**Albert Thomas Middle School**

**5655 Selinsky**

**Houston, Texas 770048**

**(713)732-3500**



Michael Cardona

Chief Middle School Officer

**Dr. Khalilah Campbell-Rhone**

*Principal*

Yalonda Gatson

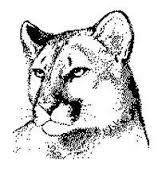
*Assistant Principal*

Lauren Harris

*Assistant Principal*

School Mascot

*The Cougar*

**

School Colors

Red and Blue

Mission Statement

To provide a world class education to every student that crosses the threshold of Albert Thomas Middle School so that they may become global citizens able to compete worldwide or locally while making a positive impact on society and having the capacity to sustain themselves as young men and women of integrity as they go beyond the walls of Albert Thomas middle School.

Our Albert Thomas Creed

I am Albert Thomas. I will accept the challenge to be tenacious in learning everyday because I believe that I can learn. I accept the responsibility to create, achieve and respect myself and others. I will actively pursue excellence and strive to learn from the mistakes of others and overcome all obstacles which stand in my way. I will set a good example for my peers and accept that education is my ticket to success. If it can be done, I will achieve my goals. I accept the responsibility for my behavior and its results. I will determine what I will become for the education I receive today will make me a leader of tomorrow. I will make today the very best day of all, for this begins the rest of my life.

**I AM an ALBERT THOMAS COUGAR.**

Albert Thomas Middle School 2014-2015

**Regular Bell Schedule**

|  |  |
| --- | --- |
| **Monday- Friday** | |
|  |  |
| 1st / 5th Period | 8:00 to 9:40 |
| 2nd /6th Period | 9:45 to 11:25 |
| ***3rd /7th Period / Lunch Periods*** | 11:30 to 1:30 |
| A Lunch – 6th report to lunch and then to 3rd Period. 7th & 8th report to class | 11:30 to 12:00 |
| B Lunch – 7th report to lunch and then back to class. 6th & 8th will be in class. | 1215: to 12:45 |
| C Lunch – 8th Reports to lunch and then return to class. | 1:00 to 1:30 |
| 4th /8th Period | 1:35 to 3:16 |

Attendance will be taken during 2nd period. Official ADA attendance is taken at 10:15 a.m.



Albert Thomas Middle School 2014-2015

**Early Dismissal Schedule**

|  |  |
| --- | --- |
|  |  |
| 1st / 5th Period | 8:00 to 9:00 |
| 2nd /6th Period | 9:05 to 10:05 |
| 3rd /7th Period | 10:10 to 11:10 |
| ***4th/8th Period and Lunch*** | 11:15 to 12:46 |
| Lunch A | 11:15 to 11:45 |
| Lunch B | 11:45 to 12:15 |
| Lunch C | 12:15 to 12:45 |
| Dismissal | 12:46 |

**Attendance will be taken during 2nd period. Official ADA attendance is taken at 10:15 a.m.**

Albert Thomas Middle School 2014-2015

**Advocacy Bell Schedule**

|  |  |
| --- | --- |
|  | |
|  |  |
| 1st / 5th Period | 8:00 to 9:30 |
| ADVOCACY | 9:33 to 10:03 |
| 2nd /6th Period | 10:06 to 11:36 |
| ***3rd /7th Period*** | 11:39 to 1:45 |
| A Lunch – 6th report to lunch and then to class. 7th & 8th report to class | 11:39 to 12:09 |
| B Lunch – 7th report to lunch and then to class. 6th & 8th will be in class. | 12:11 to 12:41 |
| C Lunch – 8th report to lunch and then return to class. | 12:43 to 1:13 |
| 4th /8th Period | 1:48 to 3:16 |

**Attendance will be taken during 2nd period. Official ADA attendance is taken at 10:15 a.m.**

**ATMS Dress Code**

***Thomas Middle School is a uniformed school!***

The young men and women of Albert Thomas Middle School must abide by the school uniform at all times. Blouses and polo shirts MUST be tucked in, with a belt and proper shoes. Only khaki pants, jumpers, knee length shorts or skirts are acceptable. Uniforms can be purchased at your local Uniform Superstore.

**Female Upper Garments:**

6th Grade Uniform

Red Polo shirts

7th Grade Uniform

Royal Blue Polo Shirts

8th Grade Uniform

Black Polo shirts

**Female Lower Garments:**

Khaki pants, jumpers, knee length shorts or skirts only.

