



Home of the
LONGHORNS

Principal- Jeff Smith

Asst. Principal- Matt Willoughby

Asst. Principal- Summer Vasquez

Counselor- Amy McCloud

Counselor- Hope Lewis

Student Assistance Counselor- Eren Turner

Student Resource Officer- James Korak

MASCOT- Longhorns

SCHOOL COLORS- Burnt Orange and Khaki

WELCOME AND INTRODUCTION

We welcome you as members of Harpool Middle School. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. This document, along with the District's Student Code of Conduct, outlines expectations for all students here at Harpool. Most of us know when we are doing the right thing. Do the right thing, and you'll be fulfilling a big part of your obligation as a member of the school community.

We are proud to have you at Harpool, and you should be proud to be a student here. So take good care of your school and show your Longhorn Pride!

Jeff Smith
Principal

Mission, Vision and Values

Mission

Harpool Middle School will empower, inspire, and nurture all students to become problem solvers, achieve personal success, and contribute responsibly to our school, community, and world.

Vision

To make Harpool Middle School a place where students and staff have high expectations for themselves and others while building relationships through exceptional learning experiences.

Values

We VALUE and NURTURE our students.

We BELIEVE that every student is capable of learning and should be held accountable for his/her performance and citizenship.

We CELEBRATE and SUPPORT student and faculty success.

We LAUGH and SMILE everyday with our students and each other.

We CONDUCT our business of education in a professional, ethical, and legal manner.

We PROVIDE an inviting, supportive, and safe environment.

We ENGAGE in a community environment that allows all stakeholders to work together on various aspects of the middle school experience.

Denton I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, disability or age in its programs and activities.

Harpool Middle School Handbook

The Harpool Middle School handbook is designed to communicate campus specific procedures and expectations. It should be noted that our campus procedures and expectations are not limited to the contents of this handbook, but may also include procedures and expectations communicated by written and/or verbal word through our faculty and staff. This handbook works in partnership with the Denton Independent School District Student Code of Conduct and city, state, and federal laws governing education. Due to COVID-19, many of these guidelines have changed and reflect specific health and safety protocols. Safety guidelines include, but are not limited to: wearing of facemasks, social distancing, handwashing/sanitizing, and regular cleaning/disinfection.

Arrival:

- Students should arrive at school no earlier than 7:45 a.m. Students arriving before the bell rings should wait in the waiting area on the north side of the school by the picnic tables and should adhere to safety guidelines.
- At 7:45, students will enter either the bus doors (buses, walkers, bike riders) or their grade level wing doors (car riders)
- Students will report directly to their first period class.
- Breakfast will be offered as a grab and go and will no longer be served in the cafeteria. Students will eat breakfast in their first period classroom.
- Students should not be dropped off in front of the building prior to 8:20 am.

First Bell

- All students should be in their first period class by 8:15

Restroom and Water

- Restroom use will only be during class time to reduce the number of students in the restroom at one time.
- Water access will be available throughout the school day. No drinking from the fountains, ONLY REFILL Bottles.
- Students are asked to bring their own water container. These should be clearly labeled with student's first and last name. School is not responsible for lost or stolen water containers.

Dismissal

- School dismissal will be staggered to accommodate safety protocols.
- Bus riders will be dismissed from their classrooms and should report directly to their designated bus. While on the bus, students are to be seated at all times, facing front. Food and gum are **not** allowed on the bus. You must have your bus card ready as you step on to the bus. Any misbehavior on the bus may result in consequences at school.
- Students should **NOT** be picked-up at the front of the school including Blanton.
- Car riders will be dismissed by grade level to wait outside by their grade level wings.
- **The school is not responsible for providing transportation for students who miss the bus.**
- **Students should be picked-up from school no later than 20 minutes after the last bell rings,** unless they are required to stay for an extracurricular activity. Prompt pick-up from after school activities is required.

STUDENT EXPECTATIONS

As a student at Harpool Middle School, it is your responsibility to:

- **Be punctual.** Get to school and class on time.
- **Be prepared.** Bring all materials that you need for your classes.
- **Be courteous.** Show consideration for other students, teachers, school staff, and administrators.
- **Be respectful.** Students should treat school and other students' property with respect as if it was their own.
- **Be proud.** Take pride in the appearance of our campus and in yourself and your performance.
- **Be neat.** Remember, your appearance influences others' first impression of you.
- **Be yourself.** Each of you are important to our school.
- **Be responsible.** Wear your mask and social distance throughout the school day.

