

ARNOLD MIDDLE SCHOOL PARENT REFERENCE GUIDE

ARNOLD MIDDLE SCHOOL ADMINISTRATION
11111 TELGE ROAD
CYPRESS, TEXAS 77429
281-897-4700

Dear Arnold Parents and Guardians,

In order to assist in keep you and your student informed of policies, procedures and programs here at Arnold Middle School for the 2016-2017 school year, you will find information on the following:

After School Policies	Cell Phone Policy	Leaving Campus Procedure and Policy
After School Detention Procedure	Change of Address Information	Locker Information
Athletic Events	Classroom Expectations and Consequences	Lost and Found
Attendance	Clinic Information	Lunch
Backpack Information	Counseling Services	Nuisance Item Information
Badges (Student ID Badges)	Deliveries	Progress Report Schedule
Information regarding Birthday Celebrations	Discipline Management Class (DMC) Expectations	Redo/Retest Policy
Bus Transportation Information	Dress Code Policy	Report Card Information
Cafeteria Procedures and Expectations	Exam Expectations	Tardy Policy
Car Rider Procedures and Expectations	Honor Roll Criteria	Telephone Usage
	Late Bus Transportation	Textbook Information
	Late Work Policy	Tutorial Schedule
		Visitor Information

Arnold Middle School Mission:

The parents, students, and staff at Arnold, working together as a team with the community, are committed to creating a safe, supportive, and structured environment which honors diversity, life-long learning, effective communication, competent problem solving and responsibility in an ever changing world.

ARNOLD MIDDLE SCHOOL

REFERENCE GUIDE

2016-2017

AFTER SCHOOL

Students who remain in the building after 3:20 p.m. **must be in a supervised setting** with a classroom teacher, coach, or d-hall teacher. Unsupervised students will be escorted to the office to contact a parent. If a parent wishes to pick up a student during this time, he/she must come into the reception area and request pick up of the student.

AFTER SCHOOL DETENTION

After school detention is usually held on Tuesdays, Wednesdays and Thursdays from 3:20 p.m. – 5:00 p.m. At 4:20 p.m. students will be escorted to the cafeteria area of the school for parent pick up or for late buses. All students are to be picked up promptly by parents at 5:00 p.m. Any student not picked up by 5:05 p.m. will be escorted to the late bus.

IMPORTANT: On game days, students must be supervised in the building between 3:20 p.m. – 4:30 p.m. Students are **not permitted** to wait inside the building or outside on campus unsupervised until the game starts.

ATHLETIC EVENTS

Students are expected to wear their badge and have parent transportation to and from any athletic events either on campus, or on any CFISD campus. At Arnold Middle School, students are expected to be picked up from the event no later than fifteen (15) minutes after the event. Students planning to stay for an athletic event following a pre-arranged tutoring session must have a note from a parent in their hand allowing them to attend the event. The CFISD Student Code of Conduct still applies for dress code and behavior. Failure to comply will result in disciplinary consequences and/or privileges to attend the future athletic events.

ATTENDANCE

Students are expected to be in attendance 90% of the school year. Students who are at Arnold on a transfer and who have excessive absences and/or tardies may have their transfer revoked the following year. Students should bring a note from each absence to the attendance office.

BACKPACKS

Students are allowed to carry any backpack to each class during the school day.

BADGES (Student Identification Badges)

Student identification badges will be provided to each student. Students are required to wear their badge on a lanyard while on district bus transportation and Arnold's campus, including extra-curricular events. Students will swipe their badge while entering and exiting the bus, visiting the clinic, checking out materials and purchasing meals. In the event a student does not bring their badge, they will be issued a temporary badge for a fee. Students who lose their badge and/or are issued temporary badges 5 days in a row will be issued a replacement badge for a fee.

BIRTHDAYS

Parents may choose to deliver lunch on a child's birthday **for their child only**. Large quantities of food (e.g. nugget trays, sandwich trays, large pizzas, cakes, cupcakes, cookie cakes etc.) for "mini-parties will not be accepted or delivered to the cafeteria. In addition, deliveries of balloons/flowers will not be accepted or delivered to the students.

BUS TRANSPORTATION

Per the Student Handbook, students are allowed to ride their assigned bus to and from their assigned bus stop. Requests related to after-school activities, such as sports and scouts, or after-school day care cannot be approved. Phone calls will not be accepted for transportation changes. Please refer to the Student Code of Conduct for district policy on bus conduct and procedures.

