

7th Grade Information Packet

2018



Hedrick Middle School

Parents and Students:

Welcome to the seventh grade at Hedrick Middle School. The seventh grade teachers are looking forward to working with this new group of students. It is our goal to address the needs of the whole child in ways that will create success this school year and beyond.

Our grade level is comprised of academic leaders who will teach the five subject areas and serve special needs students. Through coordinated planning, curriculum and policies are integrated so students will be able to achieve the appropriate learning goals with less stress and more success. The 7th grade will afford opportunities for students to adjust quickly and accomplish goals more readily. Again, welcome to 7th grade at HMS!

In order to get started, we have compiled this online handbook with ideas that should help students and parents become more informed. Please read the following pages with care and refer to this packet throughout the year for future reference.

Please keep informed by accessing teacher websites through LISD at Hedrick Middle School —there you will find important information pertinent to each class. Please note that all postings are subject to change.

All parents should have an account with Skyward to check on your child's grades. We will be available by email for questions concerning academic progress. With your help and support, we look forward to a great year.

REMINDER ABOUT NEW SCHOOL HOURS:

Beginning this year classes will be from 8:55-4:10 pm

Our doors will open at 7:45 am for students that need to be dropped off early.

7th Grade Expectations

Philosophy:

Seventh grade students will accept and appreciate the differences of others. **In order to contribute to an excellent educational climate, each student will behave appropriately in all classrooms.** Each individual seventh grader is responsible for his or her learning, actions and choices.

Goals:

- Organization
- Acceptance/Appreciation and respect of one another
- Attendance
- Academics
- Being prepared

Classroom Rules:

1. Be in your seat with needed supplies and planner when class begins.
2. Follow directions the first time they are given.
3. Raise your hand and wait to be recognized before speaking or leaving your seat.
4. Show respect to your teachers and classmates at all times. Keep your hands feet and other objects to yourself.
5. Honor the students' right to learn and the teacher's right to teach.
6. Follow all school policies.

Consequences:

1. Warning – given the first day!
2. Automatic demerits per incident
3. Parent phone calls
4. Formal student conferences and detentions
5. Parent teacher conferences
6. Office referral

Rewards:

1. Parent phone calls and positive notes
2. Certificates, verbal praise, and encouragement

3. “No Demerit” rewards. Cannot have any disciplinary action, including ISS or DAEP, taken to participate in the rewards

Responsible Citizenship

Demerit Point System:

Each student will receive one demerit release for each semester.

There are **two** types of demerits your child can receive, **behavior** and **academic**.

Behavior Demerits: The demerit system exists for documenting inappropriate behavior. Demerits will accumulate **each semester** from **all** classes (not each class individually) for the following infractions:

1. Tardy
2. Disrespect
 - a. Toward fellow students
 - b. Toward teacher/staff member/other adults in building
3. Class Interruption
 - a. Disturbing, disrupting fellow students or teachers
 - b. Throwing objects
 - c. Talking or out of seat without permission
 - d. Personal grooming or other off task behaviors
 - e. Other disrupting acts
4. School Policy Infractions/Handbook Policies
5. Not following teacher directives
 - a. Misuse of materials or equipment
 - b. Failure to clean up work area
6. Outside Classroom Behavior (hall, cafeteria, etc.)
 - a. Horseplay or roughhousing
 - b. Unnecessary loudness

Severity Clause—The following behaviors will result in immediate referral to the office:

Fighting, threats, physical harassment, verbal harassment

Endangering others, invading teacher/school property

Forgery

Insubordination

Inappropriate/obscene language/gesture

Interfering with the educational process
Public display of affection
Drugs, alcohol, tobacco/lighter, matches, or any related paraphernalia

This is an example of a BEHAVIOR demerit:

Hedrick Middle School Demerit Slip

Name _____ Teacher _____ Date _____

Folder Holder _____ Period _____

Behavior

_____ Tardy _____ Class interruption _____ Failure to follow teacher directive
_____ Disrespect _____ School Policy Infraction _____ Outside classroom behavior

Consequences for the behaviors listed for the FIRST semester are as follows:

- 2 demerits Advisor Conference**
- 4 demerits Phone parent / 1 detention**
- 6 demerits Team Conference / 1 detention**
- 8 demerits Parent Conference / 1 detention**
- 10 demerits Office Referral**

Consequences for the behaviors listed for the SECOND semester are as follows:

- 1 demerits Advisor Conference**
- 3 demerits Phone parent / 1 detention**
- 5 demerits Team Conference / 1 detention**
- 7 demerits Parent Conference / 1 detention**
- 9 demerits Office Referral**

This is an example of an ACADEMIC demerit:

