

Aledo Middle School
Student Handbook
Campus Supplement
2016-2017



BE THE DIFFERENCE

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PREFACE

To Students and Parents:

Welcome to school year 2016-2017! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Aledo Middle School Campus Supplement is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the supplement is divided into two sections:

Section I: Items Referenced in the District Handbook

Section II: Campus Specific Policies and Procedures

After reading through the supplement with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this supplement, please contact a teacher, the school counselor, or the principal.

SECTION I: ITEMS REFERENCED IN THE DISTRICT HANDBOOK

PARENTAL INVOLVEMENT

Participating in Campus Parent Organizations

Aledo Middle School parents and guardians are encouraged to participate in following organizations: PTO, Watch D.O.G.S., Band Booster Club, and Athletics Booster Clubs. Participation in these organizations requires a background check and specific organization application forms.

PARENTAL RIGHTS

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

The Aledo ISD presents instruction relating to human sexuality, sexually transmitted diseases, HIV and AIDS with the advice of the local School Health Advisory Council (SHAC) following school board policy EHAA (LEGAL). The SHAC is a district wide committee comprised of parents, teachers, counselors, students, and community members. The Aledo ISD Board Policy states that sex education must:

- present abstinence as the preferred choice of behavior for unmarried persons,
- present abstinence as the only method that is 100% effective in preventing pregnancy, STDs, HIV, and AIDS and the emotional trauma of adolescent sexual activity, and
- teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Aledo Middle School utilizes the approved state curriculum in the area of science along with the AIM For Success and Freedom to Succeed programs. Aledo High School utilizes the approved state curriculum in the area of health and science along with the Worth the Wait program. The list of all approved materials is available on the SHAC page of the district website.

As a parent, you are entitled to review the curriculum materials. Parents also have the right to remove a student from this human sexuality instruction without penalty as well as the right to review the

curriculum materials by contacting the campus principal. Parents are encouraged to participate in the district School Health Advisory Council (SHAC). If you have any questions concerning this information or are interested and willing to serve on the SHAC please contact your student's principal.

ABSENCES/ATTENDANCE

Excused/Unexcused Make-Up Work Policy

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner. For every day absent, the student will have one day to complete make-up work due to absences. A student who does not make up assigned work within the allotted time will adhere to the Late Work Policy.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade".

A student involved in extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

AWARDS AND HONORS

An awards assembly is held each year at the conclusion of the school year recognizing accomplishments achieved throughout the year. Selected students are also recognized each month as "Students of the Month". Students of the Month are nominated by Aledo Middle School staff members.

CLASS SCHEDULES

Schedule Changes

Any schedule change must be approved by the principal. Request forms are available in the AMS offices. Schedules may not be changed due to teacher or period preference. Schedule changes will not be approved after the first two weeks of school unless exiting a Pre-AP course.

CONDUCT

Social Events

School rules apply to all school social events. Only AMS students are allowed to attend dances.

DISTANCE LEARNING

Distance Learning opportunities are offered through Region 11 ESC. These opportunities are made available to Aledo Middle School faculty and utilized in classrooms as applicable at the teacher's discretion.

DRESS AND GROOMING

The school's dress code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat and will not be a health and safety hazard to themselves or others. The school 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. 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 as outlined.

If the principal or the principal's designee determines that a student's grooming or dress violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated dress code offenses will result in progressive disciplinary action.

Dress Code Guidelines:

1. The length of shorts, skirts and dresses will follow the "fingertip" rule. When a student is standing in relaxed stance with his/her hands at their side, no part of the shorts, skirt or dress should be shorter than where the middle fingertip lies. All shorts, skirts, and dresses must be at least fingertip length (slit in skirt must be finger-tip in length). This means that when you are standing with your arms by your sides **and** with your shoulders relaxed, the **entire** hemline of the garment must be even with the tips of your fingers or longer. This includes but is not limited to athletic shorts and wind shorts. Leggings and/or yoga style pants must be accompanied by finger-tip length shirts. Form-fitting/skin tight dresses or skirts are not permitted.
2. Cheerleading uniforms must comply with length guidelines or be worn only during pep rallies and games. Leggings must be worn with cheerleading uniforms during the school day, except during pep rallies.
3. Appropriate undergarments shall be worn. Any clothing that exposes undergarments is prohibited. This includes bag or sag pants that reveal underwear.
4. Exposure of breast cleavage and midriff is prohibited. Clothing which exposes the midriff at any time during the normal course of classroom activities is prohibited (i.e. seated at desk, writing on board, raising of the hand, etc.)
5. Shoulders must be covered by material the minimum width of 2 inches. No spaghetti strap shirts or dresses shall be worn unless an undershirt that meets the minimum width of 2 inches is worn under the spaghetti strap shirt or dress. Backs must be covered (razorback tank tops do not meet this criteria).
6. No sleeveless shirts for boys.
7. All students must wear shoes. Shoes with rubber, steel, or hard plastic cleats, such as those used in little league football, baseball, etc. are NOT to be worn at school. For safety purposes, shoes with removable wheels and heels over 2 inches are NOT permitted. Appropriate rubber-soled tennis shoes (athletic type) for P.E. are required.
8. No house shoes or pajamas shall be allowed at school.

