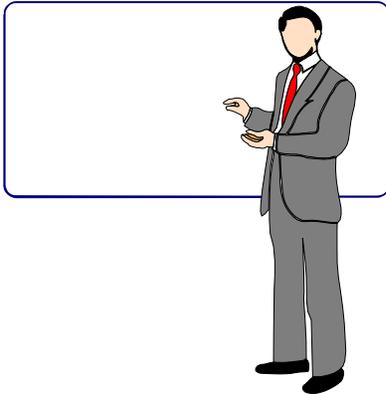


**RICHARD W. DOWLING  
MIDDLE SCHOOL  
OF FINE ARTS**  
HOUSTON INDEPENDENT SCHOOL DISTRICT

14000 Stancliff Street  
Houston, TX 77045  
(713) 434-5600  
(713) 434-5608 fax

*“The Mighty TEXANS”*

**PRINCIPAL’S MESSAGE**



**Dear Parents and Students:**

Welcome to Dowling Middle School! My name is Kenneth Davis, and I am excited to be the principal of your school. I am looking forward to a school year filled with new and innovative opportunities for your child to learn and grow. Our dedicated and talented staff members have been busy preparing for the new school year and are ready to welcome students.

I am grateful for the opportunity to serve as the principal at Dowling Middle School. As the National Distinguished Principal of the Year for Texas in 2009, I came to HISD from the Lamar Consolidated Independent School District in Rosenberg, where most recently I was the principal at McNeill Elementary School, which the state rated as Exemplary for the last two

years. I have also worked as an assistant principal, math specialist, and teacher in the Alief Independent School District. I received my bachelor’s degree from Rockford College in Illinois and a master’s degree from the University of St. Thomas, and I am currently pursuing a doctorate at Lamar University.

As many of you know, Dowling Middle School has been chosen to participate in HISD’s Apollo 20 project this year. This groundbreaking initiative will improve achievement for all students at Dowling—we’ll provide intensive supports to make sure all children are on grade level and acceleration for those students who are ready to fly higher. Students will be given extra time to learn—they will have a longer school day (7:45 a.m. - 3:45 p.m. Monday – Friday) and a longer school year (five additional days). We are fortunate to have with us a group of Math Fellows, college graduates with strong math skills, who will be providing math tutoring for all sixth-graders during the school day. Working with small groups of students, they will help both those who are struggling and those who are ready to move ahead. And, every adult in this school building will have the highest expectations for your child and ensure that he or she has access to the most-rigorous educational opportunities.

My door is always open, so please let me hear from you if you have a question or concern. I am very excited about what we will accomplish this year. Working together—parents, teachers, and staff—we are going to inspire excellence and create a school where all children succeed and thrive.

Sincerely,

Kenneth Davis  
Principal  
Richard Dowling Middle School

**RICHARD W. DOWLING  
MIDDLE SCHOOL  
HISTORY**

On February 9, 1968, Richard W. Dowling Junior High School opened with an enrollment of 1,107 students. The community recommended to the Houston Independent School District Board of Education that the junior high be named for Richard William Dowling. The decision was made after Frank Tritico, a patron of the community, presented a historical paper containing the high points of Mr. Dowling’s life.

When the school opened, it served seventh and eighth graders who were transferred from James Madison Junior High to Dowling. The following year ninth grade was added and a new seventh grade came from Almeda, Fondren, Grissom, Hobby, Montgomery, Petersen, and Windsor Village Elementary Schools. The first student body chose red, gold, and white for their school colors, and the “Texan” for their mascot.

In November of 1992, the Houston School Board approved Dowling Middle School to become a magnet school with an emphasis on fine arts. On January 19, 1993, the Dowling Middle School of Fine Arts officially began.

The following building principals through personal sacrifice, commitment to their profession, and dedicated service toward educating students, provided the administrative leadership for Richard W. Dowling Middle School of Fine Arts.

*Principal Roll Call*

Chester Card	1968-1977
Sandy Streeter	1977-1982
Daisy Maura	1982-1988
LaFrance Harris	1988-1990
Diane Shakesneider	1990-1992
Richard Gardner	1992-1995
Carlos Palmaros	1995-1999

James Tignor	1999-2000
Robert M. Dean	2000-2005
Barrett L. Brooks	2005-2010
Kenneth D. Davis	2010-

**SCHOOL MISSION**

*“Dowling will be a campus of lifelong learners, where all students can and will learn, and failure is not an option.”*

**SCHOOL MOTTO**

*“Do the Right Thing, because it is the Right Thing to do!”*

**MASCOT and SCHOOL COLORS**

*The Dowling “Mighty Texans” have the school colors of Red, Gold, and Black.*

**THE PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

“I pledge allegiance to the flag,  
of the United States of America.  
And to the republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.”

**THE SALUTE TO THE TEXAS FLAG**

“Honor the Texas Flag.  
I pledge allegiance to thee, Texas,  
one state under God,  
one and indivisible.”

**THE LEARNERS’ CREED**

*Texans’ Learner’s Creed*

I believe in myself and my ability to do my best at all times.  
I pledge today to do my best in Reading, Math, and all the rest.  
I promise to obey the rules in my class and in my school.  
If I make some mistakes, I have what it takes to keep trying till I really succeed.  
I will do all of these things with one purpose in mind...  
To do my best and not waste this day,  
For this day will come no more.





**INTRODUCTION**

The Richard W. Dowling Middle School Student Handbook specifies behaviors expected of students and provides other valuable information and procedures. In addition, students are required to become familiar with the provisions of the district wide Code of Student Conduct and to seek help from school personnel when having school or personal problems. Many individuals prefer to use a computer to access district and school resources. To meet that need, HISD makes a wealth of information available online via HISDConnect, the district’s Web site ([www.houstonisd.org](http://www.houstonisd.org)). Of special interest is the “Parent information” section that includes *Back to School*, plus school information at the click of a button! The school also has a website (<http://dowlingms.weebly.com/>) with additional information pertaining to Dowling Middle School students and parents.



**SCHOOL DAY**

The school operational hours for students will be 7:45 a.m. to 3:57 p.m. Monday through Thursday, and 7:45 a.m. to 3:43 p.m. on Friday. Richard W. Dowling Middle School will follow the Academic Alternating (A/B) Block Scheduling for the 2012-2013 school year.

A/B-Block Scheduling consists of seven 58-minute daily class periods Monday through Thursday, and seven 50-minute

periods on Friday. Fridays will also include a 24 minute Advocacy period (Homeroom).

