

Academy Middle School Bumblebee Basics



Academy Middle School

Dear Parents:

Welcome to the 2022-2023 school year. This handbook excerpt is to support you in knowing logistics for arrival, dismissal, and more. Reading this document does not take the place of reading the entire Academy ISD student handbook.

Our goal is to partner with you in providing a well-rounded education for your child. We believe that clear communication is key to parent-teacher teamwork. Our doors are always open to support you and your child anyway possible. Please reach out to us through email or telephone at any time.

Sincerely,
Academy Middle School Leadership Team

Contact Numbers



Front Office	254-982-4620
Fax	254-982-4776
Cafeteria	254-982-4736
District Administration	254-982-4304

School Hours

Breakfast..... 7:25 to 7:50

Classes Begin 7:55

Dismissal 3:45

Academy Middle School is a 6th- 8th-grade campus. We have approximately 450 students and a staff of about 50. Our campus offers a number of programs to meet the special and individual needs of each child at our school. We have a supportive staff that provides a safe, secure, learning environment for your child.

We want parents and guardians to feel free to visit our school and to talk with us at any time. Please call or come by the school. Conferences with classroom teachers will need to be scheduled during their allotted conference time. All visitors are required to check in the office with a proper ID to receive a visitor's badge. This is for the safety of the most important people in the world – our students; therefore, we ask for your cooperation. We look forward to getting to know you better.

The school day begins at 7:55. We open the campus doors at 7:25. Staff goes on duty at 7:20 to closely supervise students so that we can keep them as safe as possible. Please do not allow your children to come to school before 7:25. If they walk, they should arrive at school no earlier than 7:25. Please cooperate with this effort.

School breakfast is served from 7:25 until 7:50. When students arrive they are expected to go to breakfast or their classroom. Academy Middle School is committed to educational excellence and instruction begins promptly at 7:55. Students not in their classrooms at that time are considered tardy and must be signed in by an adult at the front office. Please help children be on time for school.

School is dismissed at 3:45.

Address, Telephone Number Change, and Student Registration Card

Address & Telephone Number: State law indicates that parents/guardians furnish the school with a current address and current telephone number. It is very important to inform the school when information on the Student Registration card changes, such as phone numbers (home, cell, work, and emergency contacts, babysitter, etc.) and who is allowed to take your child from school. If your child's home address and/or telephone number change during the year, please inform the school office immediately. Most importantly, parents or guardians must come into the office in person, with a valid ID, in order to add or delete names and make changes including telephone numbers on the student registration card. We will not release your child to anyone whose name is not on the student registration card. Please inform those people you have designated to pick up your child that they will be required to show a picture ID. Should the courts be involved in limiting who may pick up your child, a court order will need to be on file in the office.

Animals

For student safety, please do not bring pets to school when picking up and/or dropping off your child.

Attendance

Your child needs to be in attendance every day via your school of choice. If your child is unable to attend school, please call the school office at 254-982-4620 and email the school at kristi.smith@academyisd.net or send a note with your child upon return. All absences are recorded as unexcused until a written note is received. The excuse note is due within five school days of the absence. If not received, the absence remains unexcused. If your child is withdrawn during the day (illness, medical appointments, etc.), a note is required. Students with medical appointments will not be counted absent, if they are in attendance any part of the day and bring a written note signed by the doctor and have completed their classwork or assignment for the day.

NOTE: According to the state Compulsory Attendance law, a student must be in attendance at least 75% of the school year to earn a promotion. Should a student not meet the 75% rule, the parents will be contacted by the Campus Attendance Officer. Persistent absences can result in a court hearing as well as retention.

Awards

Awards assemblies are held in May. AMS recognizes A Honor Roll, A-B Honor Roll, and Perfect Attendance (semester and year). Only children who have been enrolled in AISD from the first day of school and in attendance daily will receive Perfect Attendance recognition for the year. Time out of school due to tardiness or leaving school early will be accumulated by the semester. Three tardies will count as a day's absence for the purpose of awards for perfect attendance.

Bad Weather Days

Parents, students, and staff members are asked to tune in to radio and television broadcasts for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools. In the event that schools must be closed, the decision will be made by the AISD superintendent and the information will be disseminated as soon as it becomes available. We recommend that parents sign up for the Academy Middle School Remind account so you may be up to date with safety information.