Procedures and Guidelines

ACCIDENTS

Students are required to report all accidents to their teachers immediately. If an accident occurs outside of a classroom, it should be reported to the nearest teacher.

ATTENDANCE

For the 2020-2021 school year, Denton ISD will deliver instruction through several methods:

- **Traditional instruction, with students in any grade and teachers physically present in a school classroom;**
- **Remote asynchronous instruction (primarily used), where students in any grade engage in learning on their own time, interacting with the teacher through activities such as prerecorded video lessons or preassigned work made available to students on paper; and**
- **Remote synchronous instruction, where students in grades 3-12 and teachers are not on campus, but are engaged in two-way, real-time virtual instruction at prescheduled times during the school day.**

The district will take official attendance for traditional in-person instruction and remote synchronous instruction every day at 10:30 am (secondary).

Students may earn DAILY attendance through DAILY engagement measures in a remote setting. The approved remote engagement methods are listed below:

- **Daily progress in the Learning Management System (Canvas for secondary).**
- **Daily progress via teacher-student interactions, or**
- **Completion/Turn-in of assignments from student to teacher (potentially via email, on-line, or mail).**

A student will be considered absent if the student does not have documented engagement with Canvas and/or daily contact with the teacher, and/or documentation of completion/turn in of daily assignments.

If a student who is learning through our Face-to-Face plan is absent for any reason, they can still be marked present if remote engagement occurs on the same day of the absence.

Students have until 11:59 PM each day to complete a given assignment in order to be counted present.

If a student is absent from school for any reason, or unable to complete online assignments due to illness, a note from the parent or guardian explaining the absence must be submitted upon the student's return to school. There is a new form that must be used for any absence, and it can be found under campus information/attendance on the Harpool website. This form must be completed and emailed hmsnotes@dentonisd.org. All absences for which an email is not received within three (3) school days of your return to school are recorded as unverified (i.e., unexcused).

BACKPACKS

Lockers will not be in use this school year. Therefore, back packs will be allowed in classrooms. Backpacks will be placed in the designated area(s) within the classroom. Students are responsible for the content of their backpacks.

BICYCLES

Bicycle safety is to be practiced at all times when riding a bike to school. Bikes are encouraged to be securely locked at the bike stands. Owners assume all responsibility for the security of their bicycles. Motorized vehicles, skates, scooters and shoes with wheels are not allowed on campus at any time.

BUSES

Bus service is provided to students living a specified distance from the campus. If you have any questions about buses, call the district transportation office at 940-369-0300. Students are expected to behave properly on the bus at all times. There is "zero tolerance" for any kind of threatening behavior at bus stops or on the bus. All school rules are enforced at all bus stops and in the bus loading area at school.

CAFETERIA

The expectations for cafeteria behavior are posted in the cafeteria. Safety guidelines will be followed in the cafeteria (i.e. social distancing, masks). Students will follow all instructions given by staff members in the cafeteria.

- Choosing your seat is a privilege that can be taken away if you cannot act appropriately in the cafeteria.
- Students must get everything needed (food, napkins, condiments) prior to sitting down. There will no longer be water filling stations in the cafeteria.
- Once seated, you are not allowed to change seats. If you need to get up, please raise your hand to get permission.
- Clean-up after yourself. We will release students based upon cleanliness and behavior.
- No food or drinks other than water bottles may be taken out of the cafeteria.
- **No outside deliveries from restaurants, uber eats, door dash, or other delivery services.**
- At this time parents are NOT permitted to eat lunch with their student.
- Free and reduced lunch forms are available online.

- The lunch room and lunch time is considered an extension of the classroom. During all lunches, students are expected to behave appropriately and speak in a reasonable voice and with appropriate language. Due to safety reasons, disruptions of any kind will not be tolerated and may be addressed with disciplinary consequences.