**DAILY SCHEDULES**

*(Subject to Change)*

**“A” and “B” Day  
(Monday – Thursday)**

7:30 a.m.	Teachers Sign-In
7:30 a.m.	Students allowed to enter the Patio area
7:40 a.m.	First Bell rings-Students allowed to enter the buildings
7:45 a.m.	Tardy Bell Rings
7:45 – 8:58 a.m.	First Period [1 <sup>st</sup> ] (20 min. for Breakfast)
9:02 – 10:00 a.m.	Second Period [2 <sup>nd</sup> ]
10:04 – 11:02 p.m.	Third Period [3 <sup>rd</sup> ]
11:06 – 12:51 p.m.	Fourth Period [4 <sup>th</sup> ] (30 min. for Lunch)
11:11 – 11:41 a.m.	6 <sup>th</sup> Grade Lunch
11:46 – 12:16 p.m.	7 <sup>th</sup> Grade Lunch
12:21 – 12:51 p.m.	8 <sup>th</sup> Grade Lunch
12:55 – 1:53 p.m.	Fifth Period [5 <sup>th</sup> ]
1:57 – 2:55 p.m.	Sixth Period [6 <sup>th</sup> ]
2:59 – 3:57 p.m.	Seventh Period [7 <sup>th</sup> ]
3:57 p.m.	Student Dismissal
4:15 p.m.	Teachers Sign Out

**Fridays/Advocacy**

7:30 a.m.	Teachers Sign-In
7:30 a.m.	Students allowed to enter the Patio area
7:40 a.m.	First Bell rings-Students allowed to enter the buildings
7:45 a.m.	Tardy Bell Rings
7:45 – 8:55 a.m.	First Period [1 <sup>st</sup> ] (20 min. for Breakfast)
8:59 – 9:49 a.m.	Second Period [2 <sup>nd</sup> ]
9:53 – 10:43 a.m.	Third Period [3 <sup>rd</sup> ]
10:47 – 11:11 a.m.	ADVOCACY
11:15 – 1:00 p.m.	Fourth Period [4 <sup>th</sup> ] (30 min. for Lunch)
11:20 – 11:50 a.m.	6 <sup>th</sup> Grade Lunch
11:55 – 12:25 p.m.	7 <sup>th</sup> Grade Lunch
12:30 – 1:00 p.m.	8 <sup>th</sup> Grade Lunch
1:04 – 1:54 p.m.	Fifth Period [5 <sup>th</sup> ]
1:58 – 2:48 p.m.	Sixth Period [6 <sup>th</sup> ]
2:52 – 3:43 p.m.	Seventh Period [7 <sup>th</sup> ]
3:53 p.m.	Student Dismissal
4:15 p.m.	Teachers Sign Out

## **GOALS AND OBJECTIVES**

- To assist all students to achieve and maintain academic excellence and to meet or exceed the educational performance standards set by the Texas Legislature, the State Board of Education (SBOE), the Texas Education Agency (TEA), and the Houston ISD Board of Trustees.
- To offer activities for all students that cultivate self-discipline, develop respect for others, and foster patriotism.
- To provide alternative educational program for students with special needs or unique abilities and/or student referrals for students with qualifying disciplinary behavior.
- To create a drug-free environment throughout the campus and offer substance abuse/drug information and education program.
- To offer guidance and counseling services that focus on academic, social, and emotional factors and emphasize the significant transition periods that occur from middle school through high school graduation.
- To ensure student, program, and operational success by securing adequate levels of local and state funding and expending these resources in an equitable manner while demanding accountability.
- To maintain adequate, safe, appropriate facilities through a long-range school improvement program (BOND 2002 improvements on-going).
- To continue to support the school district's public information and the community-based volunteer programs to promote effective communication and human relations and to emphasize parental involvement and collaboration.
- To recruit, select, and retain staff members of the highest quality in all areas of school operation.
- To establish a working environment where all employees can achieve their potential and earn the appropriate recognition for dedication, integrity, accomplishments, contributions, and professionalism.
- To assure that changes are made in Richard W. Dowling MSFA programs and procedures when they reasonably can be expected to generate academic, operational, and financial improvements immediately or in the foreseeable future.

## **HOW TO STUDY AND DO WELL IN SCHOOL**

- The teacher is there to instruct you and answer your questions. Ask for help or explanations of anything you do not understand.
- ALWAYS pay attention in class.
- Start on long-term class and homework assignments immediately. Set a realistic schedule of how much to be done each day or each week. DO NOT create pressure for yourself by waiting until the last night or weekend.
- See that you have the proper homework study conditions: a quiet area, proper lighting, and necessary materials, etc., and set a regular time, if possible, for studying.
- When you study, give the subject your full attention and do not allow your thoughts to be distracted. Turn-off the radio and television. One half-hour of intense concentration often will be worth two hours of time spent during which you allow your mind to wander or are otherwise distracted.
- Learn to take notes in class. Do not try to make complete sentences; just write down key words and phrases. One method is to take notes and later copy them into a special notebook. In this way you are reviewing while you copy the notes.
- Before you begin to read a chapter, glance at any questions that are listed at the end. Read the captions of the pictures and look at the illustrations. If you find any words you do not know, look them up in the glossary or a dictionary. This will assist you in establishing purposes before you begin reading. It will also help you build your vocabulary.
- After you have read the chapter or pages, go over the material carefully and make notes of the important points that you want to remember. DO NOT skip words or problems you do not understand.
- Ask yourself questions about the assignment and, if you cannot answer them; skim the material again looking for that precise information.
- DO NOT get upset with a difficult assignment. After studying a lesson for a reasonable length of time, put it aside and come back to it again when your mind is rested. It will be easier the next time you go over it.
- Ask your teachers for specific suggestions about how to study. There are certain techniques that vary among subjects, and teachers know special methods that will help you to remember and to understand difficult material.
- ALWAYS believe in yourself and strive to do your BEST on all schoolwork.

**HOW TO TAKE TESTS**

- ✓ If your basic preparation during the course has been adequate, you can be confident. DO NOT plan to “cram” the night before. Review your notes, reread the material, and get a good night’s sleep.
- ✓ Be sure you have adequate pencils, erasers, pen, ruler, paper, etc., so you will not be distracted due to a lack of equipment. Go to the restroom and get a drink of water before the test, if possible.
- ✓ After the test has been distributed, look it over quickly but carefully. Find out exactly what is wanted. Check on the number of questions to be answered. Are there any choices? Are there any specific instructions as to how the answers should be prepared or how the papers should be marked?
- ✓ Answer the questions that you know, then the next-easiest ones, etc. DO NOT waste time at first on the hard ones. DO NOT be upset, as they are usually easier when you try them later. If you do not have time for all of the questions, be certain you have answered the ones you understand or know.
- ✓ Do your scratch work on a separate pad/paper if this is permitted. Put the required work on the answer sheet in an orderly, neat arrangement. Label your answers, if applicable.
- ✓ Check your work. Watch for careless errors. Make a quick estimate on mathematics tests to see if the answer you obtained is reasonable.
- ✓ Reread your paper. Be certain your answers are what is wanted and in the way it is requested. The ability to follow instructions counts a lot in a test or examination.
- ✓ In case of an obvious misunderstanding of a question, and if the rules permit it, ask the teacher for clarification.
- ✓ Be careful of spelling, grammar, and sentence structure. Write simple, concise, and clear answers.
- ✓ DO NOT pay attention to others, especially those who finish early. There is no reward given to those who finish a test first. Take full advantage of all the time allowed. Budget your time and use all you have to check and recheck. Have you fully answered the question? Have you answered all is required? DO NOT leave any questions unanswered unless there is not time remaining or there is a scoring formula that will penalize you for guessing.
- ✓ Ask your teachers about special test-taking techniques that they have used through the years. They will be pleased to share them with you.



