



## 2026 – 2027 MIS/HPMS NEWCOMERS GUIDE

### WELCOME FROM THE PTO

A BIG Welcome to all families, especially those who are new to the district! We're happy you're here!

This Newcomer's Guide addresses many common questions. Please take time to read this general overview of McCulloch Intermediate School (MIS) and Highland Park Middle School (HPMS). For additional information, please refer to the following helpful websites:

- **MIS & HPMS**

School website: [mishpms.hpsd.org](http://mishpms.hpsd.org)

PTO website: [mishpmspto.org](http://mishpmspto.org)

- **HPISD**

Website: [www.hpsd.org](http://www.hpsd.org)

Please contact us with any questions or concerns.

**Go Scots!**

Sincerely,

<p><b>Brooke Garner</b> PTO President – MIS 5th and 6th Grades <a href="mailto:MISpresident@mishpmspto.org">MISpresident@mishpmspto.org</a></p>	<p><b>Jacky Pincoffs</b> PTO President – HPMS 7th and 8th Grades <a href="mailto:HPMSpresident@mishpmspto.org">HPMSpresident@mishpmspto.org</a></p>
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## MIS & HPMS Contact Information

### McCulloch Intermediate School (5th & 6th Grades)

**Hours:** 8:00 a.m. – 3:25 p.m. (first bell at 7:50 a.m.)

**Phone:** 214-780-3500

Role	Name	Email
Principal	Katie Schuttler	
5th Grade Asst. Principal	Mrs. Tiffany McGuire	<a href="mailto:mcguirt@hpsid.org">mcguirt@hpsid.org</a>
6th Grade Asst. Principal	(Vacant)	
5th Grade Counselor	Mrs. Charlotte Richter	<a href="mailto:richtec@hpsid.org">richtec@hpsid.org</a>
6th Grade Counselor	Ms. Buffy Summers	<a href="mailto:summerb@hpsid.org">summerb@hpsid.org</a>
PTO President	Brooke Garner	<a href="mailto:mispresident@mishpmspto.org">mispresident@mishpmspto.org</a>
Newcomers Chairs	Jene Rockwood, Raquel Ozsan	<a href="mailto:newcomers@mishpmspto.org">newcomers@mishpmspto.org</a>
Attendance Email		<a href="mailto:misattendance@hpsid.org">misattendance@hpsid.org</a>

### Highland Park Middle School (7th & 8th Grades)

**Hours:** 8:00 a.m. – 3:25 p.m. (first bell at 7:50 a.m.)

**Phone:** 214-780-3600

Role	Name	Email
Principal	Stefanie Powell	
7th Grade Asst. Principal	Ms. Brianna Riddell	<a href="mailto:riddelb@hpsid.org">riddelb@hpsid.org</a>
8th Grade Asst. Principal	(Vacant)	
7th Grade Counselor	Mrs. Samantha Mooty	<a href="mailto:mootys@hpsid.org">mootys@hpsid.org</a>
8th Grade Counselor	Mrs. Rae Harvill	<a href="mailto:harvilr@hpsid.org">harvilr@hpsid.org</a>
PTO President	Jacky Pincoffs	<a href="mailto:hpmspresident@mishpmspto.org">hpmspresident@mishpmspto.org</a>
Newcomers Chairs	Jene Rockwood, Raquel Ozsan	<a href="mailto:newcomers@mishpmspto.org">newcomers@mishpmspto.org</a>
Attendance Email		<a href="mailto:hpsattendance@hpsid.org">hpsattendance@hpsid.org</a>

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# **ENROLLMENT, SCHOOL POLICY and PROCEDURES**

## **SCHOOL ENROLLMENT Brenda no longer (Celeste - will get info)**

Please contact Brenda Herrera, MIS and HPMS Registrar, to enroll in school.  
Contact information [HerrerBr@hpsid.org](mailto:HerrerBr@hpsid.org) or 214-780-3640.