Absolutely **NO HOODIES** will be allowed on campus

**Male Upper Garments:**

6th Grade Uniform

Red Polo Shirts

7th Grade Uniform

Royal Blue Polo Shirts

8th Grade Uniform

Black Polo Shirts

**Male Lower Garments**

Khaki pants or knee length shorts with belt and shirt tucked in

Absolutely **NO HOODIES** will be allowed on campus

Boys may **not** wear earrings or have any visible body piercings, **no exceptions**.

**“WOW” WEDNESDAYS**

Every Wednesday students will be allowed to come to school dressed in their “Sunday Best”. Two students from each grade level will be selected by the Principal for having “wow-ed” her and will have a special lunch or treat provided for them.

**“WOW” Wednesday attire:**

Female students may wear:

* Dresses
* Skirts
* Dressy blouses
* Flats - No heels

Male Students may wear:

* Button down shirts
* Ties
* Jackets or suits
* Loafers

**Students who do not participate in “WOW” Wednesdays must come to school in the appropriate uniform attire.**

**General Information**

**Identification Cards**

* Students who ride the HISD school buses will be issued Bus Identification Cards.
* Students will not be allowed to ride the bus if they do not have their Bus ID Cards.
* The replacement fee for Bus ID cards is $5.00
* Temporary ID’s will be available in the Main Office prior to the 8:00 a.m. bell for $1.00 each. Students can use up to 4 temporary ID’s per semester before receiving a school consequence.

**Unacceptable Items**

Students are not allowed to have the following items on campus or at any school sponsored events:

* Permanent markers (ex. Sharpies, paint pens, markers)
* Any type of substance that could be used as an illegal drug (marijuana, tobacco, alcohol, prescribed medications, etc.).
* Any paraphernalia associated with illegal drugs or gang-related materials.
* Any type of printed material that could be considered vulgar and/or graphic and therefore inappropriate for school.

**Textbooks**

* Textbooks will be issued to students at the beginning of each school year. Parents may check out books for student use at home.
* Textbooks are to be returned to the school upon course completion. Students withdrawing from ALBERT THOMAS MIDDLE SCHOOL are responsible for turning in their textbooks.
* It is the student’s responsibility to take care of these books and return them in the original condition. Books damaged, lost, or destroyed will be paid for by the student before a replacement text can be issued.
* Teachers maintain a classroom set of textbooks only.

**Personal Property**

* Personal property such as cameras, musical instruments, etc. brought to school is the responsibility of the student.
* The school district does not carry insurance on students’ personal property.
* Lost items will not be replaced by the school.

**Prayer**

* Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school.
* The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

**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 pens, pencils, paper, erasers, and notebooks, and may be required to pay certain other fees, deposits, or rentals, including:

* Costs for materials for a class project that the student will keep
* Membership dues in voluntary clubs or student and admission fees to extracurricular activities
* Book fines, including lost textbook and library books
* Musical instrument rental and uniform for band and ROTC, when uniforms are provided by the District
* Replacement of student identification badges
* Printing fees
* Personal physical education and athletic equipment and apparel
* Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
* Voluntary purchase of student accident insurance
* Personal apparel used in extracurricular activities which becomes student property

**ACCESSORIES**

The following decorations and/or designs imprinted upon or attached to the body or clothing is prohibited:

* Symbols, mottos, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
* Symbols, mottos, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
* Symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.   
  \*Visible and permanent tattoos/brands incompatible with the standards must be covered.
* Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.
* Albert Thomas is a “gang free school zone” and provides for enhanced punishment of gang related criminal activity which includes graffiti, hair dying, tattoos, body art, etc… by 2 or more individuals on a Texas public school campus.

Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.

Permitted clothing shall be worn as designed/manufactured to include the following:

* Suspender straps must be attached as designed and worn on shoulders
* Shirts/blouses must be appropriately buttoned
* Zippers on pants and shirts must be zipped
* Belts must be worn and fastened.

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration. All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

#### Head Coverings/Sunglasses

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings or on the walkway.

#### Footwear

#### Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, open toed shoes and shower shoes are examples of unacceptable footwear. Any shoestrings must match the color of the shoe.

