

Kealing Middle School Parent-Student Handbook 2010-2011



1607 Pennsylvania Avenue Austin, Texas 78702
(512) 414-3214 Phone (512) 478-9133 Fax

Principal, Lynda Redler

Assistant Principal, Crystal Bernard

Assistant Principal, Robert Mendoza

**Comprehensive Academic Program
Director, Lynette Thomas**

Magnet Director, Mary Ramberg

WELCOME PARENTS AND STUDENTS

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 we enter our 80th year of existence, we hope that parents and students become actively involved in campus activities and traditions of excellence. Students at Kealing Middle School are expected to meet or exceed the academic and behavioral standards set for them. In order for all Hornet students to thrive academically and socially, we have designed a school learning community with very clear academic and behavioral expectations for the purpose of creating a safe, nurturing, and structured learning environment. We are pleased that you are a part of the Kealing Learning Community.

Lynda Redler, *Principal*

MASCOT: HORNET



**SCHOOL COLORS:
CRIMSON & CREAM**

KEALING COMPREHENSIVE ACADEMIC PROGRAM MISSION

The Kealing Comprehensive Program embraces socialized intelligence and nurtures self-sufficient, responsible, life-long learners. We provide a useful and meaningful education through varied programs and opportunities that honor diversity and deliver a challenging real-life, rigorous, relevant curriculum.

KEALING MAGNET PROGRAM MISSION

The Kealing Magnet Program provides students with a unique opportunity to engage in a rigorous and accelerated curriculum with innovative teaching that guides students to become critical and compassionate thinkers who contribute to society.

TELEPHONE DIRECTORY

Kealing Main Office	414-3214
Principal, Ms. Redler	414-2701
ASSISTANT PRINCIPALS	
Office Number:.....	414-6703
Ms. Bernard	414-2440
6 th Grade, A-I/ 7 th Grade	
Mr. Mendoza	414-2443
6 th Grade, J-Z/ 8 th Grade	
Comprehensive Director	
Ms. Thomas	841-6500
Magnet Director	
Ms. Ramberg.....	414-3180
COUNSELORS	
Ms. Alanis.....	414-2759
Comprehensive Program	
6 th Grade, A-I/ 7 th Grade.....	
Ms. Turner	414-2444
Comprehensive Program	
6 th Grade, J-Z/ 8 th Grade.....	
Ms. Clemmer.....	414-2442
Magnet	
Attendance Specialist	414-2409
Drop-out Specialist	414-6882
Registrar	414-2495
Parent Support Specialist	414-6700
Library	414-2717
Nurse	414-2430
AISD Central Office	414-1700
 AISD Transportation	414-0238
School Resource Officer	414-0849
Campus Crime Stoppers	499-8477

AGENDA BOOKS

An agenda book will be available for students to purchase for \$4 at the beginning of the year. Students can use them to write down their assignments for each class. Teachers can use them to communicate course assignments to parents, and parents can monitor their child's assignments on a daily basis.

ATTENDANCE

Regular attendance is a major contributor to student success. The Texas Compulsory Attendance Law requires children under the age of 18 to attend school, requires parents to make their children attend school, and establishes criminal penalties for failure to comply with the law. **Classes start at 7:30 a.m. every day and all students are expected to be in class ready to learn at that time.** Students with excessive unexcused absences (10 or more days or parts of days per semester) face formal truancy charges against them and their parents/guardians which could result in court fees and fines. Students are considered *absent* if they miss more than 50% of a class period and *tardy* if the student is late to class. When a teacher marks a student absent from a class, the AISD messenger system will automatically call the home to report the absence. If you receive a call and have any questions about it, contact Ms. Razo the attendance specialist. 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.

Documented absences (notes from doctors or parents) include personal illness, serious illness or death of a member of the immediate family, medical or dental appointments, subpoenaed or required to appear in court, and official school-related activities that have prior principal/administrative approval.