Documentation required for enrollment includes:

- Proof of Residence in HPISD (three documents):
  1. Copy of a settlement statement /deed of trust or warranty deed/ or current lease of reasonable duration; and
  2. Current electric or water utility bill at the same address; and
  3. Copy of parent or legal guardian's driver's license or Texas ID card at the same address
- Copy of student's Social Security Card
- Copy of student's Birth Certificate
- Copy of student's Immunization Records
- Final report card from current school/or withdrawal form with grades

## **ADDRESS CHANGE**

If you have an address change, you must complete a Change of Address form found on the school's [Counseling](#) tab ([mishpms.hpsid.org](http://mishpms.hpsid.org) / Departments / Counseling) and submit three documents to the MIS/HPMS Assistant Registrar, Peggy (Braddock) Garrett <[GarretP@HPISD.ORG](mailto:GarretP@HPISD.ORG)>

1. Copy of a settlement statement /deed of trust or warranty deed/ or current lease of reasonable duration; and
2. Current electric or water utility bill at the same address; and
3. Copy of parent or legal guardian's driver's license or Texas ID card at the same address

## **BACK TO SCHOOL SIGN-UP (BSSU)**

During the summer, you will receive an email from the district explaining how to participate in Back to School Sign-Up (BSSU). This does NOT enroll your student in school—please contact the Registrar first to enroll your student. During BSSU, you will pay for the enrichment fee, technology management fee, and have options to order school supplies (“wrap packs”), the DirectorySpot app, yearbooks, t-shirts, etc. Payment online is by credit card or ACH payment only. You may pay by cash or money order at the HPISD Administration Building at 7015 Westchester Drive.

## **RECORD REQUESTS**

To request records, please complete the [Records Request Form](#) located on the Counseling webpage. If you have questions, please contact Brenda Herrera, Registrar, at (214) 780-3640 or [HerrerBr@hpsid.org](mailto:HerrerBr@hpsid.org).

## **WITHDRAWAL PROCEDURES**

To submit a withdrawal for your student, please complete the [Intent to Withdraw Form](#) located on the Counseling webpage. Return the completed form to [HerrerBr@hpsid.org](mailto:HerrerBr@hpsid.org). If you have questions, please contact Brenda Herrera, Registrar, at (214) 780-3640 or [HerrerBr@hpsid.org](mailto:HerrerBr@hpsid.org).

## **MIS MORNING PROCEDURE**

MIS 5<sup>th</sup> grade and 6<sup>th</sup> grade students arrive prior to the first bell at 7:50am.

- 5<sup>th</sup> grade assembles in the cafeteria
- 6<sup>th</sup> grade assembles in the auditorium

At 7:50am both grades are released to classrooms. An 8:00am bell begins the classes each day.

## **HPMS MORNING PROCEDURE**

HPMS 7<sup>th</sup> grade and 8<sup>th</sup> grade students arrive prior to the first bell at 7:50am. All HPMS students can go to the cafeteria or tutorials in the morning depending on their athletics schedule.

## **MEET THE TEACHER – 5<sup>th</sup> and 6<sup>th</sup> Grades: August, 17th 2026**

5<sup>th</sup> Grade: 1 – 2pm

6<sup>th</sup> Grade: 2:30 – 3:30pm

All students and parents are welcome.

## **SCOTS CAMP – 7<sup>th</sup> and 8<sup>th</sup> Grades: Date August 17th, 2026**

7th Grade, Last Names A-L: 9:00-10:00am

7th Grade, Last Names M-Z: 10:00-11:00am

8th Grade, Last Names A-L: 11:00am-12:00pm

8th Grade, Last Names M-Z: 12:00-1:00pm

- Pick up & walk your schedule, meet your teachers
- Check out technology
- Pick up supplies
- Have your picture taken and get your ID
- Get your locker

**Scots Camp is for students only.** Parents should drop off students at the entrance near the tennis courts and pick on High School street in the queue lane.

## **HOUSES - 5th Grade**

Fifth grade is divided into “houses” of students who share core subject teachers in math, science, social studies, and language arts. In 5<sup>th</sup> grade, students change classrooms as a class unit, staying together all day.

In 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, students rotate individually to each of their core classes and electives.

## **CURRICULUM AND SCHEDULES OVERVIEW**

5<sup>th</sup> and 6<sup>th</sup> graders have four 55-minute periods for core academic classes of Language Arts, Math, Science, and Social Studies, and two periods for specials classes of PE, Spanish, and Fine Arts. In addition, 5<sup>th</sup> and 6<sup>th</sup> graders are assigned an Advisory that meets during the day for team building and study skills.

