

## 2016-2017

### Mission

Lamar Middle School & Fine Arts Academy is a caring community with diverse programs that engage all students in meaningful and creative learning opportunities that will prepare them for the future.

### Vision

Lamar Middle School & Fine Arts Academy will be recognized for its excellence in developing the whole child by providing rigorous academic programs and creative learning opportunities in order to meet the challenges of a competitive, global society.

### School Goals

- All students will grow in a healthy and responsible way by learning through their own social and emotional experiences
- All students will achieve success in their academic and elective programs
- All students will develop a sense of community that encourages an awareness of the diversity in today's society



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Parent Support Specialist  
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## WELCOME

Welcome to Lamar Middle School & Fine Arts Academy. We hope your year as a Lamar Middle School & Fine Arts Academy Scottie will be both challenging and rewarding. Our school will only be as good as you make it, and we trust that you will always have the spirit to make it outstanding. Our success as a group and your personal success depend on your efforts. Lamar students follow the Guidelines for Success everyday, in every class, with every person:

*Lead by example*  
*Act Responsibly*  
*Make Good Choices*  
*Achieve Excellence*  
*Respect All*

The purpose of this handbook is to acquaint students and parents with Lamar Middle School & Fine Arts Academy's programs, regulations, policies and procedures. Students will find within these pages answers to many of their questions. Students, as well as parents, should familiarize themselves with the contents of this handbook.

Attending Lamar should be a highly enjoyable experience. It will also be a period of time that demands a high degree of cooperation between home, school, teachers, and students. The information presented in this handbook is designed to help you achieve success at Lamar.

## SCHOOL DAY

School begins at **8:25 a.m.** and dismisses at **3:40 p.m.** The first bell sounds at 8:25 a.m. for 1<sup>st</sup> and 5<sup>th</sup> period. We provide supervision for students from 7:30 a.m. to 4:15 p.m. Students arriving before 7:30 a.m. must wait in front of the school or in the courtyard. From 7:30 a.m. – 7:50 a.m., all students must be in the cafeteria or courtyard. The campus is open from 7:50 a.m. - 8:25 a.m. for tutoring, locker use, open gym, library, etc. Students in need of tutoring may report to their respective teacher's room between 7:50 a.m. – 8:25 a.m. At the sound of the first bell, all students must make their way to their first class. The tardy bell sounds at 8:30am.

Once a student arrives on campus, he/she must remain until the dismissal bell, unless a parent or guardian officially checks him/her out. After school, students must leave campus by 3:55 p.m. unless they are under a teacher's direct supervision or are waiting in front of the school for a ride. **All students must be picked up no later than 4:15 p.m.**

## LOCKERS

All students will be issued a locker on their first day of school by their 1<sup>st</sup> period teacher. Students must place a lock on their locker by September 16, 2016. Improper use of lockers will result in the loss of locker privileges. Students receiving free or reduced meals may rent a lock from the school. Locks will be available during lunches the first week of school. The replacement cost for lost or damaged locks is \$5. Students must sign the locker agreement in order to use their lockers.

Students may access their lockers between 7:50 a.m. and 8:30 a.m.; during the passing periods; and after school from 3:40 p.m. to 3:55 p.m. Students are not permitted to access their lockers during lunch.

Gym lockers with combination locks will be assigned for P.E. classes. Students should report problems with these lockers to their P.E. teacher. Band lockers and combination locks will be provided by the band program.

## VISITORS

Parents and the business community are encouraged to visit the school. For the safety and security of our students and staff, we require all visitors to sign in at the front office and to obtain a visitor's badge. Student visitors from other schools are not permitted during school hours.

Parents or legal guardians may shadow their child in class with a **24-hour notification** through their child's counselor or grade level administrator.

## ATTENDANCE

When a student is absent for any reason, a parent should notify the school between 7:30 a.m. and 10:00 a.m. by telephone the morning of the absence. In addition, when returning to school after an absence, the reason for an absence must be presented in writing to the



attendance office within 2 days following the absence. The parent note must be signed and include a current date, student number, grade level, date of absence(s), specific reason for absence(s), and a telephone number where a parent/guardian may be contacted. Students may not write their own notes, regardless of age, without legal documentation. SEE AISD 90% RULE FOR CREDIT RECOVERY.  
<https://www.austinisd.org/everydaycounts/compulsory-attendance>

**A phone call does not replace the need for written documentation.** The student will then be given a *Permit to Enter Slip* to be signed by all teachers and returned to the office at the end of the school day. A student may be absent from school with documented absences. The principal may also excuse absences for extenuating circumstances. All other absences **will not** be excused. It is the student's responsibility to ask teachers about missed work. However, if a student will be out for three or more days, a parent may call the counselor's secretary before 10:00 a.m. on the second day and request assignments from the teachers. Please allow at least one day for teachers to gather the assignments and get them to the receptionist. Requested assignments can be picked up after 3:00 p.m.

