Teachers are allowed a maximum of two classroom parties a year. For classroom parties approved by the teacher, teachers will contact a room parent to coordinate acceptable and allergen-free treats, which can also be purchased in the school cafeteria, provided the cafeteria manager is advised the treats are for classrooms.

Calendar

A calendar of school events is available [here](#).

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator for McCulloch Intermediate School is Julie Stephens, Assistant Principal, who can be contacted by email at stephej@hpsd.org, or by phone at 214-780-3500.

The campus behavior coordinator for Highland Park Middle School is Jordan Augustus, Assistant Principal, who can be contacted by email at augustjo@hpsd.org, or by phone at 214-780-3600.

Cell Phones, Smart Watches, and Personal Electronic Devices

Personal Communication Device Restriction Policy

During the 89th Legislative Session, Texas lawmakers passed [House Bill 1481](#), which requires public school districts to implement policies restricting student use of personal communication devices during the instructional day.

In compliance with HB 1481, HPSD will restrict the use of personal communication devices, including cell phones, smartwatches, tablets, gaming devices, and earbuds, for all students in grades K–12 during the school day beginning in the 2025–2026 school year.

This update aligns with House Bill 1481, which aims to promote a more focused, distraction-free learning environment that supports academic achievement and student engagement.

During the school day, the only approved communication devices are district-issued laptops or iPads for students in grades K–12.

HPSD has purchased Yondr pouches for all students in grades 5–12 to securely store their cell phones during the school day. Once placed inside, the pouch locks and remains sealed until the end of the school day. Students will maintain possession of their Yondr pouch at all times. If a student's phone is seen, heard, or felt vibrating during school hours, it will be confiscated.

While we encourage students to leave their devices at home, any personal communication devices brought to school must remain off and secured in a Yondr pouch or kept completely out of sight throughout the instructional day. Failure to comply will result in the device being confiscated and appropriate consequences assigned.

- Students may not use their phones or watches to contact parents throughout the day.
 - **If a student is...**
 - ...feeling sick → go to the nurse and check out/call home (*if needed*).

- ...needing something they've forgotten → go to the office to call home.
 - ...wanting to talk to their parents for other reasons → go to the counseling office or office to call from a private phone.
- **If a parent...**
 - ...needs to reach their child → call the office, and we'll send them a note or call for them to call you from the office.
 - ...needs to drop something off for their child → bring it to the office and we'll send it to them!
- If there is a medical reason to use a cell phone, that will be allowed **only** per a 504 or health plan.
- Bluetooth earbuds, AirPods, and headphones are not allowed in the building throughout the day.
 - All students will be able to use corded headphones plugged into their Chromebooks when allowed by teachers.

MIS/ HPMS consequences for violating the cell phone policy:

- **1st violation:** Personal Communication Device will be stored in the assistant principal's office for the day, and the parent or guardian will be notified
 - A warning will be issued to both the student and the parent or guardian about further consequences for failing to comply with the cell phone-free policy
 - **Personal Communication Device will be returned to the parent at the end of the day**
 - The offense will be recorded in Skyward, using the cell phone violation action code
- **2nd violation:** Personal Communication Device will be stored in the assistant principal's office for the day, and the parent or guardian will be notified
 - A warning will be issued to both the student and the parent or guardian about further consequences for failing to comply with the cell phone-free policy
 - **Personal Communication Device will be returned to the Parent/Guardian at the end of the day**
 - The offense will be recorded in Skyward, using the cell phone violation action code
- **3rd violation:** Personal Communication Device will be stored in the assistant principal's office for the day, and the parent or guardian will be notified
 - Student will be issued up to 3 days of lunch detention
 - **Personal Communication Device will be returned to the Parent/Guardian at the end of the day**
 - The offense will be recorded in Skyward, using the cell phone violation action code
- **4th violation:** Personal Communication Device will be stored in the assistant principal's office for the day, and the parent or guardian will be notified
 - Student will be issued up to 3 days of After School Detention
 - **Personal Communication Device will be returned to the Parent/Guardian at the end of the day**
 - The offense will be recorded in Skyward, using the cell phone violation action code
- **5th violation+:** Considered Insubordination
 - Student will be issued up to 3 days of ISS
 - Student may be required to turn personal communication device into the office at the beginning of the day and pick up at the end of the day
 - **Personal Communication Device will be returned to the Parent/Guardian at the end of the day**
 - The offense will be recorded in Skyward, using the cell phone violation action code

If at any point in time a student needs to contact home or a parent needs to contact a student, parents can call or email the front office and a message will be delivered to the student. Students can also use the student phone in either the 5/6 or 7/8 office to call home.