7<sup>th</sup> and 8<sup>th</sup> graders have eight class periods including Math, Science, Language Arts, Social Studies,

three electives and an advisory period. 7<sup>th</sup> graders are required to take P.E. as one elective.

## **SCOTS HOUR (HPMS ONLY)**

The time is built around an intervention (“Prep Time”) / activity schedule that allows teachers time during the school day to work with students on skills they’re missing. Below is an FAQ section that may help you understand more about the Scots Hour program.

8th Grade Lunch (7th grade activity/intervention)

11:44-12:14

7th Grade Lunch (8th grade activity/intervention)

12:14-12:44

## **CALENDARS**

- There are multiple academic and school calendars available on the school’s website.
- The school year calendar is located on the [Counseling](#) tab ([mishpms.hpsd.org](http://mishpms.hpsd.org) / Departments / Counseling)
- The school specific activity calendar is located on the [MIS](#) or [HPMS](#) tab ([mishpms.hpsd.org](http://mishpms.hpsd.org) / MIS / MIS Activity Calendar or / HPMS / HPMS Activity Calendar)

## **CURRICULUM NIGHT**

Curriculum Night is held early in the fall for all parents (no students). Parents will meet the teachers and hear about expectations for the school year. Specific schedules for each grade level will be sent via a “News to Know” email to parents.

## **PARENT CONFERENCES**

Individual parent conferences are scheduled as needed and are held with the student’s team of teachers to provide a whole-child perspective.

## **SCHOOL SUPPLIES**

Students in all grades are able to purchase the school supplies (“wrap packs”) requested by their teachers during BSSU. For MIS students (grades 5/6), the supplies will be delivered in bulk to your child’s Advisory teacher. For HPMS students (grades 7/8), wrap packs will be available for pick-up during Raider Camp.

If you do not purchase your supplies/wrap packs online, you may purchase any available supplies/wrap packs at Scots Camp or Meet the Teacher on August 17 or on the first day of school in the Scottie Shop.

## **CAFETERIA**

Our school cafeteria offers a variety of food choices. Menus and price lists are available online. Most students spend about \$8-\$10 per day on lunch. Students may also bring all or part of their lunch from home. The Skyward deposit system allows you to create a lunch account for your child. You may add money into your child’s lunch account online using a credit card or you may deliver cash to the Cafeteria in the morning.

We have four lunch periods:

- 5th grade lunch is from 10:30-11:00 am. All 5th grade students sit together by advisory class.

- 6th grade lunch is 11:05-11:35 am.
- 7th grade lunch is 11:40-12:10 pm.
- 8th grade lunch is 12:15-12:40 pm.

In order to best ensure the safety and security of our students, we do not allow the delivery of lunches from fast food and outside restaurants to students. Parents are welcome to come to school to eat lunch with their student(s), but outside food may not be brought into the cafeteria.

## **PARENT COMMUNICATION**

Website: The school's website, [mishpms.hpisd.org](http://mishpms.hpisd.org), provides a host of information including school calendars, e-mail addresses for all teachers, information about the cafeteria, library, counseling offices. You can find PTO information [mishpmspto.org](http://mishpmspto.org).

Email Groups: During BSSU, parents may opt to participate in the school's email groups. It is important that parents sign up for all applicable email groups during BSSU. The school relies on email communication to notify parents of important events and information. The *Scot Weekly*, the MIS and HPMS weekly newsletter, is emailed every week to all 5<sup>th</sup> through 8<sup>th</sup> grade parents.

## **SKYWARD**

The Online Grade Book records individual student grades, and can be accessed by logging on to the Skyward system. Directions for logging in to the Skyward system will be sent via email just after school starts.

## **DIRECTORY APP**

The MIS/HPMS DirectorySpot App is available for online purchase during BSSU. Student information for the directory app is submitted during BSSU. In addition to family contact information, the directory app contains a school calendar and faculty directory. Access to this directory app does not include the right to use the information for solicitation purposes or political campaigning purposes. **See Page 20 for purchase, download and access instructions.**

## **SCOT SHOP**

Students may purchase necessary supplies and school spirit items before school and during lunch at the PTO Scot Shop, which is stocked with items requested by both teachers and students. The Scot Shop is located at the red and yellow awning in the Cafeteria.

