



Kealing Middle School

*1607 Pennsylvania Ave.
Austin, Texas 78702
(512) 414-3214 Phone
(512) 414-9133 Fax*

STUDENT HANDBOOK

Ariel Cloud

PRINCIPAL

Jenna Griffin & Mike Perez

ASSISTANT-PRINCIPALS

Linda D. Clark

DIRECTOR OF THE COMPREHENSIVE PROGRAM

Jeanne Goka

DIRECTOR OF THE MAGNET PROGRAM

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MASCOT

Hornet

COLORS

Crimson and Cream

SCHOOL FIGHT SONG

Let's go, Hornets! Let's fight, Hornets!
 Let's win, Hornets, today!
 Hold our banner high and wave it proudly
 For a team that cannot be denied!
 We're the best there is, and we all know it;
 Lo let us show that Hornet Pride!
 Let's go, Hornets; let's fight, Hornets;
 Let's win, Hornets, today!
 Win today and give us all the victory;
 In Hornet land we're proud to be
 Marching forward always as we face our foe;
 Let's go, Hornets; let's go; let's go;
 Hornet, let's go!

MISSION STATEMENT

The mission of Kealing Middle School is to **Teach, Learn, and Cooperate (TLC)** daily.

WELCOME

Welcome to Kealing Middle School. At Kealing we all "Dare to Excel" in every area of participation. Our students and staff win unparalleled recognitions and awards in academics, fine arts, and athletics. As a student at Kealing Middle School you are expected to meet or exceed the standards set for all Kealing students.

TELEPHONE DIRECTORY

Kealing Middle School	414-3214
Principal	414-2410
Asst. Principals:	414-2407
6 th /7 th Grade	414-2440
6 th /8 th Grade	414-2443
Magnet Office	414-3180
Magnet Director	414-2448
Comprehensive Director	414-2492
Cafeteria	478-9126
Nurse	414-2430
Library	414-2717
Counselors:	
6 th Grade	414-2439
7 th Grade	414-2442
8 th Grade	414-2444
Band	414-2702
Boys' Athletics	414-2706
Girls' Athletics	414-2707
Orchestra	414-2708
Choir	414-2709
Theater	414-2710
AISD Central Office	414-1700
Middle School Coordinator	414-4481
AISD Transportation	414-0238
Capital Metro	414-1200

SCHOOL HOURS

Classes 7:20 a.m. – 2:48 p.m.
 Main Office 7:00 a.m. – 4:30 p.m.
 Magnet Office 7:00 .am. – 4:30 p.m.
 Teachers' duty time 7:15 a.m. to 3:15 p.m.
 Late Buses 4:45 p.m.

GENERAL SCHOOL INFORMATION

____ GRADE BELL SCHEDULE

	Begins	Ends
1 st Period	<u>7 : 30</u>	__ : __
2 nd Period	__ : __	__ : __
3 rd Period	__ : __	__ : __
4 th Period	__ : __	__ : __
Lunch	__ : __	__ : __
5 th Period	__ : __	__ : __
6 th Period	__ : __	__ : __
7 th Period	__ : __	<u>2 : 48</u>
Advisory	__ : __	__ : __

CLOSED CAMPUS

All middle schools are closed-campus facilities. After arriving at school, a student may not leave campus until completing his/her last class of the day including lunch in the cafeteria on campus. A parent/guardian may make a written request for a student to leave campus for appointments or family reasons. The request is to be presented to the appropriate school official and a permit to leave may be obtained.

ID BADGES

All students are required to wear a Kealing ID badge at all times in order to maintain a safe environment. The badge should be worn at Kealing or at any Kealing athletic/after school event. Students are not to mutilate or deface the badges. The first ID badge is free. Students must purchase a replacement ID from the library for a fee. Failure to wear an ID results in administrative consequences.

VISITORS

All visitors must report to the main office to sign in and receive a nametag. Students from other schools are not allowed to visit Kealing without prior approval from an administrator.

AGENDA BOOKS

Agenda books should contain a student's assignments for each class period. Parents and teachers can use them to communicate. The only acceptable hall pass at Kealing is in the agenda book. The first agenda is free. Students must purchase a replacement agenda for \$5.00 in the assistant principal's office.

