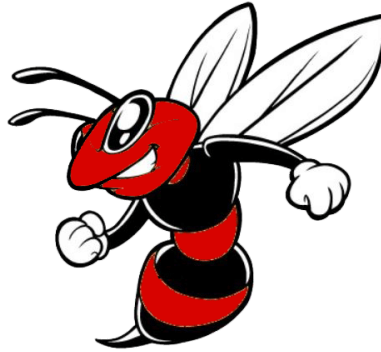


# Kealing Middle School

*One School. Multiple Programs. Success for All*



## Parent and Student Handbook 2019 – 2020

1607 Pennsylvania Avenue

Austin, Texas 78702

(512) 414-3214

(512) 478-9133/Fax

**Kenisha Coburn, Principal**

Tim Estes, Academy Program Director  
Sapna Patel Duchesne, Magnet Program Director

Ronda Jones, 6<sup>th</sup> Grade Assistant Principal  
Augustine Chavez, 7<sup>th</sup> Grade Assistant Principal  
Daniele Gibbon, 8<sup>th</sup> Grade Assistant Principal

## PRINCIPAL'S MESSAGE

Welcome to Kealing Middle School! We are excited to have you here as we start the 2019–2020 school year. The information provided in this handbook is a resource that addresses our campus procedures and expectations so we encourage all students and parents to familiarize themselves with this document. We look forward to getting to know our students and helping all of our Hornets have an engaging and successful year.

*Kenisha Coburn, Principal*

### MASCOT: HORNET

### SCHOOL COLORS: CRIMSON & CREAM

**MISSION:** Kealing Middle School welcomes all students to a safe and inclusive environment. Our unique campus offers multiple opportunities for all students to learn and grow. Using the latest technology and guided by best practices in teaching, students will explore and discover their interests and abilities in academic, artistic and physical arenas so they are prepared to pursue those talents in high school and beyond. Through creative, cooperative and compassionate teaching and learning, our students will leave Kealing with the ability to think critically as productive and ethical citizens.

**CAMPUS OPERATING HOURS:** The main office will be open from 7:00 AM to 4:00 PM. each school day. If an emergency arises after hours, you may contact the district police dispatch line at 512-414-1703. AISD police will respond to the matter, or the principal will be contacted.

### IMPORTANT PHONE NUMBERS

<b>Kealing Main Office</b>	512-414-3214
<b>Principal</b>	512-414-2701
<b>Academy Director</b>	512-414-2707
<b>Magnet Director</b>	512-414-2450

### Assistant Principals

AP Office:	512-414-6703
Ms. Jones, 6 <sup>th</sup> Grade	512-414-6888
Mr. Chavez, 7 <sup>th</sup> Grade	512-414-2440
Ms. Gibbon, 8 <sup>th</sup> Grade	512-414-2443

### Counselors

Christopher Aparicio, 6 <sup>th</sup> Grade	512-414-2759
Colette Roland, 7 <sup>th</sup> Grade	512-414-2442
Roxanne Lopez, 8 <sup>th</sup> Grade	512-414-2444

### Other School Personnel

Attendance Specialist	512-414-2495
Registrar	512-841-6500
Nurse	512-414-2430
School Resource Officer (SRO)	512-414-0849

### BELL SCHEDULE

The school day begins at 7:30 a.m. and ends at 2:47 p.m. Kealing operates an alternating A and B day schedule.

Class Period	Start Time	End Time
A1/B5	7:30 am	8:59 am
Advisory	9:03 am	9:28 am
A2/B6	9:32 am	11:01 am
A3/B7	11:05 am	1:13 pm
B lunch	11:01 am	11:31 am
C lunch	11:35 am	12:05 pm
D lunch	12:09 pm	12:39 pm
E lunch	12:43 pm	1:13 pm
A4/B8	1:17 pm	2:47 pm

The bell schedule below applies only to courses assigned to A Lunch.

