



Pasadena Memorial High School

Student Handbook

2019-2020



MISSION

The mission of Pasadena Memorial High School is to empower all students to achieve their highest academic and social-emotional potential within a safe learning environment. Through a collaborative partnership with all stakeholders, our school will provide students the opportunity to explore their interests, pursue their passions, and assist them with developing their unique talents and skills to become productive citizens and tomorrow's leaders.

VISION

Our vision for all Mavericks is to prepare each individual for college, career, and citizenship by providing opportunities for leadership and excellence. Our school will make student-centered decisions by using data-driven practices. We will achieve our goals by maintaining a Maverick culture that exceeds all other high schools: a culture that is rooted in our community, our team, and our school spirit.

January 8th, 2020

Dear Maverick Family,

Thank you for choosing Pasadena Memorial High School for your child's education and development! It is with great excitement and anticipation that we greet you for the remaining half of the school year. The faculty and staff at Pasadena Memorial High School continue to work tirelessly to provide your child with a safe and engaging learning environment and a High School Experience that is second to none. The 2020 school year holds great promise for us as a school family. We have experienced countless successes during our 17 years as a campus, and we look forward to the current generation of Mavericks continuing on with that tradition of significance and success!

Jeremy Richardson

Principal

Pasadena Memorial High School

Who's Who at PMHS

Jeremy Richardson	Principal
Mike Adams	Asst. Principal grade 12
Vaneeka Harris	Asst. Principal grade 12
Shaun Owen	Asst. Principal grade 11
Janette Ramirez	Asst. Principal grade 11
Jon Thompson	Asst. Principal Grade 10
David Bosley	Asst. Principal Grade 10
Jennifer Guerrero	Asst. Principal Grade 9
Adriana Saavedra	Asst. Principal Grade 9
Angela Kennedy	Dean, Early College
Randi Elliott	Lead Counselor
Tess Tobin	Counselor Last name A – B
Dolly Markel	Counselor Last name C – F
LaKeitha Kirven	Counselor Last name G – J
Arlene Hernandez	Counselor Last name K—N
Erica Carroll	Counselor Last name O—R
Marissa Garcia	Counselor Last name S—Z
Laura Milam	Counselor Early College Last name A—Z
Tara Evans	College Now Coordinator
James Crocker	Campus Athletic Director
Felipa Ibarra	School Secretary
Nora Velazquez	Registrar
Dena Mayfield	Bookkeeper
Lead Attendance Clerk	Sylvia Izaguirre

Pasadena Memorial High School Guidelines for Success

P

Promote pride and respect

M

Make responsible choices

H

Have high expectations for yourself and others

S

**Serve and contribute within your school and
community**

MIGHTY MAVERICK FIGHT SONG!

Fight Mavericks with all your might
Show your pride for Memorial High
Victory for the teal black and gold
Stories of fame forever be told

Fight on Mavericks, let's win this game
We will cheer and shout out your name
Go Mavs! Go Mavs!

M-A-V-S

Mighty Mavericks, We are the Best!!!!

Pasadena Memorial High School Alma Mater

All hail to thee mighty Mavericks,

We pledge our allegiance to thee.

We honor faith and integrity—it's in our destiny.

With pride we strive giving all our might;

We win the fairest fight!

Our flag flies the colors of the teal and gold, in
triumph ever bold.

Mavericks are the very best,

With passion we will pass the test.

We lead and succeed in our righteous quest,

With spirit and with zest

Mavericks!

Mavericks!

Mighty and the best!

PASADENA MEMORIAL HIGH SCHOOL

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Assemblies/Pep Rallies

- Assembly and pep rally attendance is a privilege for students.
- Students are to enter/exit the auditorium/gymnasium in an orderly and safe manner.
- Students will be dismissed by rows and/or sections.
- Students are required to use only the areas designated as walkways in the auditorium/gym.
- Fill the seating area (bleachers) in the Gym from the top down. Dismissal will start from the bottom and move to the top. Please help administrators in seating students and dismissing students. Students should refrain from stepping on the bleachers by using the walkways rather than walking down the bleachers themselves.
- Students will set in the designated rows for their homeroom in the auditorium.
- Any disruptive behavior will result in a disciplinary action and the loss of the privilege to attend future functions.
- Students are to demonstrate respect and courtesy to the performer, speaker, etc. at all times. Inappropriate behavior including yelling out at inappropriate times, gesturing, booing, stomping feet, etc. will result in removal from the assembly, a disciplinary action, and the forfeiture of future attendance at assemblies, pep rallies, etc.

