

T-M Middle School



2021-2022 Student and Parent Handbook

Campus Information
District Information
Code of Conduct

T-M Middle School

ADMINISTRATION

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CHOIR DIRECTORS

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, TMISD FOOD SERVICES DIRECTOR

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SCHOOL COLORS: MAROON & GOLD

MASCOTS: WARRIORS / CHEROKEES

T-M Middle School

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PREFACE

Welcome to the 2021-2022 school year! This Handbook contains information students and parents are likely to need to ensure a successful school year. This handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student

Students and parents must be familiar with the TMISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The STUDENT CODE OF CONDUCT is required by state law and is intended to promote school safety and an atmosphere for learning. The Code of Conduct is a separate document sent home with this handbook and is available in the T-M Middle School office.

The campus section of this Handbook is designed to be in harmony with Board policy and the STUDENT CODE OF CONDUCT adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. Such changes will generally supersede any conflicting provisions found in this handbook which may be made obsolete by newly adopted policy.

In case of conflict between a Board policy or the STUDENT CODE OF CONDUCT and provisions of student handbooks, provisions of policy or the STUDENT CODE OF CONDUCT most recently adopted by the Board shall prevail.

TMISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more information about T-M ISD, please refer to our web page: www.tmisd.us



GENERAL INFORMATION

ABSENCES—General

Absences from class may result in serious disruption of a student's mastery of the required learning; therefore, the student and parent should make every effort to avoid unnecessary absences.

Excused Absences:

A student who is absent from school for illness related reasons, who provides the appropriate documentation will be considered excused. Students returning to school with a doctor's notes will be excused. The school will count absences as excused when a parent note indicating illness is presented by the student or parent within five days of the absence.

Unexcused Absences:

A student who is absent from school for a non-illness reason will be considered unexcused. Upon returning to school, a note should be sent with the student stating the reason for the absence. All absence notes should be turned in to the main office.

A note is documentation of the reason for absence but it may not necessarily excuse it.

Excessive Absences:

When a student's absence for personal illness exceeds five consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Students with excessive absences will receive an attendance letter from the school notifying the student and parent / guardian of a mandatory attendance meeting with the school truancy officer. Excessive absences are 3 days/parts of days in a 4 week period or 10 days / parts of days in a six month period.

Make-Up Work (Due to Absence):

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

For any class missed, the teacher may assign the student make-up 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.

The student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

Students who miss a class for a previously scheduled school-related event such as a basketball game or band trip may be required to take a test or submit make-up work *prior* to the event or after the event, as required by the teacher.

Different tests may be administered to students who miss the regularly scheduled tests. Written assignments may be required over and above what was done in class.

Teacher(s) may assign additional / alternative work to ensure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

Students who have been absent for any reason are encouraged to make up the work they missed within a reasonable time designated by the teacher. Failure to make up work may result in academic penalties. All work missed shall receive at least one day of make-up time for each day of absence.

Parent Notification to School:

Since attendance has a direct relationship to learning, it is obvious that there should be a close partnership between the school and home. If a student is absent, parents should send a note or doctor's excuse stating the reason for the absence. It is also a good idea to call the Attendance Clerk (Jessica Martinez) to verify that the note was received.

Should the parent know where the student is and the reason for the absence is not illness, death in the family or a rare, serious, extenuating circumstance as designated by Board Policy, the absence is unexcused.

Extenuating Circumstances:

To avoid truancy filing, prior approval for absences resulting from special circumstances or extenuating conditions may be obtained under the following conditions:

- Parent consultation with the Principal

- The student must be passing all classes

- All make-up work must be gathered, completed and handed in upon the date the student returns to school

- If the absence is due to a family trip, (ex: family reunion or little league playoffs) the student must provide documentation of the educational value of the trip or absence.

- Example: A journal, project, or report.

- If absences become excessive because of this trip, Saturday School or other make-up hours may be required.

(See Board Policy FEA Legal)

Students who want to be excused from school in order to attend a religious retreat must submit a letter on letterhead from an appropriate representative five days prior to the anticipated absence.

ABSENCES – New Enrollees

Students who enter a class late because of leaving their previous school districts, or for other reasons, will bring any and all absences accumulated while attending their previous district and/or class.

- Students already enrolled will have the absences from the class they transferred from carried into the class they enter.
- Students moving in or out of the district who have exceeded the number of absences allowable for credit will not receive credit.

