



JOHN J. PERSHING MIDDLE SCHOOL

3838 Blue Bonnet Houston, TX 77025

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www.pershingms.org

PERSHING MIDDLE SCHOOL

**THE MISSION OF PERSHING MIDDLE SCHOOL IS TO
EDUCATE ALL STUDENTS IN A SAFE, ENRICHED
LEARNING ENVIRONMENT, TO BECOME RESPONSIBLE,
PRODUCTIVE CITIZENS IN AN EVER-CHANGING SOCIETY.**

Name _____

Cluster _____ Homeroom _____

Phone _____ Cell _____

It is the policy of the Houston Independent School District not to 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, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

A MESSAGE FROM THE PRINCIPAL

Dear Pershing Student,

Welcome to Pershing Middle School. Pershing Middle School has a tradition of student excellence in and out of the classroom. We hold our students to the highest academic and conduct expectations. Your teachers, deans and school staff are here to support and guide you in your experience at Pershing. I challenge you to sit down with your parents and teachers to formulate your academic and personal goals you want to accomplish this school year. I know that you will be successful and achieve the goals you set for yourself this year.

As you go through the school year, I want you to consider the following . . .

SUCCESS IS NOT A SOMETIME THING; IT'S AN ALL THE TIME THING. YOU DON'T DO THINGS RIGHT ONCE IN A WHILE; YOU DO THEM RIGHT ALL THE TIME. SUCCESS IS A HABIT. (V. Lombardi)

Through constant attention to your academics and achieving your goals, you can repeat success over the course of the year.

BEFORE EVERYTHING ELSE, GETTING READY IS THE SECRET OF SUCCESS. (H. Ford)

Be prepared for every class, plan your time effectively. Use the tools you have to be organized and successful. Accept responsibility for your learning, your decisions, and your actions.

YOU ARE THE REASON WHY PERSHING MIDDLE SCHOOL IS A GREAT MIDDLE SCHOOL.

The level of school spirit is not determined by what the school gives you, but by what you give back. Show your support and enthusiasm for your fellow Pandas in and out of the classroom. Pershing is a great middle school with a long tradition of excellence. I ask you to become a part of that tradition. Use your time at Pershing to excel academically and explore the different opportunities that are offered to you.

I want to wish students a successful and exciting year at Pershing.

Go Pandas

2008 – 2009 IMPORTANT DATES

August	25	First day of school for students
September	1 16 24	School holiday—no school for students Open House @ 6:00pm Early Dismissal 12:35
October	9 15 31	School holiday—no school for students Report Cards Early Dismissal 12:35
November	19 26-28	Report Cards Thanksgiving holiday—no school for students
December	19 22-31	Early Dismissal 12:35 Winter holiday—no school for students
January	1-5 14 19	Winter holiday—no school for students Report Cards Martin Luther King, Jr. holiday- no school for students
February	2	Early Dismissal 12:35
March	4 16-20	Report Cards Spring Break—no school for students
April	10 22	Spring Holiday—no school for students Report Cards
May	6 25 28	Early Dismissal 12:35 Memorial Day – no school for students Last day of school for students Early Dismissal 12:35 Report Cards

2008 – 2009 BELL SCHEDULES

BLOCK SCHEDULE – MONDAY THROUGH THURSDAY

<i>Time/Day</i>	<i>A Day Mon/Wed</i>	<i>B Day Tue/Thu</i>
8:45 - 10:10	1 st period	5 th period
10:15 - 11:35	2 nd period	6 th period
11:40 - 1:50	3 rd period	7 th period
1:55 - 3:15	4 th period	8 th period
3:20 - 3:45	Advisory	Advisory
Lunch, both days	A Lunch–11:35- 12:05 B Lunch–12:10 - 12:40	C Lunch–12:45 - 1:15 D Lunch– 1:20 - 1:50

EARLY DISMISSAL SCHEDULE

DISMISS AT 12:35

(SEPTEMBER 24, 2008; OCTOBER 31, 2008; DECEMBER 19, 2008;
FEBRUARY 2, 2009; MAY 6, 2009; MAY 28, 2009)

<i>Time/Day</i>	<i>A Day</i>	<i>B Day</i>
8:45 - 9:20	1 st period	5 th period
9:25 - 9:55	2 nd period	6 th period
10:00 - 10:30	3 rd period	7 th period
10:35 - 12:35	4 th period	8 th period
Lunch, both days	A Lunch–10:30-11:00 B Lunch–11:00-11:30	C Lunch–11:30-12:00 D Lunch–12:00-12:35

FRIDAYS “PANDA DAY”