COMMUNICATION IS IMPORTANT

A newsletter sharing information about Kealing is sent home monthly by the PTA. Each Sunday a weekly calendar is posted on the Kealing website (austinschools.org/kealing). The Kealing Bee-Line is also available for announcement information in both English (414-6707) and Spanish (414-6708). Parents are also invited to visit the Kealing listserve for more information.

GUIDANCE COUNSELORS

Students are encouraged to visit with their grade level counselors for personal guidance and for information concerning grades, tutoring, and testing. The counselors are available to discuss any home, school, or social concerns.

PLEDGES

In compliance with Texas state law the recitation of the pledges to the flags of the United States and of Texas is mandatory. Students whose parents or guardians have written a note that excuses them from participating in one or both of the pledges may remain quietly in their seats while the pledges are being recited.

Pledge to the Flag of the United States

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Pledge to the Texas Flag

"Honor the Texas Flag; I pledge allegiance to thee, Texas, one and indivisible."

ATTENDANCE

The AISD attendance policy is designed to ensure academic success. The school calendar is set each year with a specific number of days; thus, the required number of days in attendance may vary from semester to semester. If a student is absent for any reason, the parent is responsible for contacting the school prior to 10:00 a.m. Ask for the attendance secretary at 414-2409. To verify an absence, a note must be turned in to the main office within two days of the student's return to school. A student who has been absent due to an excused absence has the opportunity to make up class work missed and receive a passing grade (70 or higher) according to the teacher's late work and make-up procedures.

TARDIES

A student is considered tardy if she/he is not in class and prepared to work when the passing period ends. If a student misses more than fifty percent of a class (20 minutes), he/she will be counted absent for that class period. Students arriving after 7:30 a.m. are considered tardy and must obtain a permit to enter class from the main office.

IMMUNIZATIONS

Policy specifies that AISD students be current with their immunizations to attend school. Parents are notified of any deficiencies. If the deficiencies are not taken care of, a student must leave school until these deficiencies are corrected.

MEDICINE

Medicine at school must be brought to the nurse in the original prescription bottle. A form must be completed by the parent/guardian to authorize school personnel to administer the medication.

ILLNESS

If a student becomes sick at school, they must report to their teacher and then to the school medical personnel. Parents are to be notified by medical personnel of the situation. If it is deemed necessary by medical personnel the parent may be requested to pick up the student. If a situation warrants EMS will be called.

CAMPUS COMPUTER /INTERNET USE

Students are granted access to the District's electronic communication system that includes the Internet and Worldwide Web. This access is considered a privilege, not a right. Students and parents must sign and return *AISD's Acceptable Use Policy* for computer use. The District or Kealing may suspend or revoke a student's access upon violation of District/campus policy.

STUDENT CONDUCT

AISD expects students to exhibit a high degree of self-discipline in their behavior. Students are expected to participate in an educational climate that allows every student the opportunity to enjoy a healthy, safe, and positive learning experience. Students are expected to follow instructions and directives from Kealing's permanent faculty/staff as well as guest/temporary teachers. When necessary, discipline is used to maintain order in the educational process and to promote appropriate behavior. Students and parents/ guardians are made aware of AISD policies via the *AISD Student Code of Conduct* that contains a signature page for the parent/guardian to acknowledge receipt of the information. In addition, Kealing has its own rules and regulations based on the AISD guidelines. Kealing rules and regulations are found in the student handbook, the agenda, and are part of the advisory curriculum.

KEALING BEHAVIOR EXPECTATIONS

Common Areas:

All Kealing students are expected to follow these rules in the common areas (i.e. hallways, courtyard):

- Wear ID's around neck on lanyard at all times
- Go directly to class (move quickly & purposely between classes & campus buildings)
- Use inside voices
- No vulgar or inappropriate language
- Walk on the right side of the hallway

Cafeteria:

Students are provided with a thirty-minute lunch-break that is assigned at specific times depending on grade level. Lunches are dismissed orderly by

the cafeteria monitor. While at lunch students are:

- Allowed to visit with their friends while using "their inside voices"
- To remain seated once served
- Keep their area clean and free of trash
- To give their ID badge to the monitors to go to the bathroom
- Not to run in the cafeteria or cut in the serving lines
- Not to leave the cafeteria without a permit from one of the cafeteria monitors

STUDENT INCENTIVES

Kealing operates a number of programs to acknowledge and reward appropriate behavior. The programs include: a token system, a school store where tokens can be redeemed and courtyard concerts during lunch. Check with advisory teachers for more information.