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Attendance

Pasadena ISD Truancy Policy

Number of Unexcused Absences	In What Period	Campus Interventions	Student Services Interventions
3	4 Weeks	Truancy Warning Letter Delivered to Student	Warning Letter mailed to parent, given to the student
6	School Year	Parent Contact Attendance Clerk <ul style="list-style-type: none"> • Contacts parent and documents in Truancy Software 	
10	School Year	Attendance Contract Assistant Principal <ul style="list-style-type: none"> • Conference with student • Calls parents to discuss contract • Documents in Truancy Software 	
15	School Year	Counseling Referral Campus Counselor <ul style="list-style-type: none"> • Conference with student • TRIAD Referral (if needed) 	
20	School Year	Truancy Referral Attendance Clerk refers to Student Services	File Complaint

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Bell Schedules

Bell Schedule (Regular Day)

Period	Begin	End	Minutes
1	7:15	8:00	45
2	8:05	8:50	45
3	8:55	9:40	45
Mav Time/HR	9:45	10:20	35
4 (1st Lunch)	10:25	10:50	25
4 (2nd Lunch)	10:50	11:15	25
4 (3rd Lunch)	11:15	11:40	25
4 (4th Lunch)	11:40	12:05	25
5	12:10	12:55	45
6	1:00	1:45	45
7	1:50	2:35	45

Early Dismissal Bell Schedule

Period	Start Time	End Time	Min.
Entry	7:10	7:15	
1	7:15	7:47	32
	7:47	7:52	5
2	7:52	8:24	32
	8:24	8:29	5
3	8:29	9:01	32
	9:01	9:06	5
4	9:06	9:38	32
	9:38	9:43	5
5	9:43	10:15	32
	10:15	10:20	5
6	10:20	10:52	32
	10:52	10:57	5
7	10:57	11:30	33

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Buses

Students are expected to follow all school and district guidelines when riding a bus. The bus driver is in charge and has the authority to assign seats and maintain discipline to ensure the safety of all students. Memorial students who choose to misbehave on the bus will be subject to disciplinary actions that may include a 5, 10, or 30 day bus suspension or permanent loss of bus privileges. According to PISD policy, charges may be filed against any student who intentionally disrupts, prevents or interferes with school transportation.

PASADENA ISD

UNACCEPTABLE STUDENT CONDUCT ON SCHOOL BUSES

1. Extending arms, head, clothing, hair or other articles from the windows of the bus.
2. Carrying food, drinks or animals on bus.
3. Carrying weapons or explosives on bus.
4. Possessing intoxicating beverages, tobacco, narcotics, or any other substance prohibited by the district's drug abuse policy on the bus.
5. Fighting using vulgar or abusive language, making obscene gestures on the bus - example but not limited to racial slurs.
6. Throwing articles in or out of the bus or otherwise littering or damaging the bus in any way must be paid for by the offender.
7. Moving from their seat or running up and down aisles while bus is in motion.
8. Failure to respect the rights of owner's property where bus stop is located.
9. Sitting on the backs of the seat or on steps.
10. Students are not to leave campus and return to get on bus.
11. Students are to walk down steps using the handrail. No jumping.
12. Students are to cross in front of bus on p.m. routes.
13. Students are to wait in line on the right side of the road off curb for a safe pick-up. They are not to rush the bus and they need to wait until bus is completely stopped.
14. Students are to call driver by their name as requested.
15. Student getting off the bus without permission from the principal. Students are not to go back into the school or go with a parent waiting for them at the bus door. We do not know the family circumstances of the students. Do not take the responsibility of letting a student go with someone they should not go with.
16. Students are to have a note approved by the principal to ride home with another student or get off the bus at any location other than their assigned stop.
17. Students are to keep their belongings in their lap. This includes keeping band instruments, etc., out of the aisles and stairwell.
18. No passengers are allowed to stand on a moving bus.

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Cell Phone Policy

STUDENTS

- Students may use their cell phones for texting during their designated lunch period.
- Students may use their cell phones for texting during passing periods in the hallways.
- Students may **not** use their cell phones in class without the expressed consent of the teacher.
- Students may **not** use their phones during MavTime.
- Students may not take pictures or videos without permission from school personnel.
- Cell phones may **not** be used in the halls/restrooms/common areas during class time.
- If students are found to be in violation of the cell phone policy, the phone will be confiscated, turned in to the Assistants Principals' secretaries, and returned to the student or parent on the following Friday for a \$15 fee.
- Failure of a student to release a cell phone to a teacher when asked will result in an ISC assignment. If this happens, fill out a discipline referral form and send the student to his/her assistant principal immediately. Failure of a student to release a cell phone to an administrator when asked will result in a Guidance Center assignment.

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Clinic

Students must have an admit to enter the clinic except in cases of emergency. Students who enter the clinic during class changes will be sent to class to secure an admit from the teacher. Student requiring regular clinic visits, such as for medications or procedures, will be given a clinic pass. A responsible adult must deliver all medications to the clinic. The medications must be accompanied by physician instructions or be properly labeled by a U.S. pharmacy. Narcotics are not allowed at school at any time.