Before School

AMS has a morning duty schedule for its staff to ensure that children are well supervised once they come to school. However, our staff does not come on duty to supervise students until 7:25. Students are not to arrive on campus before 7:25. No staff member will be able to supervise your child before this time. Students habitually on campus before 7:25 a.m. will be documented as such by the district's Student Resource Officer.

Those who want to eat breakfast in our cafeteria will be served from 7:25 to 7:50. The breakfast line closes at 7:45.

Bicycles

Bicycles are to be parked in the racks provided at the front or back of the school. All bikes should be locked when not in use. Bicycles are not to be ridden or touched except by owners. Bikes should be walked (not ridden) across school grounds. This includes parking areas and sidewalks.

Buses

Riding the bus is a privilege that the Academy Independent School District allows its students. Students are expected to behave properly on the bus. Our first concern is the safety of your children. Students who misbehave on the bus will receive a bus referral and visit with the Assistant Principal. Consequences are listed in the Student Code of Conduct and range from lunch detention to bus suspension. Students who consistently abuse this privilege may be suspended from riding the bus for the remainder of the year.



If your children would normally ride the bus and you wish them to be picked up by you or someone else, please write a note to the classroom teacher (or call the office before 2:45) informing them of the change. **UNLESS A STUDENT HAS A NOTE FROM PARENTS OR A PHONE CALL HAS BEEN RECEIVED, HE/SHE WILL RIDE THE BUS AS USUAL.**

REASONABLE STANDARDS FOR BUS BEHAVIOR

Violations of bus rules may result in a suspension from the bus for a period of time deemed necessary by school administration. The Student Code of Conduct may be applicable to bus related disciplinary situations. If your student is having a problem on the bus, he/she should let the bus driver know at the first safe opportunity (when the bus is stopped). If that does not correct the situation, have them contact their principal or email the principal.

1. Remain seated facing the front and keep all limbs within the school bus seat compartment until the bus comes to a complete stop and the driver opens the door.
2. Actions that distract the driver and create an unsafe environment for other students are prohibited on school transportation.
3. Be courteous and respect the rights and property of others.
4. No profanity, lewd talk, obscene gestures, racial or sexual slurs is permitted.
5. No pushing, shoving, hitting or fighting. Putting your hands on others is the quickest way to get in trouble. Bullying (physical or verbal) WILL NOT be tolerated on AISD transportation.
6. Students are expected to throw away trash.

7. The driver is the authority on the bus and may assign seats as he or she deems necessary.
8. ANY vandalism/destruction of the bus (not limited to writing on, cutting, or tearing of seats, etc.) will result in suspension from the bus AND COST OF REPLACEMENT PARTS.
9. Students riding a bus with seat belts are required by state law to wear the seat belt.

For any transportation questions/concerns, please contact Mr. Nolen, Director of Transportation at 254-982-4304.

Cafeteria Behavior Expectations

While in the cafeteria, students are expected to:

Follow directions the first time given.

Keep hands, feet, mouth, and objects to themselves.

Remain quiet when in the serving line.

Dispose of trash in a quiet, orderly manner.

Remain in the cafeteria at all times unless given permission by a staff member.

Checking Students Out During the Day

Parents are discouraged from regularly signing out their student(s) between lunch and 3:00 in order to miss dismissal traffic. Students who are routinely checked out early from school are denied an educational opportunity and it could adversely affect their learning experience.

Students are not permitted to leave school grounds unless they have been properly signed out through the office.

If parents desire to check students out of school during the day, they should follow the procedures listed below:

1. Come to the Lobby. Teachers are not allowed to release students to anyone.
2. Be prepared to show a valid driver's license or military ID. Office staff will not release students to anyone not listed on the student's information card. Please do not send anyone to school to pick up your child who is not on the Student Registration Card.
3. Wait in the Lobby until your child joins you.

Child Abuse

The reporting of suspected child abuse is a state law that teachers, administrators, and staff must observe. Our school is most interested in the health and safety of our children and will abide by the state law.

CLINIC/MEDICAL ISSUES

Please keep the office, clinic, and teacher informed of any address or telephone number changes by coming in to update the Student Registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.