## **SECURITY and VISITORS**

All visitors must enter the building at the front entrance of the school or through the back entrance by the cafeteria. Visitors must provide a driver's license that is scanned by our security system. Visitors are provided a name tag to be worn throughout their visit. Students are not permitted to bring visitors to their classes.

## **STUDENT ACTIVITIES and HONORS**

### **5<sup>th</sup> GRADE ELECTIVE ROTATION**

All 5<sup>th</sup> graders participate in a rotation of fine arts classes, including general music, theater, and art. 5<sup>th</sup> grade fine arts offerings prepare students for elective choices students can continue in 6<sup>th</sup> grade, middle school, and high school. These classes meet daily. In addition, 5<sup>th</sup> graders participate in a second weekly specials rotation of 3 days of PE and 2 days of Spanish.

### **ART, BAND, CHOIR, ORCHESTRA, and DRAMA**

Fine arts and performing arts are available as an elective to all students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. Concerts and competitions are held for band, choir, and orchestra. Two drama productions are staged each year—winter and spring. Tryouts are held before each production and many opportunities exist for new students to be involved. These co-curricular activities fall under the UIL governance rules for eligibility.

### **PHYSICAL EDUCATION**

5<sup>th</sup> and 6<sup>th</sup> grades: PE class is required for all 5<sup>th</sup> and 6<sup>th</sup> graders. Dress in regular school clothes and tennis shoes.

7<sup>th</sup> grade: Required daily participation. Dress in t-shirt, gym shorts, socks, and tennis shoes.

8<sup>th</sup> grade: Offered as a daily elective. Dress in t-shirt, gym shorts, socks, and tennis shoes. 7<sup>th</sup> and 8<sup>th</sup> graders will be assigned lockers so they can change clothes for PE.

### **ATHLETICS**

Several interscholastic team sports are available at school as an elective for girls and boys in 7<sup>th</sup> and 8<sup>th</sup> grades. 7<sup>th</sup> grade practices are before school and during 1st period. 8<sup>th</sup> grade practices are 8<sup>th</sup> period and after school. All athletes are subject to UIL rules of competition and eligibility. There is a required dress code for students participating in athletics. Girls participating in athletics are required to wear a white shirt and black shorts. Boys participating in athletics are required to wear gray shirts and grey shorts. For cooler weather, a neutral colored (black, white, gray or navy) jacket or sweatshirt can be worn. The district requirements for participation in sports can be found [here](#).

Find more information in the links below:

[7th Grade Boys Sports](#) ([mishpms.hpsid.org](http://mishpms.hpsid.org) website / PTO section / MIS/HPMS Committees / 7th Grade Boys Sports)

[7th Grade Girls Sports](#) ([mishpms.hpsid.org](http://mishpms.hpsid.org) website / PTO section / MIS/HPMS Committees / 7th Grade Girls Sports)

[8th Grade Boys Sports](#) ([mishpms.hpsid.org](http://mishpms.hpsid.org) website / PTO section / MIS/HPMS Committees / 8th Grade Boys Sports)

[8th Grade Girls Sports](#) ([mishpms.hpsid.org](http://mishpms.hpsid.org) website / PTO section / MIS/HPMS Committees / 8th Grade Girls Sports)

## **STUDENT NEWSPAPER**

The *Granada Gazette* is the student magazine distributed throughout the year. It is produced by HPMS students who enroll in the Newspaper class as an elective.

## **STUDENT YEARBOOK**

The *Legend* is the school yearbook for McCulloch Intermediate School and Highland Park Middle School. The *Legend* is created by HPMS students who enroll in the Yearbook class as an elective. Parents may order the *Legend* during BSSU, and copies are distributed at the end of the school year.

## **CHEERLEADING**

Every 8<sup>th</sup> grade girl who wishes to be a cheerleader may participate on a cheerleading squad—there are no tryouts. Cheerleading squads take turns cheering at all home football, basketball, and volleyball games. There will also be school pep rallies. There is a fee for summer camp and uniforms. Sign-up is in the spring for the following year, and new students may sign-up in the fall by contacting the cheerleading sponsor.

