

Clifton Middle School

Parent and Student Handbook 2022 – 2023



6001 Golden Forest Dr.
Houston, TX 77092
713-613-2516

<https://www.houstonisd.org/clifton>

Lola Perejón-Lasheras, Principal
Melvia Dillard, Assistant Principal
Tyvarion Malone, Assistant Principal
Rogelio Martínez, Teacher Specialist

This handbook serves as a guide to the expectations, responsibilities, policies, and procedures of Clifton Middle School. It is used in conjunction with the Code of Student Conduct and the policies of the HISD Board of Education and the Texas Education Agency. HISD does not discriminate in regard to race, color, national origin, age, gender or disability.

School Colors

Blue and Silver

Mascot

Cougar

Campus Magnet Theme

STEM (Science, Technology, Engineering, and Mathematics)

Table of Contents

OVERVIEW SCHOOL INFORMATION	2-5
Campus Contact Information	3
School Expectations & Schedule	4
Safety Reminders	9
Attendance & Absences	5-7
Tardy Policy	6
Assemblies/Programs	16
Bus	17-18
Bus Rules	17
Bus Schedules	8
Cafeteria and Food Services Policies	16-17
Campus Behavior Policies	16
Celebrations	14, 17
Dress Code	14
Dismissal	7-9
Car Riders & Dismissal Map	7
Student Pick-Up	8
Walkers	7
Fieldtrips	18
Grades, Report Cards & Progress Reports	12-13
Halls	16
Homework	13
Lost and found	21
Medical Emergency/Student Illness	10
Parent-Teacher Conference/Communication	11
Parking	21
Records Request	11
School Communication	11, 21
PTO	21
School Closure/Inclement Weather	10
Ways to be Inform	21
Smoking/Vaping	19
Technology and Cell Phone Use	19-21
Textbooks & Library Books	21
Updating Student Information	8
Withdrawal of Students	11
Visitors & Volunteer Program	18

Dear Clifton Families,

This handbook is published so that you may have a reference with information about the daily operations of the school. Please read and use this reference throughout the school year. In addition to the handbook, you are encouraged to become familiar with the provisions of the district-wide HISD Code of Student Conduct Handbook. We are very proud of our outstanding teachers, instructional programs, and supportive community. If you have any questions at any time, please feel free to contact me by email at dperejon@houstonisd.org or at the school at 713-613-2516.

Our instructional day begins at 8:30 a.m. and ends at 4:00 p.m. Research tells us that regular attendance, arriving on time and staying the full instructional day is correlated with academic achievement in high school, college, and the workforce.

After you have read and discussed the Student and Parent Handbook with your child, please sign and return the acknowledgement page located at the end of the handbook.

We are excited about the potential we have this year to continue to improve Clifton and make it an even better place for kids to learn and grow.

We are happy to have you with us at Clifton Middle School and look forward to a wonderful school year!

Sincerely,

Lola Perejón-Lasheras
Principal

Main Office Phone – 713-613-2516

Main Office Hours – 7:45 am – 4:30 pm - Monday – Friday

OFFICE STAFF

School Secretary – Ms. Amy Reyes; areyes8@houstonisd.org

Student Information Representative – Ms. Stephanie Delafuente; Stephanie.Delafuente@houstonisd.org

Attendance Clerk – Ms. Kamilla Vega; kamilla.vega@houstonisd.org

Records/LPAC Clerk – Ms. Debora Peña; dpena@houstonisd.org

Discipline/Magnet Clerk – Ms. Alexis Leon; alexis.leon@houstonisd.org

At Risk Program Manager – Ms. Fabiola Vallejo; fvallejo@houstonisd.org

PROFESSIONAL STAFF

Librarian/Media Specialist – Mr. Stephen Vernon; Stephen.vernon@houstonisd.org

Counselor – Ms. Cynthia Hendrix; cynthia.thompsonhendrix@houstonisd.org

School Nurse – Nurse Harrison; Consuela.harrisonRiley@houstonisd.org

Verizon Coach – @houstonisd.org

VILS CSR – Irene Gaytan; Irene.Gaytan@houstonisd.org

Wraparound Specialist -

SCHOOL EXPECTATIONS

- Always arrive at Clifton on time, in uniform, prepared, and ready to do your best.
- Always show your Cougar Pride, walking quietly and respecting others.
- All uniforms should be clean, nice, and neat at all times.
- Must wear school ID's at all times.
- Bring all your supplies, and VILS Chromebook to class every day.
- No eating, chewing gum, or drinking, in the classroom or hallways, except for breakfast in the classroom.
- No sodas are to be consumed on campus. (No selling of any items for profit, with the exception of school approved fundraisers.)
- Once inside the classroom, no students will be allowed to leave without a permit from the teacher.
- Be respectful to yourself, as well as others and their property at all times. (Keep your hands and feet to yourself; Do not use abusive or profane language.)
- Abide by the dress code. No hoodies (worn on head) or sagging pants allowed (no rips, holes, frays, designs, or prints).
- Cell phone usage, including charging, is not permissible during the school day (this includes ear buds / earphones).
- Clifton is your home away from home so please keep it clean.

SCHOOL SCHEDULE

Supervision is not available for students who arrive at school before 7:45 a.m. Students may not be left unattended in front of the school due to safety considerations. **Please do not send your child/children to school before 7:45 a.m. Safety is our first priority.**

7:45 a.m.	Parents may begin dropping students off at the main door.
7:45 – 8:20 a.m.	Students wait in their assigned spots until is time to walk to class.
8:30 a.m.	Instructional day begins
8:30 a.m. – 9:40 a.m.	First/Sixth Period
9:45 a.m. – 10:55 a.m.	Second/Seventh Period
11:00 a.m. – 12:40 a.m.	Third/Eighth Period
11:00 a.m. – 11:30 a.m.	6 th Grade Lunch
11:35 a.m. – 12:05 p.m.	7 th Grade Lunch
12:10 p.m. – 12:40 p.m.	8 th Grade Lunch
12:45 p.m. – 1:30 p.m.	Intervention Period
1:34 p.m. – 2:45 p.m.	Fourth/Ninth Period
2:50 p.m. – 4:00 p.m.	Fifth/Tenth Period
4:00 p.m.	Dismissal bell rings
4:15 pm	Student supervision ends

PLEASE NOTE: IN THE INTEREST OF STUDENT AND STAFF MEMBER SAFETY AND BUILDING SECURITY, PARENTS ARE NOT ALLOWED TO WALK STUDENTS INTO THE BUILDING FOR DROP-OFF DURING MORNING ARRIVALS. Parents must wait in the car or in the parking lot when picking-up students at dismissal.