What to do when your child is absent:

Call 414-2409 or email the attendance specialist at arazo@austinisd.org by 10:00 a.m. the day of the absence and leave a message providing your child's first and last name and the reason for the absence.

Truancy

Students may be considered truant if they (1) are absent from school without the knowledge and consent of the parent/guardian; (2) leave school grounds during the day without permission; or (3) stay out of class without permission. The City of Austin has a daytime teen curfew. If your student is truant, he/she may be stopped by a police officer and issued a ticket, and/or a constable may visit your home. Any truancy results in consequences issued by school administration.

When your child returns to school after an absence, be sure to send a signed note explaining the absence.

The note becomes a permanent part of school records and must include the student's first and last name, grade, date(s) of absence, reason for missing school, parent/guardian signature, and daytime phone number. Your child should bring the note to the office before classes begin.

What to do when your child needs to leave early:

A student needing to leave school during the day must bring a signed, written excuse from the parent/guardian to the attendance clerk before the school day begins. The student will receive a pass to leave campus at the requested time. Students are not permitted to leave school grounds without a "permit to leave" from the main office. No permits to leave campus are issued without confirmation from the parent or guardian. If a student becomes ill at school, we can only release him/her with the approval of the parent or guardian.

If you make a doctor's appointment for your student after the start of the school day, please call the school as soon as possible and arrangements will be made for your student to come to the office at the requested time.

The parent/guardian must sign the student out in the main office.

When returning to campus, the student is asked to come to the office to sign in and to bring a doctor's note if a doctor's appointment was the reason for leaving school.

What to do when your child is late to school:

Students who arrive at school after 7:30 a.m. but before 7:45 a.m. should report directly to the first class that they have for the day. The teacher will mark them tardy at that time. Students arriving after 7:45 a.m. must report to the main office to obtain a tardy permit from the attendance clerk. Parents are required to send a signed note with the student explaining the reason for the tardiness.

BACKPACKS

Students should carry their school supplies to and from school/classes in their backpacks. Administrators will confiscate backpacks, binders, and apparel with graffiti or tagging. Parents may pick up confiscated items from the appropriate administrator. **NOTE:** an Administrator may search backpacks if there is a reasonable suspicion of inappropriate or illegal items being kept inside the backpack.

BALLOONS

Latex balloons are not allowed at Kealing Middle School for any reason at any time. Balloons will not be delivered to students during school hours.

BELL SCHEDULE

The school day begins at 7:30 a.m. and ends at 2:47 p.m. Kealing is on a rotating A and B day schedule.

REGULAR BELL SCHEDULE

A / B Day	Begin	End
1A/ 1B (with announcements)	7:30	9:10
2A/ 2B	9:14	10:50
3A/ 3B	10:54	1:07
A Lunch	10:54	11:24
B Lunch	11:28	11:59
C Lunch	12:03	12:33
D Lunch	12:37	1:07
4A/ 4B	1:11	2:47

ADVISORY BELL SCHEDULE MONDAYS AND TUESDAYS

A / B Day	Begin	End
Advisory (with announcements)	7:30	8:00
1A/ 1B	8:04	9:29
2A/ 2B	9:33	10:58
3A/ 3B	11:02	1:14
A Lunch	11:02	11:32
B Lunch	11:36	12:06
C Lunch	12:10	12:40
D Lunch	12:44	1:14
4A/ 4B	1:18	2:47

BULLYING

Students shall not engage in harassment motivated by race, color, religion, national origin, sexual orientation, gender, or disability and directed toward another student. A substantiated charge of harassment or bullying against a student shall result in disciplinary action. The term "bullying" includes aggressive behavior or intentionally doing harm that can be physical, verbal, or emotional, and is carried out repeatedly over time, occurring among students where the student who bullies has more power than the target. Students who believe they have been harassed or bullied by fellow students or District employees are encouraged to promptly report such incidents to the counseling staff, campus administration, crime stoppers (499-8477) or other campus professionals.