## **ACADEMIC UIL COMPETITION**

Every spring, MIS and HPMS students participate in the regional Academic UIL Competition for DFW area school districts. Teachers recommend students to represent the school in each category, including Chess, Impromptu Speaking, Mathematics, Music Memory, Spelling, and many others. Many students volunteer to participate and three students per grade level are selected to compete in each event. More information is listed on the [Academic UIL](http://mishpms.hpsisd.org) section of the school's website ([mishpms.hpsisd.org](http://mishpms.hpsisd.org) / MIS / MIS Student Resources or / HPMS / HPMS Student Resources).

## **SPELLING BEE**

All students participate in a Spelling Bee in their classrooms. Winners continue to a school-wide competition with the possibility of advancing to the state and national levels.

## **MATH TEAM**

Meetings are held before school once a week beginning in October through April, and the top students travel to contests locally and at the state level. Interested students sign up with their math teacher.

## **RESPECTFUL SCOTS**

Recognition of student leadership is important at MIS and HPMS. Students are selected once a semester for Respectful Scots by their teachers. These representatives exhibit qualities and characteristics associated with being a good citizen and displaying leadership qualities at school. The students' pictures will appear in the *Scots Weekly*. Each student will also be recognized during the school announcements and in the district newsletter.

## **SERVICE LEADERSHIP CLUB**

5<sup>th</sup> and 6<sup>th</sup> grade students have the opportunity to participate in leadership projects and community service benefiting the school and community. For more information, contact your student's advisory teacher.

### **7<sup>th</sup> and 8<sup>th</sup> GRADE PARTIES**

These two events are sponsored and organized by the PTO to provide a fun event for the students. Only HPMS 7<sup>th</sup> graders may attend the 7<sup>th</sup> grade event, and only HPMS 8<sup>th</sup> graders may attend the 8<sup>th</sup> grade event. Parent volunteers and teachers chaperone both events. Students may register to attend the parties during BSSU. Payment may also be made at the door if the student shows his or her student ID.

For the 2026-2027 school year, the 7th grade party will take place September 18th.  
8th grade Spirit Day will be May 21st, 2027 during the school day.

### **STUDENT AMBASSADORS**

8<sup>th</sup> grade students have the opportunity to participate in the HPMS 8<sup>th</sup> Grade Ambassador program if identified by their teachers and counselors as a student who has strong leadership abilities, is well-respected by teachers and peers, and is inclusive and kind. Students are selected by teachers and counselors in the spring of their 7<sup>th</sup> grade year.

### **D.A.R.E. (DRUG ASSISTANCE RESISTANCE EDUCATION)**

A member of the UP Police Department is assigned to our school and teaches the Drug Assistance Resistance Education program. This officer also works with the school staff on crisis prevention. Regularly scheduled D.A.R.E. classes are taught in the 6<sup>th</sup> grade.

## **PARENT and COMMUNITY VOLUNTEER OPPORTUNITIES**

### **PTO**

Membership in the PTO is available during BSSU. Dues support many activities and events that would not otherwise receive funding, including Coffee Talks, Faculty Appreciation, and Spirit Day.

The PTO also schedules the volunteers needed throughout the year for the Raider Cafe, Raider Shop, Library and Teacher Workroom. You can learn more on the PTO website: [mishpmspto.org](http://mishpmspto.org) (for password-protected areas: hparent).

Parents are encouraged to attend the PTO meetings, where a guest speaker will present information pertinent to our schools. All PTO meetings take place in the 7/8 Assembly Room at 12:00pm, lunch provided at 11:45am.

PTO meetings are scheduled for:

- Tuesday, September 15
- Tuesday, November 10
- Tuesday, February 2
- Tuesday, April 13

### **DADS CLUB**

Dads Club goals:

- Have some fun: We've got some great events planned for the upcoming year that you won't want to miss.
- Support the school: Have a voice on ways to improve the school experience for students, teachers and families.
- Grow your network: Spend time with friends and make some new ones.

Find out more at [www.raidersdadsclub.com](http://www.raidersdadsclub.com).