● Fever – Fever is defined as a temperature equal to or greater than 100°F. AISD policy states that a child cannot remain at school with a temperature equal to or greater than 100°F. Students cannot return to school until they are fever free for 24 hours without the assistance of fever reducing medicine such as Motrin or Tylenol.

Clinic Visits – Students needing to be seen in the clinic will require a clinic pass. The teacher/staff will annotate the chief complaint, or reason for sending the student to the clinic. The clinic will document all the care that your child receives and a copy of the clinic pass will be sent home. Parents will receive a call from the nurse only if the student needs the parent's immediate attention.

- Medication – All medications must be administered by a clinic staff member and can only be given with a physician's order on file and proper pharmacy label on the medication. Students are not permitted to carry any prescription medications or over the counter medications on their person, including cough drops, medicated creams, eye drops, etc. Teachers are not allowed to give any medications to students. For the complete AISD medication policy, see the district website under AISD Health Services.

- Head Lice - An itchy scalp is often a symptom that lice are present but not always an early sign. Common sites to find lice or nits (tiny lice eggs) are behind the ears, the crown of the head, and the nape of the neck. Head lice are spread most commonly by direct head-to-head contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen. Please see more information on head lice on our AISD website (www.academyisd.net) under Health Services.

- Immunizations – If your child receives immunizations throughout the school year, please bring written documentation that immunization was given. Students cannot attend school until immunizations are up-to-date. **Students entering 7th grade are required to have one dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine for individuals who have not already received those vaccines.**

Dropping Off Students

Student drop off should only take place in the front drop off loop, unless you are dropping off for athletics prior to 7:25 A.M.

Email

All students are given an email address to communicate through google classroom as well as through email with their teachers. Students will also use their email address to check their grades on the parent portal. Students will be expected to follow the acceptable use policy as outlined in the student handbook.

Grading Guidelines

The school year is divided into two semesters of three six-weeks each. Final exams are held at the end of the year and are based on attendance.

Six-week grades shall be based on a minimum of 8 grades. Grades will consist of minor grades and no less than 2 major grades. A description of minor and major are listed below.

Examples of **minor grades** may include, but are not limited to, the following: homework, weekly notebook checks, quizzes, spelling tests, warm-ups, worksheets, vocabulary, short essays, presentations, cooperative learning group work, mini-assessments, etc.

Examples of **major grades** may include, but are not limited to, the following: projects, major papers, major tests, presentations, labs, unit tests, unit projects, 6 week tests, notebooks, etc.

In grades 6-8, 60% of the grades will be considered minor grades and 40% will be major grades.

Second Semester exams are required in the foundation areas and shall count 10% of the term grade. Students in grades 6-8 may earn an exemption from final exams in up to three subjects.

Grading System:	A 90-100	C 70-79
	B 80-89	F Below 70

- **Assignment Redo Policy**

- o Only students who score below a 70 on an assignment may redo the assignment after completing reteach. This redo must be completed within 5 school days of the posting of the grade in the electronic gradebook.
- o Only 1 retake per assignment failed.
- o The teacher shall take the higher of the 2 assignment grades with a 70 being the highest possible score.
- o The assignment redo policy only pertains to assignments that are turned in on time.
- o Students shall be permitted a reasonable opportunity to redo an assignment for which the student received a failing grade. It is the students' responsibility to coordinate with the teacher about redoing an assignment.
- o The redo assignment may be an alternate assignment, but will cover the same content/TEKS.
- o Semester exams may not be retested.
- o It is strongly encouraged for the student to attend tutorials in the class where an assignment/test retake has to be taken.

- **Exam Exemption Policy**

o The exam exemption policy is a privilege afforded to students who have attended school on a regular basis, have no discipline issues (ISS/DAEP), and maintained a good average. Achievement is the desired outcome of increased attendance and, as such, is linked to attendance in the qualification for exemptions. The intent of the exemption policy for semester exams is to provide positive reinforcement to students for attending school more than the minimum days per semester currently mandated by state law. The minimum grade and attendance criteria combinations that qualify for exemptions, computed individually for each course) are:

- § Grade 95-100 – Maximum of 3 absences
- § Grade 90-94 – Maximum of 2 absences
- § Grade 85-89 – Maximum of 1 absence
- § Grade of 80-84 – Maximum of 0 absences
- § Grade of 79 and Below – No Exemptions

- o Students are exempt from exams only. Students are not exempt from required attendance on the day of exams. Attendance will be taken on each day of exams.
- o 3 tardies for any one class will count as 1 absence for perfect attendance.
- o o Students who have attended DAEP any time during the school year are not eligible for an exemption.

