

McCORMICK MIDDLE SCHOOL  
5700 DACY LN.  
BUDA, TX 78610



STUDENT HANDBOOK

Student Handbook

**2024-2025**

**“GOOD...BETTER...BEST”**

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## Mission Statement

"McCormick Middle School is a team of dedicated educators that will create a safe environment where students are motivated to achieve academic success. We will empower our students to be respectful and engaged learners resulting in a culture that inspires excellence not only in their school, but also in their community."

### **Instructional Day Hours:**

School Starts: 8:10am      End Time: 3:45pm

### **Morning Expectations:**

- Doors will open at 7:35am. When the temperature is less than 50 degrees the doors will open at 7:15am. For all other inclement weather, doors will open at 7:15am.
- There is no supervision outside until 7:35am
- All students must enter the building once they arrive on campus.
- Breakfast will begin at 7:35am. Students are encouraged to eat breakfast every day.
- Students are not allowed to have glass bottles at any time on campus.
- All students must be seated in the cafeteria at all times.
- Students are required to have a pass to visit classrooms/band hall/locker room in the morning.
- Students are required to get a temporary ID before leaving the cafeteria
- Students will be released to 1st period at 7:45am.

### **Restroom Expectations:**

- Students must enter the closest restroom to their classroom.
- Students must report any problems to the restroom to their teacher.
- Students must have a pass from their classroom teacher to go to the restroom.
- Students are not allowed to visit the front office, nurse, or any other area while going to or from the restroom.
- Cell phones are prohibited at all times in the restroom

### **Lunch Expectations:**

- All students must eat lunch in the cafeteria unless they have permission from administration to eat at an alternate location.
- Students may be on their phones during lunch once administration has given permission.
- Students are required to ask permission to go to the restroom and must have a pass (passes are posted in the cafeteria).
- Students must be seated in their assigned area at all times in the cafeteria.
- Students are not allowed to have glass bottles at any time on campus.
- Students are expected to help compost and keep the cafeteria clean.
- Students are expected to be quiet when administration is making announcements during lunch.

- Students are allowed to go to the front office to call home if needed.
- Students are allowed to eat lunch with their parents.
- Students are required to get admin approval for friends to eat with them and their parents.
- Students must eat lunch during their designated lunch time.

### **Dismissal Expectations.**

- Walkers and car riders will be released at 3:37pm
- Parent pick up is located in the back of the school
- Walkers will exit the front of the building and car riders will exit the back of the building from the cafeteria.
- Bus riders will exit the front of the building
- Students are not allowed to be picked up on the side of the campus or in the front parking lot
- Students may use the phone in the front office after school.
- All bus riders will remain in their 7th period class and will wait until their bus number is shown on the screen.
- Students who leave class prior to their bus arriving will be given a consequence.

### **Gameday Expectations**

- Students who are wanting to attend an extracurricular athletic event must have a student ID badge.
- Students who are assigned after school detention will not be allowed to attend any football, volleyball, basketball or soccer game until the detention has been served. Students may attend football, volleyball, basketball, and soccer games once they have finished serving their ASD for the school day.
- Students that are removed from ASD are not allowed to attend that day's football, volleyball, basketball, or soccer event.
- Students who don't follow school rules and expectations before/during/after any football, volleyball, basketball, and soccer game may be prohibited from attending any other games for the remainder of the year.
- Students are not allowed to go to the store across campus and return back to campus. Once a student leaves campus they can only return with their parents or if the parent drops them off.
- Students have 30 minutes after a game has ended to be picked up. Any student remaining after 30 minutes may not be allowed to attend future athletic events.

### **Discipline**

- Students are expected to follow all classroom rules and expectations.
- Students that are removed from class must report to the front office.

### **Classroom Expectations**

- Students are expected to complete all assignments and participate in class.
- Students are expected to be respectful to classmates, guest teachers, and teachers.

### **School Dances**

- Students that receive a referral the week of a dance or school wide activity will be prohibited from attending the event.
- Students must exit the building when waiting for the dance to start.
- Any student remaining on campus 30 minutes after the dance has ended will not be permitted to stay for any other after school activity.
- Students that are told to leave a dance must wait in the front office until a parent arrives to pick them up.

### **Classroom Parties**

- Students are allowed to have classroom parties on the designated dates determined by the principal.

### **Selling Items**

- Students are prohibited from selling any items without prior approval from administration.
- Items that are approved to be sold, must be sold before/after school.

### **Bus Expectations**

- Students are only allowed to ride their assigned bus. Students are prohibited from riding a different bus home.
- Bus driver has the right to request a student to be removed from the bus.
- Students removed from the bus will have to call parents to pick them up.

### **Assemblies/Pep Rallys**

- Students are expected to be respectful during assemblies
- Students who owe an after school detention will not be allowed to attend the assembly/pep rally
- Students in ISS (on the day of a pep rally) will not be allowed to attend the assembly
- Students removed from an assembly/pep rally will be prohibited from attending any future assemblies.