CELL PHONES/ELECTRONIC DEVICES

Cell phones, I-pods, E-readers, or other personal technology devices must be turned off and placed in your **backpack** at all times during the school day. If not in your **backpack**, the item may be confiscated. Administrative fees may be charged in accordance with DISD policy for the return of a cell phone.

Personal technology devices not claimed within 10 days after the end of the semester will be disposed of. There may be disciplinary action taken if a student is in possession of a cell phone or other personal technology during any state assessments. The school is not responsible for lost, damaged, stolen cell phones, or personal technology devices.

Unauthorized use of cell phones can result in confiscation of the phone and a \$15 fee, per board policy.

When the phone is turned into the office the following actions will be taken:

- First offense- warning from office
- Second offense- student may pick up with \$15
- Third offense-parent must pick up phone with \$15
- Fourth offense-parent must pick up phone with \$15 and meet with an administrator
- Fifth offense-parent must pick up phone with \$15, meet with an administrator, and other student discipline will be assigned

CLOSED CAMPUS

Like all middle schools in Denton ISD, Harpool Middle School is a closed campus. This means that students may not leave the school grounds from the time they arrive on campus until the time they are dismissed or signed out by a parent. Leaving the school grounds is considered truancy and will be dealt with as a discipline referral.

COUNSELORS

The counselors on staff at Harpool Middle School are here to assist students with educational planning and related services. The Academic Counselors work with an assigned group of students and will work with the same group of students for their entire middle school career. The Student Assistant Counselor/SAC works with all students and grade levels at Harpool Middle School.

SCHEDULE CHANGES: Schedule change requests will only be made based on academic need and will require principal approval. Schedule change request forms will not be handed out this year, but parents have the option to send their assigned academic counselor a direct email with the intention to request a schedule change. Due to class size and personnel, we cannot guarantee that the request can or will be granted.

DANCES (At this time no dances)

Students who attend after school dances must remain in the dance the entire time, unless they are getting picked up early. Students should be picked up within 15 minutes of the end of the dance. Students who are not picked up within 15 minutes may not be allowed to participate in future after school activities. Students may bring a guest ONLY for the Spring Formal Dance. Guests must attend a Denton ISD Middle School and be approved by a Harpool Assistant Principal.

DISCIPLINE MANAGEMENT

As required by state law (see Chapter 37, Texas Education Code), each student receives a copy of the Denton ISD Discipline Management Plan and Student Code of Conduct. Parents are to electronically sign the form in InfoSnap acknowledging receipt. This form may also be signed electronically as it is also available on the school website. This plan outlines policies and procedures as well as consequences for violations. Included in the Discipline Management Plan and Student Code of Conduct is the District's acceptable use policy for telecommunications.

This is the hierarchy of discipline response: teacher detention, administrative detention, In School Suspension (ISS), Out of School Suspension (OSS), Davis School (AEP). It is to the student's advantage to take care of discipline consequences at the lowest level possible.

DETENTIONS (To be determined)

Any member of the faculty or administration may assign detentions for violations of the student code of conduct, the student handbook, campus rules/regulations, or classroom rules. In the event a student is assigned a detention, parents and students shall be responsible for transportation. Administrative detentions are Tuesdays/Thursdays from 3:35 to 5:00p.m. or from 3:35 to 6:30p.m.

IN SCHOOL SUSPENSION (ISS)

If a student is assigned In-School Suspension, he/she must report to ISS classroom upon arrival to school. Breakfast will be offered in the classroom. Students will be provided work from their teachers. They may also be asked to complete additional disciplinary assignments. Assignments must be completed satisfactorily before an In-School Suspension is considered served. Students are not permitted to participate in after school/extracurricular activities during their ISS placement.

DRUGS, ALCOHOL, TOBACCO, and WEAPONS

Students/parents/staff may not possess or use tobacco, vapors or electronic cigarettes (e-cigs) on school property or at school-sponsored or school-related activities. Additionally, paraphernalia associated with drugs, alcohol, tobacco, vapors or e-cigs are not permitted on school property or at school-sponsored or school-related activities. Students violating weapon, drug, alcohol, and/or tobacco laws, rules, and/or regulations will be subject to the consequences outlined in the Denton ISD Student Code of Conduct. Harpool Middle School is a DRUG, ALCOHOL, TOBACCO, AND WEAPON FREE ZONE.