## ASSEMBLY BEHAVIOR

Various activities will be scheduled in the auditorium from time to time. Students should be aware of and conscious of proper etiquette in the auditorium. Courtesy should be shown to all speakers and performers. Remember that your lack of respect may show lack of manners. Applaud only by clapping hands, please. Whistling or shouting is inappropriate and not socially accepted.

### **FOOD, DRINKS and/or GUM ARE NOT allowed in the auditorium or gymnasiums.**

ALL students are required to attend all assemblies unless otherwise instructed. Enter the auditorium quickly and quietly and be seated as soon as possible. Teachers and staff personnel will supervise student activity and conduct.



## **ATTENDANCE PROCEDURES**

It is the parent's duty to require the student to attend school, monitor the student's attendance, and request a conference with school officials to

discuss any concerns about attendance. All students in HISD are clearly expected to be in attendance for all their classes and to take advantage of the opportunity to learn and to pass their courses to satisfy HISD promotion standards. TEC §25.092 states that "a student **may not** be given credit for a class unless the student is in attendance for *at least 90 percent* of the days the class was offered." Therefore, a student may have no more than **two (2) unexcused absences** per 18-week term (semester), or credit may be denied.

Middle School students in yearlong courses, which meet every other day, may have no more than **four (4) unexcused absences** to be considered for promotion. The computer grade reporting system will automatically flag students where the absence limit has been exceeded.

Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered days of attendance for completing the required percentage of days of attendance for course credit. Pursuant to state law, students who have exceeded the absence limit may request an attendance appeal from the Campus Attendance Committee.

The counting of all absences, excused and unexcused, starts the day a student is enrolled in a HISD school for the first time for the current school year. If a student transfers from one HISD school to another during the school year, all absences shall be transferred and apply to that class or subject(s) at the new school.

Students must be present at least 40 minutes of the 58 minutes of the period Monday through Thursday, and 35 minutes of the 50 minutes of the period on Friday, in order to be considered in attendance, unless the student is participating in a field trip or other activity approved by the principal.

When tardy or absent, a student is required to present a written excuse to the attendance clerk, signed by a parent or guardian, stating the date and the reason for the absence or tardy. Students who have been absent or tardy must present a written excuse from the parents or guardian when they return to school. Excuses for absences and tardies are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, juvenile court proceeding documented by a probation officer, approved emergencies, or "any other cause acceptable to the teacher, principal, or superintendent."

***Written excuses for absences or tardies should be in the school's possession no later than three (3) school days after the date of the absences or tardy. The three-day period shall begin with the day the student returns to school.***

This excuse must be signed by each of the student's classroom teachers throughout the day in order for the absence to be considered excused. The only acceptable reasons for absence shall be illness of the student, a death in the immediate family, or participation in school activities with the permission of the administration.

***No student may leave campus after arriving on the school grounds without proper clearance through the attendance office.***

Notes from home requesting a student to be excused should be presented to the attendance clerk before the first period. The note must contain a telephone number where the parent may be reached. The parent must come into the office, sign-out the student and pick up the student from the attendance office.

Students desiring to leave school because of illness must be excused by the school nurse, secretary, or the attendance clerk. ***Students who leave campus without permission are truant and will be handled by administrators in accordance with the Code of Student Conduct.***

The school attendance clerk will attempt to contact parents of all absent students each day by telephone, or by computerized notification system. The attendance office telephone number is (713) 434-5600. ***Parents of absent students may contact the attendance office by telephone, but excuses for absence must be written and kept on file.***

### **ATTENDANCE MAKE-UP POLICY**

Students who present acceptable excuses for absences will be given the opportunity to make-up work. All make-up work shall be done under the supervision of the teacher before or after school hours. Students normally have five (5) school days to complete make-up work outside of class. The option of working to make up missed work and demonstrate acceptable achievement and petitioning the School Attendance Committee for credit provides students a chance to rethink their choices without automatically enforcing a penalty of losing all credit in courses attempted. This is in line with the dropout prevention program as established by the state, which was designed to encourage students to remain in school and work to be successful. ***Therefore, all students will be given the opportunity to make up work in both excused and unexcused absences.***



### **ATHLETIC COMPETITION**

Richard W. Dowling MSFA uses University Interscholastic League (UIL) student participation standards for boys and girls academic and athletic competition. Accordingly, only 7<sup>th</sup> and 8<sup>th</sup> grade students normally participate. Magnet student participation may include some 6<sup>th</sup> grade participation. Student athletes will receive participation awards as follows for entire sport season participation:

- 7<sup>th</sup> grade: Certificate with school designed/approved jacket. (Students who receive a jacket during their 7<sup>th</sup> grade year will receive an appropriate sport letter/decal/logo also).
- 8<sup>th</sup> grade: Certificate with trophy.

Note: Students who become ineligible academically or do not complete the entire season may only receive a certificate for participation. All awards are only provided, however, if sufficient fund raising monies are raised during the school year.

### **ATTENDANCE AUTODIALER**

We will use an automatic student attendance dialer system to contact parents to notify them of student absences. It will call the parents/guardian's phone number listed on the registration form if their child was present and marked absent from a class. If you receive a call from the

system, please call the attendance clerk to clear the absence at 713-434-5600. It is extremely important that the school is able to contact appropriate family members via the telephone.

### **BEHAVIOR MANAGEMENT SEQUENCE**

In order to maintain an environment conducive to learning, the following behavior management sequence will be supported by faculty, staff, and administration. To the maximum extent possible, this sequence will only be modified by administrative discretion.

- Establish a positive learning environment. Positive teacher/staff and student interaction.
- Active student engagement. Clear rules, rewards, consequences and consistency.
- Redirect off-task behavior.
- Teacher/student conference. Contact parent/guardian. Make parent/guardians our partners.

Next Step:

- Refer to counselor. Meet with student and parent/guardian.

Next Step:

- Refer to Administrator.
- Teacher/parent/counselor/administrator conference.

Next Step:

- Student Referral Center (SRC) assignment. In school suspension.
- Off campus suspension.

Next Step:

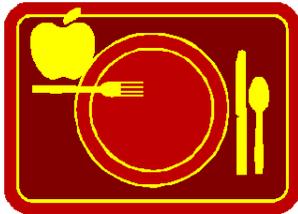
- Reassignment to Alternative Discipline Program (DAEP).
- Referral for evaluation for behavior class (BSC).
- Expulsion – Board

## **BUS – RIDING RULES**

Riding HISD buses to and from school is a privilege NOT a right. Student conduct while riding that directly or indirectly affect the safety of the driver or those riding, will be quickly handled by administration. Each student is encouraged to “Protect their Riding Privilege” by following these simple rules:

1. Follow all directions by the bus driver the first time they are given.
2. Observe the same conduct standards of the classroom.
3. Be courteous, DO NOT use profane language.
4. Do not eat or drink on the bus.
5. Please help keep your bus clean.
6. Do not use tobacco or other smoking materials.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus at all times.
10. Bus driver is authorized to assign seats.