Attendance is compulsory according to Texas state law. State law mandates that a student must be in attendance 90% of the days a class is offered. SEE AISD COMPULSORY ATTENDANCE POLICY.  
<https://www.austinisd.org/everydaycounts/compulsory-attendance>

Students who plan to leave school during the day must bring a signed written excuse from home with the date and time they will be leaving and give it to the office before first period. At that time, students will be given a *Permit to Leave Slip* allowing him/her to leave class at the designated time to meet his/her parent or guardian in the front office. All students leaving campus during the school day **must** be signed out in the front office by a parent or guardian. Students will only be released to individuals who are authorized on the students' registration card (SR290).

## UNEXCUSED TARDINESS

Tardiness is unexcused without proper documentation or notification from Lamar staff. For every 5 times a student is tardy to a class, he/she may receive a half-day of ISS.

Students arriving between 8:30 a.m. - 8:40 a.m. must report directly to class and will be counted tardy by their teacher. Students who enter school after 8:40 a.m. will sign in at the front office, be issued a *Permit to Enter Slip*, report directly to class, and will be counted tardy by the attendance clerk.

## CHANGE OF ADDRESS

Students and parents are required to submit any change of address or phone numbers. All parents must give a daytime contact number. It is important that the school be able to contact parents during the school day in case of emergency.

## NURSE/ MEDICATIONS 512-414-4505

The nurse is available on a part time basis for students with medical emergencies and problems arising during the day. Students who become ill during the school day and need to see the nurse must receive a pass from their teachers. If the nurse is not in, students should report to the main office for assistance. Nurse's hours are posted on the nurse's door. The school nurse or school personnel will supply neither aspirin nor any other type of medication.

If it becomes necessary for a student to take any form of medication (over-the-counter or prescription), parents must sign a permission slip for the school to administer the medication. Medications must be in the original bottle with the proper dosage on the label. Nurses cannot administer herbal remedies (non-FDA approved medications) to students. Short-term medication must have a written note of explanation from the parent. **Students are never to have prescription or over-the-counter medications in their possession, including storage in backpacks, purses, or lockers.**

## **IMMUNIZATION AND SHOT RECORDS**

All school children in Texas are required by law to have the immunizations as set forth in the Texas Education Code. A summary of the immunization requirements can be found at the Texas Education Code web page (<http://www.capitol.state.tx.us/statutes/ed.toc.htm>).

Students will not be permitted to attend school without the current immunizations and documentation of shot records on file. A notification letter is sent home to the parent when the school's records indicate the need for immunization. The notification letter will state the compliance deadline date and information on local free immunization clinics throughout the city.

## **GUIDANCE**

Guidance services are available for every student in the school. The services include help with school planning, interpretation of test scores, career and occupational information, group guidance, study organization, help with home, school, and/or social concerns or any questions the student may feel he/she would like to discuss with the counselor. If a student needs to talk to a counselor he/she can make a verbal or written request through a teacher or see a counselor directly. If immediate counseling is needed, then the student should either see the counselor's secretary in the front office or ask the teacher to see the counselor immediately.

## **LAMAR commUNITY**

Lamar Middle School is in its fifth year of implementing Social and Emotional Learning (SEL). All SEL lessons will be administered during a designated period for 7<sup>th</sup> & 8<sup>th</sup> grade classes and 8<sup>th</sup> period (Advisory) for 6<sup>th</sup> grade classes that every student on campus can learn the foundational skills for life effectiveness. The lesson topics are based on the five competencies of self-awareness, self-management, relationship skills, social awareness and responsible decision-making skills. The lessons are 15-minute capsules from Second Step, the SEL resource provided by the district. Students will learn about empathy and communication; collaborating in groups; bystander power; emotional management; and social media safety. Teachers will integrate the SEL skill and concepts through extension activities as part of their daily lesson. This continued practice enhances the climate of the entire school and continues the positive

and safe culture that allows all other learning to occur. Our SEL commUNITY committee also sponsors our No Place for Hate activities throughout the year. To learn more about Social and Emotional Learning in AISD, please visit <http://www.austinisd.org/academics/sel> and see our weekly Scottie Newsletter ([lamarmiddleschool.org](http://lamarmiddleschool.org)).

## **ONLINE RESOURCES (also found at lamarmiddleschool.org under parent/student tab)**

- AISD Cloud (TEAMS Gradebook/Attendance)
- Google Classroom (app or website access )
  - 2-week agendas
  - Assignments
  - Teacher/Student communication
  - Teacher Website
  - Google Docs/Google Calendar

## **GRADING SYSTEM**

Grades are assigned based on the work done during a six-weeks grading period. Report cards are mailed to parents at the end of each six-weeks grading period.