BUSES

School Buses

AISD (414-0238) 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 instructions 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 provide Kealing students a way to get home and depart from Kealing at 5:30 p.m. daily. 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.

The buses leave from the front of the school. Please reserve the front of the school for late bus parking from 4:30-6:00 p.m. There are not defined stops, but travel to "areas" in Austin, e.g. southwest, northwest, etc. The buses will try to stop close to each student's home. It is IMPORTANT that your student knows his/her home address and the middle school and high school closest to their house.

CAFETERIA

The cafeteria provides breakfast and lunch for all students and staff. Breakfast is served from 6:55 a.m. to 7:15 a.m., and students attend a 30-minute lunch period according to their schedule. Free and reduced lunch applications are sent home the first day of school and are available from the receptionist at any time during the school year.

Prices for the 2010-2011 school year		
ITEM	FULL PRICE	REDUCE PRICE
Breakfast	\$1.25	\$.30
Lunch (student)	\$2.25	\$.40
Milk		\$.65
Lunch (adult)	\$3.00	
<i>All food and drinks must be consumed in the cafeteria.</i>		

CARE OF THE BUILDING, FURNITURE & EQUIPMENT

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. Students marking on or damaging school equipment/property in any way will be required to clean the article and pay for the damage. **The law specifically provides that students and parents are responsible for damage to school property or materials loaned to the students.** Students are also expected to pick up all paper and litter from the classroom and hallway floors at the end of each class period.

CHANGE OF ADDRESS

In order to ensure each child's safety and well being at school, we need to know where the parent(s)/guardian(s) live and how to reach them. Students are requested to submit any change of address or telephone numbers to the office. To verify a change of address, a copy of a utility bill or lease must be submitted to the attendance clerk. **All parents should provide a telephone number where they may be reached during the school day.** If your telephone number changes during the school year, please notify the main office at 414-2409.

CHANGING CLASSES

There is a 4-minute interval between class periods. During this interval, large numbers of students are moving between rooms. Students are expected to walk at all times; keep their hands, feet, and objects to themselves; and walk on the right side of the hallway. Food and drinks are allowed in the cafeteria only—not in the hallways. Students must have a hall pass to be present in the hallway once class is underway.

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. Students may not leave campus during the day including the lunchtime. A parent/guardian may make a written request for a student to leave campus for appointments or family reasons. The parent or guardian must come to the main office to pick-up their child.

CLUBS, ORGANIZATIONS AND ACTIVITIES FOR STUDENTS

Students are encouraged to participate in school activities and should check with their teachers, counselors, or administrators for information about joining a club or organization.

COMMUNICATION

Visit our website, www.kealing.org, for updated school news and information.

The **Hornet Herald** is a weekly electronic newsletter that highlights school news, the calendar, and upcoming events. The Hornet Herald is sent to parents who join the Kealing listserv. **To join the Kealing listserv, send a blank email to the following address that applies to your child.**

Magnet students:

kealingmagent-subscribe@yahoogroups.com

Comprehensive students:

kealingcomp-subscribe@yahoogroups.com

You will receive a subscription confirmation message. Send a blank reply to this message, and your subscription will be complete.

COMPUTER USE

Students are granted access to the District's electronic communication system that includes the Internet. This access is considered a privilege, not a right. If students cause any damage to technology equipment or attain access to unauthorized information, willfully or through negligence, they may be subject to possible legal or AISD disciplinary action. As a result of damage, restitution may be recommended.

CONTACTING TEACHERS

Each teacher has a private telephone number with voicemail and an email account. Information about how to best contact the teacher will be provided at the beginning of the year. Teachers will check messages periodically. Your call will be returned at the earliest possible time. Students may use teacher classroom phones in emergency situations with teacher supervision. Voicemail is available 24 hours a day.

CORE COURSES

Core courses – required for all students – English, Math, Social Studies, and Science.