Class Period	Start Time	End Time
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Parent Support Specialist	512-414-6700	A1/B5	7:30 am	8:59 am
Kealing Library	512-414-2717	Advisory	9:03 am	9:28 am
AIISD Central Office	512-414-1700	<b>A2/B6</b>	9:32 am	10:31 am
AIISD Transportation	512-414-0238	A lunch	10:31 am	11:01 am
		<b>A2/B6</b>	11:05 am	11:35 am
Campus Crime Stoppers	512-499-8477	<b>A3/B7</b>	11:39 am	1:13 pm
		<b>A4/B8</b>	1:17 pm	2:47 pm

**\*Dismissal - 2:47 pm**

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## ATTENDANCE

**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 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.

Regular attendance is a major contributor to student success as it increases opportunities to learn. The Texas Compulsory Attendance Law requires children under the age of 18 to attend school each day instruction is provided. It requires parents to make their children attend school, and establishes criminal penalties for failure to comply with the law.

**TARDIES:** A student is tardy to class if he/she is not in the classroom when the tardy bell rings.

Arrival: Students who arrive to school after 7:45 a.m. must report to the main office to obtain a tardy pass. A student who is tardy to school 3 or more times will be assigned lunch detention for that day.

Between Classes/Lunch: When a student is tardy between classes, the student must follow the classroom consequences established by the teacher. Excessive tardies will be referred to an administrator.

Tardy Sweeps: Kealing Administration will conduct unannounced tardy sweeps throughout the school year to ensure students maintain punctuality. Students caught during tardy sweeps will be administered detention during lunch or after school.

**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 assigned class without permission. Any truancy results in consequences issued by school administration.

**REPORTING AN ABSENCE:** When your child returns to school after an absence, be sure to send a signed note to the Attendance Specialist 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. An email from the parent will also be accepted.

**LEAVING EARLY:** To leave early, students should 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 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.

**MEDICAL APPOINTMENTS:** When returning from a medical appointment, a signed note from the doctor is required. The students must also have attended school for part of the day on the day of the appointment for the absence to be excused.

**FAMILY EMERGENCIES:** Please provide a note explaining the nature of your family emergency in order for an absence to be excused by appeal. These will be reviewed on a case by case basis.

**FAMILY VACATIONS AND TRIPS:** School days missed due to vacations, trips, or extended weekends will not be excused.

**FUNERALS AND WEDDINGS:** Students may take up to two consecutive school days for family funerals and weddings. Any requests for additional days for these types of events must be requested in advance, as soon as possible, and in writing to the Attendance Specialist.

**ATTENDANCE FOR CREDIT:** All students are encouraged to maintain a tutorial log for use in case they need to recover credit due to absence. The log is available for download on the Kealing website (Home Page> Parents> Attendance). Based on state policy, the only absences that count as excused and do not count against attendance for credit fall under the categories below:

- Medical Appointment (student attends school most of the day)
- Holy Day as designated by the district
- Court Appearance
- Citizenship
- Naturalization
- College Visit (high school)
- Playing Taps at a military event
- Board Approved Excused Absence
- School-related (UIL, Field Trip, ISS, Testing, Other campus event)

You will see an asterisk on the report card next to the number of absences if your student has attendance below 90% in a course. Kealing Middle School Counselors will correspond via email with instructions regarding students that are in need of recovering credits for absences.

If you expect your student to have an extended absence of more than one week, please communicate with your student's counselor in advance to develop a plan.

The number of absences that it takes to fall below 90% depends on **(1)** if the course missed is an A or B day course or; **(2)** if the course missed is a semester or year-long course.

**PARENT WITHDRAWAL:** 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.

**ADMINISTRATIVE WITHDRAWAL:** Kealing Administration may initiate a withdrawal for nonattendance after the student has been absent for at least 10 consecutive school days.

Please contact the Kealing Attendance Specialist at 512-414-2495 for questions regarding your student's attendance.

## TRANSPORTATION

**SCHOOL BUSES:** AISD provides transportation to students who need and qualify for transportation services. Students and parents/guardians should become familiar with the *AISD Bus Rider's Rules and Regulations*. All students are required to contribute to the safe operation of the school bus. Disorderly conduct or persistent refusal to obey the driver may result in disciplinary action and revocation of transportation services. Students are required to stay seated and follow the instructions from the bus driver at all times. 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 ACTIVITY BUSES:** Students who participate in after-school activities are eligible for late buses. In order to board the late bus, students must present a pass and arrive on time. Passes will be issued by after-school activity sponsor or by Think Tank monitor. Students who ride a late bus must be mindful that:

1. Late buses depart campus at 5:00 pm.
2. Students must arrive to Think Tank by 4:50 pm to receive a late bus pass.
3. Late buses should drop off within two blocks of the student's home after dark.
4. Students should know their home address, the nearest elementary school, and the two major cross streets that are closest to their homes.