ACADEMIC ACHIEVEMENT – GRADING

- Each teacher will develop a clearly defined grading procedure consistent with district procedures.
- Each teacher will distribute a copy of the grading procedure to all students and parents at the beginning of each school year or semester.
- Each teacher's grading procedure must include late work and make-up work policies that promote student responsibility without denying students reasonable opportunities to exhibit mastery of curriculum concepts and skills
- Teachers will accept and award at least partial credit for late work turned in within three class

days of the due date. Due to the difference in short-term assignments, teachers have the option of giving students an alternative assignment that will be due within the same time frame of the original assignment. Students will be made aware of the deadlines.

- Teachers will use professional discretion in awarding credit for assignments missed due to extended absences and/or extenuating circumstances.
- Teachers will record accurate and complete documentation of each student's progress.
- Teachers must be able to justify grades using appropriate, valid, curriculum-related criteria.
- When a student transfers within the district, the sending school teacher(s) must complete the District Transfer Form, which includes information for the current grading period.

REPORT CARDS

The middle school report card reports a numerical average to give the student a final grade in each six-weeks course. The report card also reports a numerical average each six weeks for semester-long courses taken. These grades are averaged after each of three six-weeks periods to report a semester grade. The report card also includes the number of absences a student has accumulated. Middle School students enrolling in high school courses should be aware that the grade earned in middle school becomes a part of the high school permanent record and grade point average (GPA).

(see Calculating Course Averages)

HONOR ROLLS

The honor roll system is an established mechanism for recognizing and rewarding notable academic achievement in secondary schools. Honor roll recognition is based on scholarship achievement only. It has no relationship to National Honor Society requirements that include other factors in addition to scholarship. Placement of secondary students on six-weeks honor rolls will be determined on the basis of the grade point average (GPA) for the respective grading period.

Honor Roll Eligibility

Middle School GPA:

- First Honor Roll 3.875 and above
- Second Honor Roll 3.3333 to 3.8749
- Third Honor Roll 2.8333 To 3.3332

ADVANCED COURSES

Advance courses are available in the middle grades as well as throughout the high school experience.

Advanced Placement (AP) strategies are incorporated in many advanced courses, sometimes referred to as Pre-Advanced placement courses. In these advance courses, the competencies, concepts, and content are aligned with Advanced Placement courses available for students in grades 11 and 12. Emphasis is given to the skills and strategies students need to succeed in AP courses in high school and in post-high school education.

MIDDLE SCHOOL EXAMINATIONS

- Semester examinations will be given to middle school students in courses taken for high school credit and will be weighted equally with the grade for each grading period in determining the semester course grade.
- Comprehensive six-week examinations and/or culmination activities will be given in core academic subject areas with a minimum of two and a maximum of three subject-area examinations and/or culminating activities per grading period in the eighth grade and a minimum of one and maximum of two examinations and/or culminating activities per grading period in the seventh grade.
- Comprehensive six-week examinations and/or culminating activities will count as a percentage of the grading period grade.

CALCULATING COURSE AVERAGES

Grades for middle school semester courses are computed by adding the three six-week grades then dividing by three. Full-year course averages include all six-weeks. Therefore, all six six-week grades are added and divided by six.

Semester Course (1/2 credit)

1 ST Six-weeks	70
2 nd Six-weeks	80
3 rd Six-weeks	<u>60</u>

$$3)210 = 70.0 \text{ Average}$$

Year Course (1 credit)

1 ST Six-weeks	70
2 nd Six-weeks	80
3 rd Six-weeks	60
4 th Six-weeks	70
5 th Six-weeks	80
6 th Six-weeks	<u>60</u>

$$6)420 = 70.0 \text{ Average}$$

When a middle school student takes a high school course for credit, the credit for the semester examination is weighed equally with the grade for each grading period in determining the course grade. Students must maintain an average of 70 or higher to remain eligible for any UIL activity.