ABSENCES—SCHOOL RELATED ACTIVITIES

Students who are absent from school for any length of time on the day of a school related activity will not be allowed to participate in school related activities on that day or evening, unless the absence was due to a documented health care appointment, or they receive prior written approval from the Principal. School related activities are not counted as absences for attendance purposes. Students who are in ISS on the day of an activity are not allowed to participate in or attend that school related activity.

ACCESS AND VISITATION

In special situations involving custody and the right to access and visitation, the school must be made aware of any applicable court decree or order. Only a court of Law may restrict or deny parental rights. In the absence of such documentation of denial of these rights, the school will honor both birth parents' legal rights.

In most cases, both parents will still retain the right to request information about their child's progress in school.

ACTIVITIES – Eligibility and Waivers (No Pass-No Play)

A student shall be suspended from participation in any extra-curricular activity sponsored or sanctioned by the district or U.I.L. after the 1st 6-weeks of the (1st) semester (of the school year) and each 6-week grading period thereafter in which a student received a grade lower than a "70" in any class other than a class identified as honors under T.E.A. criteria. An "I" (Incomplete) grade counts as an "F" for eligibility purposes until the teacher resolves it to a passing grade of 70 or above and has recorded that grade with the Counselors Office.

T.E.C. Subchapter D. Section 33.081 EXTRACURRICULAR ACTIVITIES

c) A student who is enrolled in a school district in this state or who participates in a University Interscholastic League competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension continues for at least three weeks and is not removed during the school year until the conditions of Subsection (d) are met. A suspension does not last beyond the end of a school

year. For purposes of the subsection, “grade evaluation period” means: the six-week grade reporting period; or the first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.

Until the suspension is removed under this subsection or the school year ends, a school district shall review the grades of a student, suspended under Subsection (c) at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student’s grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100. In questionable situations the Principal, in cooperation with each of the student’s teachers, shall make the final interpretation of eligibility after a review of the student’s grades.

Suspension of a student with a disability (that significantly interferes with the student’s ability to meet regular academic standards) must be based on the student’s failure to meet the requirements of the student’s individualized education program. The determination of whether a disability significantly interferes with a student’s ability to meet regular academic standards must be made by the student’s admission, review, and dismissal committee. For purposes of this subsection, “student with a disability” means a student who is eligible for a district’s special education program under Section 29.003(b).

A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.

ADVANCED CLASSES (Honors)

Students may sign up for Honors classes each year if they meet the following criteria:

- The student demonstrates mastery of the previous grade level TEKS as evidenced by STAAR results of at least “Meets Grade Level Standards.”

Students enrolled in honors classes must maintain an average of 70 or higher and comply with all requirements set forth in the Honors Class Contract.

Removal from an honors class is not permanent. If a student is removed from, he or she may re-enroll the following year.

Principal’s discretion/approval may be used, with cumulative data supporting a student’s ability, to allow a student probationary entrance into Algebra I.

ALGEBRA I

The Algebra I course prepares students in middle school for the challenges offered by high school level courses. The purpose is to strengthen the transition between secondary school and higher education and provide for greater success in college level courses.

Algebra I is taught using pre-high school level curriculum and materials, some of which may need to be purchased by the student.

Students are expected to maintain a passing (70) average in Algebra to stay enrolled in the class. Failure to do so may result in the student being removed and placed in a regular 8th grade math class.

For admission into Algebra, students must meet the requirements listed below:

- Meets or Mastery of the 7th grade Math STAAR Assessment
- Overall average of 85 or better in 7th Grade Honors Math class
- Completion of 8th grade Math TEKS

Principal's discretion/approval may be used, with cumulative data supporting a student's ability, to allow a student probationary entrance into Algebra I.

ANNOUNCEMENTS

All announcements will be made during the designated period unless otherwise cleared by administrative staff. Only those announcements that are relevant to school matters will be made unless first authorized by the Principal. All announcements will be submitted to the Library by 8:30 AM on the day the announcement is to be made.

ARRIVAL TO SCHOOL

Doors will open at 8:00 A.M.

6th graders will report to the cafeteria upon arrival to school and will be dismissed to class at the appropriate time.

7th and 8th graders will report to the courtyard area or GYM area after arriving at school and will be dismissed to class at the appropriate time.

After 8:30, students will need to gain entry to the building through Door 1 by the front office.