9. No hats or any other forms of head coverings will be allowed on boys or girls in any part of the building. If a hat is worn, it will be taken up and returned at an administrator's discretion or parents may come to the school and claim the hats. The school will not be responsible if a confiscated hat is lost.
10. Clothing that advertises alcohol, tobacco, drugs or illegal activities is prohibited. In addition clothing that advertises activities that are suggestive, vulgar or otherwise inappropriate is prohibited.
11. Pants must fit at the waist. If jeans or pants are loose at the waist, a belt must be worn to secure the pants at waist level. Pants must not exceed 2 inches below the navel. Any part of the pants cannot extend to the floor.
12. Exposed facial or body piercings other than the ear shall be limited to studs (no loops, spikes, etc.). If the size or quantity of studs is deemed a distraction, it shall be limited.
13. Hair styles and color shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process.
14. Any gang related attire is prohibited (i.e. bandanas, chains of more than 6 inches in length, etc.).
15. **Campus Administrators shall render judgment concerning appropriate attire when such judgment is needed. The principal shall have the right to appraise any current fashion or fad and determine its appropriateness for school wear.**

HOMEWORK

Homework policies are set forth by each classroom teacher.

MAKEUP WORK

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 8:00 A.M.

- Bearcat Den
- Cafeteria for breakfast

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Rules and Regulations for AHS and AMS Bearcat Stadiums

1. **ENTRANCE** All Spectators enter through the gates on the east side of the Athletic Complex
2. **NO LOITERING.** This policy is designed to enhance crowd control and safety.
All spectators will need to be seated in the facility during the course of any athletic event.
3. **GLASS CONTAINERS AND BOTTLES** are not allowed in the facility. This includes playing field.
4. **ALCOHOL, TOBACCO, AND FIREARMS** are prohibited, by law, on school property.
5. **INDIVIDUAL COOLERS, ICE CHESTS, LARGE FOOD OR BEVERAGE CONTAINERS** are not allowed in the facility. Exception: competing teams.
6. **BACK PACKS AND LARGE BAGS** are subject to search.
7. **PATRONS WHO LEAVE THE STADIUM** will not be allowed to re-enter without paying. This includes patrons with passes.
8. **ANIMALS, BICYCLES, SKATEBOARDS, FRISBEES, ROLLERBLADES, AND BALLS OF ALL TYPES** are not allowed in the facility.
9. **AUTHORIZED PERSONNEL ONLY** will be admitted onto the field before, during, or after the game.
10. **SPIRIT SIGNS** must be made of vinyl/cloth with permanent paint that will not run when wet. Signs must be tied to facility railing. Taping of signs to any structure will not be permitted. No paper/painted signs are allowed in the complex.
11. **NO CANNONS, CONFETTI OR CREPE PAPER** allowed in the athletic facilities.
12. **NO FOOD PRODUCT IN SHELLS** (sunflower seeds, peanuts, etc.) are allowed in the football facility.
Especially on the field with the artificial turf.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Monday-Friday, 8:05-8:45; 4:00-4:10

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL). A list of these groups is available in the principal's office.

TARDINESS

Tardy Policy

It is the purpose of the AMS Tardy Policy to eliminate tardiness so that students receive the appropriate amount of instructional time in each class. With the offering of additional high school credits, and the implementation of a new bell schedule, we must be consistent in our efforts; we appreciate your support

Tardy	Action Taken
1 st	Teacher will issue student a verbal warning. Teacher will document tardy appropriately.
2 nd	Student will receive an office referral. Student will have a conference with an AMS administrator.
3 rd	Office referral; lunch detention will be assigned.
4 th	Office referral; lunch detention will be assigned.
5 th	Office referral; ISS will be assigned.

Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

SECTION II: CAMPUS SPECIFIC POLICIES AND PROCEDURES

ARRIVAL/PICK UP PROCEDURES

In the morning and afternoon, only buses will be permitted to enter the entrance drive in front of the campus off of FM 1187 S. This is the roadway between the MPC and the school. The buses will unload on the south side of the campus and in front of the MPC and then depart on the road that enters FM 1187 S on the south side of the baseball field.