#### Extras

* Jewelry and other accessories shall not convey prohibited messages as defined above.
* Boys may not have their hair dyed due to gang related activities.
* Dog collars, wallet chains, hair picks, chains that connect one part of the body to another or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

### Religious and Health Accommodation

### When a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be made. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's religious practices or beliefs shall not be prohibited under this policy.

**Penalties/Sanctions**

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Code of Student Conduct.

**Leaving School Early**

* A student will not be released from school at times other than regular dismissal hours unless picked up by a parent.
* Students must stay in their assigned class and will be called to the front office when their parent or legal guardian arrives.
* The parent/legal guardian who picks up the student must be on file with the campus and must sign the student out of school in the attendance office before leaving the campus.
* Parents may not be contacted from any other phone than in the administrator’s office or the nurse’s office to call a parent for dismissal purposes.

## Attendance Procedures

**Texas and Compulsory Attendance**

**The Houston Independent School District expects all students to attend school** **regularly** **and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.**

**Regular attendance at school is not just a good idea, it’s the law.** It is also the greatest single factor in determining success in school. Texas law requires students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in and attend school each school day.

**Students with excessive absences will be ticketed for truancy.**

## General Procedures

* Attendance is taken in each class period and recorded within the first fifteen (15) minutes of the class period.
* Students missing 15 minutes of class or more will be counted as absent from class. Three absences in any single period will result in truancy charges.
* Students returning from an absence must bring a written note from a parent/guardian or physician vali­dating the reason for the absence, **WITHIN THREE (3) DAYS**, to the Attendance Office in order to re­cord the ab­sence as EXCUSED. Acceptable reasons for excused student absences include:
  1. Personal Illness
  2. Death of a Family Member
  3. Student Health Services; Family/Student Counseling Therapy Appointments
  4. Religious Holy Days and Major Activities (The student is counted present in school according to state statute and is not considered absent.)
  5. Hazardous weather and/or dangerous road conditions, as determined by HISD
  6. Authorized School-Sponsored Activities (Field Trips, Off campus competitions, etc. )
  7. Required Court Appearance
* The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092).

**Additionally, HISD states that students with three or more *unexcused* absences in any credit course will have their credit withheld and an asterisk (\*) will appear on the student’s report card.**

**Conduct and Discipline**

Students are expected to comply with the rules and guidelines that ***Albert Thomas Middle School***faculty and staff have put in place, and are expected to adhere to the policies and guidelines stipulated in the **HISD Code of Student Conduct**.

**School Tardiness**

To maximize your learning, you are expected to arrive at school on time on a consistent basis.

* If you are tardy to school, you should report to the main office for a permit and report to class immediately.
* Students who are not *in* their classroom when the tardy bell rings are considered tardy.
* Students who are tardy to class should report to the attendance office to receive a tardy pass to class.
* Students who are more than 5 minutes late for a class without a pass will be referred to their AP for skipping class (truancy).

The following are guidelines for handling excessive tardiness per six weeks:

Each student will have and Individual Student Portfolio and offenses will be handled as follows:

* 1st  and 2nd Tardies - Verbal warning
* 3rd Tardy - Parent Contact
* 4th Tardy - Detention
* 5th Tardy - Parent Conference
* 6th Tardy - Referral

**Truancy - Cutting or skipping class**

* Missing class is a serious matter and disciplinary actions taken include parent con­tact, detention and/or community service, in-school and out-of-school suspen­sion, and referral to the courts for violation of the mandatory school attendance law (fines up to $500.00 per period per day missed may be assessed).
* Missing any portion of class is counted by the courts as a whole day of truancy.

**Detentions**

* Detentions are required-time served with the teacher assigning detention.
* Only proper advance notification will allow detention to be rescheduled.
* Work obligation does not excuse a student from the responsibility of serving detention.
* Failure to serve a detention will result in further disciplinary action.