Change of Address, Phone Number, or Name

For a resident student who has changed addresses within the District, the parent or guardian must provide the school with new proof of residence in the same manner required upon initial enrollment.

These documents are: (1) closing statement/deed or lease and (2) electric or water bill (3) valid Texas driver's license or Texas ID card indicating a correct current address in the District. Parents can email the Registrar, Celeste Casas (casasc@hpsd.org) with changes in phone numbers, emails, or emergency contact information. For a name change, a legal court order signed by a judge must be provided to the Registrar to make a name change for a student enrolled at MIS/HPMS.

Cheating/Plagiarism

MIS/HPMS believes in the importance of honesty and integrity.

Students must not plagiarize or copy from others and present that work as their own. The work or ideas of others must be appropriately cited.

Students must not:

- Use any books or materials that do not meet teacher approval.
- Communicate verbally or otherwise with other students during an assessment.
- Communicate with other students about assessments that they have previously taken.
- Copy another student's work.
- Steal another student's property to prepare for an assessment.
- Present or represent someone else's ideas or work as their own, including unauthorized use of Artificial Intelligence.
- Cut and paste material from another source without properly quoting and citing appropriately.

Students must:

- Appropriately cite someone else's ideas, work, or paraphrased material, as per the teacher's directions, including authorized use of Artificial Intelligence
- Consult the teacher if there are any questions regarding the honesty or appropriateness of any test preparation method or work product.

Plagiarism is considered a serious disciplinary offense. Teachers suspecting plagiarism should first seek an opinion of a knowledgeable person, defined as an ELA teacher not on the same team, a librarian, or an administrator. If plagiarism is confirmed, the parent of the student should be contacted.

(HPMS): The maximum grade for an assessment that has to be retaken or an assignment that has to be redone due to cheating or plagiarism is 70%. The teacher is not required to offer a third opportunity for assessment after this because the student has already taken both the assessment and reassessment. Disciplinary consequences will be applied for cheating and/or plagiarism. If a student is dishonest on a reassessment, they forfeit the ability to take a reassessment and their original grade will stand.

Checking In & Out of School

If a student has to leave school for an appointment or emergency, the parent must send a note with the student on that day, stating the reason and time that the student needs to leave. The student should bring this note to

the office at the beginning of the day for a permit to leave class. When a student leaves, they must sign out in the attendance office. Upon the student's return, he/she should sign in and receive an admittance form back to class. Doctors and dentists can supply the student with a note stating he/she was at a scheduled appointment. ***Except for Special Event Days, all students will check in and out of the respective grade level office. We will open both offices to check parents/visitors in and out on Special Event Days and high traffic days.***

Cheerleading (HPMS)

All 8th grade girls are eligible to participate in the cheerleading program, subject to UIL rules. Cheerleaders must attend all training programs and are required to pay for uniforms and other expenses related to cheerleading. All policies and procedures for the cheerleading program are outlined in the cheerleading handbook issued to each participating student.

Clinic

The clinic is open from 7:30 a.m. - 4:00 pm daily, with a nurse on duty at all times. The nurse in the clinic must administer ALL medication taken during school hours. Students are NOT allowed to carry any medication (including over-the-counter medication) with them without approval from the campus nurse. All **medications, both prescription and over-the-counter, must be given to the nurse in the original container.** No medications will be administered to a student without written parental permission on file in the clinic.

State Screening Requirements: State law requires all students in the 5th and 7th grades to be screened for Hearing, Vision, and Acanthosis Nigricans. This screening will be in the fall. All students new to the district are also screened. In the spring, we will conduct our state-required Scoliosis screening for all 6th and 8th grade students.

Code of Conduct

The state of Texas requires that all districts have a written Discipline Management Plan, called the Code of Conduct. The Code of Conduct outlines policies as well as consequences for violations. Every parent and student is required to read the Code of Conduct and sign an acknowledgement that they have read and understand this document. [The Code of Conduct](http://www.hpsd.org) may be accessed through the district's website, <http://www.hpsd.org>.

Commitment to Inclusion and Respect

HPISD is steadfast in our commitment to have a safe environment based upon mutual respect for all students entrusted in our care. We also recognize our important role as educators to demonstrate to both our students and the community that we value all individuals equally, while rejecting all forms of bigotry, hateful rhetoric and hateful actions. HPISD is committed to every student every day. We will not waver from that commitment.