Makeup Work

Absent

- A student that is absent has the number of days absent to make up work.
Example: The student is absent 3 days due to illness. The student has 3 days to make up missed work.

Extra-Curricular Absent

- Students can seek support from missed class during morning tutoring as well as excel the following day. All work is due the next class meeting for full credit.

Homework/Unfinished Classwork

- Homework and classwork are considered late when it is not turned in at the time and place designated by the teacher. Students can receive up to 70 if the work is turned in during the next class meeting and a 50 if turned in two class meetings after the due date. All work submitted beyond the second class meeting is not required to receive credit from the teacher.

Honor Roll:

All-A Honor Roll-The student must make 90% or better in all classes.

A-B Honor Roll-The student must make no grade lower than 80% and have at least one grade of at least 90%.

Google Classroom

Students will be expected to use google classroom to turn in a variety of assignments. If students are unsure how to use google classroom they will be taught how to view and submit assignments. Parents can also view google assignments by emailing the classroom teacher and ask to be added as a parent.

Lunch

All guidelines below -Due to limited seating, AMS is not able to accommodate parents eating lunch with their children in the cafeteria.

- Deliveries to Students- No commercial deliveries of food will be made to any campus. No deliveries of any nature will be made to any classroom. All approved commercial deliveries must be made to the office. Parent deliveries of any nature should be cleared through the office.

Early Release Days

Several days during the year are designated as early release days. Buses will run at these early times. Please make appropriate arrangements for your child. Refer to your school calendar and the school marquee for specific dates.

Field Trips

Parents who wish to chaperone a field trip must first see the Busy Bees to fill out a background check form and be cleared in their background check. Only staff and students may ride an AISD bus to or from the field trip. Those parents acting as an approved chaperone will need to provide their own transportation and may not bring other children on the field trip. Students who ride the bus to the field trip MUST return on the bus with their class; no students will be allowed to leave with a parent from the field trip site.

Items Not Allowed

Animals of any type, toys, hand-held electronics, and trading cards of any kind should not be brought to school. Knives and guns (or look-alikes) are strictly prohibited. Students may not display, turn on, or use a cell telephone on school property during the day. Violators are subject to having the items confiscated as well as disciplinary action. Students will be allowed to pick up their cell phone at the end of the day on their first offense. Any subsequent offense will require the phone to be picked up by a parent. Refer to the District Student Code of Conduct.

Lost and Found Articles

Students lose many articles each year. Please help us with this by labeling your student's sweaters, coats, lunchboxes, bookbags, etc. If a student loses anything, he or she should check the lost and found area. Clothing, lunch boxes, and other similar items are placed there. Valuable items such as watches, eyeglasses, etc. are kept in the office. All unclaimed items are donated multiple times throughout the school year.

Network Use

AISD offers Internet Access for students. An Acceptable Use Policy is included in the Student Code of Conduct. A parent signature is required before students are allowed access.

Parent Communication

AMS staff communicates through Remind, email, and through parent phone calls. Please feel free to reach out between the hours of 7:20 a.m.- 4:00 p.m. Our goal is to respond within 24 hours of your email.

Remind Codes

AMS- @amsstud

6th Grade- @ams6bees

7th Grade-@amsbee7th

8th Grade- @amsbee8

Parent Portal

Parent portal is used to view student progress reports, report cards, absences, update information, and enroll your child each school year. The email used for the parent portal must be the same email given to the school during registration. The email is what connects our systems. If you need support with your parent portal account please contact the school at 254-982-4620 and ask to speak to the PEIMS specialist.