BAD WEATHER

In cases where the weather is inclement in the morning when students arrive, 7th and 8th graders will report to the gym (with permission) and 6th graders will remain in the cafeteria.

Various conditions could force TMISD to cancel school at the last minute, or begin school at a time later than normal. When these conditions exist, the Superintendent or designee will make the official decision concerning the closing or late opening of school as early as possible and an automated school reach phone call shall be made to everyone in the district. Parents can also tune to local radio and TV stations for emergency announcements.

BELLS

All students should be in class for breakfast at 8:30 A.M.

The bell to end the normal school day rings at 4:10 P.M.

Wednesdays- An alternate schedule will be run and students are released at 3:35 pm. The regular and early release (Wednesday) schedule is included in this handbook.

BICYCLES

Students who ride bicycles to school should park them in a designated area immediately upon arrival. The school is at no time responsible for damage or loss of a bicycle.

Students who ride bicycles to school should obey State laws for their safety and:

- Wear a helmet
- Ride with the traffic
- Ride in a single line
- Use arm signals before turning

BOOK BAGS / BACKPACKS

Book bags are not to be left on the floor or in the hallways. When student bags are left in the hallway or lying around, this increases the chances that something will be lost or stolen. Book bags / backpacks may be searched by school officials anytime there is reasonable suspicion that a student is in possession of prohibited items.

BULLYING

Bullying is controlling and hurtful behavior. It is intentional, aggressive, and involves a pattern or history of unwanted and repeated negative actions. Bullying can take many forms. It can be verbal, physical, or cyberbullying.

Bullying is not tolerated at TMMS. Parents and students should understand, however, that when accusations of bullying are made, they will be investigated. Students will be questioned and the facts will be reviewed so that a fair determination can be made.

When it is determined that a student is engaging in bullying behavior, the parents will be notified and steps taken to educate the guilty student and prevent future occurrences of bullying. Severe consequences may be assigned to a bully who continues to demonstrate the same abusive disregard for fellow students. This includes ADC placement and possible legal repercussions.

Parents should expect some peer conflict as a normal occurrence. Although not always pleasant, peer conflict is actually an opportunity for students to learn how to handle problems and how to deal with others. It is unrealistic to expect a conflict free adolescence. Conflicts will occur. These are difficult years, but we do our best to help each child to grow and mature into respectful and responsible young adults. We look forward to working with parents to make the transition from childhood to adolescence a positive and productive experience.

Our students are expected to treat each other with respect and dignity.

BUSES OR OTHER SCHOOL VEHICLES

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are subject to behavioral standards established in this handbook and the STUDENT CODE OF CONDUCT.

Students must:

- When students ride in a District van or passenger car, seat belts must be fastened at all times.

- In accordance with the STUDENT CODE OF CONDUCT; bus-riding privileges may be suspended for Misconduct on the bus. Riding District provided transportation is a privilege, not a right.

CAFETERIA

TM Middle School serves breakfast and lunch daily.

Breakfast is served in the students' homeroom classroom daily for all students

Lunch is served daily at the following times:

6th grade lunch 11:15-11:45

7th grade lunch 12:08-12:38

8th grade lunch 1:01-1:31

The following guidelines for common courtesy and good manners are required.

- Lunch may only be eaten in the Cafeteria.
- Food may not be shared amongst students due to allergies and medical concerns.
- Keep the noise level down by using a reasonable "inside voice."
- Keep your proper place in line without crowding or passing in front of others.
- Show your Pride! Be neat and clean! Help keep tables clean and chairs in place.
- Dispose of all trash in the proper containers.

Outside lunches may be brought by a parent, but only for their child. Parents are not allowed to bring food for other students due to food allergies and other medical concerns.

CELL PHONES

Students are allowed to bring cell phones to school but parents should be aware that strict rules apply to the use and display of cell phones. A \$15.00 fee will be charged and phones may be confiscated for failure to follow the cell phone rules outlined in the Code of Conduct. Parents will be required to appear in person to collect cell phones that have been taken up.

For more information, see TMISD Code of Conduct and Board Policy FNCE (LOCAL) / FNCE (LEGAL)

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Students who change an address or a telephone number must inform the Counselor's Office/Registrar in writing within three school days of when the change is made. Failure on the part of parents/guardians to notify the school of a change of address and telephone number will prevent the school from communicating with parents/guardians.