Complaints and Concerns

Usually, student/parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For more complicated complaints or concerns, the District has adopted a standard complaint policy at [FNG \(LOCAL\) in the District's policy manual](#). (This can be found on the District's website at www.hpsd.org)

Counseling Office

Guidance and counseling services are provided to assist students and parents with educational planning, test interpretation, study help, and concerns involving home, school, and social problems.

Four grade-level counselors serve MIS/HPMS students. Each grade level is assigned to one counselor. To ensure a smooth transition into each grade level, the counselor moves up with the same group of students each year, from fifth through eighth grade.

To prepare for the move to the high school, the high school counselors and staff will meet with eighth grade students and parents in the spring semester to complete their four-year high school plan.

Credit by Exam for Acceleration

The district provides the opportunity for acceleration by examination in the academic areas specified by the Commissioner of Education for grades 6-12. Algebra I is not eligible for acceleration by exam. This pertains to courses for which the student has not had prior instruction. The district's acceleration by exam requires the student to attain a passing grade in accordance with board policy EHDC on a test covering the course or subject. Placement or credit obtained by acceleration by exam shall be recorded on the permanent school record for grades 1-8 and on the academic achievement record for grades 9-12. The grade awarded through credit by examination without prior instruction will be the competency test score. In accordance with TEA guidelines, once credit is earned for a course, the grade will be recorded on the student's transcript and can only be changed in accordance with law. While a student is enrolled in middle school, high school courses offered and passed at middle school or passed through credit by examination without prior instruction will not count toward the GPA but will appear on the student's transcript, in accordance with law. Courses taken at Highland Park High School, regardless of the student's age, will count toward GPA and will appear on the transcript. The maximum number of times a student may take a credit by exam for acceleration in the same course is **two**. For further information, contact your grade-level counselor.

Title 19 of the Texas Administrative Code (TAC), [§101.3011](#), requires students who have completed STAAR EOC assessments while in middle school to take either the corresponding ACT or the SAT while in high school to fulfill federal testing requirements.

Credit by Examination for Recovery (After Failing a Course)

If a student fails a course with a grade of 60 or higher, after receiving direct instruction, he/she may take a Credit by Examination (CBE) test to receive credit. The district uses CBE tests from the University of Texas or from Texas Tech University. If a student earns less than a 70 on a credit by examination, the student must repeat the course in summer school. The maximum number of times a student may take an exam for credit in the same course is **two**. A student desiring to obtain credit by examination should obtain information from the counseling office.

D.A.R.E.

The Drug Abuse Resistance Education (D.A.R.E.) program is administered by a member of the University Park Police Department. Regularly scheduled D.A.R.E. classes are given in the 6th grade. The D.A.R.E. officer is on campus from 7:45 AM until 3:45 PM daily. The officer also works with the school staff on safety and crisis prevention.

Deliveries and Messages

In order to avoid classroom interruptions, all deliveries and messages are held in the office for student pickup. Parents are to leave all deliveries in the office and will not be allowed to go to classrooms. Students will be notified of deliveries and will be allowed to stop by the office at lunch, advisory, and passing periods to check for messages and deliveries. ***Food deliveries are not allowed. (Door Dash, Uber Eats, Grub Hub, etc.)***

Discipline

Students who violate the Code of Conduct are subject to the appropriate discipline at MIS/HPMS. Consequences are assigned according to the severity of the offense. The hierarchy of consequences may include: Teacher Detention, Before/After School Detentions, Lunch Detentions, In-School Suspension, Out of School Suspension, DAEP (Alternative School), and Expulsion. See the HPISD [Code of Conduct](#) for more information. Also, sponsors and coaches of extracurricular groups have the authority to impose additional consequences with regard to students in their organizations.

MIS/HPMS is committed to using restorative practices to ensure students are learning from their behaviors and growing as individuals. These practices may stand on their own or be paired with other disciplinary measures.

Dress Code

MIS/HPMS — Students are expected to be neat, well-groomed, and appropriately dressed for school. Any style of dress that detracts from the instructional process is unacceptable. Examples of unacceptable dress include: tank tops, shirts with advertisements or quotations pertaining to drugs, tobacco, alcohol, sex, cult activity, heavy metal, or vulgar or obscene phrases or pictures. Unacceptable dress also includes see-through, provocative, or excessively tight or short clothing and excessively torn jeans. Students are expected to wear shoes in the building; house shoes and slippers are not acceptable. Shorts, including athletic shorts, may be worn at MIS if they are **visible below a t-shirt or sweatshirt**. Skirts and dresses should also be similar length. Caps and hats are **not** to be worn in the building and may only be worn outside. If you are uncertain about proper attire, please check with your teacher or counselor.