DANCES

Kealing PTA sponsors dances each year. Students must make transportation arrangements to leave campus at the end of the dance. Eligibility for attending the dance is at the discretion of the administrators. Dances will be held from 6:00 - 8:00p.m.

DISPLAYS OF AFFECTION

Inappropriate displays of affection are not acceptable on campus and/or school sponsored events off campus and are subject to disciplinary consequences.

DRESS CODE EXPECTATIONS

In order to maintain a safe and respectful learning environment at our campus, our students will attend school dressed in clothing that is appropriate to the school setting. The student's dress and grooming shall not disrupt, interfere with, disturb, or detract from school activities. The student's dress and grooming shall not create a health hazard to the student's safety or the safety of others.

GUIDELINES:

- Attire that promotes alcohol, drugs, violence, sexual images, and inappropriate language are prohibited.
- Gang identifying colors and items including, but not limited to colored laces, bandanas, and towels, are prohibited.
- Masks and/or drawings/paintings on the face are prohibited.
- Leggings/Stockings/Spandex must be worn under an appropriate length bottom, and may not be worn as bottoms themselves.
- All clothes must fit properly. Pants/shorts must be secured around waist/hips.
- Halter tops, bared midriffs, low cut necklines, strapless or backless tops, spaghetti straps, and sheer or see-through clothes are prohibited.
- Skirts or shorts that are short enough to be distracting are prohibited. Skirts and shorts should be approximately fingertip length or longer. All clothing items must meet length requirements regardless of layering effect.
- Undergarments, pajamas, house slippers, or other clothing not designed to be worn as an outer garment are prohibited.
- Hats, hoods, caps, sunglasses, or any other headwear that is distracting, as determined by an adult, may not be worn inside the building (except for religious requirements).
- **Any other attire that may be a distraction to the learning environment, as determined by an adult, is prohibited.**

Examples: pacifiers, animal ear headbands

DRUG AND ALCOHOL ABUSE

Any student who sells, distributes, possesses, uses or is under the influence of illegal drugs, narcotics, or alcohol on campus and/or school-sponsored events, shall be subject to:

- Removal from school, the bus or school event;
- Being reported to the appropriate law enforcement agency for possible legal action, and/or
- AISD disciplinary action.

EMERGENCY CARE INFORMATION

All telephone numbers and addresses of parents, relatives, or friends should be recorded and kept up to date so that a contact can be made as soon as possible in the event of an emergency. The school office will not release students to persons not listed on the emergency card or without proper picture identification (driver's license). Special permission for someone else to pick up your child during school hours must be sent in advance and must be in writing, dated, and signed.

FIRE DRILL PROCEDURES

During a fire drill or in the event of a real fire, students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in each classroom or student activity area, and these procedures are to be strictly followed. Each classroom teacher will review routes and evacuation procedures.

GRADING SYSTEM

Each teacher will send home copies of the grading policies with students during the first week of school. Grades are assigned based on the work the student submits during each six-weeks grading period. A grade of 70 or above is passing. 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. Parents and students are encouraged to monitor student progress online by using GradeSpeed on a regular basis. Contact the main office for GradeSpeed access information/PIN.

HONOR ROLL

Honor roll recognition is based on scholarship achievement only. Placement of secondary students on six-weeks honor rolls will be determined on the basis of their grade point average (GPA) for the respective grading period. If a student makes an "F" (failure), or NG (no grade) during the six-week period, the student is ineligible for the honor roll that six-weeks.

IDENTIFICATION BADGES

Every student will be provided with an identification badge at the beginning of the school year. Students are required to wear their ID Badges daily and to bring them to school events. A fee of \$2 will be charged for a replacement badge.

ILLNESS

If a student becomes sick at school, he/she must first report to his/her 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.**

IMMUNIZATIONS

All students must be immunized against certain diseases or must present a certificate or statement that for medical or religious reasons the students should not be immunized. Visit the district website for an updated list of the required immunizations. The school nurse (414-2430) can provide information on the required doses of these vaccines. Failure to provide proper immunization record will result in withdrawal from school until documentation is provided.