** Refer to Late Bus Transportation for information

CAFETERIA

Breakfast and lunch are available in the school cafeteria. Lunches may be purchased from the snack bar line, pizza line or regular tray (A/B) line or students may bring lunch from home. Students are given 30 minutes for lunch. Students are expected to conduct themselves properly in the cafeteria and should observe the

- Enter cafeteria appropriately and sit down at your table
 - Clean up after yourself
 - Throw away all trash
 - Wait your turn and do not cut in line
 - Do not take food or drinks out of the cafeteria
 - Use the restrooms located in the cafeteria
 - No running or horseplay
 - Remain seated unless throwing away trash or going to the restroom
 - Buy food only for yourself
 - All students must remain in the cafeteria unless given a hallway pass by an administrator
 - Wait to be dismissed by section
 - Roaming from table to table or throughout the cafeteria is not permitted.
- following expectations:

Students may bring cash or check (made payable to Arnold Middle School) to the cafeteria to deposit in their lunch account. Deposits are to be given to the cashier. Students with negative balances will not be able to continue to purchase from the cafeteria. An alternative (e.g. cheese cracker and water) will be provided.

CAR RIDER

Car riders should be picked up on the Telge side of the building beginning at 3:20 p.m. Students should not be picked up later than 3:35 p.m. Parents who are unable to pick up by this time should have their student ride the bus home. Students on a transfer who are unable to be picked up by 3:35 p.m. may have their transfer revoked. Please note that the car rider line can get long in the mornings. Please make sure that if coming to school by car, you make plans to leave early.

CELL PHONES

Cell phones are permitted, but must not be visible and **must be turned off** during the instructional day. Students are prohibited from using electronic communication devices unless directed to do so by the teacher/administrator.

Students assume sole responsibility for loss of a cell phone. However, if administrators are able to determine that another student's cell phone has been taken, appropriate consequences will be assigned to the individual responsible for taking the cell phone. Cell phones that are confiscated from **a student will be returned to the parent after the payment of a \$15.00** storage/security fee and proof of ownership. Parent or Guardian may pick cell phones Monday - Thursday until 4:30 p.m. and on Fridays before 3:30 p.m.

CHANGE OF ADDRESS

Students who change their name, residence, mailing address or telephone number after enrollment should immediately report the change to the registrar so that all records may be correct. After a Change of Address form, along with an updated proof of residency (i.e., electric bill, water bill, etc.), has been completed and returned, students will be given a Change of Transportation form, allowing them to ride their new bus.

CLASSROOM EXPECTATIONS/CONSEQUENCES

A school-wide discipline plan is used by all classroom teachers. It is our belief that an orderly school atmosphere is most conducive to learning. To this end, we have developed a discipline policy that deals with inappropriate behavior in a progressive fashion. Misbehavior is best handled by the classroom teacher, however, students who persist in violating classroom rules are referred to the grade level assistant principal.

CLINIC

The clinic is for the purpose of receiving first aid treatment for injuries or sudden illness or to talk with the nurse about an individual health problem. When it is necessary for a student to go to the clinic, he/she **must get a signed pass** from his/her teacher. Students must sign in using the student ID badge upon arrival. A student will not be allowed in the clinic between classes without a pass, unless it is an emergency. All medications **must** be in their original container with the student's name and dosage on the container. **A parent must bring the medication to school, including over the counter medication** (students may not transport any medication) and must complete a permission form. All medications will be kept locked in the clinic unless specified by the student's physician. All over the counter medications such as cough drops, Tylenol, Advil, etc. are also to be kept in the clinic. No medication containing aspirin will be dispensed

without a doctor's order. No vitamins or dietary supplements will be dispensed. **Students should not have any medication in their possession.** Consequences may be very severe for students in violation of this policy. A nurse's pass will be given to students on crutches, in wheelchairs, or in a cast. Any student wishing to call home for parent pick-up due to illness **must** place his/her call from the clinic phone. Cell phones are not to be used.

COUNSELING

Counselors provide guidance and counseling, as well as administer state mandated standardized achievement tests. A student may request to see a counselor by completing a "Request to See a Counselor" form. To serve parents more efficiently, the counselors request that an appointment be arranged unless the concern is an emergency.