The final decision on the appropriateness of school dress rests with the school administration. Situations not covered by these guidelines are based on whether or not they disrupt the learning environment. Students who are not dressed appropriately will either call their parents for a change of clothes or be sent home if appropriate attire is not found at school.

Situations not covered by the above guidelines will be evaluated on how they affect the learning environment. The final decision on the appropriateness of school dress rests with the school administration.

Students who are not dressed appropriately will change their clothes if they have alternate clothes at school, call their parents for a change of clothes, or be sent home if appropriate attire is not found at school.

Electronic Communication (Responsible Use and Code of Conduct)

Only students who have been authorized by the District are permitted to use a computer or to access any local network or outside resources such as the Internet. Students are prohibited from using any device to access inappropriate websites, download unauthorized software or external data (including images), change screensavers or other settings, pretend to be someone else, transmit obscene messages or pictures, reveal personal addresses or telephone numbers (their own or others), or use the network in a way that would disrupt use by others.

Please refer to the Code of Conduct for the complete HPISD policy on Responsible Use.

Students violating the Responsible Use Policy may have their computer privileges denied and may be subject to school discipline.

Eligibility

In order to participate in 7th and 8th grade extracurricular activities (athletics, fine arts, academic competitions), a student must maintain passing grades. A grade below a 70 at the end of the first 6 weeks, first 9 weeks, and at the end of each 9 weeks thereafter in any course makes a student ineligible during the following three weeks. Students may regain eligibility at the 3-week progress report check with a 70 or above in all classes.

Here is the [eligibility calendar](#) for the school year. Please contact the Assistant Principal with any questions.

Emergency and Other Contact Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information given to the nurses up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Exams (HPMS)

At the end of each semester, exams are given covering the semester's work. This normally occurs on the last four days of the semester. For both 7th & 8th graders, exams will be weighted as 10% of the semester grade. Students are not allowed to take semester exams before the scheduled exam date; however, if extenuating circumstances exist, students may request approval for early testing from the appropriate subject area teacher. The final decision whether or not to approve an early exam will rest with the teacher. If approval is not granted, semester exams will be made up when students return from their absences within a specified time frame.

The campus administration will set the dates for make-up exams. These dates are generally (for fall exams) the first week in January (after the fall exams & winter break), and (for spring exams) the week after school ends in May/June.

If a student misses an exam in any class, he/she will need to contact the office to make up the exam. The above-mentioned time period may be extended in such cases as a family death or extreme illness. An administrator will address each individual request. Vacations, camp, etc. are not considered extenuating circumstances.

Field Trips - School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school. The principal may make an exception to this requirement if the parent personally requests in writing that the student be permitted to ride with the parent. Students must have a liability waiver on file to participate in field trips and travel opportunities.

A student with excessive disciplinary referrals may be denied the privilege of participation in field trips.

Food, Safety, and Wellness Information

Food & Nutrition

- Schools, in partnership with parents, are in a position to influence children's lifelong dietary habits, and we will work to convey the importance of good nutrition and the development of good eating habits and healthy lifestyles. In addition, we recognize that nutritious meals and foods can improve students' concentration, academic success, and overall health.

- Food is rarely in the classrooms, but if food is allowed, the teachers are responsible for ensuring that no allergens for their students are allowed. Teachers will ensure desks are wiped down after food is used in the classroom, and students are responsible for wiping off hands with wipes or washing their hands with soap.

Food Allergies, Cross Contamination/Cross Contact, etc.

- The school nurse will provide information regarding students' allergies to teachers and staff that work directly with those students.
- All classrooms and common areas that are "food allergen aware" will be marked with an "Allergy Aware Area" sign. No products containing food allergens may be brought into these areas.
- We have found that due to the large numbers of students in the cafeteria, the best way to avoid cross-contamination in the seating area is for a student with a life-threatening allergy to use a tray to place food on. Students rarely want to sit away from their friends at a designated "Allergy Aware" table; however, those tables are available for the student and a friend. Students with food allergies may choose to sit in the designated "Allergy Aware Area" table with a friend.
- All teachers and staff at MIS & HPMS are trained in detecting the signs and symptoms of anaphylaxis and how to administer an EpiPen.
- Occasionally, a class may host certain celebrations or functions tied to the curriculum that involve food. The teacher or room parent will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

More detailed information regarding food allergies and cross-contamination is posted on the [MIS/HPMS website](#).