Parents will enter between Vandagriff Elementary and Aledo Middle School, also known as Bearcat Lane. This is the road that leads to the middle school stadium.

Parents wishing to drop off students at the campus will stay in the far left lane. After your student is dropped off, you will continue to circle around the building and exit south of the baseball fields.

Parents wishing to drop off students at the fieldhouse will stay in the right lane and then follow it back around and continue to circle around the building and exit south of the baseball fields.

Parents picking up students during the school day will stay in the far left lane and turn left into the fire lane that enters on the north side of the building. Parents may park in the faculty parking lot located directly in front of the school. At no time should parents park in the drive thru located in front of the building. However, parents may use the lane during the hours of 9:10-3:50. The faculty parking lot should not be used for student pickup or dropoff during arrival or dismissal time.

For safety reasons and to alleviate traffic flow problems, the public is asked to NOT load or unload students on FM 1187 S.

For safety reasons, please follow all street signs and arrows.

CAFETERIA

All students must eat in the cafeteria regardless of whether lunch is purchased or brought from home. When finished, students are responsible for cleaning their table/area and for putting trays and trash in the proper places.

Menu Prices for 2016-2017 School Year

Student Lunch - \$2.75 Student Breakfast-\$1.50

Reduced Lunch - \$.40 Reduced Breakfast - \$.30

Adult Breakfast - \$2.00 Adult Lunch - \$3.60

CHARACTER TRAITS

AMS will incorporate various “character traits” during the school year. Each month AMS will promote a character trait that will be announced, and displayed around campus. Additionally, the trait of the month should be displayed in each classroom (whiteboard, smart board, etc.). Each teacher is encouraged to integrate the character trait into their lessons, classroom discussions, journal activities, etc. We want the community to see these traits in AMS students. The character traits are: **Respect, Responsibility, Creativity, Gratitude, Generosity, Patience, Kindness, Commitment, Peace, and Honesty.**

CHEATING /PLAGIARISM /ACADEMIC DISHONESTY

Copying another person’s work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use as one’s own of another person’s original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating and other academic dishonesty will assess the academic dishonesty, and the student will be subject to disciplinary penalties as well, according to the *Student Code of Conduct*.

DELIVERIES TO STUDENTS AT SCHOOL

Flowers, balloons, personal or any other non-school related packages or items delivered to the school will not be given to a student until the end of the day. The student will be notified to pick up the material, but none of the materials will be delivered to the student. Classroom interruption will not be permitted for the purpose of deliveries.

Deliveries will not be accepted for students participating in extracurricular activities (i.e. cheerleading, volleyball, football, track, Whiz Quiz, etc.).

Deliveries will not be accepted for Homecoming or Valentine’s Day.

DISCIPLINE MANAGEMENT PROCEDURES

- Teacher will document misbehavior and select appropriate disciplinary consequences.
- Parent will be notified before student citizenship is lowered to “N” or “U”.
- Subsequent misbehavior will result in administrative disciplinary action taken in accordance with Chapter 37 of the Texas Education Code.

When a written referral is given to the office for a violation of the Student Code of Conduct, the following procedures will normally be followed, but not necessarily in this order:

Parent Notification	Behavior Contract	Expulsion
Detention	Off-Campus Suspension	
In-School Suspension	DAEP	

Detention

Detentions will be assigned by classroom teachers to be served before or after school. The teacher will determine the days for the detention. Failure to attend will result in further disciplinary action.

In School Suspension

In School Suspension means that a student is assigned to a designated classroom other than the student's regular classroom. Students must take the necessary school supplies and a lunch or lunch money. Assistance will be available to students while in ISS for assignment completion. Teachers assign work each day, and it is the student's responsibility to make sure the work is complete before returning to the regular classroom. The student will be responsible for academic and behavior modification assignments.

Off Campus Suspension

Off campus suspension means a student is prohibited from attending school or any school related function for the extent of the disciplinary time period. Students will be responsible for completing the work they miss.

Disciplinary Alternative Education Placement

DAEP is reserved primarily for extended disciplinary actions. Students assigned to DAEP receive work on a weekly basis from their home campus. While assigned to DAEP a student is prohibited from attending school or any school relation function.

FOOD AND DRINK

Food and drink should be restricted to the cafeteria unless approved by the administration. Bottled water is permitted in the halls and classrooms. Any item that gives the appearance or taste of a banned substance is not permitted.

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. 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.

AMS is on a 100 point grading system. The method of arriving at six weeks grade will be explained in each teacher's class information. Semester grades are determined by averaging the three six weeks' grades and counting the average as 90%, and the semester exam as 10%. **HEALTH-RELATED MATTERS**

Fever: Returning to School

Students sent home with a fever of 100 degrees or above, or symptoms of illness such as vomiting or diarrhea must not return until free of fever and free of symptoms for at least 24 hours.