Progress reports are mailed to parents at the beginning of the fourth week of each grading period. Parents will receive district-issued access to Parent Cloud at the start of the year. Parent Cloud allows parents online access to a student's grades and attendance. Students also have their own Student Cloud, allowing them to view their grades, as well as other important information (see Student Cloud section below).

## **GRADING, HOMEWORK AND MAKE-UP WORK POLICIES**

All grades that count towards a student's cycle average must be recorded in TEAMS. At least one grade must be posted in TEAMS each week of the grading cycle.

### All Classes

There must be at least 7 grades, but no more than 18 grades, per cycle for all classes. No single assignment may count more than 15% of the cycle average.



Core Classes and Language Other Than English

- 15% Unit Summative Assessment/Major Project #1
- 20% Quizzes, minor projects (minimum 2 entries)
- 10% Homework, Notebooks/Agenda Checks
- 55% Daily work, labs (minimum 4 entries)

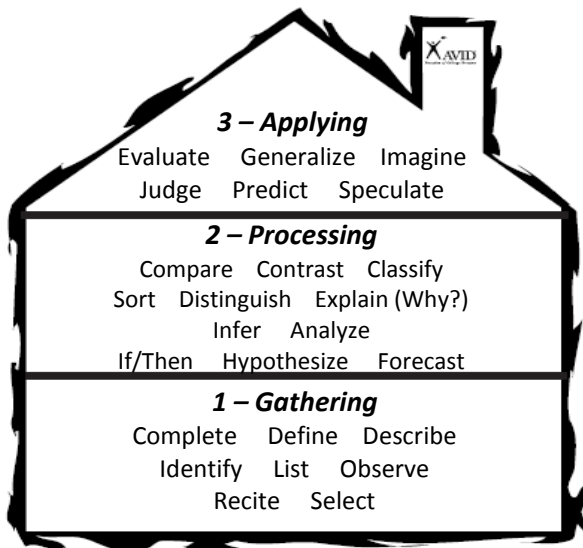
Scholar’s Challenge (SC)

A Scholar’s Challenge is an optional Costa’s Level 3 problem or task that engages the student at a higher level of thinking. See the diagram below for an overview of Costa’s Levels of Thinking.

In an effort to increase the academic rigor of all core classes (except Algebra I, Geometry, and World Languages), every graded assignment (excluding assessments) must demonstrate at least 50% Level 3 on Costa’s Levels of Thinking. Assignments that do not meet this condition must include a Scholar’s Challenge.

The Scholar’s Challenge is optional; however, students who choose Scholar’s Challenge will complete 50% of the original assignment plus the Scholar’s Challenge. The teacher will determine the 50% of the original assignment that the student will complete. Assignments with a Scholar’s Challenge will be indicated with an “SC” on the weekly agenda.

Costa’s Levels of Thinking



Elective Classes

Will use core class set up as stated above or 100% daily grades for all assignments.

Make-up Work

A student must turn in all make-up work within one week of the day of their return. The student is responsible for acquiring make-up work from his/her teacher the day they return to school.

Late Work

The late-work policy applies to all work recorded in TEAMS, including make-up work. Late work can have 10 points deducted for each day late for up to 3 days, and 50 points deducted anytime of the grading period after the third late day. A zero will be given for work not turned in by the end of the grading period.

Homework

All core subjects and Languages Other Than English may assign 15-45 minutes (or the equivalent) of homework when the class meets.

Major Projects and Tests

Major projects must be assigned at the beginning of the grading period with a mid-point progress check. Students must be provided project expectations and grading rubric at the time the project is assigned. Major projects must be coordinated with the academic team and department.

All Unit Summative Assessments (two-week tests, six-week tests, mid-terms and finals) must have a study guide given to students at least two days before the exam.

**PERSONAL PROPERTY AT SCHOOL**

Coats, backpacks, instruments, and other articles of value should be labeled with the student’s name. Students should not bring items of value to school that are not directly related to class activities, such as game systems, electronics, or collectible items. If brought to campus, they are the sole responsibility of the student to keep safe. There is a “Lost-and-Found” area in the office for missing items. All items will be stored in the office for at least 3 weeks. Unclaimed items will be donated at the end of each semester.

## TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be clean and free of writing, tagging, and/or drawings. Misuse of textbooks is unacceptable and will result in fines and/or replacement fees. Lost textbooks must be paid for immediately. Students that owe money for lost or damaged textbooks will not be issued additional textbooks until the obligation is cleared. Textbook obligations can result in students not being able to participate in some school activities.

## LIBRARY

The library is open from 7:50 a.m. until 3:55 p.m. Books may be checked out for two weeks. Students are responsible for returning the books promptly and in the condition in which they were received. If a student loses or damages a book, the fine must be paid before additional books can be checked out again. Book obligations can result in students not being able to participate in some school activities.