### **Incident Reports**

- Students are encouraged to report any issues they are having with students/teachers/bus drivers.
- Students can report any issues by:
  - Filling out an incident report form. Students can obtain an incident report from the front office, cafeteria, nurse,counselor or teacher.
  - Forms can be obtained in the front office

- Filling out the Hays hope line text form.  
<https://hayscisd.parentlink.net/tipline/?title=Hays+HopeLine&s=1%20><http://hayscisd.parentlink.net/tipline/?title=Hays+HopeLine&s=1>
- Email administration
- Telling an adult on campus
- Students who feel too intimidated or threatened to fill out an incident report at school can write out the incident report at home and turn it into the front office.

### **Bullying**

- Bullying of any kind (mental, physical, cyber, written) is prohibited.
- Students may receive consequences for bullying incidents that happen off campus.
- Students are encouraged to report all bullying to administration.

### **Tardy/NO ID/Cafeteria/Hallway/Dress Code Expectations**

#### **Tardy Policy**

- Students are expected to be on time for each class. MMS has a 1 minute “warning bell” designed to encourage students to hurry.
- Students who are not in their classroom may be counted tardy.
- Students who are persistently tardy may be put on a delay release. This means, this student will not be released when the bell rings. Student will have to wait until the one minute warning bell to ring. After the one minute bell rings, student will be released to class. Student will not be counted tardy, but will lose time socializing with friends. This will hopefully encourage students to get to class on time. Parents will be contacted prior to this happening.

#### **ID Policy/Lanyards**

- All students are expected to wear the campus-issued SmartTag ID while on campus. More information on SmartTag here <https://www.hayscisd.net/smarttag>
- Students must wear their school ID at all times. If a student arrives without an ID, they will be sent to the office for a temporary ID.
- ID's must not be damaged (cut, drawn on, defaced, or decorated). If an ID is altered in any way, the student will be responsible for purchasing a new ID.
- If a student loses, or misplaces their ID - they will be responsible for purchasing a new ID. Students who frequently “forget” their ID at home will be subject to the consequences listed above.
- Cost for an ID badge is \$5

#### **Cafeteria Expectations**

- All students are required to come to the cafeteria for lunch. Students may eat with teachers if they have a pass
- All students are to remain silent while announcements are being made at the beginning/end of lunch

- Students must remain seated at all times unless they are throwing their trash or going to the restroom.
- Students are not allowed to have glass bottles.
- Items of any kind are not to be thrown.
- Students are not allowed to share food with other students

### **Hallway Expectations:**

- Students will walk with a purpose to get to their next class on time. Running is NEVER allowed.
- Students are not allowed to constantly walk around waiting for the 1 minute warning bell to ring.
- Food, candy, gum, and drinks (other than water) are prohibited in the hallway.
- Students must keep hands, feet, and all objects to themselves in the hallways.
- Hoodies over your head are NEVER allowed inside the building.
- Students are not allowed to interrupt other classes during instruction.

### **Dress Code Expectations**

#### Hays CISD Dress Code 2023-2024 School Year

Student Dress Code: 2024-2025 Purpose: The District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereo-types and prioritizes building positive relationships between educators and students. To ensure effective and equitable enforcement of this dress code, campus administrators shall enforce the dress code consistently and in a manner that does not (i) reinforce or increase marginalization of any group, (ii) result in body shaming based on body size or type, or (iii) discriminate against students due to race, color, religion, sex, national origin, or disability.

General Guidelines: Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

#### 1. Basic Principle:

- a. Certain body parts must be covered for all students.
- b. Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
- c. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

#### 2. Students Must Wear, while following the basic principle of Section 1 above:

- a. A shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms); and
- b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts); and
- c. Shoes

3. Students May Wear, as long as these items do not violate Section 1 above:

- a. Religious headwear.
- b. Hats facing straight forward or straight back that must allow the face and ears to be visible to staff and not interfere with the line of sight;
- c. Hoodie sweatshirts (wearing the hood over the head is not allowed),
- d. Fitted pants, including opaque leggings, yoga pants, and "skinny jeans";
- e. Ripped jeans, as long as underwear and buttocks are not exposed;
- f. Tank tops, including spaghetti straps and halter tops;
- g. Athletic attire; and
- h. Hairstyles of any length and style.

4. Students Cannot Wear:

- a. Violent language or images.
- b. Images or language depicting drugs or alcohol (or any illegal item or activity) or any other substance prohibited under policy FNCF(LEGAL);
- c. Clothing that promotes gang affiliation.
- d. Hate speech, profanity, or pornography.
- e. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- f. Any clothing that reveals visible undergarments
- g. Swimsuits (except as required in class, field trips, or athletic practice)
- h. Accessories that could be considered dangerous or could be used as a weapon; or
- i. Any item that obscures the face or ears (except as a religious observance).

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

Enforcement Dress code enforcement shall be the responsibility of the administrators on campus.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension, or another location, for the



remainder of the day or until the problem is corrected, or a parent or designee brings an acceptable change of clothing to the school.

Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. Repeated or severe offenses may result in more serious disciplinary action in accordance with the Hays CISD Student Code of Conduct and Student Handbook.