ELEVATOR USE

The elevator is not for general use. If you have a special circumstance that makes it necessary for you to use the elevator for health reasons, you may obtain an elevator pass from the school nurse. Only two people are allowed in the elevator at a time. Anyone caught using the elevator or playing with the controls will be subject to disciplinary action.

ELIGIBILITY

In order to participate in extracurricular activities, students must maintain passing grades in all subjects. If a student receives less than a 70 in any class, they are ineligible for the three weeks following the failure. Harpool will abide by the UIL eligibility calendar. Citizenship and behavior may also be factors in determining ability to participate in events. Students are not permitted to participate in after school/extracurricular activities during their ISS placement.

EMERGENCY DRILLS

Instructions for fire, tornado, and other disaster drills are posted in each classroom. Teachers will help instruct students on these procedures during the first week of school. There is a Crisis Management Plan

in place and certain aspects of this plan are practiced on a regular basis. Communication to parents will occur after a safety drill has been completed.

EXTRACURRICULAR ACTIVITIES (subject to district, UIL, and TEA policy)

Extracurricular activities are school-sponsored activities which directly relate to some areas of the curriculum. Students who are assigned to serving an out-of-school suspension may not participate in extracurricular activities until that suspension has been completed. This includes practices, clubs, and rehearsals. Students should be picked up promptly from all after school activities. Failure to pick up your student at the appropriate time may result in the student's loss of after school activity privileges.

FOOD and DRINKS

Food and drinks are not allowed in classrooms at any time unless the classroom teacher gives specific permission. Water bottles with a lid are permitted in the classroom at teacher discretion. We are making every effort to keep our campus beautiful and clean.

GAMES/EVENTS (subject to district, UIL, and TEA policy))

We encourage students to support their team during after school competitions. Students who attend the events represent Harpool Middle School and the behavior expectations here at Harpool are the same at other campuses. Students should be picked up from the activity no later than 15 minutes after the event has concluded. Failure to pick up the student within the 15-minute window may result in the student's loss of other after school privileges.

HOMEWORK/GUIDED PRACTICE

Parents and teachers should routinely verify its contents and communicate with each other if there is any concern. Parents should encourage the development of good study habits. Parents and students should also routinely check the Home Access Center (HAC) to monitor progress throughout the grading period. Homework/guided practice is the responsibility of the student. **When a student misses a class, it is his/her responsibility to complete the work assigned and to obtain those assignments from the teacher at a mutually agreed upon time. Please see the HMS website for more information on our grading policy.**

INCLEMENT WEATHER

If the school is closed due to weather conditions, announcements will be made by 6:30 A.M. on the DISD website, local TV stations, and Twitter.

INTERNET USE GUIDELINES

Technology at Harpool is used to support learning and to enrich instruction. Students are expected to use all electronic devices and computer/technology in a responsible, efficient, ethical and logical manner. Students will be provided training in the appropriate use of the Internet and should understand that use of the Internet is a privilege, not a right. Access to the Internet on this campus will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and Denton ISD.

ID CARDS

IDs must be attached and visible on their lanyard. There may be no markings or stickers on the ID. Students may not possess an ID other than their own. There will be consequences for improper use of the cards.

Students must replace lost or damaged IDs immediately. Replacement cost for lost ID is five dollars (\$5.00).

LIBRARY

The *virtual/online library* is open 24/7--please find us in the [SSO/Classlink Portal](#) in the *Library eBooks* and *Library Research* folders.

LOCKERS

Hallway lockers will not be used. Athletic and/or fine arts lockers are subject to guidelines given by coaches and/or directors.

LOST AND FOUND

Students should not bring valuable items to school. The school is not responsible for lost items. Lost items that are turned in are placed in the lost and found boxes within locker rooms, or end of each hall. Items not claimed in a reasonable time after the end of each semester are donated to charity.

MEDICATION

Students are allowed to carry a day's dosage of over-the-counter medications in the original containers for their personal use only. Under no circumstances may students share medications. Prescription medications are to be stored in the nurse's office upon arrival at school and administered through the nurse's office only. A PARENT MUST SIGN THE DISD MEDICATION ADMINISTRATION FORM.