**Disruptive and repeated misbehavior on the school bus may result in temporary or permanent loss of riding privileges.**



## **CAFETERIA POLICIES**

1. Students will enter the cafeteria and report to their assigned tables. They will sit at their assigned tables and wait to be dismissed by an administrator or another adult.
2. Once dismissed, students will decide if they will eat from the tray line or

the ala carte line if the ala carte line is available.

3. If students eat from the tray line, they proceed to the tray line area, where they get into line. Once the line is full, students will line up outside the serving line by the designated wall. The teacher on duty will filter students from this line into the cafeteria serving line.
4. If students eat from the ala carte line, they proceed to the ala carte line. The overflow line will be directed to the wall near the windows. The teacher will filter students into the four different ala carte lines, making sure there are no more than four or five students per line.
5. Students should get all of their food at the beginning of their lunch time. They should not get up and go back to the lines after they have been seated. Once they have their food, the students will report back to their assigned tables. They will remain at their tables until their teacher comes to pick them up. Students should not be up and walking around the cafeteria.
6. Students will be responsible to clean up their tables by throwing away their trash in the trash cans that are being walked around the cafeteria. The students will not be dismissed from the cafeteria unless their area is clean.

## **CAFETERIA LUNCH CARDS**

The assisted food program provides daily meals through use of computerized Identification Numbers. Students who have approved lunch applications on file may participate in this program. (Applications are available in the counselor office or from the cafeteria manager.) Students may not sell or lend I.D. numbers.

### **CELL PHONES (& Pagers)**

Student carrying cell phones on campus was approved by HISD BOE during the 2003-2004 school years. However, cell phones and pagers are permitted but they are not allowed to be used, seen, or heard during the regular school hours. Upon entering the campus, students should turn off phones and place phones in pockets so that they are not visible.

***If cell phones are confiscated, a \$15 administrative fee will be charged when device is claimed by the parent.***



### **CLINIC INFORMATION**

The medical clinic is located in the main office. **Students must secure a permit (hall pass) from their teacher prior to reporting to the nurse.** If you become ill, report to your teacher and request a permit to the nurse. If it is at the end of a period or during a passing time, or lunch period, a permit from your next period teacher is required. This applies to all classes, including P.E. Only in cases of emergency will the school nurse see a student without a valid permit. If the door to the clinic is locked, report immediately to your grade principal's office.

The nurse is not allowed to prescribe medication or give treatments of any kind, including non-prescription drugs such as aspirin.

If a student is required to take medication during school hours, then he/she must present to the nurse a written statement from his/her physician and a permission slip from his/her parent(s). The student will then come to the nurse's office to take his/her medicine.

### ***PHYSICAL EDUCATION***

***RESTRICTION CARDS*** signed by a medical doctor are required of students who cannot participate in P.E. for medical reasons. Cards are available from the nurse or grade level counselor/principal.

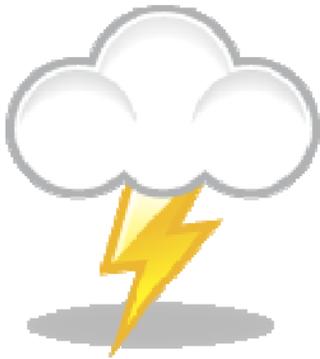


### **CLOSED CAMPUS**

Richard W. Dowling MS is a closed campus. Once students arrive on campus, they are to remain on campus at all times. Students are not allowed to leave campus during the lunch period. Furthermore, students shall not leave campus without permission and notification from a school official. Students who violate these rules will be subject to disciplinary action. We ask parents/guardians to honor the privacy of our students by NOT requesting to eat lunch during the lunch periods with their child.

### **CLOSING OF SCHOOLS**

The Superintendent of Schools may close schools because of inclement weather or emergencies (flooding, icy roads, power failures, etc.). HISD announces such closings on radio and television as soon as a decision is made. Under both emergency closing plans, A and B, students are excused from class for the day. (Under plan A, all employees are also excused. Under plan B, schools are closed, but administrative offices remain open.) Individuals who miss the announcements can call HISD's Weather Hotline (713-267-1704) for details.



**CLUBS AND ORGANIZATIONS**

Dowling Middle School has numerous clubs and organizations, which are designed to help students, get actively involved in their school. Teachers and staff sponsor these clubs and organizations and present challenges and rewards to those who participate. Join one or more of these clubs and make your middle school days more memorable.

Listed are some clubs and organizations at our campus you may want to join:

- |   |                    |
|---|--------------------|
| Band                                    | Cheerleaders       |
| Choir                                   | Dowling Twirlers   |
| Book Club                               | Flag Corps         |
| Debate Club                             | Texanettes         |
| Chess Club                              | Junior Achievement |
| Boy's Club                              | Girl's Club        |
| Recycling Club                          |                    |
| Student Government                      |                    |
| Hispanic Dance and Multicultural Dance  |                    |
| Fellowship of Christian Athletics (FCA) |                    |



Only 7<sup>th</sup> and 8<sup>th</sup> grade students are eligible for University Interscholastic League (U.I.L.) sports on campus. Participation in any U.I.L. activity requires a passing grade of 70 or higher in all subjects.

Listed are some U.I.L. sports activities at our campus:

- |               |            |
|---------------|------------|
| Football      | Soccer     |
| Basketball    | Volleyball |
| Track & Field |            |

Student clubs and performing groups such as the band, choir, and athletic teams may establish rules of conduct and consequences for misbehavior that are stricter than those of students in general.

If a violation is made of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

All rules and guidelines for clubs must be submitted and approved by the

principal or designee. Either the club sponsor or the coach must supervise all activities.

**HAZING OF ANY KIND IS PROHIBITED.**

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**CODE OF STUDENT CONDUCT**

In keeping with the acts of misconduct and disciplinary actions described in the Code of Student Conduct, the following summary will serve as a guide for parent and student orientation. The degree of discipline will be determined by the severity and frequency of the particular offense.

**1. LEVEL 1**

For the following Acts of Misbehavior:

- Running in building
- Excessive noise
- Cheating
- Refusal to participate in class activities
- Tardy to class
- Eating in class
- Chewing gum
- No materials for class
- No class assignment

These disciplinary actions apply:

- Teacher-student conference
- Verbal corrections
- In-class action

- Detention (maintained by teacher)
- Parental contact
- Counselor-student conference

**2. LEVEL 2**

For the following Discipline Infractions:

- Improper dress
- Cutting class/truancy
- Violation of school rules at school activities
- Leaving school grounds
- Cafeteria disturbance
- Disruptive behavior on bus
- Illegal group/gang behavior
- Possession of beepers
- Repeated misbehavior
- Possession of a lighter or flammable material.