The counseling office provides many important services to students, teachers and the community. Some of these services include:

- New student orientation
- Summer school registration
- Scheduling of students
- Group counseling
- Classroom guidance
- Referrals to community agencies
- Meetings and conferences with parents
- Standardized test administration and interpretation
- Special education referrals and IEP meetings
- Report card and honor roll preparations
- High school, college, and career planning
- Teacher development skills through groups
- Student activities for special recognition
- Personal, academic, and crisis counseling

DELIVERIES

Lunch:

Parents may only bring food for their own child. Food may not be provided for other students (birthday cake, cupcakes, Sonic drinks, Starbucks, etc.) This is a District Policy and a safety issue regarding food allergies. Parents wishing to bring food to school for their students must sign in and take it to his/her child in the cafeteria during the student's lunch time. Food may not be dropped off at front office for students. Parents are welcome to join their child for lunch, space permitting.

Parent Drop-off for Student Pick-up (ex: Homework, PE uniforms, etc.):

We will no longer deliver items to the classrooms because of the interruptions to classroom instruction. A grade level shelf is located in the front foyer for these types of items to be dropped off. Parents are responsible for communicating to their student prior to dropping off any items. Students will be allowed to check the shelf between class changes and during lunch; however, tardies will count if a student is late for the next class period. Parents are welcome to sign in during lunch and deliver items to their child. Arnold is not responsible for any items placed on the shelf.

DISCIPLINE MANAGEMENT CLASS (DMC)

DMC is an on-campus classroom where students are expected to do the class work in a restricted setting. This disciplinary consequence allows a student to remain at school and complete classwork. Students are expected to follow all rules established in DMC and complete their assigned work. For infractions in DMC, students may be suspended from school.

DRESS CODE

Arnold Middle School students will adhere to all guidelines set forth by the Cypress-Fairbanks ISD School Board.

General Guidelines: Appropriate student dress and grooming are important factors in the safe and orderly operation of the school. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Keep in mind that dress and grooming:

- shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and
- shall not create a health problem or safety hazard for the student or others.

Specific Guidelines: Students should wear garments, shoes, jewelry, accessories and hairstyles that:

- are appropriate and modest in length and coverage,
- reflect a positive image of the school and contribute to a distraction-free learning environment, and
- lead teachers and/or staff to reasonably believe that the issue does not interfere with, disturb, or distract from the classroom and/or learning environment.

Students are not to wear clothing that is tight, loose, revealing, sagging, cut, torn, baggy, spaghetti-strap, backless, low cut or short.

- **Pants** must be worn at the waist or upper hip and must not reveal underclothing (including boxer shorts or shorts), pants with holes/rips/tears above mid-thigh are not permitted. Students wearing leggings must wear a shirt or dress that fully covers the front and back.
- **Shorts and skirts** must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer.
- **Tops, shirts, blouses, sheer tops** must not reveal underclothing (including spaghetti-straps), midsection, torso, back, chest, breasts, or cleavage.
- **Dresses** must not reveal underclothing, midsection, torso, back, breasts, or cleavage and must be mid-thigh in length or longer.
- **Shoes** must not distract from or interfere with the learning environment or present a safety or health hazard. **House shoes, house slippers, or shower shoes are not allowed.**
- **Head coverings** may not be worn with the exception of (1) a cap or hat that is part of a uniform at a school activity or (2) for religious or medical purposes.
- **Pajamas/Loungewear** of any kind are prohibited.
- **Jewelry/Piercings** that are noisy, distracting and/or excessive accessories are prohibited (including wallet chains). Jewelry/piercings must not detract from or interfere with the learning environment or present a safety or health hazard.

Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach or administration.

Dress Code Violations: Students who come to school in violation of the district and/or campus dress code will have the option of correcting the violation or being placed in Discipline Management Class (DMC/In-school Suspension) for the remainder of the day. School officials may use other appropriate consequences as designated in the Code of Conduct. Parents will be asked to bring appropriate attire to school to assist in correcting the violation. Students who have a question about the appropriateness of an item should discuss the specific issues with an administrative staff member before wearing the item.

EXAMS (SEMESTER/END OF YEAR)

Each day is a day for teaching and learning at Arnold. Please consult the district calendar prior to making vacation plans. All semester exams are scheduled to take place prior to the end of the semester. All students are responsible to take their exams on the scheduled day. No exams will be given prior to the scheduled date. Exam make-up dates will be determined by the campus.