## GETTING INVOLVED AT LAMAR!

All students are strongly encouraged to “get involved” at Lamar Middle School & Fine Arts Academy. Students are reminded to listen carefully to daily morning announcements, as well as encouraged to read the weekly Scottie Newsletter. Lamar offers many excellent programs, electives, and activities.

### Programs, Clubs, Activities

- ✓ Tutorials
- ✓ Athletics
- ✓ Caught in the Act
- ✓ Yearbook
- ✓ PALS
- ✓ Cheerleading
- ✓ National Junior Honor Society
- ✓ Community in Schools
- ✓ Summer Transition Camp
- ✓ Scottie Clubs
- ✓ Student Council

## AUSTIN INDEPENDENT SCHOOL DISTRICT MIDDLE SCHOOL CAFETERIA MENU INFORMATION

**(Breakfast is served from 7:50 a.m. – 8:20 a.m. and  
Lunch during 3<sup>rd</sup> and 7<sup>th</sup> periods)**

A.I.S.D. participates in the Eat Smart program of the Coordinated Approach to Child Health (CATCH) program. A.I.S.D. school menus meet the standards of CATCH providing mostly “GO” foods, some “SLOW” food and only rarely “WHOA” foods. Lunch menus are designed to meet one-third of the Recommended Dietary Allowance of middle school students for calories, protein, iron, calcium, Vitamin A and Vitamin C. Averaged over a week, meals also contain less than 30% of calories from fat and less than 10% calories from saturated fat. Efforts are made to increase fiber by providing whole wheat breads whenever possible and serving fresh fruits and vegetables daily. **Students may only bring food & drink items for themselves and not others.**

### Go, Slow & Whoa Guidelines

**"GO"** foods consist of those lowest in fat, no added sugar, and are less processed than other foods in the same food group. *Go* foods consist of fruits, vegetables, whole grains, lean meats, fat free and low fat dairy products with no added sugar.

**"SLOW"** foods are higher in fat, sugar, and more processed. *Slow* foods include reduced-fat plain milk and dairy products, reduced-fat meats, refined grains and *Go* foods that are prepared with added fat or sugar.

**"WHOA"** foods are highest in fat, sugar, and most processed. *Whoa* foods include whole milk, fried foods, and foods prepared with large amounts of added fat and sugar.

A healthy diet consists mostly of GO foods, fewer SLOW foods, and rarely WHOA foods. All foods can be eaten in moderation, and some foods can become a WHOA food if eaten in large quantities.

### Menu Guidelines

Lunch consists of an entree, two selections of fruit, vegetables or salad, bread that may be a part of the entree or separate and a choice of milk. Students may select all five components or may take three components for a full meal. Meals are priced as a unit;



However, each item is available a la carte. The lunch menus are on a 2-week cycle. Menus may be subject to change at any time throughout the school year.

Current Menus and nutritional information for each menu item can be found at [www.austinisd.org/schools/menus/ms.phtml](http://www.austinisd.org/schools/menus/ms.phtml).

### **STUDENT DISCIPLINE EXPECTATIONS**

In an effort to provide an environment that promotes the highest standards of student performance, Lamar Middle School & Fine Arts Academy has adopted a Discipline Management Plan that includes a Code of Conduct for all of its students to follow while on our campus or at school sponsored functions. The Discipline Managements plan is aligned and coordinated with the *AISD Student Code of Conduct*. **All students will be expected to follow the rules of the Discipline Management Plan, as well as the *AISD Student Code of Conduct*. Students will receive a copy of the *AISD Student Code of Conduct* within the first six weeks of school. The *AISD Student Code of Conduct* can also be found at [lamarmiddleschool.org](http://lamarmiddleschool.org) and the front office.**

#### *Students must:*

- Follow all district, school and classroom rules
- Show respect for him/herself and the rights, feelings, and property of others
- Arrive to school and class prepared to learn with the necessary supplies and materials
- Help to maintain a safe, clean, and positive learning environment
- Wear clothing that is not detrimental to the educational process

Additionally, per the AISD Student Code of Conduct page 2, *“A student whose behavior shows disrespect for others, including interference with their access to a public education and/or a safe environment, will be subject to disciplinary action. The district or individual schools may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the campus student handbooks or posted in classrooms and may or may not constitute violations of the Student Code of Conduct.”*

Furthermore, per AISD Local Policy, *“A District employee shall adhere to the following general guidelines when imposing discipline:*

1. *A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.*
2. *A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include: a. The seriousness of the offense; b. The student’s age; c. The frequency of misconduct; d. The student’s attitude; e. The potential effect of the misconduct on the school environment; f. Requirements of Chapter 37 of the Education Code; and g. The Student Code of Conduct adopted by the Board.”*