Fifth Grade Snack

Fifth grade teachers may schedule a brief classroom snack in the afternoon. Students must provide their own snack, which must follow the specific guidelines communicated by the teacher.

Gang-Free Zones

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Grades

Report cards are released on Skyward every nine weeks for MIS and HPMS. Parents and students may log in to Skyward to view report cards. A numerical grading system is used, with the lowest passing grade being a 70%. Any grade below a 70% is considered failing and will cause a student (HPMS) to be ineligible (see *eligibility above*).

Conduct grades may also be issued for any classes. Conduct grades reflect effort, including timelines of work completion, participation, and behavior in class.

Progress reports will be posted to Skyward every three weeks for HPMS and every 5 weeks for MIS so that students and parents can monitor work progress.

Report Cards and the gradebook in Skyward will include PR (progress report), 1st/2nd/3rd/4th (9-week grades), SEM 1 & SEM 2 (semester averages), and EX (exam grades, HPMS only). YAF at the end of the gradebook is the end-of-year average.

Parents will receive a weekly automated email from Skyward that contains a progress report on grades, assignments, and attendance.

Grading Policies for MIS-HPMS

[HPMS Grading Policy](#)

[MIS Grading Policy](#)

Scots Press Subscription

The Scots Press newspaper/magazine is produced by a staff of 8th graders. HPMS Students will have access to the newspaper/magazine.

Homework

In-class work and homework will be used to introduce, practice, reteach, or enrich the curriculum and skills covered in class. Extra in-class work or homework will not be assigned as a disciplinary punishment.

Some assignments are long-range and require planned study time for their completion. Planned study will maximize the student's efficiency in completing assignments on time. Occasionally, when assignments are not completed in class, they are given as homework.

Failure to do classwork or homework may result in an assignment detention or lunch detention to complete the work. Failure to turn in classwork or homework may also result in a conduct grade penalty (MIS). Students are expected to complete all classwork and homework on time.

Houses / academic departments will work collaboratively to ensure the total time spent on core homework assignments does not exceed 1.5 hours per night.

HPMS: Daily practice grades will be recorded in the 0% category "Practice Grades" in Skyward to give feedback to parents and students on both student progress and student study habits/skills. Homework assignments will be worth 5% of the 9-week grade.

The Scots Library

- Library hours are 7:45 a.m. to 3:45 p.m.
- Students may visit the library before and after school or during the school day with a pass from a teacher.
- Students may check out 3 books at a time for 2 weeks plus renewals.
- Audiobooks and ebooks are available through the SORA digital library. SORA can be accessed through the student portal or by downloading the free app on any device.

Lockers

MIS —

A locker is issued to each student for storage of school materials and personal belongings. Combinations should be kept confidential, and lockers should be kept locked. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect or search all lockers at any time.

HPMS —

A locker can be issued to a student upon request. Please see the 7 / 8 office to be issued a locker and combination.

Athletic lockers will be issued to all students participating in 1st or 8th period athletics classes. Students in Tennis will store their racquet in a downstairs locker during the day, but will not be issued an athletic locker for change of clothes. **Students will not carry tennis racquets around the school during the day.** Combinations should be kept confidential, and lockers should be kept locked. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect or search all lockers at any time.

Lost and Found

The Lost and Found items can be found in the cafeteria across from the Scots Shop. Please encourage your student to check the Lost and Found for missing items. Unclaimed items are regularly donated to charity. Students should also check classroom lost and found spaces and designated areas in the cafeteria and gyms for missing items.

Students are responsible for all personal possessions; therefore, the following guidelines are suggested:

1. Do not bring valuables, credit cards or large sums of money to school.
2. Never leave personal property unattended.
3. Make sure a name appears on and inside everything.
4. Use the locks provided on hall and gym lockers and do not share your combination with others.

No Put Down Policy

In a continuing effort to deal with bullying and to help every student feel safe, MIS/HPMS has a “No Put Down” Policy. “Put downs” are defined as verbal or non-verbal expressions for the purpose of making someone feel inferior. Teachers will help to implement this policy in their classrooms, and students will be instructed in strategies to prevent bullying. Students who violate this policy will be subject to school discipline.