LATE ARRIVAL TO SCHOOL

School begins at 8:45 a.m., students must report to the office with a parent or doctor's note to receive an admit slip if they arrive after 8:45 a.m.

LOCKERS

Lockers will be issued at request. Students will keep the same locker throughout the year. Any request for a locker change should be addressed to the office. Students should only use the locker assigned to them. **Students will NOT decorate the outside of the lockers.**

Lockers remain under the jurisdiction of the school even when assigned to a student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and the combination is not available to others. Searching of lockers may be conducted whenever there is reasonable suspicion whether or not a student is present. Any student caught abusing or damaging a locker may have their locker privileges revoked.

Students are responsible for providing their own lock and must provide the office with a copy of the key or combination. Any lock on lockers without key or combination on file is subject to removal.

PUBLIC DISPLAY OF AFFECTION

Public display of affection, such as physical contact, holding hands, embracing, or any other activity that becomes a distraction to the participants, or to those witnessing, will be subject to disciplinary action.

REPORT CARDS AND PROGRESS REPORTS

Report Cards

Report cards are issued every six weeks grading period. Report cards are computer-generated and will be distributed to the students during the week following the end of a grading period. **Report cards must be signed and returned to the advisory teacher within 3 days of issuance if a student fails a class with a 70 or below.**

Progress Reports

After the 15th day of a six weeks period, progress reports will be distributed. If a student has a grade below 75 in any subject, or if a grade has dropped 10 points or more from the previous grading period, the parent will be contacted by the teacher. There will be a place for the guardian's signature. These slips are to be signed and returned to the appropriate counselor

SAFETY

Emergency Drills: Evacuation, Severe Weather, Lockdown and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the drill is set into motion, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Students will be explicitly taught campus procedures for evacuation, severe weather, lockdown and other emergencies each school year.

STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

7th Grade

Students are required to take STAAR tests in the following subjects: Mathematics, Reading, and Writing.

8th Grade

Students are required to take STAAR tests in the following subjects: Mathematics, Reading, Science, and Social Studies. 8th Graders enrolled in Algebra I are also required to take the Algebra I End-Of-Course exam as well as the 8th Grade Mathematics STAAR as determined by Texas Education Agency.

STUDENT ORGANIZATIONS

Student organizations include Student Council (representatives from 7th and 8th grades), NJHS (8th graders), Math Club, Whiz Quiz and Art Club. The function of these organizations is to represent the student body in all phases of school life. The members help encourage participation in all student activities and provide a means of developing cooperation among students in school projects. The goals of these organizations are to make contributions in the areas of education, service, social and recreation, fundraising, health and safety, and attitude improvement.

REGULAR BELL SCHEDULE

1 st Period	8:45-9:34 (49)
2 nd Period	9:38-10:27 (49)
00	10:31-11:01 (30)

A Lunch 11:05-11:35	3 rd Period 11:05-11:54 (49)	3 rd Period 11:05-11:54 (49)
3 rd Period 11:39-12:28 (49)	B Lunch 11:58-12:28	4 th Period 11:58-12:47 (49)
4 th Period 12:32-1:21 (49)	4 th Period 12:32-1:21 (49)	C Lunch 12:51-1:21

5 th Period	1:25-2:14 (49)
6 th Period	2:18-3:07 (49)
7 th Period	3:11-4:00 (49)

A Lunch	B Lunch	C Lunch
7 th Grade SS 7 th Grade LA 7 th Grade Art 7 th Grade PE 7 th Grade Aides	7 th Grade Math 7 th Grade Science 7 th Grade Tech and CCR 8 th Grade Band Journalism Theatre I Art I	8 th Grade Math/Algebra 8 th Grade SS 8 th Grade LA 8 th Grade Science Spanish I Health Professional Communication 8 th Grade Aides

7th Graders are assigned to “A” or “B” lunch based on their 3rd period class.

8th Graders are assigned to “B” or “C” lunch based on their 4th period class.

PEP-RALLY SCHEDULE

1st Period 8:45-9:34 (49)

2nd Period 9:38-10:27 (49)

A Lunch 10:31-11:01	3 rd Period 10:31-11:20 (49)	3 rd Period 10:31-11:20 (49)
3 rd Period 11:05-11:54 (49)	B Lunch 11:24-11:54	4 th Period 11:24-12:13 (49)
4 th Period 11:58-12:47 (49)	4 th Period 11:58-12:47 (49)	C Lunch 12:17-12:47

5th Period 12:51-1:40 (49)

6th Period 1:44-2:33 (49)

7th Period 2:37-3:26 (49)

Pep Rally 3:30-4:00