IN-SCHOOL SUSPENSION CENTER (ISSC)

The Kealing In-School Suspension Center (ISSC) is designed to isolate students who disrupt the educational environment on campus. While in ISSC, the students are expected to complete classroom work assignments. Lunch is a brown bag lunch prepared by the cafeteria staff. Supervised restroom breaks occur at scheduled times. The ISSC monitor will have incentives, which may include access to computers and hot lunches, to help maintain order in the center.

LIBRARY USE

The library is open to students each school day from 7:30 a.m. to 3:15p.m. The library is not open before school. During the school day, students must be accompanied by a teacher or have a pass to utilize the library. Students may check out a maximum of 2 books for a 2-week loan period; books may be renewed once for an additional 2 weeks. Library obligations must be taken care of before additional books may be checked out. If a student withdraws any time during the school year, he/she must return all library books before the necessary paperwork can be completed.

LOST AND FOUND

Lost books will be returned to the teachers' boxes when found. Lost binders, clothing, keys, jewelry, etc. will be kept in the main office. Items are kept only two weeks after the close of a semester. After that time, items are donated to charitable organizations.

MEDICINE AT SCHOOL

Medications, including over-the-counter medications such as Tylenol, Midol, Sudafed, etc., can only be taken with written consent from a parent. State Law prohibits school personnel from administering medication with permission granted over the phone. All medications must be stored in their original containers, kept in the nurse's office (with the exception of inhalers) and dispensed by a staff member only. Students with inhalers are required to notify the school nurse that they use them. The nurse will give medications provided by parents/guardian with a written request by the parent or guardian and in some cases the physician. The written request should include the student's

name, name of medication, the purpose of the dosage, an expiration date, when it should be taken and how. Students are not to carry medication or store it in their backpacks. A form must be completed by the parent/guardian to authorize school personnel to administer the medication. If your child is on daily medication, it is helpful to provide the nurse with your child's schedule in case he/she must be called.

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 culminating activities will count as a percentage of the grading period grade.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society is based upon demonstration of outstanding performance in five areas: scholarship, leadership, service, character, and citizenship. Each category is judged independently. To be eligible for membership, a student must have the grade point average established by the faculty council on all course work completed. In addition to this academic requirement, outstanding leadership, service, character and citizenship at school and in other activities are required. As campus leaders, members are expected to attend meetings, serve on committees, and volunteer their time to improve both community and school. Students in grades 7 and 8 are eligible for membership.

NURSE

The nurse or the Seton Health Assistant is available the majority of the school day for students with medical emergencies and problems arising during school hours. Always notify the nurse if your child has any major medical condition, such as asthma, epilepsy, severe food allergies, sickle cell anemia, etc. If a student needs to see the nurse, he/she must have permission from a teacher to go to the nurse. In the event that a nurse is not on campus, the office staff will oversee the health staff duties.

OFFICE HOURS

The main office will be open from 7:30 am to 4:30 p.m. each school day. If an emergency arises after hours, you may contact the district help line at 414-HELP. AISD police will respond to the matter, or the principal will be contacted.

PARENT TEACHER ASSOCIATION (PTA)

The Kealing Middle School Parent Teacher Association (PTA) is an organization of parents, teachers, and other school personnel. The following purposes are set out in the bylaws:

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

We encourage all Kealing parents and educators to join this organization and to attend their meetings.

PHYSICAL EDUCATION UNIFORMS

Cleanliness and hygiene are major health priorities for the District; therefore, AISD and Kealing Middle School require all students to change into appropriate attire for physical activity. Kealing Middle School PE students are required to purchase and wear a designated PE department t-shirt. The t-shirts are sold by the PE department at the beginning of each semester at a cost of \$5.00 per t-shirt. Black athletic shorts or warm-up pants and athletic shoes are required and must be provided by the student. All shorts and other clothing must meet the standard put forth in the Kealing dress code. Denim and khaki materials are prohibited.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or disturb others. Parents may submit a written request to the principal to excuse their child from reciting a pledge or observing a moment of silence.

