

HENDERSON MIDDLE SCHOOL

Student Handbook



P.O. BOX 728
Henderson, Texas 75653
Telephone: 903-655-5400
Fax: 903-657-6499

Our Vision:

**Confident learners, responsible citizens, resilient leaders are
built here and prepared for success beyond HMS.**

Our Mission:

**We develop confident, capable students through rigorous
learning, strong relationships, and consistent expectations.**

PRINCIPAL'S MESSAGE

At Henderson Middle School, we believe middle school is a time of tremendous growth and possibility. Our mission is to develop confident, capable students through rigorous learning, strong relationships, and consistent expectations. Every decision we make is centered on developing our students' capacity to be confident learners, responsible citizens, and resilient leaders.

This handbook serves as a resource to help students and families understand our school procedures, expectations, and district policies. While no handbook can address every situation, we hope it provides a clear foundation for a successful school year.

At HMS, we know that students thrive when schools and families work together. We are committed to open communication and meaningful partnerships that support every child's growth and success. If you have questions or need assistance, please contact our school office at (903) 655-5400. It is our privilege to serve your family and be part of your child's journey.

We look forward to an outstanding year of learning, growth, and achievement because at Henderson Middle School, we are **building strong minds, strong character, strong relationships, and strong futures.**

Staff Information

Principal	Nikki Driver	ndriver@hendersonisd.org
Assistant Principal	Terry Alexander	talexander@hendersonisd.org
Assistant Principal	Courtney Jarrell	cjarrell@hendersonisd.org
Counselor	Lisa Bradley	lbradley@hendersonisd.org
Counselor	Kayla Crawford	kcrawford@hendersonisd.org
Receptionist	Kristy Gonzalez	kgonzalez@hendersonisd.org
Attendance:	Mary Haynes	mhaynes@hendersonisd.org
Registrar:	Marisol Lopez	mlopez@hendersonisd.org
Nurse:	Tasha Wilson	twilson@hendersonisd.org

General Attendance documentation may be sent to mhaynes@hendersonisd.org

School Colors:	Red and Blue
School Mascot:	Lion

SCHOOL OFFICE HOURS: 7:40 a.m. – 3:40 p.m.

Students are welcome into the building at 7:15 a.m. All car riders should be dropped off and picked up at the back of the school. Adults are on duty and monitoring students starting at 7:15 a.m.

TARDY BELL: 7:40 a.m.

DISMISSAL BELL: 3:40 p.m.

Contents

GENERAL SCHOOL INFORMATION AND STAFF	2
HMS BELL SCHEDULE	6
ACADEMIC DISHONESTY	7
ARRIVAL/DEPARTURE	7
Bus Riders	8
Car Riders	8
Walkers	9
Vehicles	9
ASSEMBLIES	9
AWARDS AND HONORS	9
CELL PHONES	9
CHANGE OF CONTACT INFORMATION	10
CHROMEBOOKS	10
CLUBS	10
DISCIPLINE MANAGEMENT PLAN	10
Detention	11
In School Suspension	11
Saturday School	12
DRESS AND GROOMING	12
Hair	12
Head Coverings	12
Dress	12
Shoes	13
Jewelry	13
Miscellaneous	13
Jurisdiction	13
EXTRACURRICULAR STUDENT HANDBOOK	14
FIELD TRIPS / STUDENT ACTIVITIES	14
INCLEMENT WEATHER	14
LUNCH	14
PARENT COMMUNICATION	16

SCHEDULES	16
Changes	16
SKYWARD	17
SUMMER SCHOOL	17
TARDINESS DURING SCHOOL DAY	17
UNEXCUSED ABSENCES	17
VISITORS	18

HMS Bell Schedule

First Period: 7:40 - 8:28			
Second Period: 8:32 - 9:20			
Third Period: 9:24 - 10:14			
Fourth Period: 10:18 - 11:06			
Fifth/Sixth Period: 11:10 - 1:04			
	Lunch	Advisory	Class
6 Grade	11:40 - 12:10	11:10 - 11:40	12:14 - 1:04
7 Grade	12:34 - 1:04	11:10 - 11:40	11:44 - 12:34
8 Grade	11:06 - 11:36	12:34 - 1:04	11:38 - 12:30
Seventh Period: 1:08 - 1:56			
Eighth Period: 2:02 - 2:48			
Ninth Period: 2:52 - 3:40			

Official Attendance - 10:20 a.m.