Hand written permission is NOT allowed for any medication. Students are to go to the nurse's office to take any prescription medications during the school day. The only prescribed medications a student may carry to self-administer are an inhaler for asthma or an Epi Pen for severe allergic reactions WITH PARENT PERMISSION and NOTIFICATION of THE SCHOOL NURSE. The updated medication forms will be available through the district's HEALTH SERVICES web page.

NURSE'S OFFICE

Students who become ill or injured during the school day must report to the nurse's office. All students must have a pass to come to the nurse's office. **All calls made to parents regarding illness/injury must be made from the nurse's office.** Make sure that the nurse has current home, work, and emergency contact phone numbers. If no parent/guardian can be contacted in an emergency situation, the student will be transported by ambulance with a school representative at the parent's expense.

Note: Students may not communicate with parents during the school day to sign them out due to illness. The decision to send a student home due to illness must be authorized by the nurse. Failure to do so will result in an unexcused absence.

***The district continues to be guided by information shared by the Texas Education Agency and state/local health experts regarding COVID19. Please continue to monitor the district website for the latest updates.**

PARENT-TEACHER CONFERENCES

The teacher or parent may request conferences. Parents should contact the school office 940-369-1700 or the student's teacher to arrange conferences. Arrangements may also be made via email. Teacher

email addresses are available on the Harpool website. Conferences will be held virtually through Microsoft TEAMS.

PERSONAL ITEMS

Students assume the responsibility for loss or damage to their clothing, footwear, phones, electronic devices, equipment, books, or instruments. Large sums of money and articles of real or sentimental value should not be brought to school.

PHONE MESSAGES AND DELIVERIES

We will make every attempt to deliver emergency phone messages. Parents and guardians must allow sufficient time (at least 30 minutes) for such messages to be delivered to the student. Students will not be called out of class to take a call or retrieve a message. Deliveries for students, such as flowers or balloons, will not be made during the school day. Celebrations, including but not limited to birthday celebrations, are **not** permitted.

PROHIBITED ITEMS

Items that would disrupt the learning environment are not permitted, at any time, on campus or at school sponsored or school related activities. The following items are illustrative but are not exclusive of prohibited items: weapons of any type, cigarette/fireplace lighters, knives (of any size), tools, fireworks of any kind (including sparklers, stink bombs, “poppers”), inks or dyes, permanent markers of any kind, balloons, water guns (or any water projecting instrument), cap guns, flammable substances (including solids, gases, and liquids), lasers and light emitting devices, chains, electric shock devices. The principal or the principal’s designee reserves the right to determine the permissibility of any item.

REPORT CARDS AND PROGRESS REPORTS

Report cards are available on the Friday following the end of the grading period to inform parents of student progress. Both report cards and progress reports will be viewed online in HAC. If you need a hard copy of the Report Card please contact the registrar.

TECHNOLOGY

Each student will be issued a DISD Chromebook. Students are expected to use the Chromebooks for learning purposes only (i.e. CANVAS, TEAMS calls, students emails, designated assignments). Chromebooks should not be used for personal reasons. Chromebooks are expected to be kept and returned in good condition. Lost or damaged chromebooks are the responsibility of the parent. Charges for lost or damaged chromebooks may be incurred.

TEXTBOOKS

Textbooks are provided by the district and are issued at the beginning of the year. Every student is obligated to give her/his books the best of care. Students who lose or damage a book while it is checked out to them will be required to pay for it. When a student pays for a book, a replacement book and receipt will be issued. A hold will be placed on the following year’s schedule for all students who have not paid for their lost book(s).

VENDING MACHINES (Will not be available at this time)

The product companies own the vending machines located on campus. The school cannot make refunds. Students should also be aware that stealing from the machines or tampering with any of the products is against the law and will be dealt with by the school and law enforcement. Vending machines may not be used between classes.

VISITORS

Due to safety precautions, visitors will not be allowed on the campus unless checking out a student. The parent, guardian, or designee is required to officially sign-in at the main office and provide identification before proceeding to any area of the campus and must sign-out prior to exiting the building. Students from other campuses are not permitted on campus before, during, or after school hours.