Parent/Teacher Conferences

Please contact the office or your classroom teacher to schedule an appointment to meet with an administrator or a teacher. All visitors are required to report to the office upon entering the building to sign in. All visitors will be screened using the District's Raptor system and will then receive a visitor's badge. Visitors are reminded that the staff at Academy Elementary is diligent in maintaining a safe learning environment. After checking in with a valid photo ID, visitors will be escorted to their destination by an AES staff member. Should a situation arise in which the learning environment or level of safety is violated, the visitor will be asked to leave.

Parking

There is parking located in the front of the school. Please do not park in the crosswalk area and leave your car running while you enter the school.

Parties

Winter and end-of-year parties may be held. If food is brought to one of these parties, it must be store bought and in the original packaging. Parents are invited to assist the teachers with parties. PARTIES FOR BIRTHDAYS, FAREWELLS, ETC., ARE NOT PERMITTED. Students cannot carry balloons or flowers into the classroom during the school day. Parents may bring cupcakes or treats for a student's birthday. Please notify the teacher so they can ensure there is enough for each child and there are no food allergies in the classroom. All treats MUST be store-bought and delivered to the office by 2:00pm. The office will deliver these items to the classroom to enjoy as to not disturb any instructional time.

Physical Education

If your child is unable to participate in P.E. due to a medical condition, a note to the P.E. teacher will suffice if the illness is no longer than three days. For more than three days, a doctor's note is required. Tennis and athletic shoes are required for full participation in P.E.

Picking up Students After School

The safety of our students is of the utmost importance. Please make sure you have filled out information regarding the way your student will go home. No changes can be made over the phone for student dismissal. A parent or guardian listed in our system under registration is the only person who will be allowed to make these changes. Changes may be made in person or a written note can be sent to the child's classroom teacher the morning of the change. Students

will be released only to adults listed as a contact in our system. A valid picture ID is required at all times to pick up students.

Progress Reports/Report Cards

Progress Reports are sent out according to the District calendar each 6 week grading period to show the progress your child is making in mastering the Texas Essential Knowledge and Skills (TEKS). Report cards are available electronically through the parent portal. If you are in need of a printed report card please reach out to our PEIMS specialist at 254-982-4620.

Promotion/Retention Policy

A Grade Review committee will meet toward the end of the school year to determine the promotion/retention status of each student according to state and district policy. Parents will be notified of academic concerns throughout the year. The committee will be comprised of teachers, administrators, and support staff.

Signing Students Out of School

A valid photo ID is required for all student early sign-outs. Only those persons identified on the student’s information cards will be permitted to sign for release of the students. Valid picture IDs will be required. If accumulated early pick-ups (and tardies) exceed three occurrences per 9-week grading period, the student will not be eligible for a perfect attendance award (unless doctor’s notes are provided).

Student Conduct and Discipline

Student conduct and discipline are governed by the school board and campus policies in the interest of providing a safe school environment that is conducive to learning. Refer to the District’s Student Code of Conduct. Every child enrolled is expected to abide by the school rules. Appropriate action will be taken when there are violations. Please visit the Academy ISD website (www.academyisd.net), then select the Student Code of Conduct link. During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until the administration can conclude his/her investigation.

Student Procedures

Routine	Specific Procedures
Arrival	<ul style="list-style-type: none">● Arrival begins at 7:25. Students report to the cafeteria and table and pick up breakfast.● Students remain in the cafeteria until the bell rings.● No breakfast or drink outside of the cafeteria, unless the student is attending 6th-grade morning tutoring.● At the 7:50 bell, students will report to their 1st-period class.● Phones/Electronics must be turned off and put away at this time.● Stay off the stage. <p><u>Student Expectations:</u></p>

