

Stevenson Middle School

Student and Parent Handbook

2026–2027



Stevenson Learns Today, Leads Tomorrow!

9595 Winkler Drive | Houston, Texas 77017

713-943-5700

This handbook helps students and families understand Stevenson Middle School's expectations, daily procedures, and available policy resources. Review it together and use the alphabetical sections to find information throughout the school year.

Welcome from Principal Ocanas

Dear Students and Families,

Welcome to Stevenson Middle School, an HISD STEM magnet school filled with enthusiasm, energy, and promise. Every student has the potential to succeed and contribute to our school community. With effort and a commitment to learning, the 2026–2027 school year can be one of your best years yet.

Our students, teachers, staff, and community partners bring diverse experiences that enrich our school. We encourage you to build positive relationships grounded in respect and civility.

We look forward to seeing you work hard in classrooms, connect with your peers and teachers, and enjoy your middle school experience. We challenge you to help create a caring community that values respect, tolerance, and lifelong learning.

Principal J. Ocanas

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Absences

Reporting an Absence

When a student is absent, a parent or guardian must call 713-943-5700 before 10:00 a.m. and provide the student's name, grade, and reason for the absence. Submit an excuse note within three days of the student's return to school. Without a proper excuse note, the absence will be recorded as unexcused.

Attendance Requirement

Under the 90 percent attendance rule described in the Texas Education Code, students must attend a class for at least 90 percent of the days it is offered to receive credit or a final grade. This requirement applies to both excused and unexcused absences.

Excused Absences

Excused absences that are not school-sponsored include personal illness, a death in the immediate family, medical or dental appointments, quarantine, unsafe weather or road conditions, and emergencies or unusual circumstances excused by the administration. Official visits to a doctor, court, or government office require a note on that office's letterhead.

For religious holidays or holy days, a parent or guardian must provide the Attendance Office with a signed note before the absence.

Absences for school-scheduled or school-sponsored field trips are excused. Students should check with the Attendance Office within five days of returning to confirm that the absence was documented correctly.

Unexcused Absences and Truancy

Unexcused absences for all or part of a school day are considered truancy or skipping and may result in disciplinary action under the Student Code of Conduct.

Students and their parents or legal guardians may be subject to truancy by the Harris County Justice of the Peace Courts if a student is absent without parental consent for any portion of the school day on three days within a four-week period or on ten or more days within a six-month period.

Anti Discrimination Policy

Houston Independent School District does not discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its education or employment programs and activities.

Assignments Missed Due to Absence

Students have one day for each day of absence to submit missed work. Teachers must designate a location, such as Canvas or a classroom folder, where students can retrieve missing assignments. Students absent for a field trip must submit the assignment during the next class period without penalty.

Bell Schedule

The following schedule applies to the 2026–2027 school year. Students are expected to be in class at the times listed.

Period	Time	Length
1	8:30–10:00 a.m.	90 minutes
2	10:03–11:33 a.m.	90 minutes
3 and lunch	11:36 a.m.–1:39 p.m.	See grade-level schedule
4	1:42–3:12 p.m.	90 minutes
5	3:15–4:00 p.m.	45 minutes

Third Period and Lunch by Grade

Grade	Schedule
6	Lunch: 11:36 a.m.–12:06 p.m. Class: 12:09–1:39 p.m. (90 minutes)
7	Class: 11:36 a.m.–12:21 p.m. (45 minutes) Lunch: 12:23–12:53 p.m. Class: 12:55–1:39 p.m. (44 minutes)
8	Class: 11:36 a.m.–1:06 p.m. (90 minutes) Lunch: 1:09–1:39 p.m.

Teacher Planning and Enrichment

- First period: Seventh-grade teacher planning
- Second period: Sixth-grade teacher planning
- Third period: Enrichment
- Fourth period: Eighth-grade teacher planning
- Fifth period: Intervention for grades 6, 7, and 8

PLC meeting days: Tuesdays and Thursdays.