ACADEMIC DISHONESTY

Academic dishonesty includes cheating, plagiarism, unauthorized collaboration, and the misuse of artificial intelligence or other technology resources to misrepresent another source's work as one's own. Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism is representing another person's work as your own. Academic dishonesty will be subject to academic action that may include loss of credit for the work in question. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties according to the Student Code of Conduct.

Behaviors defined as academic dishonesty are:

- Giving or receiving information, looking at someone else's work, or allowing someone else to see one's work during an exam, test or quiz.
- Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
- Use of unauthorized resources such as notes during an exam.
- Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
- Copying work assigned to be done independently or letting others copy one's work.
- Misrepresentation of another's work as one's own, including the copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.
- Using artificial intelligence or other technology tools to generate, complete, revise, or substantially alter work that has been assigned to be completed independently, unless expressly authorized by the teacher.

ARRIVAL/DEPARTURE

Students are to report to the designated area if they arrive before the 7:40 tardy bell (bell to go to class rings at 7:35 a.m.). Breakfast is served free of charge for all students in the cafeteria beginning at 7:15 a.m. Any student coming to the HMS campus after 7:40 a.m. must report to the HMS Front Office (Entrance on Richardson Drive) to receive a pass to class. All students not involved in after school activities or practices must be picked up by 4:00 p.m.

Early Check-out

All student early check-outs should be done before 3:00 p.m. An individual looking to check out a student must be listed under Family in Skyward. All persons must present a valid identification upon arrival in the front office. The individual must come inside the front office to check a student out. If an individual is listed as an emergency contact, the primary family will be contacted prior to the student checking out.

Bus Riders

Students riding a bus will exit the building to the bus shuttle area immediately following the dismissal bell. Students riding the first round of buses must be seated on their bus by 3:45 p.m. when buses will depart. Second round bus students are to wait at the bus loading area until signaled to board the buses.

If a student misses the bus they will go to the front office to call a parent or guardian to pick them up in the front of the school. Students will only be transported via bus to the guardian's address that matches in Skyward. Any changes that are needed should be communicated by a parent/guardian by noon on the date of the change. Any extenuating circumstances will be at the principal's discretion.

Car Riders

Car riders will exit through the south entrance immediately following the dismissal bell. Students waiting for a ride must remain in the designated car rider pick-up line. The designated car rider line is the only dismissal area supervised by school personnel.

Students who leave the designated pick-up area, including those crossing the stadium parking lot or roadway to meet a vehicle at another location, are outside the supervised dismissal area. Parents who choose to pick up students at locations other than the designated car rider line assume responsibility for supervising their child upon departure from the supervised area.

Students will remain in the designated car rider line until 4:00 p.m. Any student who has not been picked up by 4:00 p.m. will report to the front office to contact a parent or guardian. Students may not be picked up in front of the school prior to 4:00 p.m.

Walkers

All students walking home will exit from the south exits immediately following the dismissal bell. No one is to leave campus while waiting for a bus or parents.

Vehicles

Any type of motorized vehicle is prohibited for students on the Middle School Campus. Bicycles must be parked at the designated area at the south entrance of the school near the car pickup/drop off area and students have full responsibility for their security. Bicycles are to be parked immediately upon arrival and at the end of the day, students are to depart immediately. Dangerous or irresponsible behavior on a bicycle will not be tolerated. Failure to comply with these rules may result in the bike being impounded and parents notified to pick it up. Also, bicycle riding privileges may be denied.

ASSEMBLIES

Students are expected to treat all guests/speakers with respect. Students will be removed from the dining hall/commons and/or gymnasium for misbehavior and disciplinary action will result.