These disciplinary actions apply:

- Parental contact
- Required administrator/parent/student conference
- Detention
- Exclusion from activities
- Short-term reassignment
- Removal of school transportation privileges

**3. LEVEL 3**

For the following Disruptive Behaviors:

- Disruptive on school bus
- Misdemeanor stealing
- Fighting
- Profane language/gestures
- Unsolicited sexual proposal
- Disrespect/defiance toward school personnel
- Defacing school property with graffiti
- Robbery/Burglary
- Gambling
- Hazing
- Smoking on campus
- Repeated discipline infractions

- **Attempted Bribery**
- **Students must “cover up while on campus or at a school-related activity any tattoo that is inappropriate, obscene, offensive, vulgar, or gang-related.**

These disciplinary actions apply:

- Required administrator/parent/student conference
- Exclusion from activities
- Short-term reassignment
- Restitution/Restoration
- Removal of transportation services
- Long-term reassignment
- Referral to HISD Police
- Referral to law enforcement agency for legal action
- Suspension

**4. LEVEL 3**

For the following Illegal Acts:

- Assault
- Threat/verbal assault
- Felony stealing
- Burglary of HISD property
- Abuse of volatile chemicals
- Sale/Possession/Under the Influence of drugs or alcohol beverage
- Repeated disruptive behavior

These disciplinary actions apply:

- Required administrator parent/student conference
- Suspension
- Exclusion from activities
- Long-term reassignment
- Referral to HISD Police
- Referral to law enforcement agency for legal action
- Referral to an Alternative Education Program

**5. LEVEL 4/5**

For the following Serious Violations:

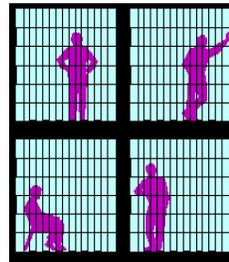
- Possession of a weapon

- Criminal mischief
- Aggravated assault
- Sexual assault/**Dating Violence**
- Aggravated sexual assault
- Murder
- Arson
- Repeated serious offenses and/or illegal acts

These disciplinary actions apply:

- Required administrator/parent/student conference
- Exclusion from school activities
- Restitution/Restoration
- Referral to HISD Police
- Referral to local juvenile board
- Suspension
- Referral to an Alternative Education Program
- Expulsion

In summary, students are expected to observe school rules and regulations; which help to maintain an environment conducive to effective education. Any inappropriate behavior, which interferes with the educational process, will result in referrals being made to the Grade Principal’s office for disciplinary action.



**WARNING      WARNING      WARNING**

**It is A FELONY to Possess any of the Following Weapons on School Property:**

- |                   |                          |
|-------------------|--------------------------|
| 1. Pistol         | 10. Knife over 5.5"      |
| 2. Rifle          | 11. Throwing Instruments |
| 3. Shotgun        | 12. Dagger               |
| 4. Gun (Homemade) | 13. Dirk                 |
| 5. Bomb           | 14. Stiletto             |
| 6. Grenade        | 15. Poniard              |
| 7. Rocket         | 16. Bowie Knife          |
| 8. Mine           | 17. Sword                |

- 9. Device to shoot Explosives
- 18. Spear

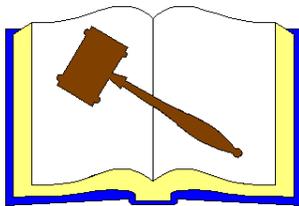
- 3. DOWLING MIDDLE SCHOOL WILL NOT BE RESPONSIBLE FOR THE LOSS OF ANY CONFISCATED PROPERTY.

**PENALTY**

**Not Less Than 2 Years,  
Up To 10 Years, In  
STATE PRISON  
And Up To \$5,000 in Fines**

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**POSSESSION of any of these items will result in Mandatory Suspension/Expulsion – Code of Student Conduct**



**CONFISCATED PROPERTY**

Students may not bring to school those items which are inappropriate or specifically against school rules. If those items are brought to school, that property will be confiscated. The following rules apply to confiscated property:

- 1. Cigarettes, matches, disposable lighters, any tobacco products, white out/liquid paper, permanent ink markers, weapons, and gang paraphernalia may not be returned.
- 2. Radios, cassette players, CD players, sunglasses, cards, dominoes, and hats may not be returned as determined by the appropriate grade principal.

**COUNSELORS**

Students who wish to see their grade counselor should complete a Request For Appointment with Counselor Form. These forms are available from homeroom teachers and should be returned to them when completed. Counselors provide personal, academic, and vocational assistance.

**DISCIPLINE**

The Board of Education of the Houston Independent School District, in accordance with its major system priorities, believes the school environment should be safe for all students and free of disruptions that interfere with the educational process. In response to this belief, the Board has developed a policy of **ZERO TOLERANCE**. This policy shall apply to elementary, middle, and high school.

ALL students who unlawfully possess a firearm, illegal knife, explosive, or any other dangerous object or weapon on school district property, on school busses, and/or in attendance at district-related activities, shall be recommended for expulsion. The Board of Education further declares that the *Code of Student Conduct* will be strictly applied.

In every case, where students in elementary, middle or high school commit a criminal offense in violation of the Penal Code, the Educational Code, or the *Code of Student Conduct*, the school district will pursue arrest, charges, and removal to an alternative education program, juvenile facility, or county jail.

Dowling Middle School will provide a safe and orderly environment for its students through a well-understood

discipline program that will be consistently applied. Students who violate the District's or the school's rules and policies shall be subject to disciplinary action. The District's disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. Disruption of classes or any school activity by students or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

### **DISRUPTION OF CLASSES**

NO person shall be permitted on school property or on public property within 500 feet of school, to willfully disrupt, alone or in concert with others, the conduct of classes or school activities. Conduct that disrupts the educational activities of a school includes:

1. Emission by any means of noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention or students from attending classes or other school activities that students are required to attend.
4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud profane language causing disruption of class activities.

For purposes of this provision, "school property" includes the public school campuses or school grounds upon

which any public school or school-owned facility is located, and any grounds or buildings used by District schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park, or sidewalk.



### **DRUG AND ALCOHOL ABUSE**

Any student who intentionally sells drugs, gives, possesses, uses, or is under the influence of illicit drug, narcotics, or alcohol in or on school property, including school buses, shall be subjected to disciplinary action, according to the Code of Student Conduct and reported to the appropriate law enforcement agencies for possible legal actions. **THE USE AND/OR POSSESSION OF TOBACCO PRODUCTS IS STRICTLY PROHIBITED.**

### **STUDENT ID BADGES**

**ALL** students will be issued and **must wear** DMSFA Identification (ID) Badges while on campus during the school day. The initial badge will be issued at no cost to the student upon enrollment. Student badges **MUST** be worn while on campus and when attending HISD and/or school-related activities. Replacement of student badges will cost a nominal fee if lost, stolen, or misplaced. Failure to wear student ID badges will result in disciplinary action.

### **LOCKERS**

Lockers are issued to students by their Social Studies teacher. Students are responsible for the contents in their lockers. Students are also responsible for keeping their locker clean inside and out. If the Social Studies teacher assigns a hall locker to the student, the student is responsible for providing a combination lock, if needed (6<sup>th</sup> Grade). All students are assigned gymnasium lockers, and students must provide combination locks for those lockers as well. Students are only permitted to go to their lockers before school, after third period, and after sixth period only. Regardless, students will be held responsible for getting to class on time. Key locks are not permitted, and students may not share lockers with friends or classmates. Illegal locks will be confiscated (cut) and not replaced (\$) when found. All unused lockers will be permanently closed for safety and habitability reasons. The school cannot assume responsibility for loss of articles/items from lockers. A grade principal can arrange for a lock to be cut-off when necessary.