School staff members are not responsible for the supervision of students who arrive at school before 7:45 a.m. or for students who remain after 4:15 p.m. and are not involved in afterschool activities.

If there are no provisions made for the supervision of children at the end of the regular school day, the Houston ISD Police Department may be called to pick up students remaining on campus beyond a reasonable time. Students and parents are hereby apprised of the times before and after school when the students are not supervised. Student's Code of Conduct will be enforced while on campus before and after school.

*** Students will only be supervised 15 minutes after students are dismissed. Schools are not required to provide free supervision after dismissal. This service is provided as courtesy. Please do not abuse it. If students are not picked up on time, the school may have to call CPS or Houston ISD Police Department to come and get any students who are not picked up on time.** In the case of an EXTREME unforeseen emergency, please call the office.

Magnet students are eligible for HISD transportation for on time morning arrival and afternoon pickup. If your child's drop off and pick up times become a problem and you are on a Magnet transfer, you will be asked to use HISD transportation. If you decline this service and the problem continues, your child will be placed on a growth plan and child's transfer may not be renewed for next year.

ATTENDANCE AND ABSENCES

At Clifton Middle School our attendance goal is 98%. Attendance is required for promotion to the next grade. Research shows that student attendance directly impacts student outcomes. A child who comes to school on time and every day does better academically. When your child is frequently absent or late, they miss valuable instruction. This can be even more damaging for a student who is learning in another language. Additionally, funding for our school is based on student attendance. Each day a child is absent represents a loss of funding for the school. Plan to have your child at school on time every day all day. Texas Compulsory Attendance Law states that parent/guardians are held accountable for their child attendance.

Clifton's ADA time is 10:00 a.m. The official attendance for the day is taken at that time. A student who is not physically on campus at 10:00 a.m. is absent unless they present official documentation of a visit made that same day to a doctor, dentist, or other medical/clinical professional.

If your child is absent, please call or email Ms. Kamilla Vega (Kamilla.vega@houstonisd.org) before 10:00 a.m. on that day to notify the school. Then, bring a note to the school the next day stating the reason for the absence, the date, and your signature. **Notes received after 3 days will automatically be considered unexcused.** Excessive absences can result in an automatic retention, non-renewal of transfer and/or court action for you and your child.

The only acceptable excuses for an absence to be excused are:

- Personal illness (fever, vomiting or diarrhea)
- Dental or doctor appointments (note required from physician)
- Death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Emergencies or any unusual circumstances recognized by the principal
- Observance of religious holidays
- Health services provided to Medicare-eligible students
- School sponsored or school sanctioned activities away from the campus (no parent note required)
- Court appearance of the students-documentation required

When we receive notes from parents with acceptable reasons for absence or notes from a doctor on their stationery, these absences are considered excused absences. Excused absences will cause a student not to have perfect attendance but will not be considered truancy unless there is an extreme number of absences.

Family vacations and midyear trips are considered unexcused absences. Please plan your family vacations/trips around the 2022-2023 HISD Academic Calendar. Research shows that loss of more than five days of school could greatly impact social and academic achievement.

All other reasons will be considered as an unexcused absence if not approved by the Principal. Unexcused absences can lead to truancy notices. Excessive unexcused absences can result in parents at Clifton Middle School School being fined up to \$500 a day by the Court. A court date and potential fine may be levied for repeated unexcused absences and/or tardies. This applies to ALL students enrolled in public school. Attendance alerts and referrals are automatic, and computer generated by unexcused absences. Parents/guardians are responsible for keeping updated contact information with the school.

The Magnet Program Entrance Agreement states under Program Expectations:

- Maintain regular attendance in accordance with school and Magnet policy
- Refrain from excessive tardiness in accordance with school and Magnet policy
- Respect school rules concerning the timely drop off and pick up of students.

Failure to adhere to this agreement will result in your child being placed on a Magnet Growth Plan and possible non-renewal of your Magnet transfer.

Every moment is a learning moment when your child is at school. We work to maximize your child's educational experience when they are here. Doctor's appointments are considered excused absences with the note from the doctor's office. A pattern of regularly leaving the campus early is also grounds for a non-renewal of transfer and/or release from the magnet program.

COMPULSORY SCHOOL ATTENDANCE LAWS

TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

This section is to inform you of Senate Bill 1432 as passed by the Texas Legislature effective September 1, 2001. The law states that if a student is absent from school three (3) days or parts of days in a four week-period without parental consent or is absent without an excuse for ten (10) or more days or parts of a day in a six-month period:

- **The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093**
- **The student is subject to prosecution under Texas Code 25.094**

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

Once enrolled in a Texas public school, all children beginning at age 4 (PK) are subject to the Compulsory School Attendance laws.

TARDY POLICY

Students arriving late not only miss valuable instruction but disrupt the learning of other students and the orderly environment of the classroom.

School begins promptly at 8:30 a.m. each day. Students arriving after 8:30 a.m. are tardy. If a student arrives after 8:30 a.m., the student will get a pass to go to class. Persistent tardiness is unacceptable. According to the *HISD Code of Student Conduct*, it is the parent's and student's responsibility to arrive on time each day. ***Transfer students with excessive tardies during the school year are subject to non-renewal of the transfer.***

A conference with the administration will be required and intervention plans will be developed for students with repeated tardies to solve the issue. Magnet students who use HISD transportation will automatically be counted as on time if the bus arrives late. If on time arrival is a problem for you and you are a Magnet student, you will be asked to use HISD transportation. If you decline this service and the problem continues, your child's transfer may not be renewed for next year.

PERFECT ATTENDANCE RECOGNITION REQUIREMENTS

Students with Perfect Attendance during a nine-week grading period or for the entire school year will be recognized. To be eligible for Perfect Attendance recognition, a student may have no more than three (3) tardies in a six-week grading period and no more than eighteen (18) tardies for the school year.

Other requirements include:

- Perfect attendance beginning on the first day of enrollment.
- A student is disqualified for the award if absent one day.
- Eight grade students who have a record of perfect attendance for all years of school (PK-8th) will receive a special recognition at their end-of-year program.
- Excessive early departures for non-medical reasons may disqualify a student for perfect attendance.

STUDENT DISMISSAL

Students are dismissed at 4:00 p.m. from the front of the school.

Car riders:

- Parents will line-up through the visitors parking lot and/or Golden Forest Drive. Please do not get out of your vehicle.