Nondiscrimination Statement

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate based on race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate based on sex and prohibits sex discrimination in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the U.S. Department of Education's Office for Civil Rights, or both. Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district's nondiscrimination policy and grievance procedures are in the FFH series of policies in the district's policy manual, available at www.hpsd.org.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination based on sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Susan Bailey, Girls Athletic Coordinator
7015 Westchester Drive, Dallas, TX 75205
baileys@hpsid.org
214-780-3042

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in the FFH series of policies.

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Dr. Cynthia Hollingshead, Director of Special Programs
7015 Westchester Drive, Dallas, TX 75205
hollincyn@hpsid.org
214-780-3092

- For all other concerns regarding discrimination, see:

Dr. Mike Rockwood, Superintendent of Schools
6900 Douglas Avenue, Dallas, TX 75205
rockwom@hpsid.org
214-780-3002

[See policies at FB, the FFH series, and GKD for more information.]

Pick Up Zone

Fifth and sixth grade students are released at the Granada Street doors. Parents need to stay in the queue line and observe safety rules and speed zones. Students will utilize crosswalks when crossing the streets. Pedestrians must be given the right-of-way. Students need to respect our neighbors and should stay off their property when waiting for pickup.

Vehicles are not permitted to queue or park during drop-off/pick-up time in the fire lane or in the circular drive at the front of the school. Passes are available in the special education office or front office for parents of students who require front door drop-off & pick-up.

Posters

An administrator must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Posters, signs, and displays may only be posted on designated display boards or other approved surfaces. **Nothing may be attached to painted walls or wood doors, including posters, signs, decorations, or other materials. The use of tape, staples, tacks, adhesive strips, or any other fasteners on painted walls and wood doors is prohibited.**

Scots Shop

The Scot Shop is managed by the MIS/HPMS PTO. Students may purchase most of their school supplies from the Scots Shop, which is located in the back of the cafeteria.

Scots Shop hours: 7:30 a.m. - 7:58 a.m. and during lunch.

Safety

Student safety on campus is a high priority of the District. MIS/HPMS has a well-developed safety/crisis plan, and students and staff regularly participate in fire, tornado, and lockdown drills. To further ensure the safety of everyone in the building, students should avoid conduct that could put others at risk and should follow the behavior standards in the student handbook and the HPISD Code of Conduct. Additionally, the outside doors of the building are locked during the school day, and all visitors are required to check/sign in with the office.

Schedules and Schedule Changes

Students meet with grade level counselors in the spring to finalize scheduling requests for the following year. The choice sheets submitted by the students are considered to be commitments to the school. The master schedule is completed based upon these schedule requests. Students will receive their final class schedules and team assignments on or before the first day of school.

Students wishing to make a schedule change must meet with their counselor to see what options are available. Students must gain parent and counselor approval to be granted a schedule change.

DROPPING OR ADDING CLASSES (first 10 days of the semester)

General guidelines for dropping and adding classes are based on UIL eligibility rules. Course adds or drops must occur by 4:00 p.m. on the **10th day of the semester**. Students must meet state laws and HPISD policy governing class attendance in order to receive credit for each course. Eligibility for extracurricular activities is also based on student attendance requirements in each course. Therefore, no schedule changes will be approved after the 10th day of the semester, in accordance with UIL eligibility rules.

- ★ After the first 10 school days of each semester, all schedule change requests will go through a schedule change committee.

Please refer to the [HPMS Academic Planning Guide](#) for more information.

School Events

The Code of Conduct and school dress code will be observed at school events held outside the regular school day hours. Due to liability issues, students are not permitted to bring guests to school events. A student attending a school event may leave early only with a parent or written parental permission.

Special Programs

The District provides special programs for gifted and talented students, migrant students, students with limited English proficiency, students with dyslexia, and students with disabilities. The coordinator of each program at the district or campus level can answer questions about eligibility requirements, as well as programs and services offered in the District. A student or parent with questions about these programs should contact the Special Programs Director of HPISD, Dr. Cynthia Hollingshead (hollincyn@hpsid.org).