PROMOTION TO NEXT GRADE LEVEL

In order to be promoted from one grade to another, a middle school student must:

- have an overall grade average of 70 in the four core subjects and
- attain an average of 70 or above in three of the following subjects: language arts (including reading if required), mathematics, social studies, and science.

If a student has not passed the Reading portion of the state-mandated accountability test (TAKS), the student may be enrolled in a reading elective class.

No student shall be retained more than one time in grades five through eight. In exceptional cases, a second retention within grades five through eight may be allowed with the approval of a committee consisting of at least one of the student's teachers and two administrators (one of whom shall be assigned above the campus level) and with the permission of the parent.

STANDARDIZED TESTING

Standardized tests are administered periodically to all students to evaluate knowledge gained over a given period of time and to assess the effectiveness of the curriculum. AISD has established times at which tests should be given and how the information will be used.

GRADE 6: TAKS Math and Reading

GRADE 7: TAKS Math, Reading, and Writing

GRADE 8: TAKS Math, Reading, and Social Studies

GRADE 9: TAKS Math, Reading, and

End of Course Algebra I*,

End of Course Biology I when appropriate

*The End of Course Algebra I test will be taken in middle school when students complete Algebra I.

KEALING DRESS CODE

Kealing students are expected to dress in a manner that maintains dignity and brings pride to the school and themselves. To ensure a positive learning environment students are **not** to wear the following:

- Hair color that is not a naturally occurring (pink, red, green, blue, etc.)
- Drug, gang, violent, or sexually suggestive jewelry
- Hats, caps, hair rollers, hair picks, combs, hair nets, plastic hair covers, and similar items worn in students' hair
- Revealing shirts/tops such as crop tops, low-cut necklines, spaghetti straps and tops that reveal midriff, or exposed undergarments.
- Clothing that reference drugs, alcohol, tobacco use, sex, violence, obscene or profane language
- Basketball jerseys or muscle shirts without a full cut T-Shirt underneath
- Sagging pants riding below the waistline.
- Pant legs not worn as designed (i.e. not rolled up or pushed up)
- Gang identifying grooming or clothing (including gang-colored bandanas, towels or shoelaces).
- Shoelaces should be black, brown, or white.
- Shorts that are shorter than your thumb as you stand straight up with your hands by your side.
- Skirts shorter than 2 inches above the knee.
- Pajamas or underwear worn as outerwear.
- House shoes, slippers, or bare feet. (Shoes must be worn at all times.)
- Sunglasses in the building.
- Translucent/see through clothing.
- Overalls without shirts underneath or that are improperly hooked/buttoned.

Any attire that administrators feel is inappropriate in a learning environment.

PROHIBITED AND PERSONAL ITEMS

Students may not possess the following items on school property:

- CD Players, cell phones, beepers/pagers, cameras, laser pointers, television sets, or any other electronic communication device not expressly authorized by administration.
- Gambling devices: dice, playing cards, etc.
- Alcoholic beverages, narcotics, over-the-counter medications, cigarettes, tobacco products, inhalants, cigarette lighters, matches, and look-a-likes.
- Permanent markers; Marks-o-Lot; Sharpies, etc.
- Knives, weapons, play guns, fireworks.

If students bring these items to school, the items will be confiscated temporarily by school staff and returned to parent/guardians upon request. In some instances disciplinary actions including suspension, removal, or expulsion could result.

SMOKING AND TOBACCO

State law and board policy prohibit the possession, distribution or use of tobacco products on school campus. This includes but is not limited to cigarettes, chewing tobacco, and snuff.

Consequences may include a citation from the campus police officer.

DISTRICT DISCIPLINARY AUTHORITY

The District has disciplinary authority over a student

- during the regular school day, when the student is within 300 feet of the school's real property boundary line.
- on the way to school or on the way home from school.
- while the student is in attendance at any school-related activity, regardless of time or location.
- for any school-related misconduct, regardless of time and location.
- when retaliation against a school employee is involved, either on or off school property.
- when the student commits a felony offense as provided by Texas Education Code 37.006

LOST AND FOUND

Items that are lost are placed in lost and found in the Assistant Principals' offices. An administrator can access this area for your convenience. Items are kept only two weeks after the close of a semester. After that time, items are donated to charitable organizations.