1st Period 8:45 – 9:23

2nd Period 9:28 – 10:01

3rd Period 10:06 – 10:39

4th Period 10:43 – 11:16

Advisory 11:21 – 1:16

A Lunch 11:16 – 11:46

B Lunch 11:46 – 12:16

C Lunch 12:16 – 12:46

D Lunch 12:46 – 1:16

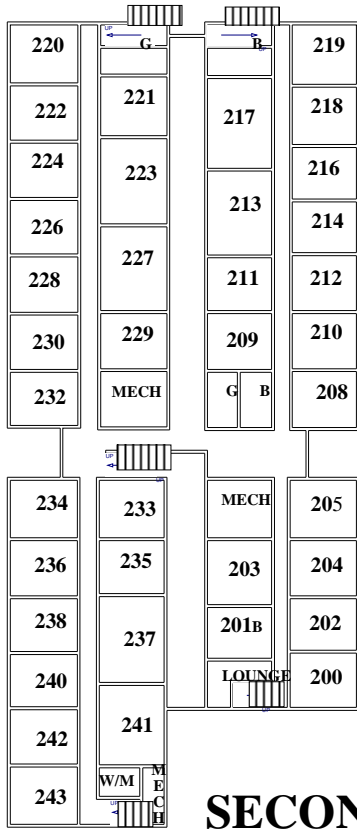
5th Period 1:21 – 1:54

6th Period 1:59 – 2:32

7th Period 2:37 – 3:10

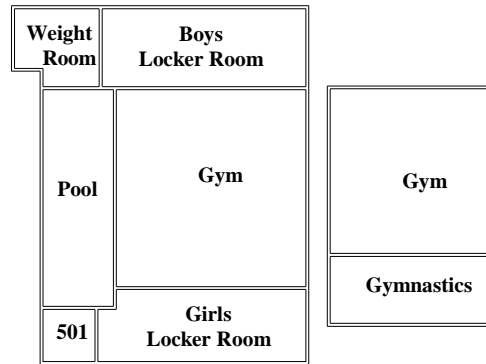
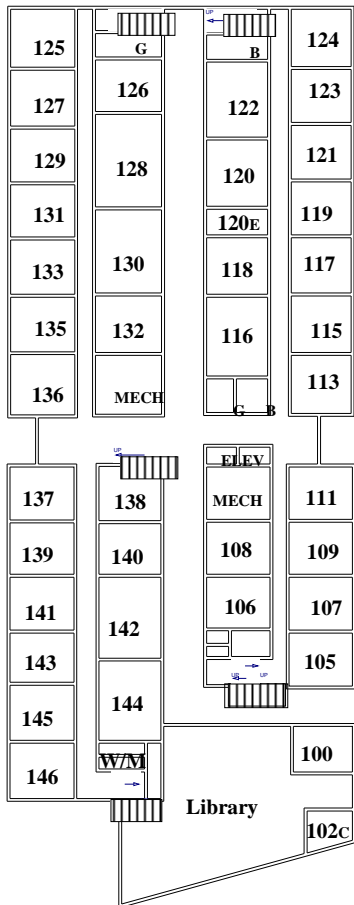
8th Period 3:10 – 3:45

Bellefontaine

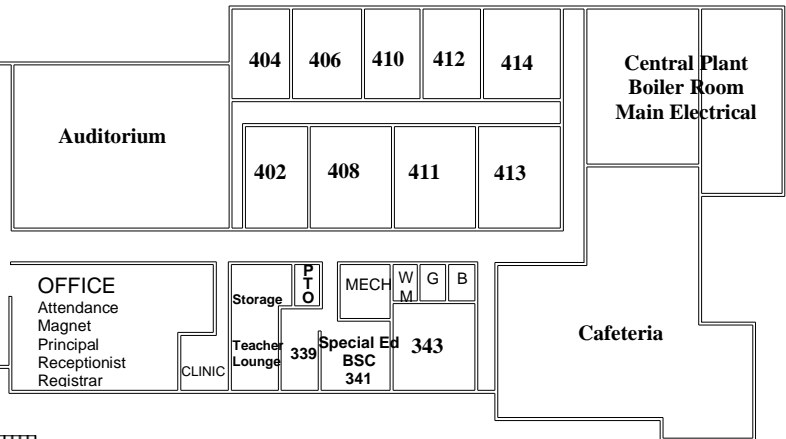


SECOND FLOOR

Stella Link



Braes Blvd.



Bluebonnet

MY SCHEDULE

Directions: Keep track of your class schedule for each semester here.

Cluster: _____ Homeroom Teacher: _____ Room# _____

Fall Semester

Period	Class Title	Teacher's Name	Room #	Floor
1				
2				
3				
4				
5				
6				
7				
8				

Spring Semester

Period	Class Title	Teacher's Name	Room #	Floor
1				
2				
3				
4				
5				
6				
7				
8				

MY GRADES

Directions: Record your grades for each progress report and report card so that you can keep track of your progress for the year. It is your responsibility to make up missed assignments, to attend tutorial sessions offered by your teachers, and to complete and turn in all homework and projects on time.

Fall Semester

Class Title	Progress Report # 1	Report Card 1 st 6 Weeks	Progress Report # 2	Report Card 2 nd 6 Weeks	Progress Report # 3	Report Card 3 rd 6 Weeks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Spring Semester

Class Title	Progress Report # 4	Report Card 4 th 6 Weeks	Progress Report # 5	Report Card 5 th Weeks	Progress Report # 6	Report Card 6 th 6 Weeks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Remember – In order to be promoted* to the next grade level you must:

1. Have at least a 70 average in all academic subjects and a 70 overall average for the year with no more than one failing grade in a core subject (Math, History, Science, and Reading/Language Arts);
2. Pass the Math portion of the TAKS (Texas Assessment of Knowledge & Skills);
3. Pass the Math portion of the Stanford 10 (be within 2 grade levels of your current year);
4. Pass the Reading portion of the TAKS; and
5. Pass the Reading portion of the Stanford 10 (be within 2 grade levels of your current year).