HISD Buses:

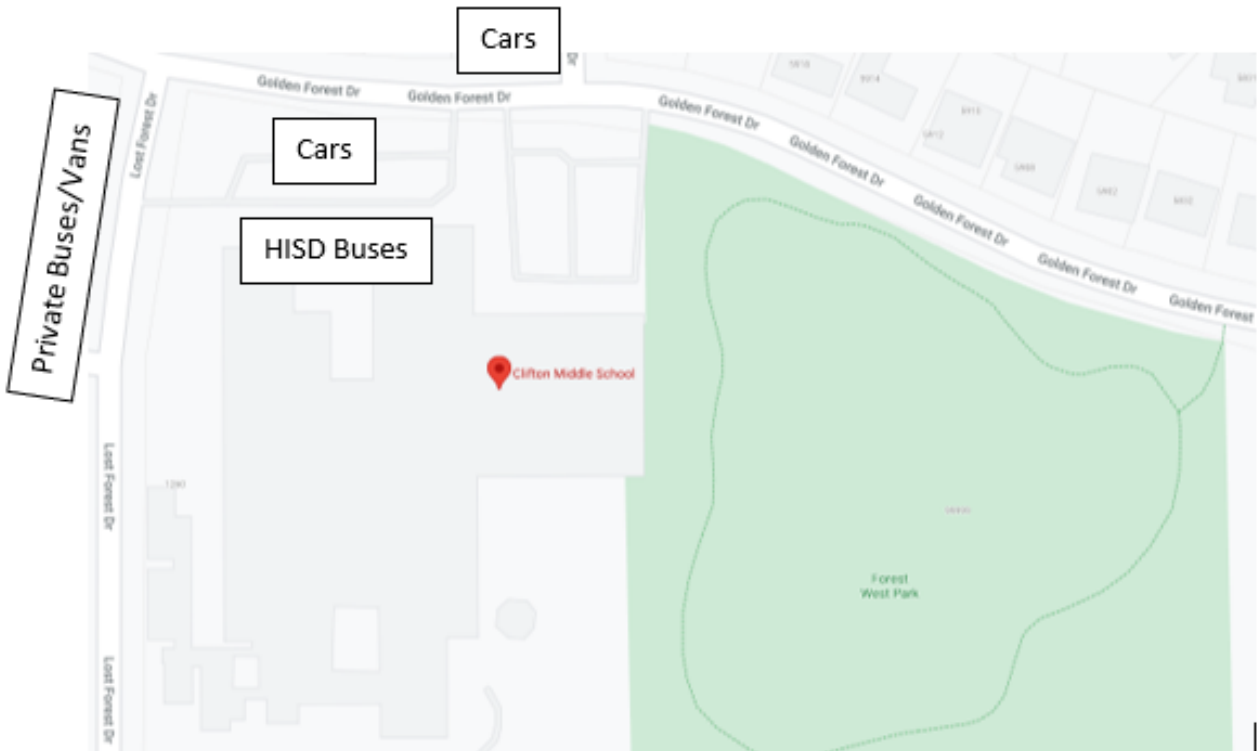
- Will line up and wait for students on the school driveway.

Private Buses/Vans:

- Will line up and wait for students along Lost Forest Drive and wait for students to get in the bus.

Walkers are dismissed from the front door. A student is a "walker" only if he/she is walking home on their own. Parents please do not ask your child to walk to the park to be picked-up there.

PLEASE NOTE: Students are not allowed to hang-out in the park waiting for their ride. Students will need to walk home or wait at the front of the school to be picked-up by their ride.



PARENTAL CHANGE OF STUDENT DISMISSAL PLAN

As an extra safety precaution, any changes requested to a student's afternoon dismissal plan must be communicated directly to the Clifton Middle School office. The office will require that a parent communicating a dismissal change over the phone must provide the driver's license number that is written on the student's enrollment form on file with the school. To inform your child of a change in his/her dismissal plans, please notify the office by 3:30 p.m., and the message will be relayed to your child's teacher.

RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL

Children are expected to attend school for the entire day. If a student needs to leave during the school day for an appointment or due to illness, he/she must be signed out by his/her legal guardian. If you have an unavoidable appointment and need to sign your child out early, you must come into the front office and sign-out. We will not call a child to the front office until you are present at the school. Therefore, there is no need to call ahead. The parent must come into the office to sign the child out from school. Only the parent or persons listed on the emergency contact list will be allowed to take a child from school during regular school hours. A government issued form of identification is required at time of check out. No student will be allowed to leave at any time with an adult whose name is not on the emergency contact list. Frequent early departures without a valid excuse can lead to nonrenewal of a transfer.

In the case of an extreme emergency, notify the office in writing through a note, fax, or email if you need someone else not on the emergency list to pick up your child with a copy of your government issued ID.

Please do not try to pick up your child before the dismissal bell. Students will not be released between 3:30 p.m. and 3:55 p.m. The safety of the children is our top priority.

If you have a custody agreement, be sure to provide the school with the most recent court order with a judge's signature. Schools may call law enforcement personnel should an issue arise regarding student safety and security.

SAFETY REMINDERS

At Clifton, student safety is our number one priority. Please review the following procedures for morning drop-off and afternoon dismissal. **"Safety is our first priority; please do not ask us to take short cuts with our children."**

- Children should not be dropped off at school before 7:45 a.m. There is no one to supervise and monitor before that time.
- 6th graders will wait in the cafeteria and 7th graders in the gym and 8th graders in the auditorium until is time to go to class.
- Every visitor who enters the grade level hallways and/or classrooms must have a visitor's badge issued by the office.
- A student will not be released to any person not listed on the parent's release form. No exceptions. (If there is a court decision on this, please file court papers with the office.)
- Communicate any changes regarding dismissal to **front office staff** by phone or email by 3:30 p.m. For your child's safety, no changes in dismissal will be made after 3:30 p.m.
- Respect that no child will be released between 3:30 and 3:55 p.m. without a doctor's excuse or permission from the principal or designee.
- Students will be called to the office if parents need to speak to them if it does not interfere with instructional time. Parents will not go to the classroom. We follow dictates of the courts in allowing parental visits by non-custodial parents.
- After 8:30 a.m., all outer access doors are locked. All campus visitors must come to the front door near the office and press the call button to be allowed building access.
- No adult may serve in any volunteer capacity unless that person has RAPTOR Volunteer clearance.
- Obey posted signs and driving laws and exercise good safety practices when dropping off and picking up students in the mornings and afternoons. Please do not use a cell phone while driving in the school area. Parents who do not follow safety rules put children at risk. We will speak directly to any parent who is violating rules and, if necessary, ask for assistance from HISD Police.
- Do not park your car in areas marked "No Parking". It poses a safety risk to students and Houston Police give tickets in these areas.
- Car rider drop-off occurs in the front of the school on Golden Forest Drive.
- Only pick-up on the designated areas in the front of the school. Remain in your cars if driving on Golden Forest Drive.
- Maintain an updated emergency pick-up list and updated emergency numbers with the front office and the teacher.
- Refrain from having conferences with teachers during pick-up. You can request a conference with a teacher at another time.
- All students will be picked-up from the main entrance after 4:15 p.m.
- When crossing the street, students should look both ways before crossing.
- Please remember to observe laws concerning safety around school buses. All auto traffic is to STOP while school buses are stopped to load and unload students.