BUSES

On School Buses

AISD/CapMetro provides transportation to students who need and qualify for that service. Students and parents/ guardians should become familiar with the Rider's Rules and Regulations. All students are required to contribute to the safe operation of the bus. Disorderly conduct or persistent refusal to obey the driver may result in disciplinary action and denial of transportation. Students are required to stay seated and follow the instruction from the bus driver. The bus driver has the authority and responsibility to notify school officials at the home school of any misconduct occurring on the bus or at the bus stop.

Late Buses

Late buses are available in front of Kealing at approximately 4:45 p.m. each day. To board a bus, a student must have a pass to verify attendance at an after school activity. Students may not ride the bus if they were not in a school sanctioned activity from 2:48 p.m. until 4:45p.m.

WITHDRAWING FROM SCHOOL

If the need arises to withdraw from Kealing middle school, 48 hours notice is required in order to complete the withdrawal process. Please contact the attendance clerk (414-2409) to begin the process. All school assigned materials must be returned before the withdrawal is complete.

LOCKERS

There will be no student issued lockers. In the event of problems with student's articles or books, please contact the office.

CARE OF BUILDING, FURNITURE, EQUIPMENT, AND TEXTBOOKS

Students are expected to care for equipment and facilities appropriately. If an individual causes damage, whether willfully or through negligence, he/she is responsible for making full payment for the damage done. Textbooks are issued to students for use while they are enrolled at Kealing. State law requires that textbooks be covered at all times. If a textbook is lost or damaged, the student must pay for it before another book can be issued. If the book is turned in within the last two weeks of school in good condition, the student's money will be refunded.

HALLWAY REFERRALS

Hallway referrals are issued by Kealing faculty/staff when students are out of compliance with school policy. Offenses that can result in a hallway referral are:

- not wearing proper ID
- loitering in the hallways
- disrespecting adults/students
- horse-playing
- violating the dress code
- displaying affections in public

Issuance of a hallway referral results in an automatic administrative detention after school.

DISCIPLINE PROCEDURES

Level I

Teachers determine behavior expectations for their classroom. The enforcement of these classroom rules is the responsibility of the teacher. Violations that a teacher is expected to manage, unless documented occurrences become a pattern, include:

- tardiness
- talking without permission.
- teasing, taunting or harassing
- horseplay/scuffling, throwing items running
- vulgar or profane language or gestures
- lying or cheating when no grade is involved
- eating in class, sleeping in class
- minor property damage
- public display of affection

Teacher consequences for these infractions could include a warning, time-out, a behavior improvement plan, seating changes, counseling, temporary assignment to another classroom, additional duties or assignments, withdrawal of privileges or participation in activities, honors or positions. After school detention, parent call and/or an individual/team conference with a parent/guardian or other strategies as deemed necessary.

Level II

Misbehavior of a more serious nature, or documented repeated Level I violations after continued corrective efforts by the teacher, will be referred to the assistant principals. Violations appropriate for administrative intervention include but are not limited to:

- cheating when a grade is involved
- disrupting outside the classroom
- misbehavior at a school sponsored activity
- leaving classroom/school without permission
- possession of any tobacco product
- defacing or damaging school property or the property of others
- theft
- unauthorized use of internet/computers
- falsifying documents
- being in an unauthorized area

- bus misbehavior
- sexual harassment
- fighting or assault
- abusive conduct toward others
- bullying of students
- possession of a weapon
- possession of drugs
- displaying gang or drug related items
- gambling
- possession of fireworks or explosive devices
- not wearing or mutilating or defacing ID badges
- wearing another student's ID
- possession of electronic devices such as pagers or cell phones

Administrative consequences for these infractions could include detention, additional duties, removal from activities or honors, removal from a class, denial of privileges, a meeting with parent/guardian, out of school suspension, removal to the ALC or expulsion.

Infractions that will result in suspensions include:

- fighting or harassment
- vandalism
- profanity
- threats or verbal abuse of a teacher