*Reflects 2008 – 2009 HISD promotion standards, which are subject to change.

PERSHING MIDDLE SCHOOL STUDENT & PARENT HANDBOOK

OVERVIEW

For over 80 years Pershing Middle School has had a tradition of excellence. As a student at Pershing, you are expected to contribute to that tradition. The success of any school is assessed on the conduct, character, and achievement of its students. To contribute to the Pershing tradition students must accept responsibility for their learning, decisions, and actions. The student/parent handbook provides you with the knowledge and strategies to help you continue the tradition of excellence that we expect from all of our students.

ACADEMIC PROGRAM

GRADING

Marking periods at Pershing are divided into six, six-week terms. Over the course of each six week term, you will be assessed of your learning (tests, quizzes, projects, etc.). Those assessments determine your grade for the term.

Students are graded on the following scale:

100-90	A	Demonstrates <i>exceptional</i> mastery of material
89- 80	B	Demonstrates <i>mastery</i> of material
79-75	C	Demonstrates <i>average</i> mastery of material
74-70	D	Demonstrates <i>minimum</i> mastery of material
69-below	F	Demonstrates lack of mastery of material

Student behavior is graded on the following scale:

E	Excellent behavior
S	Satisfactory behavior
P	Poor behavior/Needs improvement

Students who show *exceptional* mastery in all classes (or in all classes except 2 where those grades show mastery) and maintain at least an 'S' in conduct earn Honor Roll status.

*Students who have all A's & B's on their report cards will receive a free dress pass.

*Students who receive all E's in conduct on their report cards will receive free dress pass.

Academic grades that are below average and behavior grades below satisfactory can prohibit you from participating in school-sponsored activities such as dances and field trips. Failing grades exclude otherwise eligible students from participating in extracurricular activities including band, choir, University Interscholastic League (UIL) and club sports, etc.

ACADEMIC REPORTS TO PARENTS

School officials communicate with your parents your academic progress through the following methods:

- Progress reports (school issued): The school sends home a progress report at the middle of the six-week marking period. This document is to be signed and returned to your homeroom teacher.
- Report cards: Within two weeks of the end of the six-week marking period, you will receive a report documenting your level of academic mastery for the term. This needs to be signed by a parent then shown to your homeroom teacher; you may keep this document once your teacher has checked it.
- Progress reports (teacher issued): A teacher may choose to send home a progress report for his/her own class. This may be done at anytime and may require a parent signature.

ACADEMIC ASSIGNMENTS (HOMEWORK AND CLASSWORK)

Teachers assign work to help you learn. This work must be completed with your best effort in the amount of time allotted. If this work is not completed to the standard necessary to prove your mastery of the material, certain measures may be taken by the school to assure maximum learning.

Consequences	Teacher may:
First missing assignment	Issue a warning and notify parent. *Grade deduction on assignment.
Second missing assignment	Notify parent, issue detention, and/or request a parent conference. *Grade deduction on assignment.
Subsequent missing assignment	Refer the student to grade level Dean for additional intervention. *Grade deduction on assignment.

*see late work policy

MAKE UP WORK POLICY

Students who are absent from school have the opportunity to make up the assignments/classwork that was missed. It is the responsibility of the student to get his/her make-up work from his/her teacher. The student will be given the same amount of school days they missed to make up the work. For example if a student was absent for two days they will be given two days to make up the work they missed

LATE WORK POLICY

Students turning in assignments past their due date will have a grade deduction assigned. The expectation is that all work is turned in on the due date set by the teacher. The grade deduction will be taken from the final percentage earned by the student for the assignment (i.e.: if student earned a grade of 85 on an assignment and it was turned in one day late the student would receive a 75). Work turned in late will receive a 10 percentage point deduction for each calendar day past the assigned due date. Work turned in 6-10 calendar days past due date will earn at least a grade of 25%. All work must be turned in during the grading period of its due date.

Number of Days* Past Due Date	Grade Deduction From Final Percentage Earned
1	10
2	20
3	30
4	40
5	50
Any work turned in 6-10 days will earn at least a grade of 25%.	

*Calendar days – not class periods

ATTENDANCE

The first bell for students to enter the building rings at 8:35 each morning; however, students may enter the building early for breakfast (in the cafeteria) or with the written permission of a school official. The school day ends at 3:45 each day; you are expected to be picked up no later than 4:30 unless you are participating in a sponsored after school event. If you are not picked up by this time, the school may refer you to the district or city police or Children's Protective Services as a matter of safety.

ABSENCES

Students are required by law to attend a minimum of 80 days per semester to be eligible to receive full credit; excessive unexcused absences can make you ineligible for promotion. Excused absences, ones that are excused with a parent/doctor's note, are taken into consideration and do not reflect on the 80-day requirement. Absence notes must be taken to the school's attendance office when students arrive back at school.

EARLY PICK-UP OF STUDENTS

Should you need to leave school early, your parents must submit a written request to be turned in to the attendance office first thing that morning. The written request must include the date, time of pick-up as well as a telephone number where your parent may be reached. When your parent arrives, the attendance office will send for you. A student cannot be taken out of class the last 30 minutes prior to dismissal bell of any day unless a note has been brought in that morning or prior arrangements have been made with the attendance office. Parents must sign out their student at the attendance office. Parent/guardian must have a valid ID and be listed on the student enrollment card as an approved person to pick up student.