Parent permission to administer medication at school must be signed and all medications must be administered through the clinic. ***Students are not permitted to carry over the counter or prescribed medications on campus.*** The exceptions are respiratory inhalers and Epipens, which require special paper work to be completed in advance. ***Students who are ill and need to go home must call home from the clinic. Students are not allowed to use the classroom phones, the office phones or cell phones to call parents because they do not feel well.*** The state compulsory school attendance laws requires that a number of guidelines be followed in order for a student to be dismissed from school. It is the professional responsibility of the school nurse to determine if a student is ill enough to go home. Students with a temperature greater than 100 or vomiting will be encouraged to stay home until free of fever or vomiting for 24 hours. Parents are asked to keep the school nurse informed of any changes in student's health.

It is particularly important for the nurse to be informed when a student is on medications that may alter level of alertness or performance in school. A parent or designated adult must sign a student out in the attendance office when a student is sent home for medical reasons. Failure to follow any of the procedures described above may result in disciplinary action(s).

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Dining Hall and Meals

<http://www1.pasadenaisd.org/cms/One.aspx?portalId=80772&pageId=239156>

All students are required to clean up after themselves and assist the custodial staff in maintaining the immaculate appearance and cleanliness of the dining hall. Disciplinary action will result if inappropriate behavior, including refusal to clean up after oneself is exhibited. Students must remain in the dining hall during lunch periods. Permission to leave the Dining Hall must be given by the administrator on duty. No food or drink items are allowed outside the dining hall. Food and drink items are not allowed in classrooms and must be discarded before leaving the dining hall.

Pasadena Memorial High School students may have guests during their lunch period ONLY IF the guest is an adult who is listed on the student's personal white enrollment card. All visitors must check in with the receptionist in the front office to receive a visitor's pass. Each visitor must present a valid Texas Driver's License or Identification Card to gain entrance into the PMHS dining Hall.

Children need healthy meals to learn. Pasadena Independent School District Child Nutrition Services offers healthy meals every school day. Breakfast is free in Elementary, Intermediate and High schools; lunch costs \$2.20 in Elementary schools, \$2.65 in Intermediate schools and \$2.75 in High schools. **Your children may qualify for free meals or for reduced-price meals.** Reduced-price is \$.40 for lunch. If you received a notification letter that a child is directly certified for free meals, do not complete an application. Let the school know if any children in the household attending school are not listed in the letter.

The questions and answers that follow and attached directions provide additional information on how to complete the application. Complete only one application for all the students in the household and return the completed application to Mary Harryman, Director of Child Nutrition, 1515 Cherrybrook, Pasadena, TX 77502. If you have questions about applying for free or reduced-price meals call Blanca Banda at 713-740-0146 or 713-740-0093.

FAQ

1. Who can get free meals?

- **Income**—Children can get free or reduced-price meals if a household's gross income is within the limits described in the Federal Income Eligibility Guidelines.
- **Special Assistance Program Participants**—Children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF), are eligible for free meals.
- **Foster**—Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- **Head Start, Early Head Start and Even Start**—Children participating in these programs are eligible for free meals.

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Dining Hall and Meals

<http://www1.pasadenaisd.org/cms/One.aspx?portalId=80772&pageId=239156>

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- Homeless, Runaway and Migrant–Children who meet the definition of homeless, runaway or migrant qualify for free meals. If you haven't been told about a child's status as homeless, runaway or migrant or you feel a child may qualify for one of these programs, please call the homeless liaison or migrant coordinator at 281-520-0338.
 - **WIC Recipient**–Children in households participating in WIC may be eligible for free or reduced-price meals.
 - **2. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** Talk to school officials. You also may ask for a hearing by calling or writing to Carla Merka, Chief Financial Officer, 1515 Cherrybrook, Pasadena, TX 77502, 713-740-0146.
 - **3. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. An application is only good for that school year and for the first few days of this school year. Send in a new application unless the school has told you that your child is eligible for the new school year.
 - **4. IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes. Apply at any time during the school year. A child with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
 - **5. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount normally received. If a household member lost a job or had hours/wages reduced, use current income.
 - **6. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Basic pay and cash bonuses must be reported as income. Any cash value allowances for off base housing, food or clothing, or Family Subsistence Supplemental Allowance payments count as income. If housing is part of the Military Housing Privatization Initiative, do not include the housing allowance as income. Any additional combat pay resulting from deployment is excluded from income.
 - **7. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
 - **8. WILL APPLICATION INFORMATION BE CHECKED?** Yes. We may also ask you to send written proof of the reported household income.
 - **9. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for other assistance benefits, contact your local assistance office or 2-1-1.
 - **10. CAN I APPLY ONLINE?** Yes! The online application has the same requirements and will ask you for the same information as the paper application. **Visit** <http://pasadena.school lunchapp.com> to begin or to learn more about the online application process. Contact Blanca Banda at 713-740-0146 or 713-740-0093 if you have questions about the online application.
 - If you have other questions or need help, call Blanca Banda at 713-740-0146.