Students must remain on campus at all times during school activities. Students are **NOT** permitted to leave campus and return to ride the late bus for any reason.

**AUSTIN ISD BUS TRANSPORTATION HOTLINE:** Please call the Austin ISD Bus Transportation Hotline (512-414-0238) for questions and concerns regarding the following information:

- Estimated drop-off time
- Driver/monitor complaints or concerns
- If the bus is taking longer than expected to arrive

**RIDING A DIFFERENT BUS – BUS PASSES:** If a student needs to ride a bus in the afternoon that is not their regularly assigned bus, they **MUST** have a bus pass. Bus passes must be signed by a parent and by a member of the Program Office staff. Program Office staff will only sign bus passes that also have a parent signature.

The student may obtain a bus pass (1) in person from the Program Office; or (2) print the form from the Kealing Middle School website. Fill out the information, sign it, and have the student bring it to the Program Office to be signed BEFORE NOON on the day it is to be used.

Please note that bus drivers will not honor the bus pass if the bus is full. Certain bus routes may be frozen to bus passes by district transportation at their discretion. Contact the Program Office staff for questions or concerns.

**\*AUSTIN ISD Bus Transportation does not drop off students who live within a 2-mile radius of the school.**

## STUDENT LIFE



**CAFETERIA:** The Kealing 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 receive a 30-minute lunch period according to their daily schedule. Free and reduced lunch applications are sent home on the first day of school and are available from the receptionist at any time during the school year. All food and drinks must be consumed in the cafeteria.

**FOOD DELIVERY:** Student food service delivery is **NOT** allowed. Students and/or parents may not use Delivery Apps to order food for delivery to campus. This includes but is not limited to Favor, UberEats, GrubHub, etc. All food deliveries will be stopped at the office and school personnel will not be held liable for lost funds or orders. Violation of this expectation may be subject to administrative discipline.

Food that is physically delivered to campus by parent is permitted, but must be cleared through the office and only consumed by their child. Federal food guidelines prohibits the sharing of food with other students. Parents/families are allowed to eat with their child during the student's assigned lunch period in the courtyard or cafeteria at administrators discretion.

Prices for the 2019-2020	
ITEM	FULL PRICE REDUCED
Breakfast (student)	\$1.50 \$0.30
Breakfast (adult)	\$2.25
Lunch (student)	\$3.15 \$0.40
Lunch (adult)	\$3.85

**BIRTHDAY, HOLIDAY, AND CELEBRATION PROCEDURES:** WE DO **NOT** ALLOW DELIVERY OF BIRTHDAY ITEMS TO STUDENTS DURING THE SCHOOL DAY. THIS INCLUDES FLOWERS, CANDY, BALLOONS, SWEETS, ETC.

**PASSING PERIOD:** There is a 4-minute interval between all class periods. During this transition, large numbers of students are moving between rooms. Students are expected to walk at all times (on the right), keeping their hands, feet, and objects to themselves. Food and drinks are allowed in the cafeteria only—not in the hallways. Students must have an appropriate office or classroom pass to be present in the hallway once class is underway.

**CLOSED CAMPUS:** All AISD 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 during lunchtime or while attending after-school activities. 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 and present identification to pick-up their child. Only approved contacts will be permitted to remove student from campus.

**LIBRARY:** The library is open to students each school day from 7:00 a.m. to 3:15 p.m. **In order to access the library before the start of classes, students must have a pass from a teacher or a parent note. 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.

**CLUBS, ORGANIZATIONS, AND ACTIVITIES:** Students are encouraged to participate in school activities and should visit or contact their teachers, counselors, or administrators for information about available clubs or organizations.