SCHOOL TARDINESS

To maximize your learning, you are expected to arrive at school on time on a consistent basis. If you are tardy to school, you should report to the attendance office for a permit and report to class immediately.

CLASS TARDINESS

If you are tardy to class, you should sign the teacher's tardy log and take your seat as quickly and quietly as possible. Students who are not in their classroom when the tardy bell rings are considered tardy. Students who are more than 10 minutes late for a class without a pass will be referred to their Dean for skipping.

Consequences	School officials may:
First two tardies to the same class (including tardies to school/homeroom)	<ul style="list-style-type: none">• Notify parent of potential academic consequences• Issue demerit for each tardy
Third tardy to the same class	<ul style="list-style-type: none">• Call and request a parent conference• Issue a cluster detention
Fourth and subsequent tardy to the same class	<ul style="list-style-type: none">• Refer student to their Dean who reserves the right to assign any other appropriate consequence.

***Tardies are considered on a semester basis; tardies from the first semester do not carry over to the second.**

ACADEMIC SUPPORT PROGRAMS

ACCELERATED READER

Every Pershing student participates in the Accelerated Reader (AR) program. In this program, students are required to earn a certain number of AR points (predetermined by the reading or English teacher). Points are earned when you read an AR book, then take and pass the computerized test for that book. AR points count towards your class average and can be redeemed for prizes in the AR store.

TUTORIALS

All teachers offer additional help either before or after school. If your grades show *minimum* mastery or below, it is recommended that you attend your teacher's tutorials. It is your responsibility to find out when those tutorials are offered and to make arrangements to attend.

STUDENT CONDUCT

Pershing Middle School has high expectations for student conduct. Students are expected to follow the school and classroom rooms set by teachers and school administration.

MERIT AND DEMERIT SYSTEM

The Merit System is in place to reinforce positive behavior in our students. We distribute merit passes to recognize such things as integrity, helpfulness to others, and setting a good example. Merit passes may also be offered when students attend selected Pershing events to encourage student involvement and school spirit. Merit passes can be used as “currency” in grade level houses for rewards.

Demerits are issued by teachers/staff members for minor classroom and school infractions such as not having materials for class, talking out of turn, dress code violations, no student ID, late to class, chewing gum, etc. Accumulation of demerits may result in a higher level offense.

Number of Demerits	Consequence
10	Administrative After School Detention- Tues/Thurs 3:50-4:50
20	Saturday Detention - 8:30-11:30
30	One Day Assignment to In-School Suspension (ATS)
40	Two Day Assignment to In-School Suspension (ATS)
50	Two Day Out of School Suspension/Placement on a School Behavior Improvement Contract
60	Three Day Out of School Suspension

CLASS BEHAVIOR

Pershing Middle School students are expected to behave in such a way that promotes learning.

You are expected to:

- a) Arrive on time to class with all of the necessary materials (paper, textbooks, writing utensils, etc.)
- b) Be an active participant in your learning (ask questions, complete assignments, etc.)
- c) Make every effort to learn the information
- d) Interact respectfully with both your peers and teachers

A few sample behaviors that impede the learning process and are violations at Pershing are:

- a) Not following the classroom rules and procedures
- b) Eating or chewing gum in classrooms and hallways.
- c) Acts of disrespect: talking at inappropriate times, horse-playing, laughing at other students, failure to respond promptly and appropriately to an adult, etc.
- d) Refusal to participate in classroom activities and/or learning process
- e) Use of inappropriate language, gestures, and/or clothing*
- f) Dishonest acts: cheating, plagiarism, forging signatures, and lying to school officials*

*Examples of more serious violations

HALLWAY BEHAVIOR

If you are in the hall during class, you must have a pass from a teacher or school official and proceed quietly so as not to disturb those engaged in the learning process.

During passing periods, you are expected to

- a) Walk briskly (not run) to class, stay to the right side of hallway.
- b) Talk at a reasonable volume
- c) Keep your hands to yourself
(This includes inappropriate displays of affection: hugging, kissing, holding hands, etc.)
- d) No Eating or chewing gum in classrooms and hallways.

Students are not allowed to be in any area of the school without the supervision of an adult. This includes gym locker rooms, the cafeteria, classrooms, etc. If you are in an unsupervised area, you will be considered in violation of the student expectations.

Consequences for Behavioral Expectations	School teacher or officials may:
First violation	<ul style="list-style-type: none"> • Issue a warning • Demerit • Report inappropriate behavior to cluster leader & document in cluster binder.
Second violation* *or more severe first incident	<ul style="list-style-type: none"> • Notify the parent and/or request a parent conference • Issue a cluster/teacher detention • Lower conduct grade or academic grade due to cheating.
Third violation	<ul style="list-style-type: none"> • Notify parent and/or request a parent conference • Refer student to their Dean

ASSEMBLY BEHAVIOR

Periodically, the school will have assemblies for such purposes as information dissemination, Fine Arts performances, celebrations and discipline. Students are expected to be courteous to the individual/group performing by exhibiting appropriate, respectful assembly behaviors. Students need to follow the school and auditorium rules. Students will sit in the seats assigned by their teacher.

BUS BEHAVIOR

As the bus is an extension of the school, you must abide by the same rules as if on campus.