AWARDS AND HONORS

Students will be recognized with appropriate awards such as the following:

Honor Roll

Semester Awards

End of the Year Awards

CELL PHONES

In accordance with state law, students may not use personal communication devices, including cell phones, tablets, smartwatches, or similar devices, during the school day unless specifically authorized by school personnel. Possession of a device will result in confiscation, and the student's parent/guardian will have to pick up the phone from the front office, according to district policy.

Repeated violations may result in increased disciplinary action, including parent conferences, in-school suspension, or other consequences deemed appropriate by the administration. Confiscated devices must be retrieved by a parent or guardian as directed by campus administration. The district is not responsible for lost, stolen, or damaged devices, and personal communication devices may be searched by authorized personnel in accordance with law and district policy.

If parents need to reach their students during the school day, they can do so by contacting the front office at 903-655-5400. If students need to reach their parents, they can call home from Student Services.

CHANGE OF CONTACT INFORMATION

Families are to report address and phone number changes to the office as soon as they occur.

CLUBS

Student clubs or organizations such as band, choir, student council, cheerleaders, twirlers, crime stoppers, Christ on Campus, robotics, and athletics have established rules of conduct and consequences for violations of rules that may be more strict than those of students in general. Parents and students will be expected to sign club-specific guidelines prior to participation.

DISCIPLINE MANAGEMENT PLAN

Henderson Middle School is a school committed to the Tradition of Excellence in all school programs. Discipline is an essential part of the educational process. Students are expected to behave in a safe, respectful, and responsible manner. In the event of misbehavior, discipline will be firm, fair, and consistent.

Chain of Command

Minor disciplinary offenses will be handled by the classroom teacher. Major disciplinary offenses will result in an office referral and will be processed by an HMS administrator.

Discipline Management System Example

HMS's discipline system will begin with the classroom teacher. The teacher may utilize steps such as issuing a warning, making a parent phone call, assigning lunch detention, after school detention, or a Saturday School.

The following are examples of behaviors that may result in an immediate office referral, including but not limited to:

- Alcohol/Drugs/Tobacco
- Bullying Behaviors
- Cheating
- Dress Code (requiring a change of clothing)
- Fighting/Mutual Combat
- Horseplay with Injury
- Insubordination
- Out of Assigned Area
- PDA (excluding hand holding)
- Profanity (cursing at the teacher)

- Possession of a Cell Phone/Electronic Device
- Theft
- Vandalism
- Weapons
- Terroristic Threat
- Sexual Harassment/ Sexual Misconduct

The following list are examples of consequences that may be assigned by an administrator in response to an office referral:

- Conference
- ISS
- OSS
- Reverse Suspension
- DAEP
- Expulsion

Detention

Administrative Detention may be used for numerous Code of Conduct violations. Consistently failing to attend detention may result in additional disciplinary action. Afternoon detention is held from 3:45-4:45. Friday D-Hall is held from 3:43-5:45. Lunch detention is held during the student's regular lunch period. Administrative detention may also be conducted during elective courses during the school day (ex. athletics, band, choir, art).

Teacher Detention may be used for a variety of classroom rule violations. Teacher detention may occur before school, afterschool, and/or during lunch. The teacher detention shall not exceed 45 minutes. Teacher detentions will be at the teacher's discretion and will be conducted in the teacher's classroom. The teacher is required to schedule morning and afternoon detentions with the parent(s).

In School Suspension

In School Suspension (ISS) is an alternative placement for those students whose behavior disrupts class, takes away from the learning environment, and creates a safety/welfare issue. Students will NOT be allowed to participate in extracurricular activities while in ISS.

The ISS Center is supervised by a paraprofessional who manages the daily operation. Students are placed in ISS by an HMS administrator.

*Continuous misbehavior while in ISS may result in an Alternative School Placement and/or Out of School Suspension (OSS).

Saturday School

Saturday school may be assigned for any HISD Code of Conduct violation and/or Truancy. Saturday School classes will be assigned by a teacher or administrator and will be monitored by HISD personnel. Saturday School hours are from 8:00 a.m. until 12:00 p.m. Additional information will be given at the time of the assignment.

