



WELCOME LONGHORN FAMILIES!!!!

Harpool families,

We welcome you as members of Harpool Middle School community and we are excited for this school year!! So that our students and families are clear in the campus expectations, we ask that you take time with your child to read through the handbook. This document, along with the District's Student Code of Conduct, outlines expectations for all students at Harpool.

We are glad you are here and we are looking forward to a great school year!

Principal- Dr. Colleen Grindle

Asst. Principal, 6th Grade and A-L 8th grade- Amy Miller

Asst. Principal, 7th grade and M-Z 8th grade- Ashley Ogal

6th Grade and A-L 8th grade-Hope Lewis

7th grade and M-Z 8th grade- Sara Sartor

Student Assistance Counselor- Misti Price

Student Resource Officer- James Korak

MASCOT- Longhorns

SCHOOL COLORS- Burnt Orange and Khaki

Please contact the following if you have specific questions concerning:

Technology - rhorne@dentonisd.org

Textbooks – amiller@dentonisd.org

Special Education questions – jrichtsmeier@dentonisd.org

504 questions – aogal@dentonisd.org

New student registration/withdrawals/records – rleyba@dentonisd.org

Schedule changes for current courses – Academic Counselors

6th Grade and A-L 8th grade-Hope Lewis

7th grade and M-Z 8th grade- Sara Sartor

Mission and Vision of HMS

Vision

Harpool MS will be a safe, respectful, and united community that supports one another in the pursuit of excellence.

Mission

Lead with integrity.

Act with compassion.

Strive for excellence.

Together.

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 and should adhere to safety guidelines.
- At 7:45, students will enter either the bus doors (buses, walkers, bike riders) or the back cafeteria doors. (car riders)
- Students will report directly to their designated hallway.
- Breakfast will be offered in the cafeteria.
- 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.
 - Tardy Procedure:
 - 1st Tardy-Warning
 - 2nd Tardy-Warning
 - 3rd Tardy-Lunch Detention
 - 4th Tardy-1 week of Lunch Detention
 - 5th Tardy-After School Detention
 - 6th or More Tardies-Saturday School (4 hours)

Restroom and Water

- Only two students are permitted in the restroom at a time.
- Water access will be available throughout the school day. We encourage students to use refillable water containers.
- Students are asked to bring their own water container. These should be clearly labeled with the student's first and last name. School is not responsible for lost or stolen water containers.

Dismissal

- **Students should NOT be picked-up at the front of the school including Blanton.** Please help us keep our students safe and adhere to this guideline.
- Car riders will be dismissed to wait outside by the back cafeteria awning.
- **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.** Take initiative and get things accomplished the best way possible.

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/STUDENT CHECKOUT

STUDENT CHECKOUT

- 1) When arriving to campus, please provide a Texas Driver's License, Passport, or other government issued picture ID.
- 2) You will check your student out on the computer with your identification and a staff person will call down your student.
- 3) Students will only be released to a legal guardian, unless you have made prior arrangements for an emergency contact.

ATTENDANCE

If a student is absent any time during the school day, 8:15-3:35pm, a school excuse must be provided. All attendance documentation should be submitted electronically to the Attendance Office. Teachers are NOT able to accept attendance documentation. <https://forms.dentonisd.org/Forms/absence-note>

Please refer to the Attendance Matters homepage <https://www.dentonisd.org/Page/100745> regarding all things attendance for Harpool Middle School. Information can also be found on the Harpool Middle School homepage Attendance tab. If you have additional questions, please contact our Attendance Clerk, Zulema Becerra at (940) 367-1707 or email zbecerra@dentonisd.org.

The state law says students must be in attendance 90% of the time in order to gain credit for a course. Therefore, students who are not in attendance 90% of the time will be assigned after school detentions and/or Saturday School to make up seat time so that they do not absence fail a course..