PRINCIPAL'S COFFEE & STUDENT OF THE MONTH

Each month, Kealing recognizes outstanding students during a Student of the Month reception held at 7:30am in the library. Principal's Coffees will be held immediately after the reception at 8:00. Parents are invited to meet with the principal in a small group setting to discuss campus highlights, forthcoming events, concerns, and goals for the school. The student of the month receptions and coffees will be held in the library on the following dates:

Oct. 7	Nov. 4	Dec. 2
Feb. 3	Mar. 3	Apr. 4
May 5		

PROGRESS REPORTS

Progress reports are mailed to parents at the end of the third week of each grading period. The reports arrive the fourth week of the six weeks. Thus, students need to respond immediately to the areas needing improvement while there is still time for them to improve their grades. Teachers provide tutorials a minimum of one time per week. If your child is having difficulty understanding and completing assignments, please encourage him/her to ask the teacher for help.

REPORT CARDS

Report cards are mailed to the student's home address each 6 weeks of the academic school year and include numerical average for each course. Report cards should arrive five to seven days after the end of the six weeks grading period. 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). If a student receives a failing six weeks grade (a grade less than 70) in any course, the parent/guardian should schedule a conference with the student's teacher.

PROMOTION TO NEXT GRADE LEVEL

Students shall be promoted to the next grade level **IF:**

- 1) They pass 3 out of 4 of their academic core classes
- AND**
- 2) They have an overall average of a 70 in all classes.

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

Eighth graders must pass TAKS Reading and Math tests to be promoted to the ninth grade.

RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters AISD until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access if the school is given a copy of the court order terminating these rights. It is important that the school has accurate records for all students at all times.

SCHEDULE CHANGES

Request for schedule changes can only be made during the designated schedule change window at the beginning of each semester. Students are required to complete a "Schedule Change" request form in the comprehensive office or magnet office. Student, parent, and teacher signatures are required on the form before changes can be made. Due to class size limitations, schedule changes may not be possible. Students must follow their original schedule until they receive a new schedule. Schedule changes are permitted for electives only.

SCHOOL CLOSING INFORMATION

In the event of inclement weather, school-closing information will be provided to all Austin area television stations including Time Warner Cable Ch. 22 (AISD-TV). Information will also be available on the website at www.austinisd.org and at the main telephone 414-1700.

SCHOOL RESOURCE OFFICER

Kealing's School Resource Officer (SRO) is an AISD police department officer who patrols the campus to promote safety and to provide security for our faculty and students. All AISD officers are certified Texas officers, not security guards, and they have the authority to make arrests or issue citations on or off AISD campuses.

SEXUAL HARASSMENT (PHYSICAL, VERBAL, AND NONVERBAL)

Kealing Middle School believes all students should receive an education in an environment free from harassment. Sexual harassment is a form of discrimination based on sex. It includes a variety of behaviors, but is generally defined as abusive, unwanted, or unwelcome conduct of sexual nature, either verbal or physical. We are committed to creating a safe, healthy learning environment for all students that encourages respect, dignity, and equality among students. Sexual harassment will not be tolerated at school or school related activities. Report any instances of abuse to school personnel or call Crime Stoppers (499-8477).

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 the following dates for testing.

2011 TAKS TESTING SCHEDULE

March 1st	7 th Grade Writing
April 4 th	8 th Grade Math
April 5 th	8 th Grade Reading
April 26 th	6 th Grade Math, 7 th Grade Math
April 27 th	6 th Grade Reading, 7 th Grade Reading
April 28 th	8 th Grade Science
April 29 th	8 th Grade Social Studies

*There will be retakes offered to 8th grade students in April, May, and June.