While on the school bus, you are expected to:

- a) Treat the bus driver with courtesy and respect
- b) Respond promptly and honestly to all reasonable requests
- c) Remain seated until your appropriate stop
- d) Speak in a reasonable volume
- e) Refrain from eating and/or drinking
- f) Keep all personal items in or under the seat

Consequences	Bus drivers may:
First violation	<ul style="list-style-type: none"> • Issue a warning • Demerit
Second violation* *or more serious first offense	<ul style="list-style-type: none"> • Refer the student to their Dean. • Loss of bus privileges

SEVERE BEHAVIOR VIOLATIONS

There are certain behaviors that are intolerable at Pershing Middle School. These actions are met with the strictest consequences that include in-school suspension (ATS), out of school suspension, and/or referral to an alternative school.

Those behaviors include (but are not limited to):

- a) Fighting
- b) Intimidating/Bullying/Harassment
- c) Vandalism/Destruction of school property
- d) Inappropriate interaction with students and staff

Consequences	School officials may:
First and/or subsequent violations	<ul style="list-style-type: none">• Notify parents and request a parent conference• Assign in or out of school suspension or detention• Refer students to alternative placement

*Penalties for offenses related to more severe behavior infractions are cumulative over the full period you are enrolled at Pershing. For example, if you have a fight in the sixth grade and have another in seventh, you have two violations on record.

CAFETERIA BEHAVIOR

Students are expected to use appropriate behavior during lunch period and to dispose of any trash when they are dismissed. Students are allowed to bring their own lunches to school; lunches must be kept in lockers until students lunch period.

Breakfast 8:00 a.m. - 8:25 a.m (Students can enter cafeteria from side door).
Lunch 11:35 a.m. – 1:45 p.m

FIRE DRILL BEHAVIOR

During fire drills, you are expected to exit the building quickly, quietly and with no talking, while under the supervision of your teacher. Any deviance from these expectations is considered a severe behavior violation.

PARENT NOTIFICATION OF VIOLATIONS

Parents may be notified of violations by phone, email, student agenda, or other written documents. In such notifications, parents could be asked to attend a cluster conference or simply be asked to sign the document verifying that they understand the consequences you are receiving for your misbehavior. It is the student's responsibility to provide the parent/guardian a copy of any written notifications from teachers and school administration.

DEAN REFERRALS

Once a student has been referred to their Dean, the Dean may assign alternative consequences. Some of those consequences include: after-school detention, Saturday detention, in-school detention, out of school suspension, and/or referral to an alternative school.

THE LISTING OF SPECIFIC RULES IS NOT INTENDED TO BE ALL-INCLUSIVE. YOU WILL BE SUBJECT TO DISCIPLINARY ACTION ANY TIME YOUR BEHAVIOR IS DISRUPTIVE, ILLEGAL, OR INCONSIDERATE OF OTHERS. THE SPECIFIC CONSEQUENCES WILL BE ASSIGNED BY YOUR DEAN.

PERSONAL ITEMS

BACKPACKS

Students are allowed to carry backpacks to school, but you must leave them in your lockers during the school day.

BICYCLES

Students arriving by bicycle must secure their bikes in the bike cage prior to the 8:35 bell. Bike racks are located in the courtyard behind the school. Students are responsible to lock their bikes.

CELL PHONES

Cell phones may only be used before and after school outside the building. Cell phones that are seen by school personnel during school time, could be confiscated. Cell phones that “go off” during the day will be confiscated and students will receive one day of in school suspension for disruption of the educational process. Cell phones that are confiscated must be picked up by parents with a \$15 fine paid to the school (Cash only). Cell phones should only be used to contact parents/guardians. The camera functions of the phone are prohibited on campus.

Consequences	School officials may:
First and subsequent violations	<ul style="list-style-type: none">• Confiscate item and turn in to dean• Notify parent who must retrieve the item• Assigned to ATS if phone interrupts educational process.• Charge \$15 for pick up

ELECTRONIC DEVICES

Pershing students are allowed to have certain personal electronic devices on campus. Such items include cell phones, pagers, music players and game players. Although these items are allowed on campus, the school is not responsible for lost or stolen items. All electronic devices must be turned off and remain out of sight during the school day. The school administration recommends that students put these items in their lockers.

SKATEBOARDS

Students are not allowed to ride their skateboards once they are on campus.

UNACCEPTABLE ITEMS

You are not allowed to have the following items on campus or at any school sponsored events:

- a) Permanent markers
- b) Any type of substance that could be used as an illegal drug (marijuana, tobacco, alcohol, prescribed medications, etc.).
- c) Any paraphernalia associated with illegal drugs or gang-related materials.
- d) Any type of printed material that could be considered vulgar and/or graphic and therefore inappropriate for school.

Consequences	School officials may:
First violation	<ul style="list-style-type: none">• Notify parents and/or request a parent conference• Confiscate inappropriate items• Refer students to their Dean• Referral to alternative school

AGENDAS

The school issues student agendas to all students at the beginning of the school year or at the time of enrollment. Students are to take their agendas to all their classes and write down their assignments/home work, tests/quizzes, etc. in their agendas. Students are expected to show their agendas to their parents every night. Students should not tear any pages out of their agendas.