WAITING AREAS AND DROP OFF PROCEDURES

School doors open at 7:45 for students to come inside the building. Please do not drop students off before 7:45 as they will have to wait on the North side of the school under the awning until doors open. Once inside, students will wait in their first period classroom until the 8:15 bell rings.

Harpool Middle School Dress Code

The Harpool dress code is established to teach hygiene, instill self-discipline, prevent disruptions, promote safety and provide a conducive environment for learning. The responsibility for adhering to the dress code begins with the student and parents of the student. Enforcement of the code is the responsibility of the classroom teachers and administrators. The following guidelines are to assist students and parents in selecting appropriate attire (**as determined by campus administration**):

All students are to present a clean, well-groomed appearance at school and school activities. Discipline Tickets will be taken for initial dress code infractions and corrections are expected to be made immediately. Multiple infractions will result in further disciplinary measures.

The following items have been determined to be unacceptable for wear at school:

- Tights, leggings, or yoga pants
- **HOLES IN JEANS or PANTS** (above the knee)
- Bare midriffs
- Tight shirts, sheer shirts, low cut shirts that show cleavage, lace shirts, shirts open at the sides (excessively large armholes)
- Tank tops (**3 FINGER RULE APPLIED**)
- See-through apparel
- Short shorts or skirts – finger-tip length all the way around
- Mesh/net clothing
- Pajamas and Slippers
- Saggy, baggy pants
- Sunglasses in the building
- Strapless dresses/blouses
- Any clothing or accessories which can be used as a weapon
- Any make-up, hair color, hair styles (including mohawk), unnatural cosmetic contact lenses, or accessories which create a disruption
- Any hats
- Tattoos
- Any display of undergarments (boxers are undergarments)
- Garments containing offensive or obscene words or phrases, pictures, symbols or images

- Garments which promote or advertise alcohol, tobacco, or other products prohibited at school
- Facial piercing or gauge piercing

On each campus, the principal will have the final say as to the appropriateness of any dress code questions.

HMS Cell Phone Policy

As a new school year begins, we want to make you aware of our cell phone policy here at Harpool. Because we are in the business of education, best practices on how to keep students engaged and learning is always at the forefront of our thinking. We believe that for students to learn best, their cell phones should not be in use during the school day.

Studies have shown that students who are free from the distraction of a smartphone are more engaged as learners and more present in social situations with peers. For this reason, we are asking that students keep phones in their backpacks for the duration of the school day. Phones will continue to be allowed in the building, and students may use them from the time they get to school until the first bell at 8:15. At 8:15. Since we now have Google Chromebooks in every classroom, there is no longer a need for students to bring their own devices to class for internet use.

Should you need to communicate with your student during the school day, you may always call the office and we can relay any urgent messages to your student. Likewise, students may use the phone in the front office to call home if need be (again urgent situations only).

As with any policy, we will clearly communicate expectations to students. However, if students choose to not follow the expectation of keeping their cell phone put away during the school day, it will be confiscated and turned in to the front desk to be picked up after school. DISD School Board has adopted the following regarding use of devices at school (FNCE Local):

An authorized District employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of applicable campus rules.

A confiscated personal telecommunications device shall be released for a fee determined by the Board. In accordance with the student handbook, the student or the student's parents may retrieve the device after paying the fee.

Here is what our handbook says about cell phones that are confiscated:

Unauthorized use of cell phones can result in confiscation of the phone and a \$15 fee, per board policy. When the phone is turned into the office the following actions will be taken:

- ***First offense- warning from office***
- ***Second offense- student may pick up with \$15***
- ***Third offense-parent must pick up phone with \$15***
- ***Fourth offense-parent must pick up phone with \$15 and meet with an administrator***
- ***Fifth offense-parent must pick up phone with \$15, meet with an administrator, and other student discipline will be assigned.***

At Harpool Middle School, we want to do our best to give your students the best education possible. Our fantastic teachers strive everyday to help students achieve success, and Harpool has shown that to be true in

years past. We sincerely believe that putting this policy in place will help our students continue that legacy of success. Thank you and have a great school year. Go Longhorns!