DRESS AND GROOMING

The district's dress code is designed to promote safety, hygiene, and a positive learning environment. Students and parents are responsible for ensuring that dress and grooming are appropriate for school and do not cause a disruption to the educational setting. The following guidelines outline expectations for student dress and appearance.

Hair

- Hair must be neat, clean, and well groomed. Hair should not cover the eyes or be styled or colored in any manner which attracts undue attention.

Head Coverings

- No head coverings of any type are permitted in the building by students (male or female). This includes but is not limited to hats, caps, wave caps, skull caps, toboggans, do-rags, etc. The only exceptions will be designated days during spirit week or during athletic practices or competitions. If a student has a head covering in their possession, it is to be kept in their backpack at all times.

Dress

- Hooded shirts may NOT be worn with the hood on the student's head inside the building.
- Bare mid-torsos (front or back) are not allowed. Shirts, blouses, etc. must be long enough to cover the mid-torso while sitting, standing, bending over, or raising arms.

- Students must wear appropriate undergarments, and no undergarments may be visible. Exposed bodies or underwear must not show through openings in the clothing.
- Cleavage must be fully covered.
- Shorts, skirts, and dresses must be of an appropriate length and extend to at least mid-thigh. Clothing that is excessively short, revealing, or creates a substantial disruption to the educational environment may require administrative intervention.
- All garments (shorts, skirts, shirts, etc.) and splits in skirts even if tights are worn underneath must not be shorter than mid-thigh while standing.
- Clothing must be worn in the manner for which it was intended. Excessively frayed clothing and excessive holes are not allowed. No exposed skin above mid-thigh.
- See-through, provocative, and excessively tight clothing are not allowed. Items with obscene language or symbols, provocative or suggestive messages, and/or pictures advertising alcoholic beverages, tobacco, or narcotics are not allowed. Clothing or jewelry displaying the rebel flag and gang/drug symbols may not be worn.
- Leggings or jeggings must not be see-through or transparent.
- Pajama pants are not allowed, except for on campus-designated dress up days.

Shoes

- Students must wear shoes at all times. Athletic shoes must be worn during P.E. and athletics. House slippers cannot be worn at school. Any shoes judged as dangerous or inappropriate will not be allowed.

Jewelry

- Any type of jewelry judged excessive, dangerous, disruptive, or causes disrespect for authority will not be allowed. The District discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.

Miscellaneous

- Sunglasses should not be worn inside any school buildings unless a student has a note from a physician stating the need to do so.
- No chains of any type are allowed. Anything that could be considered a weapon is in violation of the dress code. No dog collars or “spike type” collars or bracelets may be worn.
- Blankets and towels are not allowed on campus.

Jurisdiction

- Teachers/coaches/sponsors may define appropriate dress for school-sponsored trips and extra-curricular activities. The District has jurisdiction over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity and school-related event, regardless of time and location.

Violations

Violations of the dress code shall result in disciplinary procedures as defined in the HISD Code of Conduct.

Administrators will have complete and final judgment on all matters concerning the interpretation of the student Standardized Dress Code. Matters concerning appearance and dress code not specifically covered in the Standardized Dress Code policy shall be within the discretion of the campus administration.

EXTRACURRICULAR STUDENT HANDBOOK

FIELD TRIPS / STUDENT ACTIVITIES

A student may be excluded from any field trip or student activity if he/she commits any offense that results in expulsion, suspension, alternative school placement, or ISS placement during the semester in which the activity occurs. **If placement occurs during the last nine weeks of a semester, the principal may recommend that exclusion be carried over to the next semester.**

**Some field trips may have special rules governing eligibility.

INCLEMENT WEATHER

Listen to local radio stations for announcements of school closings. In addition, information will be provided by KLTN channel 7 and KETK channel 56 whenever possible.

LUNCH

- All students will receive breakfast and lunch for free for the school year.
- For security reasons, a student will not be allowed to leave with another person for lunch unless parental permission is given to the principal.