IDENTIFICATION CARDS

You are required to wear your student identification card at all times while you are on campus. This card must face forward and be worn on a lanyard or ribbon around your neck. Students who do not have their ID badge need to report to the cafeteria prior to the start of the instructional day to get a temporary ID badge. Students are issued up to 4 temporary ID's per semester before receiving a school consequence. Students who lose their ID's can buy replacement cards for \$5.00.

Consequences	School officials may:
First – Fourth Violations	<ul style="list-style-type: none">• Issue Demerit• Issue Temporary ID Badge
Fifth violation	<ul style="list-style-type: none">• Issue Demerit• Notify parent• Refer student to their Dean

LOCKERS

Each student is assigned one locker. Although the locker is assigned to you, it is still the school's property and may therefore be searched when deemed necessary by school officials. You are not allowed to share lockers as this often causes problems. The more people who know your combination, the more likely things are to be lost or stolen.

TEXTBOOKS

The school issues you barcoded textbooks. It is your responsibility to take care of these books and return them in the original condition. Any lost or defaced books will have to be replaced at your expense.

STUDENT DRESS CODE

We have created the school dress code as a way to help keep you safe and focused on learning. We will try to be respectful of your tastes as long as you do not abuse the privilege by drawing attention to yourself. The school administration will consider adopting a more restrictive dress code or school uniforms if the staff is taking too much time to discipline students for dress code violations. It's up to the students to know and follow the dress code.

SHIRTS & TOPS

- Solid color of red or black with a "Pershing" script logo on it. Suitably sized short sleeve or a long sleeve crew neck or "polo" style shirt. Shirt sleeves cannot be rolled up.
*No "tall" T's or oversized shirts are allowed.
- Approved school club/team shirts may be worn.
- Red or black undershirts are allowed. Undershirts may be shown under the outer shirt as long as no writing/graphics are visible. Undershirts must be tucked in.
- Shirt length must not exceed below the wrists when the arms are straight down.

*Shirts that do not meet the "wrist" rule must be tucked in.

NOTE: THESE ARE THE ONLY STYLE OF SHIRTS THAT ARE ACCEPTABLE.

PANTS, CAPRI PANTS, SKIRTS, AND PANTS

- Must be solid-colored khaki tan.
- Pants must not fall below the waistline. "Sagging and Bagging" is not acceptable at Pershing Middle School.
- Skirt length must be at least one inch below the fingers when the arms are straight down.
- Oversized, undersized, torn pants/shorts will not be permitted.
- Pant legs cannot be rolled up.
- No cargo shorts or pants allowed.
- Stripes, embroidery, patterns, and logos are not allowed.
- Nylon fleece and sweat pants are not allowed.

OUTER GARMENTS

- Sweatshirts, windbreakers, or jackets that are solid red or black may be worn in the classrooms.
- Hooded sweatshirts may be worn, but students may not wear hoods inside the building.
Note: Sweaters and jackets of any style and color may be worn before and after school but must be placed in lockers during the day. They cannot be worn in classrooms, hallways, or community areas during the school day.

IDENTIFICATION CARDS

- Student identification cards must be worn at all times.
 - Identification cards must be worn on lanyards.
 - Students are not allowed to deface identification cards.
 - Replacement "ID" cards cost is \$5.00
- *Temporary ID's will be available in the Main Office from 8:00 until the 8:45 bell. Students can use up to 4 Temporary ID's per semester before receiving a school consequence.

ADDITIONAL DRESS AND GROOMING REGULATIONS

- Shoes with rollers/wheels underneath are not permitted.
- Closed-toe shoes must be worn at all times.
- For safety reasons, platform shoes, spiked heels, combat boots, steel-toed boots, or any backless shoes (including clogs, house shoes, sandals, flip-flops, and aqua socks) are not allowed.
- Purses will be allowed in classrooms if they are not larger than 8" x 5" x 3".
- Backpacks cannot be worn/carried in the building during the instructional day (8:45-3:45).
- Jewelry that distracts from the educational process is not allowed. This includes anything depicting the occult, gang membership, death, suicide, violence, drugs, sex, race, gender, obscenities, alcohol or anything else deemed inappropriate.
- Wallet chains or dog collars are not allowed.
- Hairstyles or hair color that distracts from the educational process are not allowed.
- Head wear (hats, caps, bandanas, etc.) are not allowed.
- Sunglasses are not allowed.
- Tattoos or markings on exposed skin is not allowed.
- Only piercing in the ears is allowed.

Consequences	School officials may:
First violation	<ul style="list-style-type: none">• Issue a warning• Issue Demerit
Second violation	<ul style="list-style-type: none">• Notify parent• Issue Demerit
Third violation	<ul style="list-style-type: none">• Refer student to their Dean

**THE SCHOOL ADMINISTRATION IS THE FINAL ARBITRATOR ON WHAT DETRACTS
FROM THE EDUCATIONAL PROCESS**

FREE DRESS DAY GUIDELINES

The school will have Free Dress Days for students periodically. Students will be required to wear Free Dress Bracelets for certain days. Students need to follow the guidelines for free dress set by the school. **Students must wear their student ID badges on free dress days.**

School Free Dress Guidelines:

- No spaghetti straps
- No crop tops
- Skirts must be reasonable length/fabric/shape, etc.
- Skirts must follow the school's "fingertip" length requirement
- No high slits in skirts or dresses
- No nylon fleece or sweat pants
- No shirts with writing associated with sex, drugs, violence, gangs, etc.
- No backless shoes
- No heels higher than 2 inches
- No hats, caps, scarves or bandanas
- No strapless tops
- No pajama pants
- No slippers

AFTER SCHOOL POLICIES

The instructional day for Pershing Middle School is from 8:45-3:45. Students who are not participating in school sponsored activities need to be picked up or leave campus by 4:30.