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Discipline

Rights and Responsibilities of Students

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and District staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the District's educational mission. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time, except when ill or lawfully excused.
2. Being prepared for each class with appropriate materials and assignments.
3. Attending school tutorials when required or as the need arises.
4. Dressing in accordance with the District's standards of propriety, safety, health, and good grooming.
5. Conforming to the designated standardized dress approved by the Board of Trustees.
6. Exhibiting respect toward individuals and property.
7. Conducting themselves in a responsible manner.
8. Paying required fees and fines unless they are waived.
9. Refraining from violations of the Student Code of Conduct.
10. Obeying all school rules, including safety rules.
11. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
12. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.
13. Submitting signed statements that the student has received, understands and consents to the responsibilities outlined in both the Student Handbook and Student Code of Conduct.

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Campus Handbook

Discipline

Level 1 Offenses

- Lack of materials
- Gum/Candy Violation
- Sleeping
- Lack of work production
- Repairable Dress Code

Level 1 Consequences

Teacher consequence and documentation

Level 2 Offenses

- Repeated instances of Level 1 behaviors that have not been modified by intervention
- Disruption of class
- Cheating
- Public display of affection

Level 2 Consequences

Teacher consequence and documentation

Level 3 Offenses

- Repeated instances of Level 2 behaviors that have not been modified by intervention
- Failure to attend teacher detention
- Truancy

Level 3 Consequences

Referral to AP and AP Consequence

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Discipline

Level 4 Offenses

- Repeated or serious instances of Level 3 behaviors which have not been modified by intervention
- Accessing inappropriate web-site
- Severe Profanity
- Confrontational or threatening behavior towards an adult
- Damaging school property
- Profanity
- Derogatory language
- Blatant disrespectful language or behavior toward an adult
- Blatant insubordination/refusal to comply with a directive
- Refusal to surrender cell phone/electronic device to staff member
- Bullying

Level 4 Consequences

Immediate removal from class, AP Referral and AP Consequence. Possible DAEP.

Severe Offenses

- Fighting
- Aggressive confrontation
- Drug possession
- Smoking/Vaping
- Under the influence
- Possession of a weapon
- Theft
- Threatening behavior toward an adult
- Terroristic Threat

Severe Offense Consequences

Immediate removal from class, AP Referral and DAEP.

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Discipline

A Safe and Civil Environment

Every student at Pasadena Memorial High School has the right to feel safe, both physically and emotionally, at school and at school-sponsored events. In the hallways, the dining hall, classrooms, and on all school property, you will contribute to a safe and orderly environment by:

- Responding courteously to teacher and staff requests
- Interacting respectfully with other students
- Speaking in a polite conversational tone
- Walking and talking at the same time
- Keeping traffic flowing on the right
- Limiting all food and drinks to the dining hall only

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Dress Code and Grooming

Shirts

Shirts may be any color. Logos are allowed just as prints, pictures, stripes and plaids are allowed. Logos shall not reference death, sex, drugs, alcohol, gangs or weapons. Shirts shall be appropriately sized with sleeves and free of inappropriate designs which include, but are not limited to, those related to death, sex, drugs, alcohol, gangs or weapons. Shirts must remain tucked in at all times.

Pants and/or Jeans

Pants and/or jeans may be any solid color. Pants and/or jeans shall be free of design and hemmed. Pants/Jeans must meet the following additional criteria:

- All pants/jeans must be appropriately sized, fitted and worn at the waist. No hip huggers are allowed.
- All pants/jeans must be fitted in the crotch and legs, not baggy or excessively tight. Pants/jeans with hammer loops or of a cargo style are not permitted. Pockets on pants/jeans are acceptable at the waistline only.
- All pants/jeans must be of proper length and must not touch the floor.
- All pants/jeans must be free of slits.
- Pants/jeans must be free of holes or tears.
- Undergarments must not be visible through pants/jeans.
- Capri pants are permitted as long as they meet all criteria listed above.

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Dress Code and Grooming

Dresses/Skirts/Jumpers

Dresses/Skirts/Jumpers may be any color and must be hemmed. Prints, pictures, stripes and plaids are allowed. Dresses/skirts/jumpers shall be free of inappropriate designs which include, but are not limited to, those related to death, sex, drugs, alcohol, gangs or weapons.

Dresses/skirts/jumpers shall be worn by female students only. Dresses/skirts/jumpers must meet the following additional criteria:

- All dresses/skirts/jumpers must be appropriately sized, not baggy or excessively tight.
- All skirts must be fitted and worn at the waist. No hip hugger skirts are allowed.
- All dresses must have sleeves.
- Manufacturer slits on dresses/jumpers/skirts can come no higher than 2 inches above the kneecap.
- All dresses/skirts/jumpers must be free of holes and tears.
- The hem length of all dresses/skirts/jumpers must be no higher than 2 inches above the kneecap.
- Undergarments must not be visible through dresses/skirts/jumpers.

Shoes

Students must wear shoes with backs that are appropriate for school. (Students participating in physical education activities must have appropriate shoes.) Skate shoes are not permitted. Shoes with laces or velcro straps must be securely fastened at all times.

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Dress Code and Grooming

In addition, the following standards of student dress and grooming shall be maintained.