Eighth graders must pass the TAKS Reading and Math tests, in addition to passing 3 of 4 core classes, to be promoted to the ninth grade. They have three opportunities to pass the tests. If an eighth grader does not pass the TAKS Reading and Math tests on the third attempt, a Grade Placement Committee will make the determination for grade placement of the student.

STUDY TRIPS

Students take study trips throughout the year. At times, students may be asked to pay a fee for the expense of the field trips. No child will be excluded from participating in a study trip due to inability to pay a fee. Students are not permitted to go on a trip without written parent permission.

TELEPHONES - STUDENTS

Students should use a school telephone in case of emergency and with the permission of a teacher/ office staff member.

Cell Phones & Electronic Devices: The District allows middle school students to possess cell phones and electronic devices on school property; however, these devices must be turned off during the school day (7:30 a.m. to 2:47 p.m.) and must be kept out of sight. Middle school students may keep the devices in a backpack, purse, or pocket. The use of electronic devices and cell phones at after-hour school related activities and on school buses after-school is permissible.

CAUTION: Student possession of telecommunication and electronic devices is a privilege and subject to cancellation due to misbehavior. The District is not responsible for cell phone and electronic devices that are stolen, lost, or damaged.

Penalties: When a middle school student violates this policy, the cell phone or electronic device shall be confiscated and kept in the office for 2 days. A \$15 fee will be charged at the end of the two days to collect the device. Repeated violations regarding the use of electronic devices and cell phones shall result in revocation of the student's privilege of possession of electronic devices or cell phone on school property.

Confiscation Notice and Disposal: Parents shall be notified within two school days after the cell phone or electronic device is confiscated. Parents will be asked to pick up the cell phone or electronic devices in the Main Office for a fee of \$15.

TEXTBOOKS

Textbooks are issued to students for use while they are enrolled at Kealing. State law requires that textbooks be covered at all times. All books must have the student's and issuing teacher's name inside the front cover of the book. Writing, tagging, or drawing in the textbook is unacceptable and will result in fines and/or replacement fees. Lost textbooks must be paid for immediately. 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. Money for textbooks is accepted in the main office. Any student withdrawing during the year must return all textbooks before the necessary paperwork will be completed.

VISITORS

For the safety of the children, all visitors to the school must enter the school through the main entrance of the building and report to the main office. **All visitors must provide a Drivers License / Picture ID that will be verified through the districts safety check system.** Once verified, an office staff member will provide a Visitor Pass that must be worn for the duration of their visit. Visitors must sign out in the main office prior to departure. Texas law prohibits unauthorized visitors in or around public schools. Persons without the pass will be stopped and questioned by school personnel. The campus is closed to all student visitors unless approved by an administrator and accompanied by an adult.

Parents may observe in classrooms only when pre-scheduled and approved by the Principal. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Parent conferences must also be pre-scheduled. Additionally, parents are never allowed access to a child other than their own at school.

WITHDRAWAL FROM SCHOOL

When it is necessary to withdraw a child from school, please contact the school at least **two** days before the date of withdrawal. Before a student can be cleared to withdraw, he/she will need to return all textbooks and library books. Books that are lost, damaged or destroyed must be paid for before the withdrawal card is released.

KEALING STUDENT BEHAVIOR EXPECTATIONS

Respect Self

Respect Others

Respect Property

ARRIVAL PROCEDURES

Goal: Students will arrive to school and class on time.

Student Expectations:

1. Students will remain in their morning areas until directed to leave by an adult.
2. Students will eat all breakfast items in the cafeteria and clean-up their area.
3. Students will walk directly to class when released from their morning areas.
4. Students who arrive to Kealing between 7:30 and 7:45a.m. will report directly to their 1st period class, enter the class quietly and respectfully, and give their teacher any notes their parents may have written concerning the tardy.
5. Students who arrive to Kealing after 7:45a.m. will report to the main office to receive a tardy slip.
6. Students will enter through the door closest to the cafeteria if arriving before 7:00 a.m.

HALLWAY PROCEDURES

Goal: When on campus, everyone will walk in a safe and orderly manner with courtesy and respect.