HEALTH SERVICES

In the event of illness or injury during the school day, clinic services are provided by the school nurse or office staff. If it is determined that a student is too ill to remain at school, the parent or emergency person designated on the *"Emergency Contact Form"* will be contacted to make arrangements for the student to be picked up. The person

coming will be asked to show their ID before the student is released. Parents are responsible for keeping **ALL phone numbers current.**

IMMUNIZATIONS

All students are required to have current and updated immunizations. It is the responsibility of the student and parent to provide the school with an accurate immunization record. Exclusions from compliance are allowed on an individual basis for medical contraindications and religious conflicts. Students falling into these categories must submit affidavits.

The immunization requirements reflect Texas Health Department regulations. These immunizations must be completed before the student can complete the enrollment process here at Clifton Middle School. If you have questions / concerns, please contact our school's nurse at (713) 613-2516.

MEDICATIONS

Students may not carry medication or have it in the classroom or backpacks and its possession will be a violation of the HISD Code of Conduct. HISD Board Policy states that it is not the function of public-school personnel to administer medical treatment or medication, including over-the-counter drugs. Long-term student medications, which cannot be administered under any arrangement other than during school hours, may be taken at school only with a physician's written statement and completion of Form No. 40.3740. "Policies Governing Administering Medication During School Hours" and it is returned to the school office. The medication must be in the original container and appropriately labeled by the pharmacy or physician with the student name. Medications must be delivered to the school nurse by an adult. No medication can be given without this documentation.

WITHDRAWING A STUDENT

Please call or email the registrar at stephanie.delafuente@houstonisd.org **at least one day in advance** of withdrawing a student from school. Bring the forwarding address and phone number if available. You must provide the name and district of the school your child is going to attend next. Records will be sent to the new school.

SCHOOL CLOSURE/INCLEMENT WEATHER

When should school need to be closed or canceled due to inclement weather or other emergencies, parents will receive the information through HISD's telephone and e-mail notification system, School Messenger, Clifton's Facebook and Twitter accounts, and Clifton Website This information is also announced on radio and television stations and posted on the district website and social media accounts. Remember to always have updated contact information with the school.

REQUEST FOR RECORDS

Parents may request records from the school. Requests should be made in the office and the parent should allow 48 hours for the school to respond. Please contact Ms. Delafuente for any records requests by email at stephanie.delafuente@houstonisd.org

CHANGE OF ADDRESS OR TELEPHONE NUMBER

For the school to handle emergencies, maintain communication, and keep records current, please notify the school office immediately of address or telephone number changes.

COMMUNICATION BETWEEN HOME AND SCHOOL

Clifton Middle School will communicate important information via letters, newsletters, website posts, email and / or a telephone recorded message. Letters, flyers and informational items are posted on the website and emailed on Sundays, however, please check your child's backpack daily, or ask your child for important notes sent home by the teacher. The school monthly calendar will be sent home at the beginning of each month.

Email is an excellent way to communicate with your child's teacher. Please keep these messages brief and allow up to 48 hours for a response. Always address concerns with the teacher first before contacting an administrator. It is our expectation that Clifton's teachers and staff return phone messages and emails within 48 hours whenever possible.

PARENT-TEACHER CONFERENCES

Parents may request a parent-teacher conference to discuss concerns or suggestions. Teachers are available during their planning period. Parents must make appointments 48 hours in advance and wait for teacher confirmation. **Always sign in at the main office and receive a visitor's pass.**

We encourage every parent to have a formal parent-teacher conference in the first semester and to stay well informed of your child's progress through the year.

Supporting Parent Concerns/ Resolving Conflicts

If you have a concern related to your child's classroom experience; the following procedures should be followed in order to resolve the problem as quickly as possible:

1. Contact appropriated teacher and make an appointment to see if the issue can be resolved. Most issues are due to a lack of communication or misunderstanding and can be resolved with ongoing two-way communication. A parent/teacher conference is the place to start.
2. If further attention is needed after an honest attempt to address your situation is made, please schedule an appointment with the grade level administrator.
3. Parents have the right to appeal to the principal, however, should follow the proper channels first.

If your concern is related to magnet issues such as busses, magnet applications, etc, please contact the Magnet Coordinator.

For all other concerns, questions, or comments, please contact the principal.

GRADING POLICY

Grades should accurately reflect the progress of the student and mastery of grade level skills. Conduct grades shall be separate from academic grades. Teachers will update grades at least once a week. A minimum of two grades per week in all subjects will be assigned per student. A minimum of one grade must be assigned for each department category every grading cycle. Students should receive graded work within 3 school days of turning the work.

The primary purpose of grading is to measure understanding and knowledge of content.

Additional purposes are to:

1. Provide and communicate academic achievement status to the student, parents, and institution.
2. Provide information that the student can use for evaluation/ remediation or intervention.
3. Provide information that teachers can use for student evaluation and to modify planning and instruction.
4. Evaluate the effectiveness of the instructional program and teaching methodologies.

Parents can log in to the HISD parent/student portal and create an account to access their child's grades.

To learn more about the HISD Connect / "Parent Student Portal" parents may go to the HISD website.