1. Hair must be neat, clean, well groomed, and may not have inappropriate designs.
2. No type of head covering, cap or hat (such as bandannas, sweatbands, etc.) may be worn on campus. No hair rollers or long-handled combs may be worn on campus.
3. Sideburns must be kept neatly trimmed and must not extend below ear level or flare at the bottom.
4. Symbols and/or styles which are identified with gang membership or representation shall not be allowed. A list of prohibited symbols and/or styles is posted next to the Student Code of Conduct in the principal's office. Students are responsible for reviewing the posted list to determine prohibited symbols and/or dress styles.
5. Mustaches and beards are prohibited, and faces must be clean-shaven.
6. Shirts and blouses must be buttoned within one button of the throat.
7. Halter tops and shirts or blouses with plunging necklines are prohibited. Tanktops or undershirts worn as outer garments are also prohibited. The midriff must not be exposed when the student goes through the normal activities of a school day (bending, stretching etc.).
8. Articles of clothing, garments, make-up and accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs or alcohol.
9. Students at elementary school campuses may not use any type of cosmetics, including, but not limited to, mascara and artificial nails. Nail polish is acceptable.
10. Revealing or excessively tight garments are prohibited. Appropriate foundation garments and/or undergarments must be worn.
11. Pants or shorts may not be worn in any way that reflects gang affiliation or conceals contraband.
12. Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or conceals contraband. (See posted list in main campus office for gang affiliated attire.)
13. Patterned contact lenses are prohibited.

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Dress Code and Grooming

EARRINGS/BODY

Males are not permitted to wear earrings of any type. Students are not permitted to wear other PIERCING non-traditional rings (nose, lip, etc.). Students are not allowed to wear gauges or other devices to expand the earlobe. Clips, posts, and/or other devices designed to prevent the piercing area from closing are not permitted. Elementary students may not wear more than two earrings in each earlobe. Earrings larger than 1" in diameter or length are prohibited for elementary students.

TATTOOS

All tattoos must be appropriately covered.

ID BADGES

Student identification badges are required in high schools and may be required by intermediate schools. Badges must be worn on a lanyard around the neck at all times. Students shall not possess or display another student's ID badge. Badges shall be replaced at the expense of the student if the badge is lost, stolen, broken, deformed, or distorted. Replacement ID badges may be purchased at the Assistant Principal's office for a fee of \$4.00. Replacement lanyards may be purchased for \$1.00.

VIOLATIONS

When a student's dress or grooming violates the guidelines provided herein, the principal shall request that the student make corrections and may take appropriate disciplinary action. If the problem is not corrected, the student may be assigned in-school suspension for the remainder of the day or until the problem is corrected. Repeated dress code offenses may result in more serious disciplinary action.

MEDICAL EXCEPTIONS

The principal, associate superintendent for campus development, or superintendent may grant an exception to any of the above provisions if a student has a physical or medical condition rendering compliance with the provisions detrimental to the student's physical health.

INTERPRETATION

The principal and assistant principal(s) are authorized to make determinations regarding OF whether any fashion, fad, hair, jewelry or article of clothing is inappropriate for school APPROPRIATENESS wear or disruptive to the educational process or safety of the campus. by the Pasadena ISD Student Code of Conduct.

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Early College High School

Early College High Schools provide student with a seamless pathway from high school to college. Students take college courses, along with their high school classes, which gives them the opportunity to graduate with a high school diploma and an Associate Degree from San Jacinto College. In ECHS, students begin taking two college classes in 9th grade and progress by taking more college classes each year. By senior year, most students are nearly finished with their high school requirements and are ready to focus on a full college schedule. Pasadena ISD has a school within schools, which means that freshman and sophomores take their college classes on the comprehensive high school campus, and juniors and seniors take classes at San Jacinto College.

Pasadena Memorial Early College students *must* follow all procedures and policies outlined in the PMHS Student Handbook as well as the procedures and policies outlined in the PISD Early College Student Handbook.

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Grading Policy

- At least two (2) numeric grades shall be recorded in the electronic grade book each week of the grading period for all courses taught in grades 9-12.
- Students work that is calculated into the student's average for the course should be graded and recorded in the electronic grade book within 72 hours of submission and before the end of the grading period if applicable so that a current average is readily available to students and/or parent(s) upon request. Information regarding access to the on-line grade reporting system shall be made available to parents (Skyward Family Access).
- Students must request retest opportunities prior to the end of each grading period (progress report/report cards). Semester and final exams are excluded from this provision. Teacher PLCs and Content Teams may exercise their discretion in allowing retest opportunities to a grade higher than seventy (70).
- Students should be afforded the opportunity to demonstrate mastery on any assignment prior to the end of each grading period (progress reports/report cards).
- Teachers shall provide tutorials for ninety (90) minutes per week.
- Tutoring schedules shall include a combination of before and after school sessions and are posted outside of each teacher's classroom.
- Parents should be contacted when a student's average falls below a 70. All parent contact should be documented in Simple Schools. All phone calls and emails from parents should be returned within 24 hours.
- See district grading policy for more details.
<http://www1.pasadenaisd.org/common/pages/displayfile.aspx?itemid=1106723>