CHEATING, PLAGIARISM OR ACADEMIC DISHONESTY

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties as well as academic penalties. Scholastic dishonesty may also have an adverse effect upon honors or positions of distinction such as National Junior Honor Society, Student Council membership, Cheerleading, etc.

(See Code of Conduct)

CHILD ABUSE AND NEGLECT

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under State law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services [CPS]

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

COMPUTER/INTERNET ACCESS

(See Acceptable Use Policy and Code of Conduct)

CONDUCT (of students)

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Teachers and administrators have full authority over student conduct during school hours as well as before school or after school when students are present. This authority applies to periods of school sponsored activities such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials (regardless of whether the student is in that teacher's class or grade level). It also applies to unstructured time such as when a student is waiting for a ride home or waiting for the bus. Students are subject to the same rules of conduct from arrival to departure. The TMISD Code of Conduct applies to all students at all times. Although most of the Code of Conduct applies to "at school behavior", certain off campus behaviors may result in disciplinary action at school whether the behavior happens during a school sponsored event or not. Students will be held accountable and face consequences established by the STUDENT CODE OF CONDUCT or any stricter code of conduct for extracurricular participants established by the sponsor in accordance with Board policy. Criminal actions will result in criminal prosecution pursuant to State and Federal laws.

CONFERENCES

Parents are encouraged to schedule conferences with teachers, counselors, or administrators. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time. E-mail communication also is a positive method of communication and may help facilitate communication especially when the teacher and the parent are on very busy schedules.

COUNSELING

The goal of the Counseling program is to help students develop skills that enable them to feel positive about themselves and to lead to the development of responsible behavior. The goal is accomplished by classroom guidance sessions, small group activities, and individual sessions. The counselor coordinates the RtI process, special education referrals, assists with the gifted and talented testing, assists with the Title I programs, and prepares academic plans for the

students. The counseling program is comprehensive in that it is involved in virtually every aspect of student life.

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, educational, or emotional issues. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should schedule an appointment with the Counselor or the Counselor's Secretary.

DETENTION

Teacher Assigned Detention:

Teachers may assign their own personal lunch detention or after school detention. If assigning after school detention, teachers should let parents know. A parent signed and returned D- Hall slip is appropriate in this case.

DISCIPLINE – General

A firm and fair discipline policy is established on our campus. This policy is fostered by good communication and positive influences created by parents, students, and school personnel working together. A variety of discipline measures must therefore be used with students who exhibit inappropriate behavior.

- **Teacher Assigned Consequences-** may be given to a student by one of his or her teachers. Such consequences may include detention, classroom service, or denial of privileges. Academic dishonesty may result in a grade penalty.
- **Organizational & Team Consequences-** Sponsors and coaches of such organizations as NJHS, Band, Cheer, Choir, and Sports teams may levy penalties as outlined in that organizations handbook or constitution. This may include suspension or removal from the team or group.

Violation of the student Code of Conduct may cause a student to be suspended or even expelled from athletics for the remainder of the year.

Offenses resulting in ADC placement- will cause a student to be expelled from athletics for the remainder of the year.

- **Office Referrals-** For major offenses, cumulative minor offenses, or persistent disruptions, a student may be written up and sent to the office. Consequences will be given and parents will be contacted by the administrator addressing the referral.

A comprehensive listing of offenses and range of consequences may be found in the STUDENT CODE OF CONDUCT.

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or nonstudent—who disrupts classes, bus transportation, student passage, assemblies, and other school functions. This includes, but is not limited to, pressing charges that result in police reports, and citations. (TEC 37.124).

DRESS CODE

Proper dress is expected and required. We believe the fewer distractions students have, the better they will learn. Minimal requirements are outlined in the TMISD Dress Code. Students are expected to adhere to the board-approved dress code, which is included in the back of this handbook.

DRUG/ALCOHOL FREE ENVIRONMENT –

TMMS is a drug and alcohol free zone. Possession and / or use on campus are strictly prohibited as described in the Code of Conduct.
(See STUDENT CODE OF CONDUCT)

ELECTRONIC DEVICES NOT ALLOWED AT SCHOOL

Do not bring anything to school that will distract you or other students from school business. If they are seen, any of these items may be confiscated by a teacher or the administration: electronic games, wireless headphones, and similar devices.