HONOR ROLL & PERFECT ATTENDANCE CRITERIA

Honor Roll: Students will be placed on the Honor Roll upon meeting the academic requirements listed below.

- Distinguished honor roll: Students who earn grades of 90 or above in all courses.
- Regular honor roll: Students who earn a minimum of four grades of 90 or above, with the remaining three grades in the range of 80 – 89.
**For 6th grade students only, the grade in the Reading/Language Arts block counts twice*
- Students qualifying for the honor roll must not earn less than an S in conduct.

Perfect Attendance: At the end of the year, Arnold awards students who have maintained perfect attendance throughout the school year. Students who qualify for this award have been on campus for the entirety of their scheduled class periods without exception.

LATE BUS TRANSPORTATION

Most weeks of the school year, late bus transportation will be provided **Monday-Thursday** for students staying after school for **school-related activities**. Students must be issued a late bus pass by a teacher/administrator in order to board buses. Any discipline issue on late buses can result in immediate removal and loss of late bus privileges. Late buses do not drop off at regular school day bus stops, but rather at the front of or specific stops with in the neighborhood and a the front of apartment complexes. Late buses will leave the campus around 5:15p.m.

LATE WORK

Students are expected to turn in assignments on time. Late assignments may be turned in within three days of the due date. Teachers will deduct 10 points from the grade earned on the late assignment for each day past the due date and denote the number of days the assignment was late by adding a .1 for 1 day, .2 for 2 days, .3 for 3 days in the gradebook. Teachers will communicate specific expectations to their students.

Example: Student turns in a homework assignment two days late. The student earns an 88 on the assignment. The grade in the gradebook will be 68.2 [88-20(late) = 68 + .2(denotes late) = 68.2]

LEAVING CAMPUS

If a student needs to leave campus during the school day, he/she must bring a note from a parent or guardian with the reason and dismissal time to the attendance office before 8:05 a.m. Parents must come to the front desk before signing out and picking up their student. A picture I.D. must be shown in order to sign out a student. No student is allowed to walk off campus. Students will not be released without verification from the enrolling parent/guardian to any individual (other than the enrolling parent/guardian). This includes those listed on the emergency contact list.

LOCKERS

Lockers are assigned to sixth grade students. Seventh and eighth grade students are only granted lockers upon written request and approval of the grade level assistant principal. School lockers remain the property of the school, and school authorities have the right to examine the contents of those lockers for reasons of health, safety, and security. All students will be issued a PE/Athletic locker to store their PE uniform and belongings during the PE/Athletic period only. Both hallway and PE lockers should always remain locked. Students should never give their combination to others; otherwise, they cannot expect their property to remain secure. All locker problems should be reported to the assistant principals' office. Sharing lockers and trading locker assignments is not permitted.

LOST AND FOUND

Lost and found clothing and school items are located in the cafeteria. Any items not picked up by the end of each grading period will be donated to a local charity.

LUNCH

A lunch brought for a student must be delivered to the cafeteria by a parent/guardian during their child's scheduled lunch time and should contain only enough food for the student for whom it was intended (**parents may not provide food for students other than their own**). Deliveries of large food orders (i.e. nugget trays, sandwich trays, large pizzas, cupcakes, cookie cakes, etc.) will not be accepted or delivered to the cafeteria. In addition, food delivered by a restaurant for a student will not be accepted. Students should not share food related to food allergies and medical conditions.

NUISANCE ITEMS

The student must assume sole responsibility for loss or damage to any personal or school issued property. Students are prohibited from having any aerosol while on Anrold's campus (this includes perfumes, and spray deodorants). Nuisance items such as ear buds, iPods, MP3 players, sharpies, cameras, lasers, balloons, stuffed toy animals, blankets, squirt/water guns, hats etc. are not permitted on campus. The school administration is not responsible for pursuing lost or stolen nuisance items, including cell phones. Any nuisance item brought

to school will be taken up by a staff member. Failure to comply with nuisance item rules could result in disciplinary consequences outlined in the District Student Code of Conduct.

PROGRESS REPORTS

Progress reports will be sent home with students during the 4th week of each grading period. Parents may always access student grades through the Home Access Center.

REDO/RETEST

Major/Assessment Grades: Students may redo one failing (69 or below) major grade per marking period. Teachers may choose to require tutorial attendance. The teacher and/or CCIS will determine the format of the redo (same format, similar format, or different format depending upon the situation). NOTE: the highest grade a student may earn on a redo/retest is 70.