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Graduation Plans

FOUNDATION SCHOOL PROGRAM

- 22 Credits
 - 4 English Language Arts credits
 - English I, II, III & advanced course
 - 3 Mathematics credits
 - Algebra I, Geometry & advanced course
 - 3 Social Studies credits
 - World Geography or World History (or a combined World Geography/History credit), US History, Government & Economics
 - 3 Science credits
 - Biology & two additional science credits (advanced science or IPC)
 - 2 Languages other than English credits (in same language)
 - 1 Fine Arts credit
 - 1 Physical Education credit
 - 5 Elective credits (to include .5 credit of a speech proficiency course)
- Passing scores on STAAR End-of-Course Exams
 - English I
 - English II
 - Algebra I
 - Biology
 - United States History

FOUNDATION + ENDORSEMENT

With few exceptions, ALL students will be required to earn an endorsement in one or more of the following areas:

- Science, Technology, Engineering & Mathematics (STEM)
- Business & Industry
- Arts & Humanities
- Public Services
- Multidisciplinary

Additional credits required beyond the Foundation School Program for a total of 26 credits:

- 1 Advanced math or CTE math credit
- 1 Advanced science or CTE science credit
- 2 Elective credits in the area of Endorsement

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Graduation Plans

DISTINGUISHED LEVEL OF ACHIEVEMENT

- 26 Credits plus an Endorsement(s), provided:
 - 4 math credits must include Algebra II
 - 4 science credits must include an advanced science credit
- A student in the top 10% of his/her class must have earned the Distinguished Level of Achievement to be eligible for automatic admission to a Texas public college or university.

PERFORMANCE ACKNOWLEDGEMENT

- Can be earned for outstanding performance in:
 - Dual credit course
 - Bilingualism and biliteracy
 - Advanced Placement test
 - PSAT, SAT or ACT
- Can be earned for achieving:
 - National or internationally recognized business or industry certification or license

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ID Badge Policy

Student I.D. badge must be worn and visible at all times (each student will be given a PMHS lanyard with their I.D. at the beginning of the school year)

Students that report to class without an I.D. during 1st and 2nd period will be sent to the office with an “admit” pass.

Students that report to class during 3rd through 7th period will be sent to the office with a discipline referral.

Once the student is sent to the office he/she will have two options:

1. Call parents to have the I.D. brought to school or
2. The student can pay \$4.00 for a brand new I.D.

If the student cannot comply with either of the above options:

The student will be sent to I.S.C. (Independent Study Center) Pasadena Memorial High School will no longer issue a temporary student I.D.

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ISC Expectations

Independent Study Center (ISC) is our alternative to suspension. A student will be assigned one to three days in ISC. Our main goal is to allow students to complete their work while being removed from the general population. The environment is very structured to help students make the choice to behave better so they do not return to ISC. Students do not have the freedoms provided in the general classrooms (open discussion/interaction with peers, cellular phone/electronic device use, etc.). The secondary goal is to keep the students in a controlled setting in order to avoid suspension.

Rules

1. Students will report no later than 7:15am. Students will be released from ISC at 2:35pm. If you are tardy, you will be asked to get a tardy slip. If you are absent, you are required to make up the absence. The student is NOT allowed to attend any school sponsored functions between 7:15am and 2:35pm.
2. All teachers/coaches will be notified when you are in ISC. Assignments will be sent to Mrs. Parker by the teacher through email or mailbox.
3. ALL STUDENTS will have assigned seating and will keep their area clean. Students must remain in the UPRIGHT position (you cannot put your head down on the desk or rest on your arms/hands). Defacing any school property will not be tolerated. Theft/destruction of property is grounds for immediate dismissal and charges may be filed.
4. The ISC room is a NO ELECTRONIC ZONE. You MUST turn in your electronic device when you sign in. If you are caught with a device, it will be taken up and turned into the office. All electronic devices will be returned to the students at 2:30pm or the last period you are in ISC.
5. LUNCH – the student will be given the choice to order a sack lunch from the cafeteria (NO OUTSIDE FOOD IS ALLOWED). Students will eat their lunch at their desk during a 30 minute lunch break. You will NOT be allowed to visit or sleep during lunch.

During the Day

1. Students will stay on task at all times and will follow the directions of the ISC teacher. The student is expected to remain seated, quiet, awake and working on assignments throughout the day. Sleeping is prohibited.
2. The student is expected to complete each day's assignments for every class according to directions given by the teacher. Students will be required to have a heading on each assignment that includes name, date and teacher's name. Assignments completed in ISC will be turned into the teacher's mailbox at the end of the day. Students may bring a library book to read once ALL work is completed.
3. Respect to others must be shown at all times. No foul language, disruptive behavior or physical contact between students at any time.
4. Computer games, listening or music or watching YouTube WILL NOT be permitted in ISC. Students who have assignments that require the use of the computers will obey the policies set forth in the student agreement for acceptable use. NO EAR BUDS ARE ALLOWED ON OR NEAR THE EAR, UNLESS APPROVED BY THE ISC TEACHER.