BACKPACKS

Lockers will not be in use. Therefore all students will need a backpack. 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. Student IDs/ Bus Passes must be worn to use Denton ISD transportation. There is “zero tolerance” for any kind of disruptive or 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 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.
- 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.
- 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.**
- **Parents may drop off food for their students. It will be placed in the cubby of the vestibule outside the front office. The office staff will not call classrooms to notify students of delivery so please ensure the student knows to retrieve their food.**
- Free and reduced lunch forms are available online. <https://www.dentonisd.org/childnutrition>
- Visitors must check in at the front office and be a listed parent/guardian or contact.
- 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 (See end of document for more information)

Cell phones must be turned off and placed in designated areas of each classroom during class time. Cell phones may not be visible or used in the hallways. Administrative fees may be charged in accordance with DISD policy for the return of a cell phone. Personal technology devices must be claimed within 10 days after the end of the semester. 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 regarding social/emotional concerns.

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

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 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.

Discipline measures to address student behavior include: teacher interventions, use of the school-wide ticket system, 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

Detentions 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..

IDs

Students are expected to wear their student IDs at all times. Failure to do so will result in discipline consequences.

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, vapes or electronic cigarettes (e-cigs) on school property or at school-sponsored or school-related activities. Additionally, paraphernalia associated with drugs, alcohol, tobacco, vapes 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.

Due to a change in state law and state education code, beginning this school year, any student in possession of, using or distributing vapes, e-cigarettes or diffuser sticks/aromatherapy pens on or within 300 feet of a school campus will be removed from class and placed in the Disciplinary Alternative Education Program (DAEP).

Students who require the use of respiratory inhalers or other related medical devices must comply with the rules and regulations outlined in the 2023-2024 Denton ISD Student and Parent Handbook, which requires written authorization from a physician or other licensed healthcare provider, in collaboration with the school nurse.

We appreciate your efforts as we work to keep your child safe while on campus. Schools should be places where a child looks forward to spending their days safely.

The health and wellness of our students has been, and will continue to be, our top priority in Denton ISD. We value the trust you place in us as we work to educate your child.

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 serve 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. This includes the respectful use of their Chromebooks and any other technology issued by Harpool Middle School or Denton ISD.

ID/ BUS CARDS

IDs must be attached and visible. These cards are also used as bus cards that must be worn to use Denton ISD transportation. 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.

LIBRARY

The Harpool library will be open in the mornings from 7:45-8:15 and after school for checkout/in only. Students may checkout three books at a time and can use the book for two weeks. Students are responsible for replacing any damaged, lost, or stolen materials.

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 ONE DAY SUPPLY of 'over the counter' medications in the original container 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 visit the nurse's office UNLESS THERE ARE EMERGENT CONCERNS. Make sure that the nurse/school 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.

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 are held in person or virtually.

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. Deliveries are NOT allowed from outside companies such as Uber Eats.

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, vapes, knives (of any size), tools, fireworks of any kind (including sparklers, stink bombs, “poppers”), inks or dyes, balloons, flags, 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 and all other technology for learning purposes only (i.e. Canvas, Microsoft Teams calls, students emails, designated assignments). Devices 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. For more information about District Chromebooks, please visit the [Student and Family Hub](#).

TEXTBOOKS

Though the majority of assignments are given through CANVAS, students may be issued consumable textbooks at the beginning of the year. Every student is obligated to give her/his books the best of care. Students may be charged for replacement consumables.

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

All visitors must check in at the front office. 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.

Students will be dropped off by the cafeteria awning. Once inside, students will wait in their hallways until the 8:15 bell rings.

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 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 have been determined by campus administration and are to assist students and parents in selecting appropriate attire.

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

The following are **NOT** acceptable:

- Yoga pants/tights **WITHOUT** a fingertip-length shirt, skirts and shorts
- Short shorts or skirts – need to be finger-tip length all the way around
- Excessive holes in jeans or pants above fingertip length
- Midriff shirts (unless an appropriate undergarment is worn)
- Sheer/Lace shirts (unless an appropriate undergarment is worn)
- Shirts open at the sides (excessively large armholes)
- String tank tops (unless covered with an appropriate top)
- Saggy, baggy pants
- Sunglasses in the building
- Strapless dresses/blouses
- Any clothing or accessories which can be used as a weapons
- Any hats/caps/hoods
- 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
- Non-clothing attire

HMS Cell Phone Policy

As a new school year begins, we want to make you aware of our cell phone policy 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. Since each student is issued a chromebook, 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!

Mission and Vision of HMS

Vision

Harpool MS will be a safe, respectful, and united community that supports one another in the pursuit of excellence.

Mission

Lead with integrity.

Act with compassion.

Strive for excellence.

Together.