- No food orders will be accepted from outside delivery (DoorDash/etc).
- A family member in Skyward may bring food to a student; however, the family member **must stay and eat with the student**. Lunch that is dropped off (with no family member staying) will be stored in the front office until the end of the day at which time the student may pick it up.
- Due to safety protocols, students will not be allowed to eat with other visitors not listed on their Skyward account.
- Any food or drink that is not water brought on campus for lunch must remain closed until lunch time begins. Food and drink will be consumed in the cafeteria only and discarded after the lunch period is over.

PARENT COMMUNICATION

Communication between parents and school is essential to the success of students. Parents shall be provided any relevant information concerning their child that will enhance their understanding of the child's ability, effort, success, or progress in the school program. Parents and school personnel are encouraged to use the following:

- Telephone
- Digital: Email, Rooms, Skyward, Online Learning Management System
- Report Cards/Progress Reports
- Conferences

Teachers will communicate with parents by telephone, email, or personal conference if a student has not received a passing grade at the end of the three-week interim reporting periods, at the end of the nine-week grading period, if the student receives two zeros during a grading period, and/or when ascertaining that a student is performing below a level that will permit him or her to meet promotion requirements or earn high school credit in accordance with EIE(LOCAL).

SCHEDULE CHANGES

Students requesting a schedule change must fill out a "Change of Schedule" form within the first week of the semester. Schedule changes will be considered based on educational need, class availability, and administrative judgment.

SKYWARD

Skyward provides parents with easy access to student grades, attendance, and discipline. **Parents are highly encouraged to create access to Skyward accounts.** Skyward provides an avenue to update any necessary changes to phone numbers, emails, and address changes.

SUMMER SCHOOL

Summer school may be required for students who fail to adequately progress in the academic year. HMS may also offer summer school for students who fail two or more core classes.

TARDINESS DURING SCHOOL DAY

Students arriving after 7:40 a.m. will be counted tardy. Tardies will impact perfect attendance. Students arriving after the official attendance-taking time may be marked absent in accordance with state attendance accounting requirements. Please review the consequences below.

Attendance officers are notified when absences and/or tardies become excessive.

Consequences for Tardies

Tardies to any class period accumulate throughout each nine-week grading period. Consequences are progressive and designed to promote punctuality and maximize instructional time. Excessive tardiness may result in parent conferences, detention, Saturday School, ISS, or other disciplinary consequences in accordance with the Student Code of Conduct. Students who are tardy more than once in a grading period will be assigned consequences as follows:

- 2nd tardy: Parent phone call
- 3rd tardy: 1 day of lunch detention
- 4th tardy: 2 days of lunch detention
- 5th tardy: 1 day after school detention
- 6th tardy: 1 day of Saturday School
- 7th tardy: 1 day ISS
 - Parent conference and implementation of an attendance intervention plan

***Failure to attend an assigned Saturday School may result in additional disciplinary consequences, including ISS**

UNEXCUSED ABSENCES

A student absent for any period of time because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Doctor's notes must be submitted by the end of the current nine-week grading period. After the end of the nine-week grading period, doctor's notes will no longer be accepted for that absence.

VISITORS

- Parents and guardians are always welcome at Henderson Middle School. To maintain a safe and secure environment, all visitors must enter through the HMS front office, present a valid government-issued photo ID, and sign in through the district's visitor management system, which screens visitors through the National Sex Offender Registry. Visitors must wear a visitor badge while on campus and sign out before leaving.
- Parents and guardians who wish to visit classrooms or observe instruction must coordinate the visit in advance with campus administration. Classroom visits will be permitted provided they do not disrupt instruction or interfere with the normal school environment, as determined by campus administration.
- Parents and guardians may eat lunch with their student after presenting a photo ID and verifying that they are listed in Skyward. Due to campus safety procedures, outside food may not be dropped off for students. No person other than a student's parent or guardian may visit with a student during the school day unless written parent permission has been provided or the parent/guardian is present.
- Individuals wishing to volunteer on campus must complete the district's volunteer background check, available on the Henderson ISD website.