**Globe Center – In School Suspension**

* Assignment to the in-school suspension program may occur after one or more offenses that constitute a suspension as determined by the school administration. Determining factors in the decision will be the nature, number, and seriousness of offenses committed.
* Students assigned to the in-school suspension center must serve the assigned number of days before returning to regular classes. Regular class time missed while serving an in-school suspension is not counted as days missed for attendance policy purposes.
* While serving in the in-school suspension center, students are required to complete all classroom assignments provided by their subject matter teachers, as well as those assigned by the center teacher. These assignments will be graded by the subject matter teacher and will count as part of the student’s six-week class grade.
* On the days a student serves an in-school suspension**, he or she may not participate in or attend any after-school activities, i.e., dances, sport practices, games, etc.**
* In-school suspension is not considered an absence from class. It is very important to follow all rules and regulations while in the in-school suspension program.
* If a student fails to adhere to the in-school suspension rules, he or she may be suspended from school.

**Defiance of School Personnel’s Authority**

* Defiance is defined as a verbal or nonverbal refusal to comply with a reason­able request from school personnel.
* A first offense penalty is a Level III Act of Misconduct as per the Code of Student Conduct, which can include suspension.
* Fail­ure to properly identify one’s self is defiance of authority.

**Fighting**

* Because of the potential for serious injury and disruption, fighting is dealt with as mandated by the HISD Code of Student Conduct.
* Stu­dents must make every effort to avoid involvement in a fight, or they will suffer the consequences which will include a ticket for up to $500.00 and a 3-day suspension, with an optional recommendation for removal to a District Alternative Education Program (CEP).
* HISD Police Officers may also follow HISD Police Department’s Policies and Procedures regarding fighting/ mutual combat or disruption of school activities.

**Leaving school premises without permission**

* Students may not leave the school premises at any time, including lunch­time. The parking lot is off-limits during school hours.
* Once a stu­dent is beyond the fence line, he/she is off school grounds.
* **Penalties for violation of this policy include suspension and parent contact.**
* Subsequent offenses include 3-day suspension, with an optional removal to a District Alternative Education Program (CEP) and citation for curfew violation.

**Possession of Nuisance Devices and Telephones**

Cell phones are permitted, but must be turned off during the instructional day. They must be in a backpack or a pocket and **not visible** (whether in use or not). Remember a cell phone is not a watch, so checking the time is a violation. **Any phone that is visible, during the school day, will be confiscated**. A cell phone will not be returned if it is confiscated a 2nd time*. District regulations and disciplinary actions as outlined in the HISD Code of Student Conduct for Level II offenses will be followed.*

**Students are not allowed to have personal electronic devices on campus.**

* A nuisance device is any object or item that has no legitimate educational pur­pose and may interfere with the orderly conduct of school business.
* This in­cludes electronic or telecommunication devices such as radios, digital paging device (beepers), iPods, compact disk or cassette tape players, MP3 players, electronic games, toys, dolls, stuffed animals, balloons, or water guns.
* Nuisance devices are not permitted on campus and will not be returned if confiscated by school personnel.
* The school is not responsible for lost or stolen items**. Please note: Administration will not delay instruction to look for missing or stolen items that are prohibited from campus.**
* Any nuisance devices that are confiscated can only be picked up by parent with a $15.00 fine paid to the school.

**Inflammatory Actions**

* Profane and offensive language, gestures, or actions which create or which might create a distur­bance are considered inflammatory actions, which are prohibited and in violation of HISD policy.
* Disciplinary options are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct, consequences can include suspension.

**Dances and Social Events**

* The rules of good conduct and grooming will be observed at school social events held outside the regular school day.
* All attendees are subject to a search.
* Guests are expected to observe the same rules and the person inviting may share responsibility for the conduct of the guest.
* A student attending any event may be asked to sign out when leaving; any­one leaving may not be readmitted.

**Sexual Harassment / Sexual Abuse**

* Unwanted and unwelcome conduct of sexual nature such as words, gestures or any other sexual conduct, including request for sexual favors directed toward an­other student and/or a District employee is unacceptable.
* Disciplinary options are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct, consequences can include suspension.

**Violations of the Law – Alcohol, Drugs, Tobacco, and Weapons**

* By state and federal law, students are not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns or other weapons on school property.
* Having one of these items in a privately owned vehicle and parked on District property is also prohibited.
* This is a Level IV or Level V offense, depending on the severity of the of­fense. Disciplinary options are outlined in the HISD Code of Student Con­duct.

**Graffiti or Destruction of School Property**

Defacing of school property with graffiti or other means can lead to an enhanced Felony Charge. A disciplinary action of a felony charge includes an arrest and a referral to a DAEP. Defacing school property includes …..