Daily Grades: Students may redo one failing (69 or below) daily grade per marking period. Teachers may choose to require tutorial attendance. The teacher and/or CCIS will determine the format of the redo (same format, similar format, or different format depending upon the situation). NOTE: the highest grade a student may earn on a redo/retest is 70.

General Information:

- Redo/retest grades will be denoted in the gradebook with the original grade or a .9 behind the decimal point in the gradebook, depending on the teacher's preference (example 70.42 or 70.9)
- Should a student earn a grade lower than the original grade, the original grade will remain.
- DPM's and benchmarks are NOT included in the redo/retest opportunity.
- An assignment that was never turned in is subject to late work guidelines.
- Assignments that are failing because of late work guidelines are not eligible for redo.
- Grading closes at the end of the grading period.

REPORT CARDS

Report cards for all students will be mailed following each grading period. Students will receive numerical grades and conduct grades in each subject. Parents should receive report cards, via U.S. Mail, 5 to 10 days after the end of each grading period.

TARDY PROCEDURE

Our expectation is that all students will arrive to class on time in order to assure maximum learning time in each class period every day and to heighten the awareness of each and every student to the importance of teaching-learning time. Students have five (5) minutes between each class to arrive on time. If a student is not inside the classroom door when the bell starts to ring, he/she will be marked tardy and receive an after school detention. (If tardies become excessive, additional consequences such as DMC, suspension, parent escort, will become options).

Note Regarding First Period: Students who are not in class by 8:05 a.m. will be counted tardy unless they have a note from a doctor/dentist stating the reason for arriving late to school. Any notes (other than those

from a doctor/dentist) will not excuse tardies. Students who are tardy to first period more than 5 times in a semester will be required to come inside the building to the attendance office to sign the student in each day the student is late.

TELEPHONE

There is a phone available for student use during school hours in each of the Assistant Principal/Counselor offices. A student must have a pass issued by a teacher to use the phone.

TEXTBOOKS

At Arnold, textbooks are used as an instructional resource for students. Some courses utilize a class set while others access digital textbooks using a student specific login. Teachers will communicate textbook access to students at the beginning of the school year. If a hard copy textbook is available for the content area, a class set will be housed in the classroom. Parents who are interested in checking out hard copies of textbooks should contact the assistant principals' office for more information. Students who are issued books are responsible for replacing all books lost, stolen or otherwise rendered useless, regardless of the reason for loss or damage. Payment for a lost book must be made to the Financial Secretary's office. Additional books cannot be issued until payment is made.

TUTORIALS

Teachers offer tutoring each week before or after school. Before school tutoring begins at 7:30 and after school tutoring is typically held from 3:25 – 4:30. Teams of teachers vary their available dates to allow students access to tutorial sessions throughout the week. Students are welcome to attend tutoring sessions with any teacher who teaches the same course if their teacher is not available. A tutorial schedule will be posted on the Arnold website. Tutorial attendance is strongly recommended for students with averages below 75.

Students must have written permission from home in order to stay for afternoon tutorials (a Tutorial Permission form is available on the Arnold Middle School website). Permission forms **must be** turned into the tutorial teacher **prior to tutoring**.

The time from 3:20 p.m. until student is picked up or exits the late bus is an extension of the school day and should be used for specific academic, extra-curricular, or sponsored club pursuits. Therefore, students must be under the direct supervision of a teacher/coach at all times.

VISITORS

All visitors (including those going to the clinic to drop off medication or pick up a student) must check in at the front office, show a picture I.D., and be listed on the student's emergency card. A visitor name tag must be visibly worn on the shoulder area at all times while in the building. Parents wishing to speak to a teacher may call 281-897-4700 and leave a message for the teacher to call. All calls will be returned **within 48 hours**. All staff members may be accessed by email via the campus website at www.cfid.net. Students not enrolled at Arnold Middle School are not permitted to visit during the school day or during student dismissal time.

Classroom Visitors - Visits to individual classrooms during instructional time are only permitted in accordance with district policy and with director of instruction approval. Such visits shall not be permitted if

their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Forty-eight (48) hour advance notice is required. Please call the front office to make an appointment to visit your student's classes. All visitors (including those going to the clinic to drop off medication or pick up a student) must check in at the front office, show a picture I.D., and be listed on the student's emergency card.