ENROLLMENT

Parents/guardians enrolling students should complete a registration card in the Counselor's office. For more details on registration requirements, please see the Campus Registrar. Students must be enrolled by the last name on the Birth Certificate or present legal documents showing the student's legal name.

EXTRACURRICULAR ACTIVITIES/ELIGIBILITY

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, it is a privilege, not a right.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

EXTRACURRICULAR ACTIVITIES – Participation

The faculty and staff at TM Middle School challenges every student to come to school every day, prepared to learn, prepared to participate and to actively be involved in what happens at our school. We encourage every student to be involved in some activity, some club or some organization.

EXTRACURRICULAR AND SOCIAL EVENTS

School rules apply to school social events held outside the regular school day, including games, concerts, dances, etc. Bringing a guest may not be allowed in certain cases (such as the 8th grade end of year dance.) A guest is expected to observe the same rules as a student attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of the event will not be readmitted. (The term “guest” generally refers to a student from another school district.)

Special Note: Only T-M 8th graders are allowed at the T-M 8th grade dance.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Replacement student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for lost, damaged, or insuring electronic devices.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires the use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.
- Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal.

FIGHTING / ASSAULT

Fighting is not allowed at school and is a direct violation of the Code of Conduct. Students found guilty of fighting will face serious disciplinary and legal consequences.

Students who engage in violent behavior such as fighting or assault will be placed in ADC for a minimum of 10 days.

FOOD AND DRINKS

For proper student nutrition, safety reasons, and compliance with the law, certain rules must be in place concerning food and drinks on campus.

- All food and drinks shall be eaten in the designated area.
- Students may bring their own lunch and/or breakfast to school (outside food).

- Breakfast is consumed only in the 1st period classroom. Lunch is consumed only in the cafeteria. Students may not share outside food with others.
- Parents may not bring or share food with children other than their own.
- Only bottled water will be available in student vending machines.
- Any occasion where food and drink might be consumed in the classroom must be approved in advance by the Principal.
- Students are not allowed to bring any open containers to school (cups with or without lids, bottles, cans, etc.) or food items into the halls or classrooms at any time unless given special permission to do so by the Principal.
- Glass containers are not allowed.

FUND-RAISING

[See Section II of this handbook or Board Policy FJ.]

GANG RELATED BEHAVIOR/ATTIRE

It is our contention that taking a firm, consistent approach toward the elimination of such behavior in advance will prevent any significant gang related problems at TMMS.

Any knowledge by the Administration of a student's affiliation with a gang will result in parental contact and law enforcement notification. Any gang activity will be dealt with severely, and will result in ADC placement.

(For more information see the TMISD Code of Conduct and Dress Code)

GRADING GUIDELINES

Grading of student work shall be authentic. Grades will reflect a student's relative mastery of the assigned material. Students may earn from 0 to 100 points per grade and no minimum grade shall be assigned. Conversely, no maximum grade shall be limited to less than 100 possible points.

Achievement is reported to parents as number grades:

A = 90—100

B = 80—89

C = 70—79

F = 0—69

I = Incomplete

Teachers should notify parents/legal guardians at any time during the grading period that their student's performance is unsatisfactory/in danger of failing (EIA-LOCAL)

GRADING PERIOD AVERAGES (Computing of)

Teachers should provide a sufficient number of major and minor grades to allow multiple opportunities for students to demonstrate mastery of the TEKS. These grades may include, but are not limited to class work, homework, quizzes, major tests, and include projects. Each grading period, assignments will include a minimum number of two major grades (65% weight) and six minor grades (35% weight). This information should be communicated to parents.

GIFTED & TALENTED

The campus GT Coordinators are Haley Brown and Susan Marquez. Each year the campus will accept nominations for GT and conduct screenings to determine eligibility. Students who qualify for GT services will receive GT instruction through Honors classes.

GUIDANCE, COUNSELING AND TESTING

The counseling program is staffed by full-time certified counselors. The goal of the program is to teach preventive mental health skills, which will help students to feel good about themselves and lead to the development of responsible social behavior, as well as providing academic and career related guidance. The goal is accomplished by classroom guidance sessions, small group activities, or individual sessions.

In addition to counseling responsibilities, the counselors coordinate referrals for all special education services, conduct gifted and talented testing, coordinate student schedules, and prepare academic plans for the students.

The Counselor meets individually with students to discuss their plans, help with decision-making, and to counsel students who have problems of adjustment or failure. The Counselor is available to the students concerning any type of problem.