All rules are strictly enforced. Unacceptable conduct or violations of rules will not be tolerated (it will also be documented). Failure to follow ISC rules and procedures will result in a referral to the AP.

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MavTime

You will be required to sign up for sessions to assist you in learning. MavTime is a scheduled time during the day between 3rd period and 4th period.

Period	Begin	End	Minutes
1	7:15	8:00	45
2	8:05	8:50	45
3	8:55	9:40	45
Team Mav Time	9:45	10:20	35
4 (1st Lunch)	10:25	10:50	25
4 (2nd Lunch)	10:50	11:15	25
4 (3rd Lunch)	11:15	11:40	25
4 (4th Lunch)	11:40	12:05	25
5	12:10	12:55	45
6	1:00	1:45	45
7	1:50	2:35	45

Your teacher may assign you to their priority day. If so, you **must** sign up for that session. You will be notified at priority.pmhsmavs.com.

If you were NOT specifically assigned then you must sign up for another session offered by one of your other teachers. Use the following criteria when deciding what to sign up for:

- Recent Absences?
- Missing Assignments?
- Extra Support?

If you do not sign up for session nor do you attend the sessions that you have signed up for, it will result in a discipline referral. Failure to attend a total of 4 mandatory sessions will result in an ISC assignment.

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Student Parking

Limited student parking is available and parking stickers will be sold for \$20.00. Proof of a valid Texas Driver's License and current insurance coverage is required when applying. The parking sticker must be permanently affixed to inside front windshield on the driver's side of the vehicle. Students will be assigned a parking space number and must park in their designated spot. Attendance or truancy violations may result in the removal of your parking pass privilege.

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Student Pick-up and Drop-off

Please remember the following guidelines when picking up and dropping off students to Pasadena Memorial High School.

- The student drop-off and pick-up area is located in the front of the building in the circular drive. This is on the Crenshaw St. side of the building. The front doors will be opened each morning at 6:30am to allow entry into the building. Students should report directly to the dining hall area and be seated. Students will not be allowed to gather in the front foyer of the building.
- The east parking lot (Preston side) is reserved for teachers. This area is also our school bus drop-off location. Parents are asked not to use this parking lot or bus turn-around area to drop students off or pick them up between the hours of 6:30am and 2:45pm.
- Early morning drop-off (prior to 6:30am) and late afternoon pick-up (after 2:45pm) for student participation in our athletic program is allowed. The double doors adjacent to the athletic training room will be opened each morning at 6:30am to allow student access to the athletic area. Any entrance earlier than 6:30am will have to be arranged by one of the coaches.
- The back (south) parking lot is our designated band practice area. Access to the back parking lot will be restricted except for night activities such as parent meetings and student performances. The parking lot will be gated on the east side and cones will be set out on the west side when the parking lot is in use. For the safety of our band students, we ask that parents and students do not enter this parking lot unless the gates are open and the cones are removed.

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Tardy Policy

When a student is tardy for class that student will report to the tardy sweep to collect a tardy pass. The student will show the tardy pass to the teacher and then the student should keep the pass for their records. Students that are tardy for a class in one of our portable buildings will not report to the tardy sweep. It takes students too long to walk back inside of the building to report to the tardy sweep station. Students will miss too much instructional time in class by doing this. Therefore, the portable teaches will email an assistant principal the name and ID of any student that is tardy to their class.

Students are expected to get be in the classroom when the bell rings. Students are given 5 minutes in between classes. Failure to report to class on time will result in the following consequences:

1-3 Tardies WARNING

4-5 Tardies 1 Day ISC

6-7 Tardies Saturday Detention

8+ Tardies Assistant Principal's Discretion

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Technology Expectations and Policy

Pasadena ISD 1:1

Device Guidelines

The 1:1 program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home. These guidelines are intended to provide essential information about the use of student issued devices in Pasadena ISD.

Parental Responsibilities

- Parents must review the Student Guidelines for Responsible Use Policy in the Pasadena ISD Student Handbook with their student.
- Parents are responsible for monitoring their child's use of the Device, including Internet activity, while at home and away from campus at all times. Student Responsibilities
- Students are personally responsible for their Device and accessories at all times, whether at home or school. If equipment becomes damaged, lost or malfunctions students must report damage or loss to their teacher immediately. Students are responsible for any damage or loss of the Device.
- Students will bring their Device (fully charged) to school every day.
- Students will only use the device assigned to them and not the device of another student. • Students will not leave their Devices unattended.
- Students are responsible for properly storing and carrying their Device in the District issued case while being transported and/or not in use.
- Students will not download any software, music, pictures, videos or any other files or reconfigure the Device unless instructed by a teacher.
- Students participating in this program will be required to adhere to the guidelines relating to use of District computer and Internet resources, Responsible Use Policy as well as all other electronic media and telecommunication devices standards set in the Code of Conduct.
- Students will have no privacy rights regarding any information stored on, accessed from, or used with the Device. The Device is the property of Pasadena ISD, and appropriate District and school officials may monitor a computer or access its contents at any time.