BUS TRANSPORTATION

Students who ride the bus after school are to report to the cafeteria immediately after the 3:45 bell. Students are to sit at their routes designated table until their bus has arrived and are dismissed by the school staff. Students riding the bus should not be out by the carpool lane at any time.

CARPOOL LANE & STUDENT DROP OFF

The Carpool lane is to be used for student drop off and pick up. Students dropped off in the morning can go to the cafeteria for breakfast at 8 AM, the back courtyard area, or remain in the front of the school. Parents using the carpool lane are asked to pull up as far as possible and to follow the directions of the Pershing staff in the carpool lane area. A map of the carpool lane can be found on the school website. Students need to be picked up after school by 4:30. After that time students will report to the Pershing After School Study (PASS) classroom.

Carpool and student dropoff procedures follow a One Way Only flow and are as follows:

- Proceed south on Braes Blvd. and turn west on Blue Bonnet to the circular Car Pool Lane at the front of the school.
- No Left turns into the circular Car Pool Lane.
- There is stopping only to let student out of car.
- No Parking in front of the school on the South side of Blue Bonnet.
- Exit out of circular drive, right turn only onto Blue Bonnet heading toward Stella Link.
- Right Turn ONLY onto Stella Link.

PERSHING AFTER SCHOOL PARK POLICY

Students are not allowed in McGovern Park unsupervised by an adult **after school**. Students will be escorted back to campus by school personnel and will attend the Pershing After School Study (PASS) program. Students who are not picked up by the designated time will be referred to the Harris County Youth Services Center located on Chimney Rock for the parent to pick up student.

PERSHING AFTER SCHOOL STUDY (PASS) PROGRAM

Students who are on campus at 4:30pm and not participating in school sponsored activities will be sent to the PASS room to contact parents and participate in academic study hall. Students will participate in academic study hall supervised by Pershing staff. Students will contact parents and must be picked up by 5:30pm. Parents will be required to sign out student and show required identification. Students who are not picked up by 6:15pm will be referred to the Harris County Youth Services Center located on Chimney Rock for the parent to pick up student.

YMCA After School Program

Students are recommended to participate in the YMCA after school program held at the YMCA, McGovern-Stella Link Regional Library, and Pershing Campus after school. The program offers enrichment and athletic activities for Pershing students. Parents need to contact the Weekley Family YMCA for registration information.

STUDENT SUPPORT SERVICES

DEAN OF STUDENTS

Dean of students is responsible for the academic counseling/scheduling/discipline management of the students assigned to them. Deans are assigned students alphabetical by last name and by grade level. Students and parents will have the same Dean for their three years at Pershing. Parents and students can contact their Dean if they have any concerns or questions surrounding academic performance, class schedule, and discipline/behavior concerns.

COUNSELING SERVICES

Pershing has a lead counselor that will assist in all major counseling issues that need attention during the school year.

CLINIC

A registered nurse is on duty in our clinic each school day. The clinic opens fifteen minutes before school and closes fifteen minutes after school. During the school day, students must have a pass from a school official to visit the clinic. In case of emergency, the school official will use the information on the student enrollment card, so please have your parents keep this information updated.

SCHOOL STORE & UNIFORM STORE

The Pershing PTO maintains a school and uniform store for most of your school needs including writing utensils, agendas, paper, binders and school dress shirts, sweatshirts, and jackets. The school store is open before school and during the lunch periods. Check the store's posted hours of operation for additional information.

WHAT TO DO IF...

...you are absent for one or two days

If you are absent, do not wait for the teacher to come to you. You must take responsibility for your learning!

- Call a friend in your class to get the notes and find out what you missed so you will not be behind when you return. (It's a good idea to have a few friends' numbers written in your agenda.)
- Complete the assignments to the best of your ability.
- Call or email the teacher to request additional information (if necessary).

If you do not make up your work within the guidelines specified by Pershing Late Work Policy, you could earn a zero for the assignment. A zero on any assignment will cause a significant reduction in your final average. **Don't take that chance; get your work!**

...you know you are going to miss the next day(s) of school

- Communicate with the teacher at least a day or two before you are going to be out.
- Ask, "Can I pick up my missing assignments on _____ (insert date)?"
- Pick up the assignments on the appropriate date.
- Complete the assignments to the best of your ability and turn it to the teacher when you return to school.

...your lock is stuck and you need it cut off

- First, ask your homeroom teacher for your combination.
- If that doesn't work, go to your Dean's office for assistance.

...you lose your agenda

- Immediately buy another one from the school store! You need your agenda daily!

...you leave or lose something at school

- Look in your classrooms
- Retrace your steps
- Go to Officer Graveline's office located in room 120/Deans Office to look in the lost and found. Taking care of your things is your responsibility. The more organized you are the less likely you are to lose things. If you have not mastered organization, keep your valuable items in a safe place—at home.