**DANCES:** Various parent and student groups sponsor dances each year. **Parents and students must make prior and confirmed arrangements for transportation to leave campus at the conclusion of all dances.** Eligibility for attending a dance is at the discretion of campus administrators. Student IDs may be required for admittance to a school dance. Dances will be held from 6:00-8:00pm. Students who are absent or suspended (ISS/Home/Long-Term ISS/ALC) on the day of the dance may not attend. Non-Kealing students are not permitted to attend and will be turned away.

**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 cafeteria in designated bins. Clothing items left after the end of semester are donated to charitable organizations. Electronics/Cell Phones will be kept in the AP Office.

**PHYSICAL EDUCATION UNIFORMS:** Cleanliness and hygiene are major health priorities for the District; therefore, AISD and Kealing Middle School requires 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 \$7.00 per t-shirt. Any 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.

**SCHOOL SUPPLY LISTS:** SCHOOL SUPPLY LISTS CAN BE LOCATED ON THE KEALING MIDDLE SCHOOL WEBSITE.

**BACKPACKS:** Students should carry their school supplies to and from school/classes in their backpacks. **Administrators will confiscate backpacks, binders, and apparel with graffiti, tagging, or inappropriate markings.** 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.

**CURRICULAR FIELD TRIPS:** Students take curricular field 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.

**FIELD TRIP ELIGIBILITY:** Field trip eligibility may be denied on the basis of excessive office referrals, suspensions, etc. Students must meet any group or team level discipline guidelines established for the field trip.

**END OF YEAR FIELD TRIPS:** Some end of year field trips are offered as incentives for students to be successful and to celebrate the end of a productive school year. Students not meeting the communicated expectations, which might include grades, attendance, and behavior, will not be permitted to attend these trips.

## COMMUNICATION

**KEALING WEBSITE:** Visit our website, [www.kealingmiddleschool.org](http://www.kealingmiddleschool.org), for updated school news and information.

**HORNET HERALD:** The **Hornet Herald** is a school produced weekly electronic newsletter that highlights school news, the calendar, and upcoming events. Visit the Kealing website to subscribe to the Hornet Herald.

**CONTACTING TEACHERS:** Each teacher has a district classroom telephone number with voicemail and a district email account. Information about how to best contact the teacher will be provided at the beginning of the year. Teachers will check messages daily. Your call will be returned at the earliest possible time. Students may use teacher classroom phones in emergency situations with teacher supervision. Classroom phone lines may not be answered by teachers during school hours to minimize interruptions to instruction. Voicemail is available 24 hours a day. All teachers maintain a BLEND page, which can be found through the AustinISD Parent Cloud.

**ADDRESSING CONCERNS:** Parents should initially contact the teacher or grade level team of teachers to discuss academic or behavioral concerns. Additional concerns regarding discipline, attendance make-up, or personnel concerns should be directed to the grade-level administrator. Concerns regarding social and emotional well-being, support services, or class schedules should be directed to the grade level counselor.

## EMERGENCY AND MEDICAL CARE INFORMATION

**EMERGENCY CONTACT:** All telephone numbers and addresses of parents, relatives, or family friends should be recorded and kept up to date so that 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 contact list and without proper picture identification (driver's license/state-issued ID). Special permission for someone else to pick up your child during school hours must be sent in advance, must be in writing, dated, and signed. All special permission releases must be cleared through campus administration.

**ELEVATOR ACCESS:** Elevator keys may be requested for use with a parent or doctor's note and must be returned immediately after student is able or is released to use the stairs. Students who do not return keys will be charged a \$5 replacement fee.

**EMERGENCY DRILL PROCEDURES:** Students, teachers, staff, and visitors shall participate in drills to practice emergency procedures. Students must follow the directions of the teacher or staff member quickly, quietly, and in an orderly manner.

**ILLNESS:** If a student becomes sick at school, they must first report to their teacher and then to the school medical personnel. Medical personnel will notify parent if it is deemed necessary for the parent to pick up the student due to illness or injury. If a situation warrants, EMS will be called.

**IMMUNIZATIONS:** All students must be immunized against certain diseases or present a certificate/statement for medical or religious reasons that the student is not to be immunized. Visit the Austin ISD website (Home Page>Departments>Student Health Services>Immunizations) for an updated list of the required immunizations. The school nurse (512-414-2430) 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.