#### 15-minute Lunch Detentions

- Detentions may not exceed 15 minutes AND must be served in the detention center (Portable 1)
- Only Lamar staff and substitutes may assign student detentions
- Failure to serve detention after two lunch periods may result in a half-day of In School Suspension (ISS)
- Detentions are served during the last 15 minutes of lunch in Portable 1
- An announcement will be made alerting students of lunch detention movement time

#### Time-outs

All time-outs must be served in Portable 1. In order for teachers to use the timeout system, they must first provide 3 redirections and a lunch detention prior to sending the student to timeout. See a recommended format below:

- Steps 1-3: Teacher discretion (usually a verbal/non-verbal warning or redirection; could involve a student responding to reflective questions or copying a short passage from a text – no longer than a few minutes needed to complete this task).
- Step 4: Lunch detention (no longer than 15 minutes) to be served within the next two lunch periods.

- Step 5: **Removal from room and/or phone call home. (The removing teacher MUST attempt to contact the parent that day for all removals from classroom).**
- NOTE: A student at Step 5 may be removed to timeout for 15 minutes (first timeout that period) or the remainder of the period (second timeout that period). If a student gets a lunch detention at Step 4, then that detention is voided at Step 5. The Time-out monitor will give the student a notice to be signed by parent (which includes a place where the parent indicates that the teacher communicated with parent about the removal from the room). Failure to return the signed notice the following school day will result in a half day of ISS.

#### In School Suspension (ISS)

Any student refusing to go to ISS will be home suspended for one to three days. Any student removed from ISS for insubordination or disorderly conduct will be home suspended for one to three days.

All students assigned to ISS for more than one period will be given a parent notification by the ISS monitor upon leaving ISS. The student is responsible for delivering the notification to their parents. An administrator will attempt to notify the parent by phone of the removal.

#### Hallway Expectations

- Use inside and appropriate voices
- WALK
- Behave appropriately (no horseplay)
- Avoid loitering in the 4-corners (intersection at 200, 300, and breezeway hallways), at hallway intersections, and in front of exit doors
- Treat all adults and students with respect

#### Cafeteria and Lunch Expectations

**Walk**, do not run to the cafeteria. Please wait your turn in line and do not cut in front of your peers. The cafeteria will be as clean as you make it. All students must be seated while eating and drinking. When you are done eating, please throw all of your trash in the cans provided. **No drinks or food are allowed outside of the cafeteria area without authorization.** Students may play outside in the courtyard, basketball court, football field, or track if weather permits the last 15 minutes of lunch.

Food will not be served the last 5 minutes of lunch. Only the cafeteria restrooms may be used during lunch. If a parent wishes to pick up their child and go off campus for lunch, the student must be checked out through the main office and return by the end of lunch. If the student returns late, the tardy or absence will not be excused.

#### DRESS CODE

There is a close relationship between high standards of dignity and pride and proper grooming, which all contribute to an appropriate learning environment. Neatness, cleanliness, safety and appropriateness will be guiding factors. Clothes should not be offensive or distracting. Both students and parents share in the responsibility for proper grooming of the student; however, **the campus administration shall be the final authority on all dress code decisions.** A good rule of thumb is, **“when in doubt, don’t wear it.”**

#### Unacceptable Clothing and Accessories

- ✘ Any item of clothing that displays an inappropriate or offensive message. This includes, but is not limited to, an item that depicts the occult, gang membership, hate, death, violence, sexual connotations, alcohol, tobacco, or drugs.
- ✘ Slacks/pants/shorts will NOT be worn below the waistline; no “sagging or bagging” of pants or shorts of any kind
- ✘ No short shorts, skirts, or dresses. All shorts, skirts, or dresses must be long enough to be decent and appropriate for school – mid-thigh length is recommended
- ✘ No tank, halter, or low-cut tops
- ✘ No backless or cut-out dresses
- ✘ No sleeveless shirts that are loose around the armpit; all shirts must fit closely around the armpit
- ✘ No clothing that reveals undergarments
- ✘ No clothing that exposes the torso (bare midriff)
- ✘ Tights may only be worn with appropriate shorts, skirts, or pants
- ✘ Leggings can only be worn with appropriate shirts/tops and not be distracting or revealing
- ✘ No sweatpants (athletic pants are acceptable)
- ✘ No torn, cut, ripped, or frayed jeans or clothing that exposes the skin above mid-thigh
- ✘ No dusters or trench coats