Student Curriculum Overview

The course of study at MIS/HPMS takes into account the requirements set by the State of Texas, the special needs of intermediate and middle school students, and the preparation needed for high school. MIS/HPMS offers a program which is challenging, but at the same time developmentally appropriate. Fifth grade students

supplement core courses, study skills, keyboarding, and physical education with an elective course rotation. Electives for fifth graders include art, music, and theater, and Spanish. Sixth grade students supplement core courses, Spanish, and physical education with one of the following electives: art, band, orchestra, choir, or drama. Seventh and eighth grade students supplement core courses and physical education with elective offerings, such as band, choir, orchestra, French, Spanish, art, ceramics, CTE, theater arts, multimedia, health and speech. See the HPMS [Academic Planning Guide](#) for more information on course selections.

Student ID cards

As a building safety and security measure, all students will be required to wear their student ID badge **on a lanyard around their neck at all times** while on campus or when designated as a prerequisite for attending school-sponsored activities. Failure to comply will result in appropriate consequences assigned.

On the first day of school, all students will be issued an ID badge and a lanyard for wearing their ID. Students will be responsible for paying for a replacement ID (\$5 cash or \$10 via Skyward) if their original is lost, stolen, or destroyed.

MIS/ HPMS: Students may call parents to bring their ID badge to school, or they may purchase a new ID badge.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use. Virtually all information about student performance, including grades, standardized test results, and discipline records, is considered confidential education records. Release is restricted to: parents (unless parental rights have been legally terminated); district staff members who have a “legitimate educational interest”; some governmental agencies; and a school to which a student transfers or enrolls. The law specifies that some information is considered “directory information”- such as a student’s name and grade level - and will be released to anyone who follows procedures for requesting it.

Student’s Right to Pray

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

Summer School

Attending summer school is the traditional process for credit recovery for a failed course. Summer school usually begins the first of June and lasts for approximately five to six weeks. Summer school classes are usually offered for math and language arts. Tuition is charged for summer school classes. A student planning to receive credit from another school should first check with the counseling office to make sure that the school and course are accredited.

Talented and Gifted Services

A building-level committee screens students for the “Talented and Gifted” program. A variety of tests are used to determine eligibility. Students new to the school district must undergo a screening process regardless of their participation in gifted programs at their previous schools. They will be assigned to talented and gifted math, language arts, science, and/or social studies classes, based on testing data. For more information, please contact our TAG coordinator, Mrs. Kristi Graves (gravesk@hpsid.org).

Textbooks

State law requires that hard-back textbooks be covered at all times. The student is responsible for lost, stolen, or damaged books. When a student pays for a lost book, a new book and a receipt will be issued. If the original book is found, the student may receive a refund. The student's name should also be written in ink on the book cover. The school is not legally permitted to sell state-owned books to students; however, students wishing to have personal copies can purchase them directly from the publisher. Requests for textbooks to be kept at home can be made through the teacher.

Tutorials

MIS - Tutorials are offered during homeroom time. Additional tutorials before or after school may be arranged with teacher approval. Tutorials will be held in teacher classrooms as designated by the teacher team. Teachers also hold office hours weekly according to the schedule posted on their website for additional academic support for students.

HPMS - Students who need extra help in their subjects may attend tutorials before or after school and during Advisory. Tutorials before school and 7th grade CORE teachers hold tutorials after school. Tutorial times for elective teachers may be before school or after school, and are announced to the students at the beginning of the school year. Each teacher's tutorial times are posted in the classroom, are available in the Main Office and Counseling Office, and are also posted on the school website: <http://mishpms.hpisd.org>

Visitors

District and campus policy requires parents and other visitors to report to the office to sign in and receive a visitor's badge. Visitors and volunteers must wear an approved badge at all times in the building. ***Visitors must get approval from the principal and teacher before visiting a classroom during instructional time.*** Student visitors from other campuses are not allowed without permission during the school day. Visitors are also required to sign out at the front office.

Yearbook

The yearbook is produced by a staff of 8th grade students. The yearbook is delivered in May. MIS & HPMS students may order yearbooks during online BSSU registration.

EXTRACURRICULAR PARTICIPATION & CODE OF CONDUCT

HPISD has established an Extracurricular Code of Conduct that extends beyond the HPISD Student Code of Conduct and applies to all students in grades 7-12 participating in extracurricular activities.

Student clubs and performing groups such as band, choir, cheerleading, leadership groups, and athletic teams may establish additional codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

Opportunities for Participation in Sports

The following competitive University Interscholastic League team sports are offered:

- 7th and 8th grade boys -- basketball, football, track/field, tennis, and cross-country.
- 7th and 8th grade girls -- volleyball, basketball, track/field, tennis, and cross-country.
- Soccer, wrestling, and gymnastics are also available to 7th and 8th grade students, but these sports are not included in the athletic period. Practices for these sports are held exclusively before/after school.