### **CAFETERIA**

Our cafeteria volunteers provide 300 volunteer-hours per week, allowing the cafeteria to operate with very little overhead. Parents of all grade levels are encouraged to volunteer in the schools' cafeteria, serving one shift per month. The shifts are from 10:30am - 12:40pm and are followed by a complimentary lunch with fellow volunteers. Proceeds from the cafeteria are returned directly to MIS and HPMS for critical funding of classroom instructional materials. Please sign up to volunteer at [mishpmspto.org](http://mishpmspto.org)

### **SCOT SHOP**

Volunteer parents staff the Scotties Shop, which is located at the back of the cafeteria. The Scotties Shop sells spirit wear and school supplies. Daily hours of operation are: 7:30 – 8am and 10:30am - 12:40pm. The PTO runs the Scotties Shop, and all proceeds are returned directly to MIS and HPMS. Please sign up to volunteer at [mishpmspto.org](http://mishpmspto.org).

**LIBRARY**

Volunteer opportunities are available for parents to assist students with checking out books and working on computers. Shifts are two hours long, Monday through Friday. Please sign up to volunteer at [mishpmspto.org](http://mishpmspto.org)

**TEACHER WORKROOM**

Volunteer opportunities are available for parents to assist in the teacher workroom. Volunteers help with making copies and other needs as indicated by the teachers. Please sign up to volunteer at [mishpmspto.org](http://mishpmspto.org)

**ROOM PARENTS**

In 5<sup>th</sup> and 6<sup>th</sup> grades, each advisory class has two (2) Room Parents who help recruit parent volunteers for two in-class events, two special PTO-sponsored lunches and monthly teacher lunches. Interested parents may sign up for Room Parent at the beginning of the school year during BSSU. Room Parents who are selected will be notified soon after school begins.

**SOUNDING BOARD**

Designated parent representatives meet four times a year with the principal to provide feedback regarding current school activities and issues. You may contact any representative listed on the PTO website to express your concerns or provide input. MIS and HPMS have a joint Sounding Board.

## **FAMILY and COMMUNITY GIVING OPPORTUNITIES**

### **RAISING SCOTS CHALLENGE**

Raising Scots Challenge is an opportunity for parents to give to MIS/HPMS to help fund the ongoing needs at the school that aren't met due to shortfalls in public school funding. Our goal for the 2024-2025 school year is to raise \$750 or more per student. ***All donations given through the Raising Scots Challenge benefit MIS/HPMS and HPISD.*** Donations can be made online during back to school sign up or anytime at <https://www.mishpmspto.org/raisingscots>

### **BUY A BRICK**

Families are invited to purchase a brick paver or a stone to honor a student, celebrate a graduate, or recognize a teacher. Bricks and stones are available for purchase during BSSU or by emailing the PTO Bricks & Stones Chair at [bricks@mishpmspto.org](mailto:bricks@mishpmspto.org). Engraved bricks and stones are visible on several walkways and in the courtyard areas of our campus, allowing your student to leave their mark on the school for years to come. Proceeds from brick and stone sales are returned directly to MIS and HPMS to meet the needs of students and faculty.

# **EXPECTATIONS**

## **ATTENDANCE**

In accordance with state law, students are required to attend 90% of the school year in order to receive course credit. The School Board may grant credit if extenuating circumstances exist as determined by a committee they have appointed. Contact your counselor if you need help with this issue. For normal absences of 1-2 days, the student must come to the office with a note from his/her parent explaining the reason for the absences. The student is then issued an admit slip to take to his/her first period teacher. Absences of 5 consecutive days or more must be accompanied by a doctor's note. Make-up work is available in the Counseling Office upon request, after 3 consecutive absences.

If your student will be absent for the day, please send an email to the school's attendance email box.  
MIS: [misattendance@hpsid.org](mailto:misattendance@hpsid.org)  
HPMS: [hpmsattendance@hpsid.org](mailto:hpmsattendance@hpsid.org)

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

In order to best preserve the learning environment, while also eliminating unnecessary distractions, we are asking students to leave all cell phones, Apple watches / smartwatches, or other communication/personal electronic devices at home.

If such devices are brought to school we will expect they are powered off and remain off **and** "parked" until the end of the school day.

HPMS students will leave their phones off and in their Yondr pouches.

## **CHECKING IN/OUT OF SCHOOL**

All students must sign out with the attendance secretary in the MIS or HPMS attendance office to leave campus for a doctor's appointment or other parent request. When returning or when arriving late, students must provide a parent-signed or doctor's note to the attendance secretary to be admitted to class.