Cell Phones and Personal Devices

Under HB 1481 and HISD Board Policy, cell phones, iPads, smartwatches, Meta glasses that can record, and headphones are prohibited during the instructional day, listed as 8:25 a.m.–4:00 p.m. These devices must not be visible during the instructional day.

HISD defines the instructional day as the time a student arrives on campus in the morning through the end of the final class period. Lunch and passing periods are included.

Device Storage and Approved Use

- Keep personal devices at home or stored away.
- Devices brought to school must be turned off and stored in a backpack or locker.
- Only district-provided devices are approved for classroom use.

Exceptions

Exceptions are limited to approved medical needs, a documented need based on a qualified physician's directive, or special education needs outlined in a student's IEP or Section 504 plan.

Violations and Consequences

Offense	Consequence	Parent or Guardian Requirement
First	Device held until the end of the school day.	Retrieve the device after school and sign the Parent/Student Acknowledgement.
Second	7 full school days.	Review and sign the Extended Device Confiscation Agreement.
Third	14 full school days.	Review and sign the Extended Device Confiscation Agreement.
Fourth	30 full school days.	Review and sign the Extended Device Confiscation Agreement.
Fifth	10-day DAEP placement. If a personal communication device infraction occurs at DAEP, the home campus will confiscate the device for the remainder of the semester.	See the confiscation procedures below.

For an extended confiscation, parents or guardians must select one of the following options:

- Keep the device at home for the entire confiscation period. If the student brings a device during that period, it will be confiscated, the consequence will move to the next offense level, and the device must remain on campus.
- Leave the device on campus until the confiscation period ends.

HISD is not responsible for lost, stolen, or damaged devices confiscated for violations of the law or district policy.

[HISD cell phone policy](#)

Food Deliveries

Restaurant and fast-food deliveries, including Uber Eats and DoorDash, are not permitted, regardless of who places the order. Parents may drop off food for their own child only at the following times:

Grade	Parent Food Drop Off Time
6	11:15 a.m.
7	12:15 p.m.
8	12:45 p.m.

Important Notice

This handbook may be amended as needed to support Stevenson Middle School’s vision and mission. It supplements applicable state and federal law, Board policy, district guidelines, and the Student Code of Conduct. It does not replace those requirements.

Leaving Early

A student who needs to leave early must be checked out through the main office by a parent or legal guardian. A student who drives must have a parent or guardian submit a written request to the main office by 8:00 a.m. on the day of departure.

Students will not be released unless a parent or guardian signs them out or the school verifies a written request. No student, including a student age 18 or older, may leave without parental consent.

Medical and Dental Appointments

Daily attendance is taken at 10:00 a.m. Please schedule medical, dental, orthodontic, and other appointments after school or during school breaks. When an appointment must occur during instructional time, arrange it so the student does not leave class until after 10:00 a.m.

Students may not be picked up between 3:30 and 4:00 p.m. Do not schedule appointments that require pickup during the final 30 minutes of school. Avoid scheduling appointments during state-mandated testing, including STAAR EOC examinations.

School Hours

School hours are 8:30 a.m.- 4:00 p.m. Students must be seated in class by 8:25 a.m. Students who are not in their seats by 8:31 a.m. will be counted tardy.

Student Code of Conduct

HISD is committed to high-quality instruction in a safe, stable school environment. The Student Code of Conduct explains student and parent rights and responsibilities, as well as expectations for behavior. Reviewed and approved by the HISD Board of Education, the Code is based on federal and state law, Board policy, and administrative regulations.

If this handbook conflicts with the HISD Student Code of Conduct, the Code of Conduct governs.

Where the Code Applies

- At school or within 300 feet of the school's property line
- At school-sponsored or school-related activities
- To certain criminal felony violations occurring away from school
- To cyberspace and social media activities that directly and substantially affect the school environment

Purpose of the Code

The Code protects student rights by:

- Providing a districtwide discipline management plan
- Specifying expected student behavior
- Describing misconduct and the corresponding range of disciplinary consequences or options
- Outlining student rights relating to school participation
- Establishing procedures for applying consequences

HISD staff, students, and parents or guardians are expected to understand and follow the Code and the campus rules implemented through the School-Based Discipline Management System.