Athletics Attire (HPMS)

For 7th and 8th grade boys, grey shorts and grey shirts are required.

For 7th and 8th grade girls, black athletic shorts and a gray off-season shirt are required. Off-season shirts can be purchased through the link on the girls' athletics home page. When the weather is cold, girls may wear solid black workout leggings/tights.

Physical Education Attire

MIS PE - Students at McCulloch Intermediate School have P.E. for 50 minutes three times a week and do not change clothes. Students should be prepared and have appropriate footwear to wear in the gyms each day.

HPMS PE (*non-athletics*) - For 7th and 8th grade, PE attire consists of a t-shirt, gym-style shorts, socks, and athletic shoes. Students will not have access to the locker room to change during their PE period.

Required Forms for Athletes (HPMS)

The required athletic forms that should be completed online before first practice are as follows:

- UIL physical form
 - Incoming 7th graders must get a full physical from a doctor/physician.
 - Incoming 8th graders are not required to go to the doctor per UIL, but must fill out the medical portion of this form.
- UIL rules acknowledgement form
- HPISD athlete emergency information form
- Parent/Student Steroid acknowledgement form
- Concussion acknowledgment form
- Sudden Cardiac Arrest Awareness form

These forms may be downloaded and completed at the HPISD website under "Athletics."

- Send forms to GrahamJ@HPISD.ORG and/or reach out with any questions regarding the UIL Physical forms or RankOne online forms for Athletic participation.

Opportunities for Participation in Fine Arts

The following Fine Arts organizations are Co-Curricular as well as Extra-Curricular. These groups have performances, social activities, and compete in University Interscholastic League events:

- 7th and 8th Grade - band, choir, orchestra, theatre
- 6th Grade - band, choir, orchestra, theatre (not UIL - but extra curricular concerts and performance and activities)

Conflicts between Extracurricular Activities

The key to preventing and resolving conflicts between extracurricular activities is open communication among students, coaches, sponsors, and parents. Before signing up to participate in more than one sport and/or activity, the student must review the potential for conflict with both coaches/sponsors. If a review of schedules shows a pattern of conflicts or a major unbreakable conflict, students will need to choose the activity in which they will participate. Coaches and sponsors are responsible for providing students and parents with a schedule of the group's activities. Coaches and sponsors will resolve scheduling conflicts, and students will not be intimidated or penalized for any decision made to resolve scheduling conflicts. The relative importance of each event, the importance of each event to the student, the contribution the student can make, and how long the event has been scheduled are all important factors in this decision making process.

It is the responsibility of the student to notify the coach and sponsor immediately when a conflict in scheduling becomes known.

In the event of a conflict between two groups, teams, sports, or activities, these general rules will guide the decision making. Academics take precedence over extracurricular activities, and actual competition and public performances take precedence over rehearsals or practices. This means that a classroom–required activity where attendance is mandatory for a grade will take precedence over all other activities (field trip, science project fair, choir or band performance). If one of the activities provides the student with credit in a class and the other doesn't, the student and his/her parent must be informed of the possible consequences of not participating.

If a practice occurs at the same time in two activities, the practice time may be divided equally between the two activities. Students who commit to and who have rehearsed with a performing group or athletic team will be expected to perform/play unless other arrangements are worked out agreeably between the coaches/teachers/sponsors.

Participation in a playoff or championship meet, District tournament, will take priority over other activities. If a student should choose not to participate in the playoff championship, he/she will not be permitted to participate in any activity on that date.

UIL Academic Eligibility Requirements – [Eligibility Calendar](#)

- In order to be eligible, at the end of the first six weeks, the student must have a grade of 70 or above in all subjects. The same eligibility requirements apply at the end of each nine-week grading period.
- Students who are passing all courses will remain eligible for the entire nine-week grading period.
- The penalty for making any grade below 70% at the 9-week mark (or 6-week mark of the 1st 9 weeks) is 3 weeks of ineligibility. During the time of ineligibility, the student may practice with the team or group but may not participate in the game or contest in any way.
- Eligible students do not lose eligibility until 7 calendar days after the end of the grading period. (Note: end of the grading period, not when report cards are issued)
- After the 3 weeks, the student can regain eligibility by passing not only the prior failed course but also by passing all courses at this time. The student will regain eligibility 7 calendar days after the 3-week evaluation period ends.
- Semester grades have no bearing on eligibility.