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Campus Handbook

Technology Expectations and Policy

Parental Responsibilities Continued...

- Each Device will be identified by a specific number (bar code number) and assigned to a student.

To ensure that a student always has his assigned Device, Devices should never be switched.

- The identification tag must remain on the device at all times. If the identification tag is lost, the student must immediately notify a teacher or an administrator.
- Under no circumstances may Devices be left unsupervised. It is the student's responsibility to secure the Device. Students are responsible for the general care of the Device. It is in the student's best interest to take great care of the Device since the same Device will be reissued each year.

Student Responsibilities

Please follow these precautions: Do not place food and/or liquids near the Device.

- o Do not stack heavy objects on top of the Device.
- o Do not attempt to repair or reconfigure the Device.
- o Do not write, draw, stick or adhere anything to the Device or the District issued case.
- o Do not leave the Device in any vehicle.
- o Do not obstruct the Device's vents, and do not place the Device on surfaces such as carpet while it is turned on.
- o Keep the Device away from magnets.
- o Use only a clean microfiber cloth to clean the screen.
- o Do not place anything on the keyboard before closing.
- o The power cord must not be plugged into the Device while in a case.

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Technology Expectations and Policy

District Device Management:

- Internet filtering software automatically filters all access to the Internet while the student is at school and the Device is connected to the PISD network.
- Electronic tracking is embedded in the Device

Fees, Fines and Repair

Each student is issued a Device in good working order with standardized software. Students are expected to keep the Device in good condition. Failure to do so could result in out-of pocket costs summarized in the table below. All monies owed must be paid in full before a Device will be reissued.

Accidental Damage and Protection Coverage (ADPC)/Usage Fee:

Accidental Damage and Protection Coverage will be purchased through the school for \$30.00 (non-refundable) per year by the parent/guardian. This fee does not cover loss or damage due to negligence. The Accidental Damage Fee/Usage fee will not cover damage if the Device is not properly stored within the district provided case while not in use. The fee does cover the use of the device for the school year and provides coverage for one accidental screen breakage. Negligent screen breakage will be the financial responsibility of the parent.

Item	Cost
Charger Power Cord	3.00
Screen	75.00
Pen	10.00
Back cover	20.00
Virus removal fee	15.00
Charger Power Adapter	10.00
Charger USB cord	2.00
Keyboard	30.00
Device Battery	30.00
Case	20.00
Venue 11	430.00

Missing or stolen Devices must be reported immediately to school administrators. It is the responsibility of the student/parent to provide information for a Pasadena ISD police report by the soonest available school day. This police report demonstrating evidence of theft must accompany any claim of theft. If a Device is deemed intentionally damaged or persistent damage is noted, the student is responsible for the full cost of the repair. Failure to follow the guidelines listed above can result in disciplinary action and may have an impact on student academic performance where appropriate. *CQ (Legal), CQ (Local) and CQ -R

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Tutorials

All Pasadena Memorial High School teachers provide tutoring during the week. Each teacher posts his or her tutorial schedule in the classroom. Morning tutorial sessions will be by appointment only with the specified teacher. Afternoon tutorials are conducted from 2:35pm until 3:15pm. Students will be given notice of special STAAR EOC tutorial sessions that will be scheduled throughout the year.

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Campus Handbook

UIL Eligibility (No Pass-No Play)

<https://www.uil texas.org/policy/tea-uil-side-by-side/academic-requirements>

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

All schools must check grades for all participants at the end of the first six weeks of the school year.

From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

- All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are academically eligible until classes resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week. (See example at the end of this document.)
- Students in year-round schools are academically eligible during inter-sessions.
- If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.

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UIL Eligibility (No Pass-No Play)

<https://www.uil texas.org/policy/tea-uil-side-by-side/academic-requirements>

- Students lose eligibility for a three school week period. For purposes of the law, “three school weeks” is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. A school district may request an exception from UIL officials to the two-day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation periods remain ineligible until seven calendar days after passing a grading period.

- Note: When computing eligibility calendars, it is helpful to remember that the seven-day grace period after the grading period also contains school week one of the three-school week evaluation period. Also, a seven-calendar day grace and waiting period is always applicable after grading periods and evaluation periods.

Example: School weekends on Friday - Students who are losing eligibility have a seven-calendar day grace period, and students who are regaining eligibility have a seven-calendar day waiting period. Eligibility is lost or regained the following Friday at the time the regular school day ends or would end if that day is a holiday.

Section 5 (b) of the UIL Constitution and Contest Rules defines calendar week as 12:01 am on Sunday through midnight on Saturday.

19 TAC §76.1001 (b) states: The school week is defined as beginning at 12:01 am on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.