- ✘ No bedroom attire such as pajamas, slippers, or blankets
- ✘ No swimsuits or other beachwear
- ✘ No curlers, rollers, hair rakes, picks, or combs
- ✘ Tattoos must be covered at all times
- ✘ Markings on the skin, such as fake tattoos or skin graffiti, must be washed clean if deemed inappropriate
- ✘ Piercings only allowable in ear or nose (stud only in nose). Other piercings not allowed
- ✘ No caps or hats worn inside the building
- ✘ No inappropriate head coverings, including bandanas, on campus
- ✘ No hair color, hair carvings, or hair extensions that could be considered gang-related or inappropriate for school
- ✘ Jewelry or accessories that are distracting, noisy, heavy, or excessive shall not be worn. All religious symbols worn as accessories must be worn appropriately
- ✘ No chains on clothing, including wallet chains
- ✘ No dog or spiked collars/bracelets
- ✘ No sunglasses in the building
- ✘ No shoes with a 2" or higher heel
- ✘ No excessive or heavy make-up that could be considered distracting
- ✘ No black or dark brown lip liner, or lipstick, will be worn
- ✘ No "grills"

#### Violations of the Dress Code

##### 1<sup>st</sup> and 2<sup>nd</sup> offense:

Conference with the student and/or phone call to parents with opportunity to comply with dress code. Student will be required to change into suitable clothing. If the student is unable to change, he/she will be placed in In-School Suspension (ISS) for the remainder of the school day (or until in compliance with dress code.)

##### 3<sup>rd</sup> offense:

Discipline referral, phone call to parent, and half-day of In-School Suspension. Student must still comply with dress code.

**Further offenses may result in a parent conference, multiple days of In-School Suspension, or possible Home Suspension. The administration, in cooperation with the sponsor of an extracurricular activity, may regulate the dress and grooming of students who participate in that activity. Students who violate**

**specified standards may be subject to disciplinary action. The administration is authorized to appraise a fashion, fad, or article of clothing to determine its suitability for being worn at school. The campus administration shall be the final authority on all dress code decisions.**

#### CELL PHONES & ELECTRONIC DEVICES

All cell phones and electronic devices must remain turned off and out of sight during the school day (8:30 a.m. and 3:40 p.m.) while on school property. This includes during class, passing periods, hallways, cafeterias, gymnasiums, etc. Students may not possess telecommunication or electronic devices on their person during testing periods. Violations of these rules may result in confiscation of the device. Additionally, students may be subject to disciplinary action for violating these rules, and their privileges may be suspended or revoked.

The campus policy for electronic devices in the possession of students will be as follows:






- They may not be used between 8:30 a.m. and 3:40 p.m. **Teachers are not allowed to authorize the use of electronic devices during the school day**
- Electronic devices, including headphones, must be out of sight during the school day. They must be placed in the off or silent setting, and stored in lockers, backpacks or pockets (out of sight)
- If a student is using or showing an electronic device in the classroom, then the teacher will collect the device, without warning, and return the device at the end of class. Insubordinate or argumentative students will be sent immediately to ISS, an administrator will collect the device which will only be returned to a parent or guardian, and the student will remain in ISS for the remainder of the period
- Students that persistently violate this policy will lose the privilege of possessing such devices at school

**Further violations will be handled by the administrator and may result in ISS (In School Suspension). The school is not responsible for phones or electronic devices brought on to school property that are lost, stolen or damaged.**



## BUS EXPECTATIONS

Students have the privilege of using AISD transportation services. Students must follow the directions of the bus driver at all times. The driver is in full charge of the bus and students. Student misbehavior puts everyone on the bus in danger. Violations of bus rules may result in students losing the privilege of riding the bus. While riding the bus students shall:

-  Refrain from yelling or loud conversations
-  Stay in their seats while the bus is moving
-  Refrain from throwing objects on the floor, at others, or out the window
-  No food or drinks on the bus
-  Keep all parts of their bodies inside the window

### **Bus infractions in a referral will result in the following:**

- 1<sup>st</sup> offense:** Verbal Warning and Parent Contact
- 2<sup>nd</sup> offense:** 1 week Bus Suspension
- 3<sup>rd</sup> offense:** 2 week Bus Suspension
- 4<sup>th</sup> offense:** Bus Suspension for the remainder of semester
- 5<sup>th</sup> offense:** Bus Removal for remainder of year

## IMMEDIATE INTERVENTION

The following violations of the *AISD Student Code of Conduct* require immediate intervention by school administration and call for specific disciplinary outcomes.