HARASSMENT / SEXUAL HARASSMENT

Harassment is not tolerated on this campus. Incidents of harassment should be reported to an administrator or counselor for assistance.

(See Code of Conduct)

HOMEWORK

Homework will be utilized to support the instructional program and to evaluate student progress. Homework will also include assignments meant to meet the needs of individual students or groups of students. Not all homework assignments will be formally evaluated and given a grade but students should receive some feedback on all homework assignments.

Campus departments will develop guidelines that address the frequency and duration of homework assignments to ensure that all students are benefiting from the positive effects of homework.

Parents are asked to create a home environment that facilitates a student's self-study.

LEAVING CAMPUS

Students are not permitted to leave campus after arriving for school. Only a parent may check a student out after arrival. Upon dismissal, students may choose to ride the bus, wait for a ride, or walk home.

When checking a student out of school, a parent or guardian must report to the office and be prepared to present valid identification.

In special situations involving custody and the right to access and visitation, the school must be made aware of any applicable court decree or order. Only a court of Law may restrict or deny

parental rights. Absent such documentation of denial of these rights, the school will honor both birth parents' legal rights.

LEAVING CLASS

Students are requested to go to the classroom fully prepared for class. If, however, it becomes necessary to be in the halls during class time, the student must secure proper written authorization before leaving the room. Students should not be in the hallways or out of class, without a pass from the office or their teacher. The student must use facilities nearest the classroom from which he/she is excused. Students with medical problems necessitating frequent bathroom use should present a doctor's note. Any misuse of corridor passes will result in disciplinary action.

LIBRARY – Library hours: 8:00-4:30

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 student use before school, after school and during the school day with a teacher permit.

Listing of services and guidelines will be posted in the library, or made available through teachers.

LOST AND FOUND

If students find anything of value on the grounds or in the building, they should turn it in to the Principals' office. Office personnel will make an attempt to find the rightful owner. Clothing is placed in a box located in the cafeteria. Items such as jewelry, wallets, purses, etc. are placed in the vault and are returned upon owner identification. Found textbooks should be brought to the Principal's office.

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only in accordance with the guidelines developed with

the district's medical advisor and when the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See Board Policy FFAF]

MINOR GRADES

Minor grades are used to determine understanding and to demonstrate a student's mastery of daily skills. Re-evaluation of daily skills is ongoing and mastery may be reflected in subsequent assignments, not necessarily the same assignment.

NATIONAL JUNIOR HONOR SOCIETY

The four pillars of the National Junior Honor Society (NJHS) are scholarship, leadership, service, and character. Selection criteria for membership in the T-M Middle School NJHS is based on these four pillars. In accordance with national guidelines, students may not apply for membership in the National Junior Honor Society, they must be nominated.

Membership is granted only to those students selected by the faculty council. There is no limit to the number of members in the T-M Middle School chapter of NJHS. New members are inducted during a Spring ceremony.

Members shall volunteer a required number of hours of individual service and must maintain the same standard of scholarship and character under which they were inducted.

Additional information, selection criteria and a list of all expectations are made available upon request, or at the time of nomination. For more information please speak to an NJHS sponsor. The current sponsors are _____ and _____.

NON CURRICULUM-RELATED GROUPS

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before school, after school, and during lunch. These groups must comply with the requirements found in policy. (FNAB Local) A list of these groups is available in the principal's office.

NURSE

TMMS has a full time nurse should a student become ill at school. If it is determined by the nurse that a student needs to leave, parents/guardians are to sign the student out when leaving school.

Students who call home sick should always do so with the school nurse. If students call home sick on their own (without going through the nurse) and are then checked out of school, the absence will still be marked as unexcused.

All medicine taken by students must be administered by the nurse (except for emergency inhalers, with permission)

PARTY DAYS:

TMMS has designated the two following days as official party days on which school nutrition guidelines may be waived. (Candy and soda is allowed)

1. Christmas Holiday
2. End of School Year

PHONES

TMMS classrooms are equipped with phones. Classroom phones are to be used at the teacher's discretion. Student use of classroom phones is discouraged. Students needing to make a call should preferably use the phone in the office before school, during lunch or after school, but not during passing periods. If a student has an emergency/crisis, he/she should be directed to the office to use a phone under the supervision of a member of the office staff. Students must ask and receive permission to use the office phone. Students may not just walk in and use a phone without permission.

