

7th Grade Information Packet

2019-2020



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 SCHOOL HOURS:

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:

Each seventh grade classroom teacher will have individual classroom rules and expectations to follow in order to prevent behavior infractions.

Rewards:

Each classroom will have an incentive system to reinforce positive behaviors. These could include:

1. Parent phone calls or emails with positives.
2. Award ceremonies for students every 9 weeks.
3. Positive praise throughout class.
4. Parties or prizes for students with no infractions, office referrals, ISS, or disciplinary action every semester.

Classroom Behavior:

Teachers will have clear classroom expectations tailored specifically for their individual classrooms. Classroom expectations will be taught explicitly at the beginning of the school year and reinforced throughout the year (i.e.: when returning from breaks). You and your child will be able to access and review these expectations in each teacher's syllabus and website as well as posted in the classroom. When a student chooses to behave differently from what is expected in any of his/her classrooms, they will get a warning. If the behavior continues, the infraction will be recorded, the parent will be contacted, and depending on the number of infractions the student has, there will be different consequences assigned.

1st infraction - warning, parent contact, log entry.

2nd infraction - parent contact, detention, log entry

3rd infraction - parent contact, detention, counselor referral

4th infraction and over- parent contact, log entry, Office referral - possible consequences: detention, Tuesday Night School, ISS depending on severity and accumulated number of infractions.

Tardies:

Students tardy to first period must sign in on the computer in the front office.

In the event that a student is tardy to any class period other than first, the student will be sent to the AP's office to get a tardy pass. Infractions will be recorded there and consequences assigned. Students will NOT be admitted after the tardy bell without an admit slip, tardy slip, or office pass.

Dress code:

Students who do not comply with dress code will be sent to AP's office to correct (change) or will be directed to ISS if unable/unwilling to correct. infractions will be recorded and consequences will be assigned for repeat offenders.

1st infraction - 1 day of lunch detention

2nd infraction - 1 week of lunch detention

3rd infraction - Tuesday Night School

4th+ - ISS each time.

Phones/Devices:

Students are expected to use their personal technology appropriately at all times. If a student's technology is visible or is being used in the hallways or in classrooms without permission the device will be turned off, collected and placed in "Phone Jail" at the AP's office. It will be ready for pick up at 4:10.

1st offense - Parents will be contacted.

2nd offense - AP will assign a week of lunch detention and call home.

3rd offense - AP will assign 1 day of ISS and student is prohibited from having the device on campus for the rest of the semester.

Note: Refusal to give device to staff as directed will be considered insubordination and could result in further disciplinary action.

Planners/ID Badges

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 planners **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.

School-wide ID Badge/Bathroom Stamp Policy: Students have 9 restroom passes for each nine weeks. They are located in the student's planner. If a student needs to use the restroom, they simply show the teacher **THEIR OWN** planner to be stamped. Students must be wearing their ID in order to leave the classroom. **NO ID = NO RESTROOM OR LEAVING THE CLASS FOR ANY REASON**

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.



STANDARDTM RESPONSE PROTOCOL EXTENDED

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 4th period Teacher: _____

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 infraction 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: _____