### PERMITS (Hall Pass)

Other than during passing periods, a student who is not in class must have a permit (hall pass) signed by a teacher if found outside of class. ALL students found in the hallways, bathrooms, etc., without a permit (hall pass) will be considered “skipping” and will be

handled in accordance with the Student Code of Conduct.

### PROMOTION STANDARDS

Houston ISD promotion standards for students in grades 6 through 8 are as follows:

- A. All students must meet current Texas course-average requirements. An average of 70 or above in three of the four core courses: language arts (average of English and reading), mathematics, science and social studies.
- B. All students must earn a passing score on the reading and mathematics sections of the Texas Assessment of Knowledge and Skills (TAKS) test.
- C. All students must score no lower than the grade-level standard set for the 2010-2011 school year in reading and math on the Stanford 10/Aprena test: sixth grade (4.1); seventh grade (5.1); and eight grade (6.1). (*subject to change*)



### SCHOOL BUS SAFETY RULES

Houston ISD furnishes school bus transportation for all eligible students in the school district. School

transportation is a privilege provided to students who live outside the 2-mile boundary from the school and is not mandatory by law. Transportation is rendered as an auxiliary service by the HISD school board. In order to receive this service, a student needs to merely abide by the listed safety rules:

1. Observe the same conduct as in the classroom.
2. Cooperate and follow the directions of the bus driver.
3. Be courteous; do not use profane language.
4. Do not consume food or drink on the bus.
5. Smoking on the bus is strictly prohibited by school/district rules.
6. Keep the bus clean.
7. Do not be destructive, abusive, or problematic.
8. MUST stay in seat when bus is in motion.
9. Keep head, hands, and feet inside the bus at ALL times.
10. Accept that the driver is authorized to assign seats at anytime.

The school bus stops are established by the Transportation Department and must not vary without official notification. Students are assigned to a bus stop that is closest to their home for the convenience and safety. Students should be at their bus stop five minutes before the assigned pick-up time. **Misconduct on the bus will not be tolerated.**

Good student behavior on the school bus is important for the safety and well being of the entire passenger load. However, if it becomes apparent that a student is not cooperating, school administrators will normally initiate the following steps:

**First Offense** - Give the student adequate warning, but do not keep repeating this warning. Inform the

parent in writing or by telephone that the child is not cooperating.

**Second Offense** - A two or three day suspension from riding the bus.

**Third Offense** - A five to seven day suspension from riding the bus.

**Fourth Offense** - Exclusion from riding the bus for the semester.

The school bus driver is responsible to the grade principal as well as to the Transportation Department. H/She is to report all discipline problems to the grade principal at once.

A student's bus privilege may be discontinued at any time for disciplinary reasons. Parents will be notified. Parents, questions may be directed to school administration and/or the Transportation Department at (713) 721-2600.

**LOST AND FOUND**

The "Lost and Found" articles are kept in the grade principal's office. Students who have lost personal or school materials should check in the office to see if the materials have been turned in. Any item/material "found" on the school campus is to be immediately turned in to one of the grade principals' office. Possession of stolen rather than lost items may cause serious disciplinary actions.



**LIBRARY MEDIA CENTER INFORMATION**

The Dowling Library Media Center (DLMC) is located on the southwest corner of 'B' building and is open daily. The staff of the DLMC will assist you in locating all materials.

DLMC rules and regulations are given to each teacher and will be made available to you. Students are admitted to the DLMC by a permit signed by any teacher and coordinated through DLMC personnel.

**PROTECTION OF VALUABLES**

Several simple precautions will help students protect their valuables: No more money should be brought to school than is needed for lunch, bus fare, or other necessities; students may not share lockers or give their combination to other students; all valuables should be secured in lockers during physical education.

Students may not bring to school radios, cameras, tape recorders, toys, or any other items that will be a distraction during the school day, or that are not directly related to schoolwork. If you have questions, see your grade principal.



**GENERAL DISCIPLINE GUIDELINES FOR ASSESSING PENALTIES**

Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:

1. The seriousness of the offense;
2. The student's age;
3. The frequency of misconduct;
4. The student's attitude;
5. The potential effect of the misconduct on the school environment; and
6. The state law requirements for certain disciplinary consequences.

**GENERAL RULES AND REGULATIONS**

1. Students may enter the building at 7:40 a.m. to go to their lockers and enter classrooms.
2. **Students will be tardy after 7:45 a.m.**
3. Students will not be allowed out of the classroom without a signed, dated, and timed permit specifying destination.
4. Backpacks are prohibited for safety reasons. Backpacks may be brought to school, but they cannot be taken into the classroom. ALL backpacks must be kept in lockers during the school day, except for sixth period.
5. COURTESY will be expressed by both teachers and students at all times.
6. Students are only permitted to go to their lockers before school, after second period, after fifth period.
7. Students are to remain in the cafeteria during their lunch period. At no time are students allowed to take food outside the cafeteria.
8. Students are not allowed to leave campus without permission and notification from school officials.
9. Disruption of classes or any school activities by students or others is prohibited and is subject to disciplinary action and/or referral to legal authorities.

10. **Students are not permitted to bring permanent ink markers, radios, cameras, cards, or dominoes to school. If found on campus, they will be confiscated.**

11. Students will refrain from hugging, kissing, and/or embracing or other public show of affection (PSA) while on campus.

12. Any student loitering on campus after 4:15 p.m. Mon-Thurs. and 3:15 p.m. on Fridays and not supervised by a teacher/coach is in violation of school policy and is subject to disciplinary action.

13. Dowling has a **ZERO TOLERANCE** on fighting, bullying, and instigation of altercations for any reason! If a student fights, he/she will be subject to arrest, fined, (Issuance of citation(s)), transported to juvenile detention or referred to a Disciplinary Alternative Education Program (DAEP).

14. Posting unauthorized Web pages, sending or forwarding inappropriate e-mail, graphic images, or offensive language or comments on a school/district server, Web page, or guest book will be subject to disciplinary actions.

15. Students are to dress according to the dress code everyday.

16. Students will be released only to those person(s) listed on school records.

17. **SLAM books and/or Chain Letters are prohibited.**

**JURISDICTION**

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.



**STUDENT DRESS CODE**

Dowling MS has adopted a uniform dress policy. Grooming and appearance are an important part of positive school culture. Students are expected to dress in a manner that exemplifies the high standards that we (parents, school, and community) expect from them, both in dress and behavior.

Dowling's dress code is established to teach our students grooming and hygiene standards, instill self-discipline, prevent disruption of the educational process, avoid safety hazards, and teach respect for authority, rules and established procedures. New items to this code are listed in *italics*.