## **CODE OF CONDUCT**

The State requires that our District have a written Discipline Management Plan, called the Code of Conduct. Each family can access a copy online at [www.hpsid.org/](http://www.hpsid.org/) (Parents/Students tab / Handbooks). Each student and parent must sign the acknowledgement form in the Code of Conduct Handbook, which outlines policies and consequences for violations.

## DETENTION

Detention may be given by any member of the faculty to a student for tardiness or inappropriate behavior. A form is used to notify the student of the date, time, and location where he/she is to serve the detention and a copy is kept on file in the office. For more information see the Code of Conduct Handbook.

## DRESS CODE

Appropriate dress that avoids distractions to the learning process is the guiding principle of the dress code at MIS and HPMS. Below are some of the highlights for each school, but please see the district website at [www.hpsd.org](http://www.hpsd.org) for current guidelines. (Parents/Students tab / Handbooks).

### MIS/HPMS Dress Code:

1. Shorts, including athletic shorts, may be worn at MIS if they are **visible below a t-shirt or sweatshirt**.
  - Skirts and dresses should also be similar length.
2. Opaque (no see-through or mesh) clothing must cover all undergarments.
3. Tops must have shoulder straps and meet the band of your pants/leggings (with arms raised).
4. Clothing must cover all undergarments and may not be excessively tight.
5. **All bottoms worn must cover backsides fully when resting or moving.**
6. Shoes must be worn at all times.
7. Hats, sunglasses, and hoodies (hoods up over the head) are not allowed unless for religious, medical, or other reasons approved by HPMS administration.
8. Clothing may not have, imply, advertise, or advocate:
  - inappropriate words, language, or slogans
  - alcohol, drugs, tobacco or sex
  - illegal, violent, or lewd conduct
  - weapons
  - hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
9. If you are uncertain about proper attire, please check with your teacher or counselor.

*Final say and discretion of appropriate and inappropriate dress lies with the HPMS administrative team.*

*Situations not covered by the above guidelines will be evaluated on how they affect the learning environment.*

*Students who are not dressed appropriately will either call their parents for a change of clothes or be sent home if appropriate attire is not found at school.*

## GUIDANCE AND COUNSELING

Each grade is assigned a counselor for guidance and assistance. 5<sup>th</sup> graders are assigned a counselor who stays with students through the 8<sup>th</sup> grade. Services include educational planning, test interpretation, career information, study help, and assistance as needed with home, school, and social

concerns. Students should not hesitate to talk with their counselor about any concerns they have as a newcomer. The phone number for the counseling office is 214-780-3640.

The District has a Child Find system for identifying, locating and evaluating all children with disabilities (from birth through 21) residing in the District, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services. For more information, contact the Special Education office at 214-780-3091.

## **MEDICATION AND THE CLINIC**

Students may not be in possession of any medications (prescription or over-the-counter) unless they are kept in the Clinic. The nurse must administer medication taken during school hours. The Clinic is located in the school atrium, on the 7/8 side. All medications must be kept in the Clinic and must be in their original container. In order for the nurse to administer non-prescription medications such as Tylenol, written parental permission must be on file in the clinic. The form may be found on the school website under the Department tab on the Clinic page. The Clinic also conducts all state required screenings of students. Please contact the Clinic at 214-780-3520 for more information.

## **MAKE-UP WORK**

Students who are absent due to illness have a period equivalent to the number of days missed to complete make-up assignments. Please note that one day's absence does not excuse a student from responsibility for the previously assigned work or tests due on the day of his/her return. It is the student's responsibility to check with teachers concerning make-up work upon returning after an absence.

## **TUTORIALS**

Time is designated before and after school for extra help with homework, make-up tests and tutoring. Teachers will inform students of designated tutoring times and post them to their webpage.

## **REPORT CARDS**

Report cards are issued every 9 weeks for MIS and HPMS using a numerical system. The lowest passing grade is 70.

Citizenship grades are also used: E (Excellent), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory).

Report cards are uploaded to the Skyward account. They can be printed under Portfolio in the Skyward account.

## **RETAINING ELIGIBILITY FOR UIL**

In order to participate in any UIL extracurricular activities, a student must maintain passing grades of 70 in all courses at the end of the reporting period. A grade below 70 in any course makes a student ineligible during the following three weeks.