PHYSICAL RESTRAINT

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student as described in the Code of Conduct and as allowed by law.

Teachers and staff are not required to physically intervene in fights and other situations which may endanger them personally. It is, however, expected that they act with prudence and caution to protect students and prevent student injury, while avoiding injury to themselves.

PROGRESS REPORT/REPORT CARDS

Unsatisfactory progress reports will be sent home during the 4th week of each six weeks. The progress reports will reflect any grade below 70 at the end of the 3rd week.

Written reports of student grades and absences shall be issued to parents at least once every six weeks. If a student receives a 6 week grade of less than 70 in any class or subject, the parent is requested to schedule a conference with the teacher of that class or subject.

PROMOTION/RETENTION

(See Section II)

QUESTIONING / SEARCH & SEIZURE (BY SCHOOL OFFICIALS)

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Administrators will conduct investigations in matters of violations of the Code of Conduct. Administrators will also coordinate with and cooperate with law enforcement officials. Parents may not be notified in every incidence of questioning a student, particularly when the student is merely questioned as a witness and not a participant.

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. The parent will be notified if any prohibited items are found in the student's possession, desk, or locker.

QUESTIONING BY LAW ENFORCEMENT OFFICIALS

(See Code of Conduct)

PUBLICATIONS / (Flyers, signs, posters, etc.) School publications distributed to students include the school newspaper, school yearbook, and other publications as approved by the Principal and District. All school publications are under the supervision of the teacher, sponsor, and Principal.

Any other publication (Non-School) distributed without the school's consent is prohibited.

RETEACH / RETEST

A student will have until the next assessment to attend supplemental instruction and to re-test. The original grade and the retest grade will both be included in the student's gradebook. Students who rely on re-teaching/retesting more than once in a grading period should be included in a parent—teacher conference, referred to the SAS committee, etc.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report cards with your child's grades or performance and absences in each class or subject are issued to you at least once every six weeks.

At the end of the first three weeks of a grading period you will be given a written unsatisfactory progress report if your child's performance in any course [in English language arts, mathematics, science, or social studies] is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you should request a conference with the teacher of that class or subject.

SCHEDULE CHANGES

From the students' pre-registration choice sheet, a master schedule of course offerings will be designed in order to accommodate a maximum number of the student's choices, with a minimum number of conflicts.

Class assignments will first be made based on the student's needs. Therefore, it is imperative that students give careful consideration to their selections.

Once students report to school and receive their official class schedules reflecting teacher/room assignments, they will be expected to follow these schedules for the entire year. Schedule changes will be considered in the event of an inappropriate placement, a lack of prerequisites, an error in enrollment or a scheduling conflict. A principal must approve all schedule changes after the first week of school.

SCHOOL HOURS / FACILITIES

Regular office hours are from 7:45 AM to 4:30 PM. Doors for student entry open at 8:00 AM. At that time, students should report to their designated grade level area. The first bell rings at 8:30 AM. Students will be counted as tardy at 8:40am. The regular schedule ends at 4:10pm. (See other section of this handbook titled "TUTORIALS".)

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and shall be subject to disciplinary consequences in accordance with the STUDENT CODE OF CONDUCT.

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. Students who are in the building before or after normal school hours must be under the direct supervision of a teacher/sponsor.

SCHOOL SPIRIT

School spirit is PRIDE in everything our school endeavors to accomplish and has accomplished. Athletes, performers, and others representing the school should always demonstrate good sportsmanship. Observers and attendees should support our students 100%. Heckling is never acceptable.

Spirit and cheering at school events should be positive for our school's team / group and never negative against officials or opponents. It is important that each of us strives to be courteous towards adults and students in all that we do.

SPECIAL EDUCATION / SPECIAL SERVICES (See section II)

STUDENT COUNCIL

The Board believes that student government organizations serve an essential function in the total educational program of the district as well as in the general emotional, social, and intellectual development of the individual students who participate in such organizations.

Participation in these organizations affords the students the opportunity to advise the administration in the formation of general school policies and to discuss matters of student concern, and it provides students with experience in participating in the democratic process. Student government organizations may make recommendations for the general operation of the school and policy matters for the District; they shall not, however, actually prescribe

regulations and rules for the operation of the school. All such organizations shall be under the direct supervision of a faculty adviser and the Principal.