**POLICIES FOR STUDENT  
DRESS CODE:**

**SLACKS, SKIRTS, SHORTS,  
SKORTS, CAPRIS, DRESSES, OR  
JUMPERS  
(NO JEANS)**

- Shall be “Dickie or Dockers-type” **solid color – Uniform KHAKI or NAVY**
- No glitter, shimmer, or other color distraction is permitted.
- Shall be appropriately sized: NOT tight fitting, NOT loose fitting.
- Slacks must fit securely at the waist and be properly hemmed or cuffed at or below the ankle and no wider than the shoe length, but not dragging the ground (“slicing” or “ragging” are not allowed).
- May not be worn in any way that reflects Gang affiliation, conceals contraband, or creates a distraction (“sagging” is **NOT** allowed).
- **Solid color black or brown leather or leather like belts only (NO embellishments, buttons, etc. and NO excessively large belt buckles)**
- **NO** stretch slacks, sweatpants, jogging pants, wind suits, warm-ups, jeans, overalls or coveralls are allowed.
- **NO** leather, suede, vinyl or denim fabric.
- Length of skirts, shorts, dresses or jumpers must be knee length, and shorts must be worn under skirts and dresses.
- The top of any side, back or front slit must also be clearly no more than two (2) inches above the knee.
- *Capris must be below the knee. Skinny Jeans may be worn as long as shirts are able to be correctly tucked in.*
- **NO** stripes or embroidery allowed.
- **NO** outside (sewn on) oversized expandable pockets on slacks such as those commonly referred to as

“cargo” pockets or “safari” pockets are allowed.

**ADMINISTRATORS HAVE THE  
RESPONSIBILITY AND THE RIGHT TO  
DETERMINE APPROPRIATENESS OF  
ATIRE AND GROOMING FOR THE  
SCHOOL SETTING**

**SHIRTS OR BLOUSES  
(NO LOGOS)**

- **Shall be the solid colors of the designated grade level:**
  - 6<sup>th</sup> Grade – White
  - 7<sup>th</sup> Grade- Red
  - 8<sup>th</sup> Grade – Navy
  - (No Logos/Embroidery)
  - (No Multi-colors)
- **NO** glitter, shimmer or other color distraction is permitted
- Shall be appropriately sized (not form fitting or tight).
- **Must be tucked in and appropriately buttoned above the chest area at all times.** *(This is the responsibility of the student. Inappropriately exposed skin is a violation of the dress code)*
- **Shirts or Blouses:**
  - Must have a standard collar.
  - Must be a golf style, polo style with buttons, dress shirt with buttons or turtleneck. **T-shirts are not allowed as another garment.**
  - *Dowling SPIRIT T-SHIRTS MAY BE WORN ON FRIDAYS OR DESIGNATED DAYS ONLY...these shirts will be available throughout the year and can be worn on Fridays. Clothing bottoms must still be NAVY or KHAKI ONLY!*
  - May NOT be leather, suede, denim or stretch fabric.
  - May NOT be sleeveless.
  - May not be worn in any way that reflects Gang affiliation, conceals contraband or creates a distraction.
  - If a T-shirt or turtleneck shirt is worn underneath the dress shirt, it shall be white.

**ADMINISTRATORS HAVE THE  
RESPONSIBILITY AND THE RIGHT  
TO DETERMINE APPROPRIATENESS  
OF ATIRE AND GROOMING FOR THE  
SCHOOL SETTING**

**SWEATERS, VESTS, SWEATERS,  
WINDBREAKERS, SPORTCOATS  
AND BLAZERS**

- May be worn only with the standard collared polo style shirts.
- Shall be any solid color (Same as shirts or slacks) (No logos). The color may be the same as the solid color of the pants but must clearly contrast with the shirt or top being worn.
- Must be appropriately sized in the shoulders, sleeves and length.
- May not be worn in any way that reflects Gang affiliation, conceals contraband or creates a distraction.

**ADMINISTRATORS HAVE THE  
RESPONSIBILITY AND THE RIGHT TO  
DETERMINE APPROPRIATENESS OF  
ATIRE AND GROOMING FOR THE  
SCHOOL SETTING**

**OUTSIDE JACKETS AND COATS**

- All fabrics acceptable.
- May NOT be worn in any way that reflects Gang affiliation, conceals contraband or creates a distraction.
- Full length jackets/coats such as those commonly referred to as “trench” coats or “dusters” **are not allowed**. Three/quarter (3/4) length (or less) jackets/coats are acceptable.
- Outside jackets and coats are considered to be cold weather apparel **ONLY** and will be expected to be kept in lockers during the school day.

**HAIR**

- Must be neat, clean and well groomed.
- **NO** type of head covering, cap, hat, “Do-Rag”, or hair rollers may be

worn on campus. Long-handled combs are prohibited for safety reasons.

- Sideburns must be kept neatly trimmed and must not extend below the ear level or flare at the bottom.
- Symbols and/or styles that are identified with Gang membership, affiliation or representation **are not** allowed.
- Distracting styles and/or coloring **are not** allowed.
- Students must be clean-shaven. Goatees, beards, and moustaches or any other facial hair **are prohibited**.
- Hair carving/shapes/designs, etc., **are not** permitted.

**ADMINISTRATORS HAVE THE  
RESPONSIBILITY AND THE RIGHT TO  
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ATIRE AND GROOMING FOR THE  
SCHOOL SETTING**

**SHOES**

Students must wear shoes appropriate for school (NO house slippers or flip-flops). All shoes must include a back strap over the heel.

- Wheels, glitter, noise-makers, or lights are not permitted on footwear.

**MISCELLANEOUS**

- New students enrolling at Dowling MS for the first time will be provided a grace period of no more than fifteen (15) calendar days to comply with the uniform dress code.
- Revealing or tight garments considered inappropriately sized are prohibited.
- Accessories with inappropriate decorations or advertisements are prohibited. This includes but is no limited to, any item that depicts the occult, Gang membership, death, suicide, violence, drugs, alcohol, tobacco or ethnic bias (neighborhood affiliation etc.)
- The following items **MAY NOT** be worn:

- Caps, hats, hoods, Do-rags, scarves(rags) or other head coverings
- Sunglasses and hairnets
- Temporary fashion mouth pieces (“Grills”)
- Garments that have holes worn or torn in them
- Heavy neck chains, spike necklaces, heavy chain necklaces (“bling-bling”), 1 “<3” bracelets, or other inappropriate types of jewelry.
- Glitter, tattoos, and writing/ drawing on the face or skin.
- Any tattoos (including temporary) must be covered at all times (at school or while representing the school).
- *Jewelry for males-no visible piercings or necklaces.*
- *Jewelry for females-only ear piercings are permitted with no large earrings or hoops. Necklaces and bracelets must not be excessive.*
- NO more than two (2) earrings may be worn in the earlobe ONLY (one per ear lobe). Nose rings, lip rings, tongue piercing rings, or any other body piercing are not permitted.
- Spirit shirts are approved and sold by school administration ONLY and considered standardized dress on designated days (Fridays). The spirit shirts must be school specific. This means that small identifying spirit shirt logos can be stitched or printed on the left front upper chest area of the shirt. All logos sold by the school will be of acceptable size if the flattened hand can cover it. Spirit shirts must be the solid designated grade’s color.