* Writing on desks
* Destroying classroom books
* Placing inappropriate displays on computers.
* Pulling off decals or taking parts off of the computer
* Writing on the computer screen
* Writing on walls or any other school property
* Any destruction of school property

**Class Behavior**

Students are expected to behave in such a way that promotes learning. As a student you are expected to:

* Arrive on time to class with all of the necessary materials (paper, textbooks, writing utensils, etc.).
* Be an active participant in your learning (ask questions, complete assignments, etc.).
* Make every effort to learn the information.
* Interact respectfully with both your peers and teachers.

A few sample behaviors that impede the learning process and are violations at

**ALBERT THOMAS MIDDLE SCHOOL** are:

* Not following the classroom rules and procedures.
* Eating or chewing gum in classrooms and hallways.
* Acts of disrespect: talking at inappropriate times, horse-playing, laughing at other students, failure to respond promptly and appropriately to an adult, etc.
* Refusal to participate in classroom activities and/or learning process.
* Use of profanity or inappropriate language, gestures, and/or clothing.
* **Dishonest acts: cheating, plagiarism, forging signatures, and lying to school officials.**

**Walkway Behavior**

* If you are on the walkway during class, you must have a pass from a teacher or school official and proceed quietly so as not to disturb those engaged in the learning process.
* Albert Thomas Middle School uses a 15/15 rule where students are not allowed to leave the classroom the first or last 15 minutes of class.
* During passing periods, you are expected to:
  + Walk briskly, not run to class.
  + Stay to the right of the walkway.
  + Talk at a reasonable volume.
  + Keeping your hands to yourself (this includes inappropriate displays of affection: hugging, kissing, holding hands, etc.).
  + No eating or chewing gum in classrooms or walkways.
* Students are not allowed to be in any area of the school without the supervision of an adult. This includes gym locker rooms, the cafeteria, classrooms, etc. If you are in an undesignated area, you will be considered in violation of the student code of conduct.

**Parent Notification of Violations**

* Parents/Guardians may be notified of student violations by phone, email, student agenda, or other written documents.
* All students must have a current phone number on record. The school must be notified of any changes.
* In such notifications, parents could be asked to attend a cluster conference or simply be asked to sign the document verifying that they understand the consequences the student is receiving for their misbehavior.
* It is the student’s responsibility to provide the parent/guardian a copy of any written notifications from teachers and school administration.

**Assistant Principal Referrals**

* Once a student has been referred to their Assistant Principal, the AP may assign the following consequences:
  + After-school detention
  + In-school community service
  + In-school suspension
  + Out of school suspension
  + Referral to an alternative placement

**Please refer to the HISD Student Code of Conduct for violations and consequences.**

* All student’s assigned discipline by an administrator will have a copy of their conference and dispensation that must be given to parents.

**Academic Program**

**Grading**

Marking periods at Albert Thomas Middle School are divided into six, six-week terms. Report cards and transcript grades are reported in accordance with HISD policy.

The following grading scale is used in HISD:

|  |  |
| --- | --- |
| **Numeric Average** | **Letter Grade Equivalent** |
|  | |
| 100-90 | A |
| 89- 80 | B |
| 79-75 | C |
| 74-70 | D |
| 69-below | F |

**Conduct & Behavior**

Conduct grades affect eligibility for participation in school activities. Poor conduct interferes with a student’s ability to learn and a teacher’s ability to teach. Student behavior is graded on the following scale:

|  |  |
| --- | --- |
| E | Excellent |
| S | Satisfactory |
| P | Poor |
| U | Unacceptable |

Students who show exceptional mastery in all classes (or in all classes except 2 where those grades show mastery) and maintain at least an ‘S’ in conduct earn Honor Roll status.

* Students who have all A’s & B’s on their report cards will receive a free dress pass.
* Students who receive all E’s in conduct on their report cards will receive free dress pass.

Academic grades that are below average and behavior grades below satisfactory can prohibit you from participating in school-sponsored activities such as dances and field trips. Failing grades exclude otherwise eligible students from participating in extracurricular activities including band, choir, University Interscholastic League (UIL) and club sports, etc.

**Promotion / Retention Policy**

* A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course.
* To earn credit in a course, a student must receive a grade of 70, or above, based on the course-level standards in addition to meeting attendance requirements.
* If a student is “borderline” or below 70 at the end of the first three weeks of any grading period, the student’s parent or guardian will be notified.