## **STATE TESTS**

STAAR tests are the standardized tests given throughout Texas. See the district calendar on our website for dates and grades tested. This test measures a student's progress on the Texas Essential Knowledge and Skills (TEKS). Students enrolled in Algebra I will also take the state STAAR end of course (EOC) exam.

# **DIRECTORY SPOT APP INSTRUCTIONS**

## **WHAT IS DIRECTORY SPOT?**

Directory Spot is an app and a website that lists all MIS and HPMS students along with parent contact information. There is a breakdown by Advisory class along with an alphabetized list of students and teachers. With app versions for both iOS and Android devices and a website, you can access the directory wherever you go.

## **TO HAVE ACCESS TO THE DIRECTORY SPOT, YOU HAVE TO JOIN THE PTO**

You can purchase access to the MIS/HPMS DirectorySpot during Back to School Sign-Up (BSSU) or by visiting the [PTO website](#).

Please email [directory@mishpmspto.org](mailto:directory@mishpmspto.org) with any questions.

## **FOR IPHONE USERS**

- Go to the iTunes App Store and search “Directory Spot” or go to <http://goo.gl/5U2Tzq>.
- Download to your iPhone (or other Apple device).
- Launch DirectorySpot, enter your email address\* as your Username and click on “Reset Password”.
- An email will be sent to the address you entered with a link to set your password.
- Once you have set your password, launch DirectorySpot and enter your password (*Remember to select “Save Password”*).
- Click on “Login” and you can start using the app.

## **FOR ANDROID USERS**

- Go to Google Play and search “Directory Spot”.
- Download to your Android phone.
- Launch DirectorySpot, enter your email address\* as your Username and click on “Reset Password”.
- An email will be sent to the address you entered with a link to set your password.
- Once you have set your password, launch DirectorySpot and enter your password (*Remember to select “Save Password”*).
- Click on “Login” and you can start using the app.

## **FOR WEB USERS**

- Go to [www.directoryspot.net](http://www.directoryspot.net) and click on “Login” in the upper right-hand corner.
- Enter your email address\* as your Username and click on “Reset Password”.
- An email will be sent to the address you entered with a link to set your password.
- Once you have set your password, log in to the website (*Remember to select “Save Password”*).
- You will now be able to see the web version of the directory.

\*You must use the same email address as the one you used during BSSU

## **TRAFFIC and SAFETY GUIDELINES FOR MIS & HPMS**

1. Traffic flow around the school will be clockwise one-way going east on Granada, one-way going south on Key, and two-way traffic on both Normandy and High School.
2. Between 7:15—8:15 a.m. and 2:30—4:00 p.m., no left turns are permitted on to High School from Binkley or Shenandoah to ensure crosswalk safety.
3. The front circle drive has restricted access for cars during school zone hours to allow school buses to safely enter and exit the driveway. If you need an access tag, please see Roxanne Esparza in the 7/8 office.
4. Right lanes on Granada, High School and Key are designated queue lanes. The center lane is for moving traffic—NEVER drop off from the center lane, even if traffic is stopped.
5. NO PARKING in the queue lanes from 7:30—8:30 a.m. and from 2:30—4:00 p.m. Parking is allowed from 8:30 a.m.—2:30 p.m.
6. Parking is allowed all day in the outside lanes away from the school and in the parking lots. The curb of the front circle drive is five-minute parking only, and a no parking area during school zone times.
7. No standing or parking on crosswalks or yellow traffic bumps. State Law requires drivers to yield to pedestrians within the crosswalk.
8. The back parking lot behind the cafeteria also has a queue lane for students dismissing out of the cafeteria and gym doors.
9. During drop-off and pick-up, slowly pull all the way forward in the queue lanes as the traffic moves and be extremely careful when pulling out. Remind your children NOT to dart into the street or between parked cars. Load only in the queue lanes—do not load in the middle lane of the street. Center lanes must keep moving.
10. Remember that you may not touch cell phones in the school zone during school zone hours. You may talk on a headset or speakerphone, but texting or checking e-mail in the active school zone is against the law.
11. Bicycles are parked in the racks provided and should have locks. Bicycle riders observe safety regulations, including walking their bikes while on school grounds, walking their bikes across crosswalks, and coming to a complete stop at STOP signs. We highly encourage helmets.