Student Expectations:

1. Students will walk with purpose on the right-hand side of hallways.
2. Students will keep hands, feet and objects to themselves.
3. Students will use proper voice level and language.
4. Students will take care of their personal needs between classes quickly in order to arrive at their class on time.
5. Students will have a hall pass that has teacher name, date, time, and destination if they are in the hall during class time or after 2:55pm.

RESTROOM PROCEDURES

Goal: Students will use restroom facility responsibly and appropriately.

Student Expectations:

1. During class, students may use the restroom when permitted by the teacher.
2. Students must clip the restroom ID pass above their waist.
3. Students will go to the restroom that is closest to their classroom.

CAFETERIA PROCEDURES

Goal: The food line and cafeteria will be a safe and clean environment where people interact with courtesy and respect.

Student Expectations:

1. Students will walk (not run) to, from, and in the cafeteria in an orderly fashion.
2. Students will stand and wait in line keeping hands, feet, and objects to themselves.
3. Students will treat everyone with respect.
4. Students will use proper voice level and language and will only speak to nearby students.
5. Students will not leave cafeteria with food or drinks.
6. Students will clean up their area as they finish their food.
7. Students will remain seated while in the cafeteria.
8. Students will wait to be dismissed from their tables.
9. Students will leave the cafeteria in an orderly fashion.

DEPARTURE/AFTER-SCHOOL PROCEDURES

Goal: Students will depart from school in a safe and appropriate manner.

Student Expectations:

1. Students who are not staying after-school will exit the building in an orderly fashion at 2:47p.m.
2. Students may not re-enter building after leaving the building.
3. Students will NOT loiter on campus grounds or surrounding areas after-school.

Students will report directly to their after-school activities and must be with a teacher or staff member until a parent arrives or the student boards a late bus.



2010-2011 School Calendar

Six & Nine-Week Reporting Periods

August 2010

- 9-13 New Teacher Orientation
- 16-18 Staff Development
- 19-20 Planning & Prep
- 23 First Day of Classes

September 2010

- 6 Student & Staff Holiday - Labor Day

October 2010

- 18 Student Holiday - Elem. Parent Conference; Secondary Staff Development

November 2010

- 8 Student Holiday - Staff Development
- 24-26 Thanksgiving Holiday

December 2010

- 17 Student Holiday - Planning & Prep
- 20 Winter Break Begins

January 2011

- 3 Student Holiday - Staff Development
- 4 Classes Resume
- 17 Student & Staff Holiday
Martin Luther King, Jr., Day

February 2011

- 18 Student Holiday - Staff Development
- 21 Student Holiday - Elem. Parent Conference; Secondary Staff Development

March 2011

- 14-18 Spring Break
- 21 Classes Resume

April 2011

- 22 Student & Staff Holiday; 2nd Bad Weather
Makeup Day for Staff Who Normally Work
Beyond June 2

May 2011

- 30 Holiday - Memorial Day; 1st Bad Weather
Makeup Day for Students and Staff

June 2011

- 1 Last Day of Classes
- 2 Planning & Prep; 2nd Bad Weather Make-up
Day for Students
- 3 2nd Bad Weather Make-up Day for Staff Who
Normally Stop Working on June 2

Legend	
 Student/Staff Holiday	 Planning & Prep/ Student Holiday
 Staff Development/ Student Holiday	 First/Last Day of Classes
 Student Holiday - Elem. Parent Conference; Secondary Staff Development	 + Bad Weather Make-up Day
 New Teacher Orientation	 } 9-Weeks
	 6-Weeks

Austin Independent School District
1111 W. Sixth St., Austin TX 78703
512-414-1700 www.austinsisd.org

Approved by the AISD Board of Trustees 11/23/09

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July 2010

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November 2010

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April 2011

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May 2011

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June 2011

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For more information about important District dates and events, and religious holidays which may affect student attendance, please check our website www.austinsisd.org