Grading Categories and Weights

ALL CONTENTS
1. Classwork: 60 % (Any assignments where the students complete most of the work in class)
2. Quizzes: 30 % (A quick formative checkpoint to determine student comprehension, Imagine Math and Literacy/K-12 Summit)
3. Tests/Projects: 10% (A formal assessment that measures student mastery of a unit or the ending of a learning cycle; A hands-on or creative display/model, which shows mastery of a particular concept or concepts, measured by a rubric)

Reassessment: Grades earned below a 70% automatically qualify for reassessment. Must be requested by a parent or student within 2 school days of receiving the assignment grade. The student and parent will be notified in advance of the date for the retesting. Reassessment methods include, but are not limited to:

1. Oral questioning
2. Additional assignments
3. Correcting tests under supervision of teacher
4. Retesting using alternate version of exam

Make-up Work: Students who have an excused absence/suspension from school will have the same number of days to make up work provided by the teacher. In other words, a student who was absent for two days will have two days to turn in make-up work once he/she returns to school. After that time, the work will then fall into the category of late work.

Late Work: Students have up two weeks to turn in late work from the day the assignment was due. No points should be deducted from any assignment turned in late during the two weeks period (with the exception of the last week of the grading cycle). Teacher should conference with student and contact parent about missing work. Consideration will be made for extenuating circumstances (i.e. IEPs, Accommodations, Modifications, or medical hospitalizations, etc.).

Modifying Work: Some students have allowable accommodations/modifications, per Special Education IEP's, or LPAC for English Learners. (Section 504 students are allowed accommodations only.) Teachers should clearly communicate with parents on this topic.

HOMEWORK

Students are expected to read a minimum of 20 minutes every night (MyOn or their book), and complete 2 lessons of Imagine Math and 2 lessons of Imagine Literacy. Completion of the 2 lessons is about 90 minutes. Additional homework options provided by the classroom teacher can be completed at the discretion and convenience of the parent(s)/family and are not factored into student averages.

Essential Understandings Regarding Homework

The Teacher will:

- Foster a growth mindset in students, conveying the importance of hard work and practice in developing skills.
- Provide access to and communicate supplementary homework activities to families that review concepts covered in class.

- Communicate student progress/academic concerns to parents and recommend (not require) any specific homework activities that may further support individual student learning needs/growth areas.

The Student will:

- Develop a growth mindset, work hard in class, and complete homework assignments when directed to by parents.
- Study and practice concepts as needed prior to tests.
- Complete 2 Imagine Math Lesson and 2 Imagine Literacy Lessons.

The Parent will:

- Establish and closely monitor daily homework. Have a regular time period devoted to homework and / or studying every day. This should be in a quiet, well-lighted, area free from distractions, such as television, telephone, and electronics (technology). Make sure to monitor his / her progress. Take a genuine interest in your child’s studies.
- Communicate with the teacher if wanting additional homework options or more information on skills/concepts for their children to practice at home.

PROGRESS REPORTS AND REPORT CARDS

One progress report is issued during each grading cycle. They will be sent home the fourth week of each grading cycle for all the students. Report cards are sent home at the end of the six-weeks grading period.

6-Week Progress Report & Report Card Distribution Dates			
<i>Cycle</i>	<i>Cycle begins:</i>	<i>Progress Report sent home on:</i>	<i>Report Card sent home on:</i>
1	August 22, 2022	September 16, 2022	October 7, 2022
2	October 3, 2022	October 28, 2022	November 11, 2022
3	November 14, 2022	December 9, 2022	January 13, 2023
4	January 17, 2023	February 3, 2023	March 3, 2023
5	February 27, 2023	April 3, 2023	April 20, 2023
6	April 17, 2023	May 12, 2023	May 31, 2023

Parents must sign and return one of the copies sent home to indicate the teacher that the parent has seen the report. Refer to the 2022-2023 school calendar for report card dates and progress reports.

HONOR ROLL RECOGNITION

Clifton recognizes Honor Roll as defined below.

- Students must be graded in all ACADEMIC SUBJECTS.
- Students must have all “As” with an “E” or “S” in conduct.

or

- Students must have all “As” and “Bs” with no more than two “Bs” and with an “E” or “S” in conduct.

Students on the Honor Roll all six (6) weeks cycles will receive a special recognition.

DRESS CODE

The faculty and staff of Clifton Middle School expect students to come to school each day dressed appropriately to ensure focus on learning, health and safety for everyone on campus. Each student's appearance should always reflect a positive image of the school on campus and while representing Clifton Middle School at school-related activities. Uniforms give students a sense of belonging and a feeling of equality; they provide an opportunity for mutual growth and create an identity for the school in the community. Our campus values and needs the support of parents in upholding our dress code. The following guidelines outline appropriate dress for all Clifton Middle School students.

All students will be checked prior to entering the building to ensure that dress code is being followed. Students who are out of dress code will have to call their parents to bring their dress code clothing or they will wait in the office and have lunch detention. Students who need financial assistance with dress code uniforms, please contact the school.

Uniform Tops: Students are required to wear uniform shirts. All shirts must be properly fitted, short sleeve or long sleeve crew neck or "polo" style shirt. Shirts must be solid colored. No "tall," oversized, or tank-top shirts are allowed. Clifton spirit shirts are available through the school. Spirit shirts, Clifton's student club shirts, or college shirts may be worn on Fridays with denim bottoms (**no tears or holes**). Shirts must cover tops of pants.

Grade Level Colors:

- 6th Graders – Red
- 7th Graders – Grey
- 8th Graders - Blue

Uniform Bottoms: Uniform khaki or navy pants (*cargo, jogging, sweat, athletic not permitted*), shorts (*biking shorts are not permitted*), and skorts and/or skirts to the knee will be allowed. Pants must not be torn or ripped and must fit appropriately at the waist and crotch (**no sagging pants**). Pants must not fall below the waistline. Leggings, tights, and knee highs may be worn under skirt or jumper; length of the skirt must be the same with or without leggings. Leggings and work out or athletic attire may not be worn at any time as a uniform bottom. Denim bottoms may be worn on Fridays with spirit shirts, club shirts or college shirts.

Oversized, undersized, tight-fitting, spandex, torn pants/shorts/skirts will **not be permitted**.

Stripes, embroidery, patterns, and logos **are not allowed**.

Nylon fleece, sweatpants, and pajama bottoms **are not allowed**.

Identification Cards: All students are always required to have a Student Identification Card. Students ID's must be worn and **visible at all times**, outside of the uniforms on a lanyard, or on the ID space on your VILS laptop bag.

Students are not allowed to deface identification cards with stickers, markers or anything covering the ID picture. Information on the ID must be clearly visible.

Replacement "ID" cards and lanyard cost is \$5.00.

The initial ID will be issued to the student free of charge.

IDs are required to attend all Clifton events.