# Academic Reports to Parents

School officials communicate your academic progress to your parents through the following methods:

* School Issued Progress reports: The school sends home a progress report at the middle of the six-week marking period.
* Report Cards: Report cards will be sent home at the end of the six weeks.
* Teacher Issued Progress reports: A teacher may choose to send home a progress report for his/her own class. This may be done at anytime and may require a parent signature.

**Academic Assignments - Homework and Classwork**

Teachers assign work to help you learn. This work must be completed with your best effort in the amount of time allotted. If this work is not completed to the standard necessary to prove your mastery of the material, certain measures may be taken by the school to assure maximum learning.

|  |  |
| --- | --- |
| Consequences | Teacher may: |
| First missing assignment | Issue a warning and notify parent. \*Grade deduction on assignment. |
| Second missing assignment | Notify parent, issue detention, and/or request a parent conference. \*Grade deduction on assignment. |
| Subsequent missing assignments | Refer the student to grade level AP for additional intervention. \*Grade deduction on assignment. |

\**see late work policy*

## Excused Absences and Makeup Work

* Following an **EXCUSED** absence, the student will be allowed to make up work missed.
* For each day missed, 3 school days will be allowed to complete the assignment after received from the instructor.

*Example. Makeup assignments received* ***Monday****-----Due* ***Thursday*** *to the teacher.*

* Teachers may extend the time allowance for mak­ing up work missed if the specific circumstances of the situation merit such action. ***It is the student’s responsibility to arrange makeup work and turning in assignments.***

**Late Work Policy**

Every Grade Level will present their late work policy in your student’s syllabi. Please refer to that information the first week of school.

**Health and Welfare of Students**

**Health Information**

* Any pertinent health information should immediately be provided to the nurse so that she may be of assistance in matters concerning student health.
* The school nurse is responsible for checking student’s immunization records.
* Any immunizations to the student’s immunizations should be given to the nurse.

**School Nurse and Clinic**

* The school nurse provides clinic services in the event of illness or injury occurring during the day.
* A student may go to the clinic only after obtaining a permit from a teacher.
* If the Nurse believes the student should go home, the student’s parent/guardian will be notified by a school official.
* No student may leave school grounds for an illness or injury without the nurse’s or Assistant Principal’s permission.

**Medicine at School *“Zero Tolerance”***

* The school nurse will coordinate medication needs.
* Any student needing to take medication during the school day must complete a **Physician’s Request for Administration of Medication During School Hours** form. The form must be filled out and signed by the physician or dentist and parent/legal guardian, then returned to the nurse to be kept in the clinic on file.
* Medication must be in the original container and be appropriately labeled by the pharmacy. Non-prescription medication must be in an unopened container with a pharmacy label attached.

**Emergency Medical Treatment**

* If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment.
* Parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers allergies to medications, etc.) up-to-date. Having current information is of critical importance. Please contact the school nurse to update any information.
* The District is not responsible for medical costs associated with a student’s injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

**Communicable Diseases / Conditions**

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/principal so that other students who have been exposed to the disease can be alerted. These diseases include:

* Diphtheria
* Hepatitis (Infectious)
* Measles (Rubella)
* Meningitis Meningococcal (epidemic type)
* Mumps
* Poliomyelitis
* Ringworm of Scalp
* Scabies
* Smallpox
* Typhoid Fever

**Safety**

**Drills – Fire, Tornado, and Other Emergencies**

* Drills are held on a monthly basis, as required by law, and are an important safety precaution.
* At the sounding of the fire alarm, students must proceed to the fire exit as directed by instructions posted in the classroom in a quiet and orderly manner.
* Upon reaching the outside of the building, they will move to the assigned lo­cation and must remain with their class.
* Students must leave clear paths along driveways and parking lots for fire equipment.
* Teachers will take roll to ensure that all students have exited safely. When returning to class, students should move quickly and orderly to their assigned class.
* Students are prohibited by state law from making false fire alarm calls. Any student apprehended for making a false fire alarm call will be disci­plined according to the procedures outlined in the *HISD Code of Student Conduct* which mandates the removal of the student to a Disciplinary Alternative Education Program.

**Safety / Accident Prevention**

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of the students is essential to ensure school safety.

