



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- Kady Wilkinson

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 students within our school.

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.

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. The building will open for tutorials, breakfast, and visits to the library at that time.
- At 7:45, students will wait in their designated team halls.
- Students should not be dropped off in front of the building prior to 8:20 am.

First Bell:

- After the first bell of the day rings you will have 5 minutes to arrive to your first period class.
- You must carry your tickets with you to each class, and your agenda/hall pass must be filled out and in your possession any time you are outside of your assigned classroom.

Restroom and Water Fountain

- You may use the restroom or water fountain with the permission from teacher.
- Any time you leave the classroom, your teacher must sign your agenda/hall pass.

Dismissal

- School is dismissed at 3:35 p.m.
- If you ride the bus, report immediately to the assigned area; you will be given only 10 minutes to report to your 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.
- Students should exit by the cafeteria and be picked up in the parent pick-up lane.
- **The school is not responsible for providing transportation for students who miss the bus.**
- **Students should be picked-up from school no later than 30 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.

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

Regular school attendance is one of the keys to being successful at Harpool Middle School. State law requires that all students attend at least 90% of the days in a semester to receive credit for courses. Failure to meet this requirement can result in loss of credit and retention. If a student is absent from school for any reason, the student is to bring a note from the parent or guardian explaining the absence upon returning to school. This note must be brought to the office or sent through the following email hmsnotes@dentonisd.org. **All absences for which a note is not received within 72 hours of your return to school are recorded as unverified (i.e., unexcused).** Notes are also required if a parent signs the student out for an appointment or for the school day. When the student has reached 3 or more unexcused absences, parents will receive a warning letter. When the student has reached 6 or more unexcused absences, the student will be placed on an attendance contract and parents will be signed up for a truancy class that is led by district personnel. Once the student has accumulated 10 or more unexcused absences, the attendance clerk will file truancy papers with the court. From this time, all absences will require a doctor's note to be excused.

State Compulsory Attendance Law states that a court of law may impose penalties against the parents if a student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year or is absent on three or more days within a four-week period. Students not in compliance with the Compulsory Attendance Law will be considered truant and will be filed in court. Excused absences include, but are not limited to personal illness, doctor's visits, school-related activities, funeral attendance of an immediate family member, and court-ordered appearances. Parent notes will be accepted to excuse up to 6 school days due to personal illness; however, after the 6th personal absence, all other notes must come from a doctor for the absence to be excused. Students who must leave during the school day should sign-out in the attendance office and verified by the legal guardian. Brothers, sisters, aunts, uncles, etc. who are not listed as the student's legal guardian may **not** check the student out of school.

BACKPACKS

Backpacks are not allowed in the classrooms because they may block emergency exits and impede the flow of traffic in classrooms. This rule is in place for the safety of students and staff in classrooms. All backpacks should be small enough to fit into a locker.

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. Students will follow all instructions given by staff members in the cafeteria.

- Choosing your table is a privilege that can be taken away if you cannot act appropriately 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 your table based upon its cleanliness and your behavior.
- **No food or drinks may be taken out of the cafeteria.**
- **Parents may bring a student lunch, but only for their student. It must arrive 30 minutes before the student's designated lunch time to ensure that the lunch can be delivered before the student is dismissed from class to the cafeteria. Please try to communicate with your student that you are bringing a lunch so that it reduces classroom distractions.**
- **Parents are welcome to eat lunch with their student.**
- Free and reduced lunch forms are available in the front office and 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 locker** at all times during the school day. These devices may be used only with teacher permission in a particular class. Unauthorized use of cell phone can result in confiscation of the phone and a \$15 fee, per board policy.

- 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 needs. Students may request an appointment with their counselor before school and during passing periods. Students will be responsible for getting to class on time after scheduling an appointment. The counselors will send passes to the students when it is time for the visit. In an emergency, the student may ask a teacher for an emergency pass to the counselor's office.

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 guest ONLY for the Spring Formal Dance. Guest must attend a Denton ISD Middle School and be approved by a Harpool Asst. 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 sign and return the form enclosed in that booklet acknowledging receipt of the booklet. 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

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. After other corrective measures have failed, teachers may assign before-school detentions (7:45 to 8:20) or after-school detentions (3:35 to 4:00). In the event a student is assigned a detention, parents and students shall be responsible for transportation. Administrative detentions are Tuesdays from 3:35 to 5:00 p.m. and Thursdays from 3:35 to 6:30 p.m.

IN SCHOOL SUSPENSION (ISS)

If a student is assigned In-School Suspension, he/she must report immediately to the front office in the morning upon arrival. From there the student will be escorted to the ISS classroom. Students will be provided work from their teachers. They may also be assigned a project/paper selected by administration, and may be assigned pages to copy from the Student Code of Conduct. 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. 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. Cell phones will be collected by the classroom teacher for certain drills and will be returned after the drill is completed.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are school-sponsored activities which directly relate to some areas of curriculum. Students who are assigned to in-school suspension or 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, DRINKS, AND GUM

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. **Gum is not allowed on campus.** We are making every effort to keep our campus beautiful and clean.

GAMES/EVENTS

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 student should also routinely check Home Access Center (HAC) routinely 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, Twitter, and WBAP 820.

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. It is each student's responsibility to adhere to the standards set by his/her parents and Denton

ISD to ensure your safety. 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. 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). Two IDs will be available to each student at the beginning of the year with a lanyard for \$5.00.

LIBRARY

The Harpool Library is an important part of the school and is a place full of books, magazines, and materials for student research, reading, and study. The Library is open for students throughout the day and before and after school.

Circulation of Materials: Most books may be checked out to students for a period of two weeks. There are no fines assessed for late or overdue books; however, respect of library due dates is a high expectation of the students and is strictly monitored by the students' team teachers and the library staff. Students will be expected to pay for books that are damaged or lost. Any overdue books or charges on a student's account will result in no additional checkouts until the student account is cleared.

Computer Use in the Library: Technology at Harpool Middle School is used to support learning and to enrich instruction. There are 12 computers located at the front of the Harpool Library for student use. Due to the limited number of computers available in the library, they are used for school work, school projects, and research only. Students are expected to use the technology available to them in a responsible, efficient, and ethical manner in accordance with the Denton ISD Acceptable Use Policy (AUP) as well as guidelines set forth by parents. Access to these tools will be withdrawn from users who do not follow these guidelines.

LOCKERS

A locker is issued to each student for storage of school materials and related personal belongings. Combinations are to be kept confidential, and lockers are to be kept locked not fixed to open without combination. Lockers are school property and may be searched by school administrators. Lockers must be totally cleared/cleaned at year's end. Lockers should be checked and cleaned out on a regular basis. Periodic locker checks will be conducted throughout the year. Students may not share lockers. Money or other valuables must not be stored in lockers. No stickers of any kind are to be placed on the lockers. Decorating lockers are acceptable, however the locker needs to be returned to original condition.

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 box in the cafeteria, locker rooms and 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. 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. The new medication forms will be available through the district's 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 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.

PARENT-TEACHER CONFERENCES

The teacher or parent may request conferences. Parents should contact the school office 940-369-1700 or the student's team leader to arrange conferences. Arrangements may also be made via e-mail. Teacher e-mail addresses are available on the Harpool website.

PERSONAL ITEMS

Students assume the responsibility for loss or damage to their clothing, 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.

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

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

Because the safety of our students and staff is vital, ALL visitors (including parents) are 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. Visitors who are not the legal guardian of a student on campus must complete a background check, submit the paperwork to the district, and receive permission from the principal to visit the campus. Only the parent or legal guardian may have lunch with his/her student. **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 on their team hallway 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 and 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.