STUDY HABITS

PLAN: Assign a definite time each day for study at home; utilize class time wisely; use the library facilities in the school. Keep a list of assignments in a notebook and take home the necessary books, papers, and other materials available.

PLACE: Have a definite place at home to study, away from distractions, with all necessary materials available. Do not attempt to study while watching television.

PROCEDURE: Be certain you understand the assignment when the teacher gives it. Write down the assignment! Read the entire assignment over rapidly to grasp the basic content presented. Re-read the assignment slowly and comprehensively for content, relationships, and details. Close the books and mentally outline the materials and ideas contained in the lesson. Review the entire assignment.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into our community. Let us be certain that these are good impressions. Students should be as polite, helpful, and considerate as they would be to any regular teacher. Substitute teachers operate with the same authority of the regular teacher.

SUPPORT STAFF

Our campus is staffed by professional food service and maintenance employees who act with the same authority as any other employee of this school. The cafeteria and custodial staff should be given the same respect and courtesy as any District employee.

TARDIES

All students are expected to be in class with all necessary materials and ready to work prior to the ringing of the tardy bell. Students in the halls, or outside of class at the time of the tardy bell ringing without proper written permission (notes, passes, etc.), will be subject to disciplinary action. Teachers will count and monitor student tardiness. After 15 minutes, the student is marked absent for the period.

Teachers will follow the Tardy Procedure as outlined below:

1st Tardy = Warning

2nd Tardy = Teacher Detention

3rd Tardy = Detention + parent contact

4th Tardy = Referral to office (consequence to be determined)

Subsequent Tardies = Referral to office

Tardies will accrue each six weeks. Each six weeks is a fresh start.

TECHNOLOGY ACCEPTABLE USE POLICY

(Distributed as part of the TMISD Code of Conduct.)

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day with the following:

- A good night's sleep
- A good breakfast
- Dress in layers to adjust to the temperature in the testing room.

Testing will generally begin within one-half hour of the regular instructional day. Testing will end no later than two hours after the regular instructional day.

Test results will be reported to students and parents.

For more information, refer to the campus testing coordinator, Gabe Alvarado.

TEXTBOOKS

For information on textbooks, refer to section II of this handbook or speak to the campus textbook coordinator, Molli Martinez.

TOBACCO FREE ENVIRONMENT

TMMS is a tobacco free environment.
(See Code of Conduct)

TRAFFIC COURTESY

Parents can help maintain a safe school by driving in the areas of the front driveway marked for the delivery or pickup of students. Parents should pull up to the drop off zone when dropping off students. Also, vehicles should not stop in lane two which is a drive through lane. Other considerations:

- Drivers should always look carefully for students crossing the road or the driveway.
- Be aware of safety cones / signs and follow directions to help us keep students safe.
- Drivers should never be talking or texting on a cell phone while driving in a school zone or on school property. (This is state law)

*** Please be kind to our traffic duty staff. They are there for student safety!***

TRANSFER STUDENTS

TMISD welcomes transfer students from the surrounding area. Application for transfer can be made through the District office. Students who are accepted as transfers are expected to abide by all rules in the Code of Conduct, have good attendance, and give their best effort academically.

- Transfers should NOT have discipline problems.
- Transfers should NOT have poor attendance, including tardies.
- Transfers should NOT fail classes or State Assessments.

Transfer students who fail to meet the criteria for continued enrollment may be revoked.

TRESPASS WARNINGS

The learning environment of the school is of great importance and will be protected for our students' sake. Any visitor to the campus who engages in disruptive or inappropriate behavior may be banned from the campus by issuance of a trespass warning. If a trespass warning is issued, the banned party will not be allowed back on campus until a written request for reinstatement is made to the principal of the campus and such request for reinstatement is granted. Reinstatement may only be granted following a conference with the principal after submission of the written request for reinstatement.

VENDOR DELIVERIES

The school will not accept deliveries of items intended for students during the school day. Persons or businesses that desire to deliver gifts to students must do so outside the school day. This includes such items as balloon birthday greetings, homecoming mums, or similar deliveries. Any such deliveries made to the office will be held until the end of the day at which time the student will be sent a note informing them of the delivery and the need to pick up the item before departing the campus for the day.

WEAPONS

Weapons of any description shall not be allowed on the school campus at any time. This includes homemade weapons or weapons fashioned from any object. (Please refer to the District' Student Code of Conduct for specific policy).