Jackets and Outerwear: Clifton embroidered, or printed outerwear is preferred and is available through the school. If students do not wear Clifton outerwear, as a safety measure, students must wear **solid** color outerwear (sweaters, sweatshirts/hoodies, or light jackets) (with **no** logos or designs that are deemed inappropriate). Uniform's shirts must always be worn underneath any outerwear or jacket.

- **Hood Policy**, students are not allowed to wear hoodies **anywhere on campus at any time**; hoodies will be confiscated. This policy is in place as a safety measure as we need to be able to identify everyone at all times.

Footwear: Athletic shoes, laced shoes, boots (winter season), dress shoes, or other flat closed-toes/closed-heel shoes (high heels/wedged shoes are **not permitted**). Footwear deemed unsafe such as sandals, cleats, crocs, house or bedroom slippers, shoes with rollers, flip-flops, and/or footwear deemed distracting are **not permitted**.

Jewelry and Accessories: Jewelry that distracts from the educational process is not allowed. This includes anything depicting gang membership, death, suicide, violence, the occult, drugs, sex, race, gender, obscenities, alcohol, or anything else deemed inappropriate.

Body piercings other than earring(s) are not allowed

Girls may carry a small purse; purse size should not be bigger than 5x7 inches.

Wallet chains or dog collars are not allowed.

Sunglasses are not to be worn on campus, whether inside or out, unless for medical reasons. The school is not responsible for lost or stolen jewelry or other personal belongings. Bringing these items to school is at the owner's risk and not recommended.

Hair: Hair should be clean, combed and worn in a style that does not impede vision. Hair cannot cover either eye. Hair must be pinned up and kept out of the face. Hair style, designs, color or hair accessories should not take away from the learning environment.

Headwear: No hats, caps, bandanas, skull caps, do-rags, hoods or any other head covering may be worn at any time while inside the building or classrooms, unless for religious or medical purposes. Headband with the purpose of holding hair it is allowed.

Tattoos: Permanent or temporary tattoos or marking from markers or pens on exposed skin are not allowed.

Free Dress Day: Students may wear a Clifton spirit-shirt or college shirt and jeans (no holes) on Fridays.

P.E. Uniforms: Students must wear the official Clifton P.E. uniform during their physical education class. The P.E. uniform is only allowed in the gym. Students must be in full Clifton Uniform after gym class.

***Label your child's outerwear such as jackets, sweaters, gloves, and hats with full name on the tag.**

*Please be sure to check the lost and found. All unclaimed items will be donated to local charity in December, March and May.

***The school is not responsible for lost or broken clothing, jewelry, accessories or personal belongings of any kind.**

***The School Administration is the final arbitrator on what detracts from the educational process.**

CAMPUS BEHAVIOR POLICIES

At Clifton Middle School, we are focused on providing an exemplary academic environment for your child. We also believe children should enjoy school. The HISD Code of Student Conduct shall serve as the guide for setting expectations for student behavior and the consequences for misbehavior. Parents are expected to review expectations for proper behavior at school on a regular basis with their child. In all classrooms, teachers establish, review, and post the rules of conduct expected. Minor infractions are handled by the teacher. These and repeated instances of disrespectful or disruptive student behaviors will be communicated to parents by the teachers. Students are afforded consistent, fair, and predictable standards of conduct management, responses and interventions. Repeated infractions or discipline matters of a more serious nature are handled in the office and the teacher will complete a discipline referral. Consequences for misbehavior are assigned based on the infraction and the level. During disciplinary actions we work to protect the classroom from disruptions, correct the behavior, protect the dignity of the student, and partner with parents to make responses meaningful and appropriate.

ASSEMBLIES/PROGRAMS

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

When assemblies are held, students should proceed to the auditorium quickly and quietly and sit in their assigned area. All backpacks must be removed prior to being seated. When the person in charge of the assembly asks for attention, students should give it immediately; they should remain courteous to the performers and applaud at the appropriate time. When dismissed, students should leave the auditorium quickly and in an orderly fashion.

HALLS

Students are not permitted in the halls during instructional time without a signed, dated, and timed permit. Students should avoid running, standing around, pushing and talking loudly. Students should pay attention and follow all directions given by teachers and administrators.

CAFETERIA AND FOOD SERVICE POLICIES

These policies are developed by the Texas Department of Agriculture and enforced by the Texas Education Agency:

- As a part of Clifton's Title I status, free lunch is available to all students regardless of need.
- **ALL parents** are requested to complete a Free Lunch application whether they qualify for service or not. The school is required to verify that all parents have been provided this opportunity to access this program
- Lunch items may not be bought, traded or sold between students
- Students may eat the lunch provided by HISD or pack their own lunch from home.
- Parents and/or students cannot schedule lunch deliveries to the students.
- IDs must be visible to enter cafeteria on lanyard or on VILS bag, and to go outside in the courtyard.
- No standing in the cafeteria, except when standing in lunch lines.
- Single lines are formed at each serving station; cutting in line or saving places will not be permitted.
- Sit quietly while eating.
- Clean up and dispose of trash before leaving.
- Students who are in dress code and good academic standards would be allowed to go outside while staying in the designated area.
- Have food and drinks inside the cafeteria only. Food may not be removed from the cafeteria unless attending lunch tutorials.
- Students are to remain in the cafeteria after finishing their lunch.
- Students are to remain seated after picking up food trays.
- Cafeteria behavior will be monitored.
- The administrator on duty will dismiss students.
- Parents may bring special foods such as cakes, cookies or cupcakes for their child on their birthday. However, these items cannot be shared with other students because of potential allergy or other health risks.
- Food modifications are made only for health reasons and not for individual or religious preferences, please visit www.houstonisd.org for more information.

BREAKFAST IN THE CLASSROOM

All students are served breakfast before the start of the instructional day. During this time, the campus provides free breakfast to ALL students.

LUNCH/LATE ITEMS

Lunches brought to school by parents may be dropped off at the office. This protects instructional time from interruptions. Students are responsible for arriving at school with their lunch, library books, backpack, and materials needed for the classroom.

Students may only have food brought to school by designated adults on the student pick-up list. (ID required) All food dropped off after a student's designated lunch time, will be available to the student in the office at dismissal time

Third party (Ubereats, Doordash, etc...) lunch deliveries for students are not allowed in the school.

MESSAGES AND GIFTS FOR STUDENTS

Emergency telephone messages to students should be forwarded through the Office. Important messages from parents will be taken and an attempt will be made to deliver them to students as soon as convenient. Calls from someone other than the parent or legal guardian are not accepted.

All deliveries of balloon bouquets, floral arrangements, and / or tributes for students will be held in the main office until the end of the school day.