Hedrick Middle School Demerit Slip

Name _____ Teacher _____ Date _____

Folder Holder _____ Period _____

Academic

_____ Planner _____ No progress report _____ No report card

Supplies: _____

Consequences for the behaviors listed for the FIRST semester are as follows:

- | | |
|--------------------|-------------------------------|
| 5 demerits | Phone Parent/detention |
| 10 demerits | Phone Parent/detention |
| 15 demerits | Phone Parent/detention |
| 20 demerits | Phone Parent/detention |
| 25 demerits | Phone Parent/detention |

Consequences for the behaviors listed for the SECOND semester are as follows:

- | | |
|--------------------|-------------------------------|
| 4 demerits | Phone Parent/detention |
| 9 demerits | Phone Parent/detention |
| 14 demerits | Phone Parent/detention |
| 19 demerits | Phone Parent/detention |
| 24 demerits | Phone Parent/detention |

Planners

All students will be provided with a planner. It is a school policy that 7th grade students use these planners daily. We have found that the planners can be excellent communication tools with parents as well as tools students may use to learn organizational and study skills.

Students write their **homework assignments** in their planner **each day for all of their classes**. Staff members will **stamp** the planner with their initial stamp if the planner is correctly filled out and is legible. We encourage parents to look at their child's **planner each night**. Parents are encouraged to communicate with teachers in the planner.

Homework

Homework should be done the day it is assigned. This way there is less chance of forgetting instructions or directions. Students have the next morning, after school, and the following morning to get help from teachers to complete any assignment. To help students with organization and planning with their binders, **no work is collected early, therefore students should be able to show any completed work.**

Teachers will stamp the planner with a red ink **"NO HOMEWORK"** stamp if the student fails to produce completed homework in class the day it is due. Students will fill out a homework notice for teachers to keep track of. If a student is ABSENT it is the student's responsibility to find out details about any missed assignment. **Because of time constraints, teachers will not call parents each time a student does not complete an assignment.** The planner will serve as our communication tool. Check the teachers' websites to find the daily lesson for each class.

Helpful Hints from the 7th Grade Teachers

These suggestions are made to facilitate the successful adjustment of your child to seventh grade. At any time a problem occurs, feel free to contact us for a conference with an individual teacher or conference with the entire team by contacting the teacher, your child's folder holder or the grade level leader. *Before scheduling a conference, however, please check to see that you have assisted your child in as many ways as possible as outlined below:*

The following is a list of the seventh grader's responsibilities:

1. Fill out planner, daily by class period.
2. Complete all daily homework on the day it is given
3. Turn in work on time to the appropriate place
4. If work is late, turn it into the appropriate place without teacher prompting.
5. Work not completed in class must be finished at home
6. After an absence, student needs to check make up work online, pick up make up work, complete and turn it in
7. Complete assigned projects
8. Have parents sign any red "no homework" stamps in planners (math)

As a parent, you can assist your child by doing the following:

1. Check assignment planner
2. Check your child's teachers' websites for more detailed class information
3. Look for and sign progress reports, report cards and notes in planner
4. Check your child's backpack/binder to see if she/he is organized. Loose papers should be kept to a minimum
5. Please check to make sure your child has a *homework folder* or system to complete any unfinished work
6. Help remind your child of major assignment due dates
7. **Check Skyward weekly for your child's progress and contact the teacher with any concerns.**

Please sign and return the next page to acknowledge that you have read the information in this 7th Grade Information packet.

Also a link is provided for the Hedrick Middle School Student Handbook on the LISD website through Hedrick Middle School under Student Handbook.



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Get Inside. Lock Outside Doors"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

**LOCKOUT
GET INSIDE. LOCK OUTSIDE DOORS**

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

**LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT**

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

**EVACUATE
TO A LOCATION**

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

**SHELTER
FOR A HAZARD USING SAFETY STRATEGY**

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

**HOLD
IN YOUR CLASSROOM**

Hold is called when the hallways need to be kept clear, even during class changes.



STUDENTS:

- Remain in your classroom
- Do business as usual.

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



Verification of Receipt of 7th Grade Student Information

Student Name: _____

Child's Folder Holder: _____

Guardian Name: _____

Guardian E-mail: _____

Guardian Phone: _____

Best way to contact you: _____

Anything you want us to know about your child: _____

HEDRICK PARENTS please go to <http://hedrickms.lisd.net> and locate the 7th Grade Information Packet under PARENT RESOURCES and read it. Next read the STUDENT HANDBOOK explaining district policies for your child.

By signing below, I affirm I have read the 7th Grade Information Packet, and I understand the demerit discipline system. I also understand the policies in the Hedrick Middle School Student Handbook and the Emergency procedures described in the Standard Response Protocol.

Parent Signature

Student Signature

Date: _____