Students in violation of Section 1 and/or 4 shall be provided three options to be dressed more to code during the school day:

- a. Students shall be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- b. Students shall be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- c. If necessary, the student's parent may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

### **Extracurricular Activities**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]

### **Tardy/No ID/Cafeteria/Hallway/Dress Code Consequences**

1st offense = warning

2nd offense = warning

3rd offense = lunch detention

4th offense= warning

5th offense= warning

6th offense = lunch detention

7th offense= warning

8th offense= warning

9th offense = after school detention/parent contacted

10th offense = meet with administration

11th+ offense = ISS

Violations will reset every 9 weeks.

### **Code Of Conduct**

Please review the district code of conduct.

### **Cell Phone Policy**

This procedure is intended to support student learning while minimizing student distractions and disruptions. The procedure will also support and enhance current safety procedures and protocols. Teachers are expected to incorporate technology as a part of their lesson plans as long as it supports the Texas Essential Knowledge and Skills (TEKS). Students may use their own technology (laptops or iPad) to support the learning objectives in the classroom

### **Student use guidelines during the school day (8:10 AM-3:35 PM)**

- Students may use their personal electronics on campus before 8:00 AM and after 3:35 PM.
- Cell phones must be out of sight and on airplane mode in the classroom.
- Students will not have their cell phones out during class or passing periods.
- Cell Phone use is prohibited in bathrooms, locker rooms, changing areas or any area considered private.
- Principals may allow students to use their cell phones during lunch time.

### **Violation of electronics procedure**

Students who violate the procedure will have the following consequences.

- 1<sup>st</sup> Offense – Confiscation of **the device and returned to student at the end of the school day**

- 2<sup>nd</sup> Offense – Confiscation of the **device and returned to student at the end of the school day**
- 3<sup>rd</sup> Offense – Confiscation of the device, may charge a \$10 fee and **the phone is returned to the student at the end of the school day**. Assigned In-School Suspension
- Multiple Offenses – Confiscation of the device, may charge a \$10 fee, **returned to the student at the end of the school day**. Assigned In-School Suspension and/or progressive disciplinary actions.

Students who fail to surrender devices will elevate consequences immediately.

### **Parent expectations**

Parents can help their child support this policy, the learning environment, and our school's mission by:

- Discussing the school expectation with your child
- Picking up confiscated devices in a timely manner between 7:30 AM – 4:00 PM

### **Grading Guidelines**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the campus. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Hays CISD expects students to give their best effort the first time an assignment is made or a project or test is given. To ensure this quality of work, the following rules apply:

1. Teachers are required to record a minimum of one minor grade per week and a minimum of three major grades per grading period for each content area.
2. Minor grades will count for 40% and major grades will count for 60% of the overall grade for a nine-weeks grading period. All semester exam grades will count as 1/7 of the semester grade.
3. Teacher discretion may be used to determine what assignments constitute a minor or major grade, except for district-required Curriculum Based Assessments which are to be recorded as a major grade and eligible for reassessment.
4. Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do assignments or take re-tests. The re-teaching, re-submitting, and re-testing within the five school days is scheduled at the discretion of the teacher.
5. Corrections made to an assessment do not constitute a reassessment. Students must participate in re-teaching prior to any assessment.
6. Students may re-submit assignments and re-test only one time per assignment. The following assignments are not eligible for resubmission: major projects and midterm, final, and benchmark assessments. Grades on benchmark assessments will be derived from material that has only been previously taught.
7. Students have two school days from the time a missing grade is posted in the grade book to make up the missing work.

8. Students may receive a maximum grade of 70 on all missing or re-submitted assignments and tests. When a re-test or re-assessment occurs, grades should be assigned in the following manner: If a student scores a grade of 70-100; a grade of 70 should be entered in the gradebook. If a student scores a grade of 0-69; the higher of the two scores (original grade or retest) should be recorded in the gradebook.

Re-teaching and reassessment for mastery – Secondary Students not mastering an objective standard will have the opportunity to be re-taught and reassessed a second time.

Re-teaching may occur in a variety of ways and in different settings. This may or may not be scheduled during class time, but must be pre-announced so that students may plan accordingly. The number of re-teaching opportunities such as independent practice, activities, and/or ongoing homework, depends upon the professional judgment of the teacher and are required to strengthen skills prior to a second assessment. For reassessment, the teacher may not use the same assessment to determine mastery.

Late and Make-up Assignments – Secondary Students are expected to complete all assignments. If a student fails to complete assignments or if late assignments become a concern for that student, teachers will notify the parent or guardian and the campus designee.

1. Students will be expected to make up assignments and tests after an absence. A student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner and within the time specified by the teacher.
2. The District shall not impose a grade penalty for make-up assignments after an unexcused absence.
3. The District shall not impose a grade penalty for make-up assignments after an absence because of suspension.
4. Students may be required to attend a teacher or campus program to complete any missing and/or unsatisfactory assignments turned in after the due date for a maximum grade of 70. Non-compliance may result in disciplinary action.
5. Any assignments not completed and submitted may be given the grade of a zero.

Academic Dishonesty In accordance with EIA (local) policy, a student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

## **Schedule Changes**

Schedule changes will be deliberated on a case by case basis by administration and/or the guidance counselors. Students may request a schedule change. Not all requests will be granted.