BUS RULES

Students are responsible for their behavior on the bus and should consider riding the bus a privilege that may be enjoyed as long as rules and regulations are followed. The bus driver is responsible for all students riding the bus and will not tolerate misbehavior. Students who misbehave will be reported to the principal or the transportation administrator of the school, as outlined in the HISD Code of Student Conduct Handbook. Misbehavior on the school bus may result in having bus privileges removed immediately.

Students who ride the bus must be on time. They should be at the bus stop five – ten (5 - 10) minutes before the scheduled pick-up time. Good behavior at the bus stop, and on the bus, is very important. Students are expected to be courteous to fellow pupils and the bus driver. Do not distract the driver's attention by making unusual and/or loud noises. Keep your hands and feet inside the bus at all time. No smoking is permitted on the bus. It is important for students and parents to know their bus driver's name and bus number / route. Damage to the school bus is considered destruction of school property and will not be tolerated. Students who damage any part of the bus will be held responsible.

BUS SCHEDULES

The 2022 - 2023 bus schedules will be issued to all students. Students should be at the bus stop five ten (5-10) minutes before the designated time. To report a bus that has broken down, call (713) 556-9400.

Also, if parents have any concerns regarding the late arrivals of busses, you are asked to contact the bus barn. This is not a campus issue.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Volunteers are always needed both during and after school hours. Volunteers are active at Clifton as mentors, tutors, field trip chaperones, and through many other opportunities. Please contact Mr. Rosas if you would like to volunteer. Thank you for your willingness to help!

All volunteers must register with the VIPS program online (www.houstonisd.org/VIPSLOGIN) the entire process is completed online. The process is expected to take 2-3 weeks depending upon the type of ID that is used. Please stop by the office for more details on this process.

Volunteers are not allowed to bring siblings or younger children while volunteering during events or in the classrooms.

Volunteers in the classroom or school may not discuss any confidential information such as student progress or discipline issues of students who are not their own children. Volunteers must follow all district policies and regulations when on campus. Violations of policy can result in the loss of the ability to volunteer.

VISITORS

All visitors are required to sign-in, always show identification and obtain a visitor's pass from the receptionist for the safety of all Clifton' students and staff. Thank you for your cooperation in keeping our children safe.

Individuals walking through the hallways without a Visitors Pass will be escorted to the office by the staff. No visitors are allowed on campus during secure testing such as STAAR administrations. The principal reserves the right to deny any visitation that may disrupt the educational process or violate any legal requirements. Visitors and volunteers may not interrupt instruction.

FIELD TRIPS/LESSONS

Field trips will be arranged by the teacher as an extension of the school curriculum. All students are expected to participate in the field lesson as it is a learning activity. Parent approval forms will be sent home to be signed and returned. No student will be permitted to attend a trip without written permission on the appropriate form. The signed permission form must be returned to the teacher no later than two days prior to the scheduled field trip. We reserve the right to deny a child's participation in a field trip or in co-curricular activities if classroom conduct (P or U) reflects or any other behaviors indicate that a child's safety could be in jeopardy off-campus. A parent may be required to accompany their child on the field trip if the teacher has concerns regarding the student's ability to stay with the group or follow directions. Our group represents the school while on field trips; therefore, the appearance and conduct of everyone should be exemplary. **School uniforms or school spirit shirts are required for field trips unless notified by teacher.** For fieldtrips requiring transportation by bus, students must ride the bus to and from the site unless receiving school approval before hand due to extenuating circumstances.

Chaperones for Field Trips: Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all students. Please keep in mind that teachers are often required to limit the number of parent chaperones that can attend certain fieldtrips. Teachers will notify those parents who will attend the fieldtrip as a chaperone. All chaperones must complete HISD RAPTOR Volunteers in Public Schools registration and background check prior to any field trip according to district policies. You must go online and register. Allow 2 – 4 weeks for the approval process. It is recommended you complete the RAPTOR Volunteer registration at the beginning of the school year. Parents are responsible for updating their status yearly. There is no rollover from year to year. You must go through the volunteer enrollment process each school year. **Parents without RAPTOR clearance cannot go on fieldtrips with the students nor can they act as chaperones per HISD Policy, for the safety of our students.** Adults must ride school buses and pay applicable bus and admission fees as required. Parents may drive personal vehicles to field trips, but those parents may not act as chaperones for other children on a field trip. Appropriate attire must be worn that is conducive to a school setting. **Parents may**

not bring siblings or other family members or friends on field trips. Parents on field trips are there as chaperones to support the educational extensions of the classroom. The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

CELLULAR PHONES AND ELECTRONICS

Electronic devices (cell phones, smart watches, MP3 players, iPods, game players or the like) and accessories (ear buds, ear plugs and the like) should NOT be used during school hours. **During class, phones must be switched off and inside the backpack.** There is never an appropriate time for students to use their cell phone socially or casually during the school day. If smart watches are being used as a cell phone it must be taken up during the school day. Cell phones/electronic devices may only be used before or after school hours, and during lunch.

The use of cell phones/electronic devices during any other time will result in confiscation and a fee of \$15. Parents must retrieve confiscated devices from Ms. Vallejo/Ms. Reyes after 4:00 p.m. Only cash will be accepted.

As the school is not responsible for loss or theft of such devices, we strongly discourage bringing any electronic devices on campus other than cell phones. **Teachers or administrators will not conduct investigations for lost or stolen cell phones and/or electronic devices.** Students will not be allowed out of the classroom to look for any devices.

ITEMS NOT PERMITTED

MP3s, iPods, cameras, electronic games (Nintendo, DS), toys or other electronic items that interfere with the educational process are not to be brought to school. Cellular phones are permitted on the campus; however, **they must be concealed and turned off at all times (should NEVER be visible during school hours).** Any cellular phones that are confiscated will be **released only to the parents.** A **\$15.00 fine** will be assessed before the cellular phone is released to parents. Cellular phones can be picked up by parents only after arrangements have been made with an administrator; thereafter, you will need to pay the \$15 fine to Ms. Reyes, secretary, in the main office. Electronic devices taken up during the year may be picked up by parents at the end of each semester (December and May). **Electronic devices not picked up by the last day of school year (6/1/2023) will be discarded.**

*****Phones that are visible (with the exception of being placed in a backpack) at any time during the school day will be confiscated.**

The school cannot be held responsible for lost, stolen, or broken toys, jewelry, accessories or personal belongings of any kind.