	<p>Safe: Keep hands, feet, objects to yourself. No horseplay. Stay in your seat. Respectful: Enter and exit quietly. Clean up after yourself. Responsible: Go to an open table, Actively listen, Sit facing forward.</p>
Dismissal	<p>Bus Riders: Go to the cafeteria. Sit at designated tables and stay seated. Voice level 2. Actively listen for your bus to be called (no headphones). Only bus riders in the cafeteria.</p> <p>Car Riders: All car pick up will be at the front. Do not park in the third lane. Watch for other cars.</p> <p>Walkers: Stay on the sidewalk. Use crosswalk. Watch for cars.</p> <p><u>Student Expectations:</u> Safe: Watch for Cars. Use crosswalk. Respectful: Actively listen. Responsible: Go to the departure area immediately.</p>
Cafeteria	<p>Students:</p> <ul style="list-style-type: none"> ● Students enter the cafeteria and go to the lunch line or table if they brought their lunch. ● Students use voice level 2. ● Students will keep objects, hands, and feet to themselves. ● Stay in a seat. ● Raise hand for assistance. ● Clean up after yourself. ● Be respectful of others during lunch. ● Students are only able to eat their own food and may not share. ● All food and drink must stay in the cafeteria. <p><u>Student Expectations</u> Safe: Keep Hands, Feet, Food to self Respectful: Keep Voice Level at a level 2 Responsible: Throw away trash and put away the tray.</p>
Hallway Transitions	<p>Students:</p> <ul style="list-style-type: none"> ● Will walk on the right side of the hallway. ● No running or horseplay/dunking/banging on walls. ● Voice Level 2. ● Students must have a pass to travel during class. ● No PDA. ● Students must leave cell phones with the teacher when they leave the classroom during class. ● Students may not leave/enter the classroom without a pass. <p><u>Student Expectations</u></p>

	Safe: Walk at all times Respectful: Keep Voice Level at a level 2 Responsible: Walk Straight to class.
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Student Supervision Before/After School

Student supervision begins at 7:25. Please do not drop students off before this time. When school is dismissed, children are expected to leave the campus immediately. Please be prompt in picking up your child. Students remaining on campus after dismissal will be subject to consequences. Students are not permitted to wait on other students participating in after-school activities. The school office closes at 4 p.m. At that time, any remaining students are subject to referral to other agencies, such as Child Protective Services or Bell County Sheriff's Department. There is no after school supervision on the school grounds.

Tardiness

7:55 a.m. is the time school is scheduled to begin. Students who are tardy must be signed in by an adult in the front office. Parents will be notified upon the 3rd through the 10th tardy of each grading period. Students who are present to school, but tardy to class will receive lunch detention after 3 tardies within a six week period. If tardies continue students will receive additional consequences.

Tutoring

6th Grade- Before school and/or Excel

7th Grade- Before school and/or Excel

8th Grade- Before school and/or Excel

After school tutoring may be provided by appointment.

Use of the Telephone by Students

Students are discouraged from making calls unless it is an emergency. If a student does need to make a call, they will be permitted to use the phone in the office.

Visitors

- All visitors to our school must report to the office upon entering the building. A visitor must present a current driver's license or identification card; it will be scanned, using the Raptor system, by the district's visitor identification system, and further access will be granted or denied based on the results of the scan.
- If further access is granted, the visitor will be issued an adhesive identification badge, which must be worn at all times on the campus.
- All visitors must return the adhesive badge and check out in the office prior to leaving the building. Principals have the discretion to require the driver's license or identification card to remain in the office until the visitor returns the adhesive badge and checks out in the office.

- All visitors who go to other parts of the campus besides the front office must be escorted by a staff member. Visitors are not permitted to be in the building without an escort.
- A visitor who cannot provide valid ID shall be restricted to the office and may not go to any other part of the campus.
- The responsible campus administrator has the discretion to deny access to any visitor when information is received from any reliable source that the individual poses a substantial risk to the safety of students or staff.
- Persons who are identified as registered sex offenders shall be denied access to the campus.
- If you need to leave a message or item for your child, we will take care of it for you without disturbing the class. If you have an appointment with a teacher, we will call the teacher to the office. Also, all visitors will be escorted to their destination by an AMS staff member. Safety is our priority as well as space availability in the classroom.
- Classroom observations require prior approval of the principal and the teacher. Parents or legal guardians, who wish to observe their children in class, must call the school office in advance, make an appointment and must comply with the access rules. Once approved, parents will be escorted to view their child through the classroom window. This does not apply to parents identified as registered sex offenders because they are denied campus access altogether.

Withdrawals from School

In case a student is to be withdrawn from school, the homeroom teacher and the office should be notified at least 48 hours in advance of the planned withdrawal date. Students must return all textbooks and library books and pay all monies owed to the school (library and textbook fines) prior to withdrawing. See the District Information Section of this handbook.