### Cursing or Profanity *not directed toward an Adult*

- 1<sup>st</sup> offense:** Warning/redirection by adult
- 2<sup>nd</sup> offense:** Immediate removal to ISS

### Cursing or Profanity *directed toward an Adult*

- 1<sup>st</sup> offense:** 1 day of in-school or home suspension
- 2<sup>nd</sup> offense:** 2-days of in-school or home suspension
- 3<sup>rd</sup> offense:** 3-days of in-school or home suspension and/or mandatory parent conference upon return, possible 20 day removal to Long Term ISS

### Fighting and/or Repeated Physical Aggression

- 1<sup>st</sup> offense:** 3-day home suspension
- 2<sup>nd</sup> offense:** 3-day home suspension, mandatory parent conference upon return
- 3<sup>rd</sup> offense:** 3-day home suspension, mandatory parent conference upon return, and

behavior management plan that includes loss of privileges OR removal hearing to determine placement in Long Term ISS or at the District Alternative Educational Program (DAEP) due to safety concern

**4<sup>th</sup> offense:** 3-day home suspension and removal hearing to determine placement at the District Alternative Educational Program (DAEP) due to safety concern

## ADDRESSING GENERAL MISCONDUCT: DISCIPLINE INTERVENTIONS

### Level I: Teacher Directed Discipline Management

Many times, misbehavior can be handled by the teachers in the classroom. Students will be informed of rules and procedures, and immediate and consistent action by the teacher may stop most misbehavior. The teacher may choose to discuss the misbehavior with parents and administrators. Level I violations and discipline options are not limited to those described below. Repeated violations may result in referral to administration (Level II)

- Violating classroom rules and procedures
- Failing to complete work (inattentiveness, sleeping in class)
- Cheating or copying the work of another
- Horseplay or scuffling
- Minor defacing/damage or property
- Throwing/inappropriate handling of objects
- Running in the classroom or halls
- Chewing gum

### Discipline options may include the following:

- *Feedback the student/verbal correction (warning), conference with the student*
- *Lunch Detention or Time-out*
- *Change of seat assignment*
- *Withdrawal of privileges*
- *Telephone call to parent, parent conference*
- *Confiscation of property*
- *Referral to Counselor or other agency*
- *Behavior Contracts*

### Level II: Administrator Intervention (Referral)

More serious misbehavior will be referred to an administrator, usually the Assistant Principal, with

possible intervention by the School Resource Officer. A discipline referral is sent to the Assistant Principal describing the misbehavior and outlining the action taken. The administrator confers with the student and/or may confer with the teacher to decide what action should be taken, depending on the offense, previous actions, and the seriousness of the misbehavior. Level II violations and discipline options are not limited to those described below:

- Continuation of Level I misbehavior
- Failure to serve lunch detention after two opportunities
- Leaving without permission (cutting class)
- Being in an unauthorized area
- Misbehavior at a school-sponsored event or leaving an event without permission
- Use of excessive profanity, vulgar language or obscene gestures
- Possession of a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person
- Fighting
- Stealing, theft, robbery
- Damaging or vandalizing property owned by other people or the school/district
- Disobeying school bus safety rules
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force
- Gambling
- Engaging in inappropriate physical contact or public displays of affection (PDA)
- Engaging in conduct that constitutes sexual harassment, toward peers or adults, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors
- Possessing, selling, using, or distributing medicines that are available without a prescription in a manner that is not consistent either with the medicine's intended use as indicated on the manufacturer's labeling or with the campus rules concerning the handling of such medicines
- Possessing or using matches or a lighter
- Use of skateboards and skates on campus, including evenings and weekends
- Making false accusations or hoaxes regarding school safety
- Inappropriate and/or illegal use of the District's electronic communication system(s), including the Internet
- Group demonstrations that substantially disrupt the educational process
- Falsification of records, passes, or other school related documents, including paper records and computer records
- Possession or distribution of pornographic materials
- Gang involvement
- Bullying, defined as aggressive behavior or intentional harm-doing which can be physical, verbal, or emotional, and occurs among students in which the student who bullies has more power than the target. (The power advantage may be due to age, size, ability, popularity, or other factors that create a power imbalance between the bully and the target.) This can include name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will disrupt the school program or incite violence
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence

***Discipline options may include the following:***

- *Warning or behavior contract*
- *Withdrawal of privileges*
- *Telephone call to parents/parent conference*
- *In-School or Home Suspension*
- *Administrator consideration of class change*
- *Restitution of damages*
- *Bus Removal/Suspension*
- *School service/community service*
- *Citation from School Resource Officer*
- *Removal to an Alternative Education Program on or off campus*

**Level III: Principal Intervention (Removal)**

The principal, acting as the Superintendent's designee, may send a student to an alternative education program. A Removal Hearing will be held, and the Principal may determine the length of the



removal to the Alternative Learning Center. Level III violations and discipline options are not limited to those described below:

- Sexual Assault or Assault causing bodily injury, as determined by SRO
- Possession of illegal knives or use of any knives, bladed instruments, pellet or air guns, chemical dispensing devices, mace/pepper spray, fireworks, replica firearms, electronic stunning devices, ammunition, explosives, and other dangerous items
- Stealing, theft, robbery, possession, or sale of another's person property (depends of level of offense)
- Arson
- Damaging or vandalizing property owned by other people or the school/district (depends of level of offense)
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force (depends of level of offense)
- Possessing, selling, using, or distributing medicines that are available without a prescription in a manner that is not consistent either with the medicine's intended use as indicated on the manufacturer's labeling or with the campus rules concerning the handling of such medicines (depends of level of offense)
- Possessing, smoking, or using tobacco products (depends of level of offense)
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband
- Possessing drug paraphernalia
- Possessing, selling, using, distributing, or being under the influence of alcohol or a controlled substance
- Selling, giving, or delivering to another person, or possessing, or using firearms or other weapons