Students should:

* Avoid conduct that is likely to put the student or other students at risk.
* Follow the *HISD Code of Student Conduct* and any additional rules for behavior and safety set by the principal, teacher, or bus drivers.
* Remain alert to and promptly report safety hazards, such as intruders on campus.
* Know emergency evacuation routes and signal.
* Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

**Pest Control Information**

* The District periodically applies pesticides inside building.
* Except in an emergency, signs will be posted 48 hours before application.
* Parents who want to be notified prior to pesticide application inside their child’s school assignment area(s) may contact the school nurse at 713-732-3500.

**Weather**

* The decision to close school because of inclement weather or bad road conditions is made by the Superintendent of Schools. When the decision is made, it is given to the Houston radio and television stations.
* The announcement will specifically refer to the Houston Independent School District. Do not call the school. Please listen to your local radio or television station.

**Extracurricular Activities, Clubs, and Organizations**

* Co-curricular activities are an extension of classroom instruction. They relate di­rectly to and enhance student learning of the TEKS through participation, dem­onstration, illustration, and observation.
* Co-curricular activities are conducted or supervised by a classroom teacher or other educational professional. Grade requirements shall not prevent students from participating in after-school, co-curricular activities.
* A student is allowed five absences during each semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in each teacher’s attendance records as well as on the school’s master attendance database (Chancery).
* Sponsors of extracurricular activities must ensure that lists of participating students reach the attendance office prior to departure for those activities, so that the correct absence code is entered for each student’s absence. Extracurricular absences will not appear on the student’s report card as absences.
* On the days a student serves an in-school suspension or out-of-school suspension, he or she may not participate in or attend any after-school activities, i.e., dances, sport practices, games, etc.

Please note: Student clubs and performing groups, such as the band, choir, drill, and athletic teams, may establish codes of conduct and 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 *HISD Code of Student Conduct* will apply in addition to any consequences specified by the organization.

**Student Offices and Elections**

The Student Council sponsors all student elections. Students who are interested in becoming class officers or hold special honors must satisfy the following requirements:

* Not less than an “S” in conduct for the current and the preceding semester.
* Passing grades in all classes with no less than a “C” average for the current and preceding semester.
* No “F’s,” “I’s,” or “P’s” in the preceding grading period.

Students who are interested and qualify should sign up in person during the appropriate filing period, which will be announced. Unless otherwise specified, each candidate must pay a nonrefundable filing fee.

**Gifts and Presents**

Gifts or presents such as balloons, flowers, stuffed animals, cakes, cupcakes and other gifts are not to be delivered or brought to school for students at any time. These are con­sidered nuisance items.

**Telephones**

* Public telephones are not available in the school. Students are to request permission to use the office telephones.
* Telephone time is limited to before school, at the teacher’s request and after school. These telephones are not to be used during class time for any reason unless authorized by the teacher, counselor, or floor administrator.
* Students are not allowed to use their cell phones to contact parents without teacher or administrative approval.

***What to do if…***

***…you are absent for one or two days***

If you are absent, do not wait for the teacher to come to you. You must take responsibility for your learning!

* Call a friend in your class to get the notes and find out what you missed so you will not be behind when you return. (It’s a good idea to have a few friends’ numbers written in your agenda.)
* Complete the assignments to the best of your ability.
* Call or email the teacher to request additional information (if necessary).

If you do not make up your work within the guidelines specified by Late Work Policy, you could earn a zero for the assignment. A zero on any assignment will cause a significant reduction in your final average.

***…you know you are going to miss the next day(s) of school***

* Communicate with the teacher at least a day or two before you are going to be out.
* Ask, “Can I pick up my missing assignments on \_\_\_\_\_\_\_\_\_ (insert date)?”
* Pick up the assignments on the appropriate date.
* Complete the assignments to the best of your ability and turn it to the teacher when you return to school.

***…you leave or lose something at school***

* Look in your classrooms
* Retrace your steps
* Go to the Main office to look in the lost and found

Taking care of your things is your responsibility. The more organized you are the less likely you are to lose things. If you have not mastered organization, keep your valuable items in a safe place at home.

***…you see something that shouldn’t be happening on campus***

* Immediately find an adult and report the incident. The safety of our school depends largely on you!

***We are looking forward to a wonderful and exciting school year at the New***

***Albert Thomas Middle School!***