Code of Conduct Resources

[English Student Code of Conduct](#)

[Spanish Student Code of Conduct](#)



Tardies

Students must arrive in class by the time listed on the bell schedule. A student who arrives after the bell is tardy and should go to the grade-level clerk's office for a tardy pass, then report to class promptly. A student who is more than 20 minutes late to class is considered absent.

Students receive detention on their third tardy to class. Failure to attend detention or persistent tardiness of more than five minutes may result in escalating disciplinary consequences under the HISD Student Code of Conduct. Excessive tardiness can also jeopardize course credit and renewal of a magnet transfer.

Students must attend detention on the assigned date. Any request to reschedule must be made before that date. Failure to complete assigned detention will result in a partial-day in-school suspension.

Uniform Policy

Students must follow the Stevenson Middle School uniform requirements below.

Backpacks

Only clear or mesh backpacks are permitted.

Student IDs- one ID is issued every school year and is a part of the school uniform policy. If the student misplaces or loses the ID, one may be purchased for a fee of \$5.00. Students must always wear their IDS around their necks for safety purposes. Failure to not wear a student ID, results in warnings and opportunities to attain another ID, repeated failure to wear the student ID will lead up to disciplinary action assigned by school administrator.

Bottoms

Students may wear khaki pants, black pants, or jeans. Cargo pants and torn pants or jeans are not permitted.

- Wear bottoms at the waist.
- Skirts must be no shorter than two inches above the knee.
- Bottoms must not have rips or tears.

Friday Spirit Shirt

The khaki Stevenson Dragon spirit shirt may be worn on Fridays only and must be paired with uniform bottoms.

Jackets and Sweaters

Sweaters are optional. Students may wear SMS sweaters or solid-color sweaters in their grade-level color. Brand-name sweaters, including Nike, Polo, Adidas, and True Religion, are not permitted.

Shoes

Students must wear closed-toe shoes that provide full foot coverage and support and are safe for school activities. Crocs, slides, open-toe shoes, and backless footwear are not permitted.

Tops

Students must wear an SMS shirt or hoodie with the school logo in their assigned grade-level color.

Grade	Required Color
6	Red
7	Blue
8	Black

Uniform Reference



STEVENSON

MIDDLE SCHOOL

DRESS CODE

2026-2027



TOPS

Students are required to wear the SMS t-shirts that have the school's logo only as shown below.

6TH GRADE



7TH GRADE



8TH GRADE





BOTTOMS

Acceptable bottom pants: khaki, black pants, or jeans allowed (no torn and no cargo pants).



Bottom rules:

- ✓ Must be worn at the waist
- ✓ Skirts must be no shorter than 2 inches above the knee
- ✓ Must not have rips or tears



FRIDAYS ONLY: KHAKI SPIRIT SHIRT

- ✓ Khaki Stevenson Dragon shirt may ONLY be worn on Fridays.
- ✓ Must be worn with uniform bottoms.





SHOES

Students must wear closed-toe shoes that are safe and appropriate for school activities.



Not allowed: Any footwear that does not provide full foot coverage and support. (No Crocs, slides, open-toe shoes, nor backless footwear)



JACKETS

Sweaters are optional and can be the SMS sweaters or a solid color based on their grade-level color. No brand-name sweaters are allowed (for example: Nike, Polo, Adidas, True Religion, etc.).



BACKPACKS

Only clear or mesh backpacks are permitted.



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Vision and Mission

Vision

At Stevenson Middle School, every student will:

- Meet or exceed grade-level expectations
- Communicate and collaborate effectively with peers and adults
- Strengthen creative problem-solving skills
- Become a responsible, proficient technology user
- Develop a growth mindset

Mission

Stevenson Middle School exists to give students more options, help them make good choices, and build a brighter future for themselves and their community.

Team Stevenson Commitments

- Always improve
- Be accountable
- Ask for help
- Respect all
- Bring positivity