SMOKING/VAPING

Since August 1992, all HISD facilities have been smoke-free environments. Smoking/vaping or use of tobacco is prohibited at all times on the school campus and in the faculty/staff parking lots. Students may not possess or use tobacco, electronic cigarettes, or vaping tools at school.

TECHNOLOGY POLICY

The use of technology in the classroom is an integral part of the instructional process. The entire school campus is wired to the Internet with all workstations connected to a Local Area Network with access to HISD's Wide Area Network. The *Code of Student Conduct* covers violations of security, copywriting, and various other inappropriate uses of technology by students.

Clifton Middle School is a Verizon Innovative Learning (VILS) campus that provides students with Chromebooks and wireless LTE data. In order to use HISD devices and accounts, we require all students to comply with our technology

policies. There is a \$25-dollar non-refundable fee for the Chromebook it can be paid through SchoolPay or in the main office. Contact the school if you have any questions.

As a Clifton M.S. student, I will...	As a Clifton M.S. student, I will NOT...
<p>Use educational technology for educational purposes.</p> <ul style="list-style-type: none"> ● I will bring my Chromebook to school every day. ● I will follow directions for assignments and submit my work in the digital format requested by my teachers. ● I will use the sites and programs assigned by my teachers. <p>Communicate respectfully and responsibly.</p> <ul style="list-style-type: none"> ● I will use my school email and HUB tools to communicate and collaborate with teachers and classmates. <p>Use all devices carefully and responsibly.</p> <ul style="list-style-type: none"> ● I will follow all directions from teachers and administration regarding technology use. ● I will only use my fingers on the keyboard (not pencils, pens, or other devices.) ● I will keep my Chromebook in my Chromebook case when I transport my device to and from school. ● I will leave all devices in the condition they were in prior to my use or better, so that other students will have the opportunity to use school technology. ● I will be careful when accessing and putting away devices. <p>Be a safe and conscientious digital citizen.</p> <ul style="list-style-type: none"> ● I will log into devices and programs using <u>only</u> my school account and password. ● I will log out of my account when finished. ● I will give credit to the authors and owners of content by citing my sources. ● I will be mindful of what I post or submit online. <p>Ask for help when I need it.</p> <ul style="list-style-type: none"> ● I will ask a teacher for guidance if I am not sure that I am using technology the right way, or if the website I am using is appropriate. <p>Return equipment and accessories on time.</p> <ul style="list-style-type: none"> ● I will return the Chromebook and all accessories during my designated “end of year” campus collection dates, or pay for any unreturned items. ● I will return the Chromebook and all accessories if I withdraw, or transfer from Clifton to another school, or pay for any unreturned items. 	<p>Use technology to interrupt learning.</p> <ul style="list-style-type: none"> ● I will not use school technology for games, social networking, or anything other than educational tasks. <p>Harass or abuse others.</p> <ul style="list-style-type: none"> ● I will not use technology to be unkind or abusive in any way. ● I will not write, post, or view anything that I would not want my teachers, parents, and administration to see. <p>Use any technology without permission.</p> <ul style="list-style-type: none"> ● I will not use technology in class unless instructed to do so. ● I will not use employee equipment or applications without prior authorization and proper supervision. <p>Damage or alter technology equipment and programs.</p> <ul style="list-style-type: none"> ● I will not vandalize any school property. ● I will not change settings or programs on school devices without authorization from IT Administration. ● I will not remove inventory tracking tags such as HISD asset and serial number stickers. ● I will not download files or install programs on school workstations or laptops without permission from my teachers. ● I will not use unauthorized USB drives from home on campus workstations because they present a risk of virus infection. ● I will not physically damage technology equipment including but not limited to: scratching, marking, dropping, bending, writing on, or otherwise misusing them. ● I will not store additional items in the Chromebook compartment other than the laptop itself. ● I will not eat or drink near technology equipment. <p>Avoid unsafe or dishonest internet practices.</p> <ul style="list-style-type: none"> ● I will not share my login and password. ● I will not log into computers or programs with anything other than my school account. ● I will not use technology to cheat or copy someone else’s work. ● I will never share my personal information such as my phone number or home address online or in emails.

****Note: Failure to comply with the above acceptable use policy will result in disciplinary actions which may include the collection of technology equipment and the revocation of network access and privileges.***

TEXTBOOKS AND LIBRARY BOOKS

All textbooks are owned by the State of Texas and library books by the school. Each student and parent / guardian are held responsible for all textbooks, and library books issued. All textbooks must be properly cared for and covered according to the directions of the teacher. Lost textbooks must be paid for before a student is issued books. All monies are turned in to the school's secretary and a receipt will be issued. Refunds are given if books are found after payment is made. Parents can check-out textbooks to keep at home by making arrangements with our textbook clerk, at 713-613-2516.

Payments for any lost books must be made to the front office and a receipt will be issued.

LOST AND FOUND

All student items such as backpacks, lunch kits, and jackets should be labeled with the student's name in permanent marker. A lost and found is located in the main office. Unclaimed items are donated to a local charity in December, March, and May. The school cannot be held responsible for lost or broken clothing, jewelry, accessories or personal belongings of any kind.

PARKING

Generally, parking is permitted in the visitors parking lot at the front of the school at any time during the day in the designated areas. Parking is not permitted in the middle of the parking lot or on the circle way. Please heed NO PARKING signs posted and respect areas designated as "Handicap Parking". The employee parking lot is reserved for Clifton's staff only.

Please show courtesy to our neighbors when parking around the school by not blocking driveways or alleys. Persons blocking driveways may have their cars towed by residents.

WAYS TO BE INFORMED

- Expect and read the Sunday letter from the principal sent by email, uploaded on the Clifton website.
- Clifton website <http://www.houstonisd.org/clifton>
- School Marquee
- Follow us on Facebook and Twitter: @CliftonPride
- Canvas

PARENT TEACHER ORGANIZATION

Clifton Parent Teacher Organization (PTO) invites every parent or family member of a Cliftons' student to be a member of the PTO. The PTO is involved in a variety of events designed to support the school and its endeavors.

STUDENT AND PARENT ACKNOWLEDGEMENT

We are looking forward to a great 2022-2023 school year. This handbook was designed to help you be informed with our school policies, procedures, and expectations.

Your signature below indicates receipt of the Clifton Middle School 2022-2023 Parent and Student Handbook. Please read and discuss this handbook with your child. Then, please sign and date this acknowledgement and return it to your child's classroom teacher.

Print Student Name

Teacher

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Please return this page with all corresponding signatures to your child's teacher by September 23 2023.