***Discipline options may include the following:***

- *Behavior contracts and campus probation*
- *Withdrawal of privileges*
- *Removal to an Alternative Education Program on or off campus*
- *Possible citation and arrest by School Resource Officer*



**Level IV: Superintendent Intervention (Expulsion)**

*A student may be expelled by the Superintendent without being sent to an alternative education program for serious violations of school policies. Such violations are listed in the AISD Student Code of Conduct.*

## DAILY BELL SCHEDULE

First Bell: 8:25am

Monday – Thursday

|                                  |       |       |
|----------------------------------|-------|-------|
| 1 <sup>st</sup> /5 <sup>th</sup> | 8:30  | 10:05 |
| 2 <sup>nd</sup> /6 <sup>th</sup> | 10:10 | 11:45 |

|                                  |       |       |
|----------------------------------|-------|-------|
| A-<br>lunch                      | 11:50 | 12:20 |
| 3 <sup>rd</sup> /6 <sup>th</sup> | 12:25 | 2:00  |

|                                  |       |       |
|----------------------------------|-------|-------|
| 3 <sup>rd</sup> /6 <sup>th</sup> | 11:50 | 12:35 |
| B-<br>lunch                      | 12:40 | 1:10  |
| 3 <sup>rd</sup> /6 <sup>th</sup> | 1:15  | 2:00  |

|                                  |       |      |
|----------------------------------|-------|------|
| 3 <sup>rd</sup> /6 <sup>th</sup> | 11:50 | 1:25 |
| C-<br>lunch                      | 1:30  | 2:00 |

|                                  |      |      |
|----------------------------------|------|------|
| 4 <sup>th</sup> /8 <sup>th</sup> | 2:05 | 3:40 |
|----------------------------------|------|------|

Friday

|                                  |      |       |
|----------------------------------|------|-------|
| 1 <sup>st</sup> /5 <sup>th</sup> | 8:30 | 9:51  |
| 2 <sup>nd</sup> /6 <sup>th</sup> | 9:56 | 11:17 |

|                                  |       |       |
|----------------------------------|-------|-------|
| A-<br>lunch                      | 11:22 | 11:52 |
| 3 <sup>rd</sup> /6 <sup>th</sup> | 11:57 | 1:24  |

|                                  |       |       |
|----------------------------------|-------|-------|
| 3 <sup>rd</sup> /6 <sup>th</sup> | 11:22 | 12:04 |
| B-<br>lunch                      | 12:09 | 12:39 |
| 3 <sup>rd</sup> /6 <sup>th</sup> | 12:44 | 1:24  |

|                                  |       |       |
|----------------------------------|-------|-------|
| 3 <sup>rd</sup> /6 <sup>th</sup> | 11:22 | 12:49 |
| C-<br>lunch                      | 12:54 | 1:24  |

|                                  |      |      |
|----------------------------------|------|------|
| 4 <sup>th</sup> /8 <sup>th</sup> | 1:29 | 2:50 |
| Clubs                            | 2:55 | 3:40 |

## DAY SCHEDULE

MONDAYS (A-days)  
TUESDAYS (B-days)  
WEDNESDAY (A-days)  
THURSDAY (B-days)

## FRIDAY A/B SCHEDULE

### 1<sup>ST</sup> SEMESTER

| DATE  | A/B |
|-------|-----|
| 8/26  | B   |
| 9/2   | A   |
| 9/9   | A   |
| 9/16  | B   |
| 9/23  | A   |
| 9/30  | B   |
| 10/7  | A   |
| 10/14 | A   |
| 10/21 | A   |
| 10/28 | B   |
| 11/4  | A   |
| 11/11 | B   |
| 11/18 | A   |
| 12/2  | B   |
| 12/9  | A   |
| 12/16 | B   |

### 2<sup>ND</sup> SEMESTER

| DATE | A/B |
|------|-----|
| 1/6  | B   |
| 1/13 | A   |
| 1/20 | A   |
| 1/27 | B   |
| 2/3  | A   |
| 2/10 | B   |
| 2/17 | A   |
| 2/24 | A   |
| 3/3  | B   |
| 3/10 | A   |
| 3/24 | B   |
| 3/31 | A   |
| 4/7  | B   |
| 4/21 | A   |
| 4/28 | B   |
| 5/5  | A   |
| 5/12 | B   |
| 5/19 | A   |
| 5/26 | B   |