...you see something that shouldn't be happening on campus

- Immediately find an adult and report the incident. The safety of our school depends largely on you!

Pershing's Reading Renaissance (AR) Honor Code

AR is a school-wide, computerized reading improvement program in which students select books from an approved list of over 5,000 titles. Upon completing the book, students take a computer-based multiple-choice test and earn points based on the book's reading level. Points can then be redeemed for prizes in the AR store. Reading teachers also incorporate the achievement of AR points as one component of classroom grading. Check with your reading teacher to find out how many AR points you must earn during each grading cycle.

1. I will only test on books I have read.
2. I will not take a test on a book after I have seen the movie (unless I have also read the book).
3. I will not use Cliff Notes, classic comic books, videos, or abridged versions of the book to pass the test.
4. I will not copy answers, tell someone the answers to a test, or try to get answers from someone else; nor will I look at anyone else's AR records.
5. I will not have anyone help me take a test.
6. I will not take an AR test for another student.

I understand that I have a duty to report any incidents of cheating or attempted cheating to my teacher.

I understand that if I am caught cheating, the following consequences will result:

First Offense

- ◆ Parent contact
- ◆ No points on the test(s) in question
- ◆ P in conduct for the six weeks in the class

Second Offense

- ◆ Parent conference with the cluster
- ◆ No points on the test(s) in question
- ◆ SAC or suspension
- ◆ P in conduct for the six weeks in the class
- ◆ P in conduct from the office for the six weeks

Third Offense

- ◆ No points for the test(s) in question
- ◆ Banned from the program for the remainder of the semester
- ◆ Three days suspension
- ◆ U in conduct for the six weeks in the class
- ◆ U in conduct from the office for the six weeks
- ◆ Additional offenses will result in further disciplinary action

Student/Parent Agreement to Reading Renaissance (AR) Honor Code

I have read and understand the Reading Renaissance Honor Code. I agree to abide by this code.

Student Signature/Date

Parent Signature/Date



Pershing Middle School
2008 - 2009

Parents,

In the course of the school year, we have opportunities for our students to be interviewed or photographed by the media. We screen these activities carefully and can only allow students to participate who have Media Release Forms on file. Please complete the form below if you are in agreement or not in agreement, and return it to your child's homeroom teacher.

MEDIA RELEASE FORM

I hereby grant permission for my child to participate in activities in which he/she may be photographed or interviewed by the media. It is my understanding that these photographs or interviews will be of a positive nature and may be used for public view.

I agree that my child may participate in these school media events without financial remuneration and I understand that this releases the photographer/interviewer from any future claims, as well as from any liability arising from the use of said interviews.

Please Print

Homeroom Teacher _____ Grade _____

Name of child _____

Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____

_____ My child MAY participate in media activities.

_____ My child MAY NOT participate in media activities.

Signature of Parent/Guardian

Date

ACCEPTABLE USE OF COMPUTERS, THE INTERNET, AND ELECTRONIC MAIL

Parent Permission Form

We are pleased to offer students access to a computer network for electronic mail and access to the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

WHAT ARE THE RULES?

Privacy – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly.

Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material which takes up excessive storage space.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.

Rules of appropriate use. These are guidelines to follow to prevent the loss of computer privileges at school:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in others' folders, work, or files.
9. **Do** notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
10. Do not remove any parts from the computer.

Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

As a parent or guardian of a student at school, I have read the above information about the appropriate use of computers at Pershing and I understand this agreement will be kept on file at the school.

Check one:

My child may use e-mail and the Internet while at school according to the rules outlined.

I would prefer that my child not use the Internet while at school.

Parent name (print) _____ Date _____

Parent signature _____

As a user of the school computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student name (print) _____

Student signature _____

NOTE: Students will be asked to show proof of parent permission before being allowed to use the Internet at school.

IMPORTANT PERSHING PHONE NUMBERS

School..... 713-295-5240
 Fax..... 713-295-5252

DEAN OF STUDENTS

	<u>Student Last Name</u> <u>Begins with</u>	<u>Dean</u>	<u>Ext.</u>
6 th Grade.....	A - L.....	Cilya Frank.....	421
6 th Grade.....	M - Z.....	Hope Richardson.....	415
7 th Grade.....	A - L.....	Dr. Irma Galloway.....	420
7 th Grade.....	M - Z.....	Aisha Crumbine.....	419
8 th Grade.....	A - L.....	Evelyn Castro.....	373
8 th Grade.....	M - Z.....	Danny Fiorella.....	372
Magnet.....		Melda Wilkes.....	312
Dean Clerks.....	Frances Garner (6 th Grade).....		.
	Ollie Decatur (7 th Grade).....		417
	Clytel Helms (8 th Grade).....		367
	Carol Coleman (Magnet).....		318
Attendance.....		Ligia Rincon.....	302
Counselor.....		Susan Childs.....	311
Instructional Coordinator.....		Caren Grant.....	304
Literacy Coach.....		Jeni Fowler.....	369
Officer Graveline.....			371
Nurse.....		Carol Batiste.....	326
Clinic Assistant.....		Jessica Estrada.....	327
Receptionist.....		Virginia Arrendondo.....	301
Registrar/Records.....		Jennifer McDonough.....	319
Textbooks.....		Frances Garner.....	.