**ADMINISTRATORS HAVE THE RESPONSIBILITY AND THE RIGHT TO DETERMINE APPROPRIATENESS OF ATIRE AND GROOMING FOR THE SCHOOL SETTING**

**IDENTIFICATION BADGES**  
**[ID] (REQUIRED)**

To support our increased and safety, a student Identification Badge (ID) will be provided (free of charge) to all students within the first two weeks of school. ID’s shall be carried at all times for instant identification upon request. If the badge is lost, stolen or misplaced at any time, it must be replaced at the cost of \$5.00 (subject to change due to cost replacement). ID’s will be replaced at the student’s expense when defaced or have any unapproved items attached or placed on the front or back. ID badges are a very important part of our dress code.



**GRADING SYSTEM**

Middle schools operate under the concept of annual promotion. All basic courses and most electives will be taken for an entire year (two semesters). In order for middle school students to satisfy promotion standard “A”, a student shall attain an overall yearly average of 70 or above and an average of 70 or above in three of the four core courses: Language arts (average of reading and English), mathematics, science and social studies:

A	=	90-100	Excellent
B	=	80-89	Good
C	=	75-79	Average
D	=	70-74	Poor
F	=	Below 70	Failure
I	=	Incomplete	

**Conduct**

E	=	Excellent
S	=	Satisfactory
P	=	Poor
U	=	Unsatisfactory

(The teacher can assign a 'U' in conduct only with the Principal's approval).

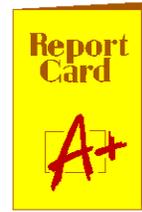
An ***incomplete*** is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. **An 'incomplete (I)' becomes a 'failure (F)' if the make-up work is not completed by the end of the next grading cycle.**

**Six-Week Grading Periods**

- 1<sup>st</sup> Grading Period ....August 27 to October 5, 2012
- 2<sup>nd</sup> Grading Period....October 8 to November 9, 2012
- 3<sup>rd</sup> Grading Period November 12 to December 21, 2012
- 4<sup>th</sup> Grading Period ....January 8 to February 22, 2013
- 5<sup>th</sup> Grading Period ....February 25 to April 12, 2013
- 6<sup>th</sup> Grading Period ....April 15 to June 6, 2013

**RELEASING STUDENTS DURING SCHOOL HOURS**

A student may be released during school hours only to the person who signed the student's enrollment form or who has legal custody of the student or to a person who has the parent's written permission to have the student released. That person must first present identification to the school office staff. ***Students will not be called out-of-class for release within the last thirty (30) minutes of the school day.***

**REPORT CARDS**

Your grade level counselor issues report cards at the end of each six-week grading period. Report cards are normally given to students during homeroom on report card day. Students are expected to take their report cards home for parent/guardian review and evaluation. Those parents who wish to pickup a copy of their students' report card may do so from the grade level counselor. Report cards show more than the academic achievement of the students; they will also indicate citizenship grade and course absences. Progress Report Cards will be issued at the three (3) week period of the grading cycle, or whenever a student is failing.

**SECRET SOCIETIES**

The Board prohibits any fraternity, sorority, or secret society. This is defined by state law as any organization composed wholly or in part of pupils of public school below the rank of college or junior college which seeks to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school who is qualified under the rules of the school, to fill the special aims of the organization.

Any student who becomes or remains a member, or promises or otherwise pledges to become a member, of any fraternity, sorority, or secret society shall be recommended for placement in an alternative education program.

## **SCHOOL VISITORS**

Parents and visitors are encouraged to visit our school. However, to minimize disruption of the instructional day, any individual visiting the school for any reason must report first to the main office (Bldg. 'B') for clearance and sign-in for a visitor's pass. If it is necessary to speak with a student or the teacher directly, advance notice must be provided and every attempt will be made to schedule this conference during the teacher's conference period. Parent-teacher conferences must be arranged either by directly contacting the teacher or by requesting an appointment through the grade principal's office. In either case, visitors and parents must first report their presence in the building to the main office. It is extremely important that classroom activities are not interrupted.

## **STUDENT CHECKOUT PROCESS**

A parent who wishes to check a student out of Dowling Middle School must normally provide a minimum of twenty-four hours notice to the school. The checkout process is a complex and lengthy one, which involves all the students' teachers. Twenty-four (24) hour notice by the parent will permit sufficient time to complete the task without disrupting the educational process for other students. ***Students will not be called out-of-class within the last thirty minutes of the school day.***

## **STUDENT REFERRAL CENTER**

Students are assigned to Student Referral Center (SRC) due to severe disciplinary problems. The SRC is designed to allow a student whose behavior may warrant suspension to be

sent to the center so that he/she can remain in the school setting and continue his/her work while receiving guidance and counseling. Such an arrangement promotes improved student behavior, enhances student achievement, increases daily attendance, and encourages the development of a more positive attitude towards school. This is basically an in-school suspension program where students are required to do their class assignments. SRC begins at 7:45 a.m. daily and is dismissed at 4:15 p.m. Mon-Thurs and 3:15 p.m. on Fridays. Students must immediately leave the school grounds. Failure to follow the rules may result in additional days being added or assignment to an alternative educational facility.

An administrator may normally assign a student to SRC for one (1) to five (5) days, depending upon the infraction. A discipline waiver has been requested and approved for additional time, when appropriate. Upon re-entry into the regular school population, students will receive ongoing support and reinforcement from the school counselors. Teachers, parents, and administrative staff will be continuously involved with student progress and immediate assistance will be offered should any similar problem arise.



## **TARDIES**

All students are expected to be in their assigned classroom seats when the tardy bell rings. Students entering the classroom after the tardy bell rings will be subjected to Level ONE teacher disciplinary action. Any student who accumulates 3 tardies will be referred to

a grade counselor/principal and may expect contact to be made with his/her parents/guardians. Repeated tardy violators may expect assignment to After School or Saturday Detention to make up the time that was missed in the classroom.

Twenty-four hour notice to parents will be given for students who must attend After School or Saturday Detention for tardiness, misbehavior, or make-up work. This notice enables the parents to arrange appropriate transportation for the student.

If a teacher delays the departure of a student from class, the student must secure a tardy permit from that teacher. Only the teacher delaying the student may issue this permit. The administrative offices will not issue such permits.

## BE ON TIME!!!



### TELEPHONES

Students **may not** use the office or campus telephones for personal calls, except in an emergency and with staff permission. (The school reserves the right to determine the nature of the emergency). In the event a student receives a call, he/she will be called out of class only in case of emergency. Transportation arrangements should be made prior to coming to school. **There are NO pay phones on campus.**



### TEXTBOOKS

All textbooks and/or library books are provided free to those students who elect to take possession of their textbooks. Teachers will supply textbook covers to students who are expected to keep their books covered at all times. Students must write their names in the textbooks when issued to help identify student possession during periodic book checks.

***Students/parents are financially responsible for the lost, stolen, or damaged textbooks.***

Any student failing to return all books (textbooks/library books) shall forfeit his/her right to future assigned free textbooks until the parent or guardian pays for the books previously issued but not returned in accordance with (Section 1265 (e) Texas Education Code). A student's records may be withheld if a book is not returned and payment is not made in full (HB2181).