**MEDICATION:** Medications, including over-the-counter medications such as Tylenol, Midol, Sudafed, etc., can only be taken at school 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 administer medication(s) based on a written request submitted by the parents/guardians and in some cases by 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. Students are not permitted to share medications of any kind at any time. For more information or questions, please contact the school nurse.

**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, DIABETES, 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.

## **PARENT INVOLVEMENT**

**CAMPUS ADVISORY COUNCIL:** The Campus Advisory Council, or CAC, is a group of teachers, parents, staff, community leaders, and the principal, who meet monthly to make recommendations to the principal that improve the educational opportunities at Kealing. The CAC is mandated by state law, and it acts as an advisory board to the principal on issues such as the Campus Improvement Plan (CIP), the budget, curriculum, staff development, staffing patterns, and school organization. If you are interested in serving on the CAC, please contact the Principal's office at (512) 512-414-2701.

**PARENT TEACHER ASSOCIATION (PTA):** The Kealing Middle School Parent Teacher Association (PTA) is an organization of parents, teachers, and other school personnel. The purpose of the Kealing PTA is to bring into closer relation the home and the school, that parents and teachers may cooperate in the education of children and youth. We encourage all Kealing parents and educators to join this organization and to attend our meetings. For more information, visit [www.kealingpta.org](http://www.kealingpta.org).

**KEALING MAGNET ADVISORY GROUP (KMAG):** The Kealing Magnet Advisory Group, a 501(C)(3) non-profit organization devoted to supporting academic excellence at Kealing Middle School, is made up of parents who work with the Magnet Director to assist and support the magnet program at Kealing. KMAG provides financial and volunteer resources to the Kealing Magnet Program to promote academic excellence, classroom enrichment, and diverse academic extracurricular activities. Parents of students in the Magnet Program are automatically members of KMAG. KMAG meetings are held at 7:30 am in the Kealing library every other Thursday. Specific dates are posted on the website. Most meetings include a focus on a specific topic geared towards the magnet program. KMAG raises funding for the Magnet Program through a no-hassle fundraiser each year. If you miss a meeting, you may find a video from each meeting on our YouTube channel. The link to our YouTube channel is listed on the Meetings page.

**VOLUNTEER:** All individuals interested in volunteering at Kealing Middle School must register and complete a background check through Austin Partners In Education. Parents who are interested in chaperoning field trips must also be registered as volunteers. As specific volunteer opportunities become available, they will be posted on the Kealing Middle School website. For more information, contact Dee Gonzales at [dee.gonzales@austinisd.org](mailto:dee.gonzales@austinisd.org) or 512-414-6700.

**PRINCIPAL'S COFFEE:** Principal's Coffees will be held at 7:30 a.m. Parents are invited to meet with the principal in a small group setting to discuss campus highlights, upcoming events, concerns, and goals for the school. See the Kealing website for meeting dates and location.

**PARENT OBSERVERS:** Parents may observe in classrooms after scheduling and approval by an administrator. 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.

## **ACADEMIC INFORMATION**

**GRADING:** Each teacher will send home copies of the grading practices with students during the first week of school. These will also be posted on each teacher's website. Grades are assigned based on the work the student submits during each six-week 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 ParentConnect on a regular basis. Contact the main office for ParentConnect access information/PIN.

**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/office hours 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.

**EXAMS:** 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.

**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).

**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.

**2019–2020 STAAR Testing Schedule** (per TEA)

April 7	7 <sup>th</sup> Grade Writing 8 <sup>th</sup> Grade Math	May 12	6 <sup>th</sup> Grade Reading 7 <sup>th</sup> Grade Reading
April 8	8 <sup>th</sup> Grade Reading	May 13	8 <sup>th</sup> Grade Science
May 11	6 <sup>th</sup> Grade Math 7 <sup>th</sup> Grade Math	May 14	8 <sup>th</sup> Grade Social Studies

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

Students in eighth grade who fail any state-required assessment may be required to complete accelerated instruction in the subject not passed as a condition of promotion. If a campus or Grade Placement Committee requires accelerated instruction, the student shall not be promoted unless the student completes the required accelerated instruction.

**PROMOTION AND RETENTION:** To be promoted, a middle school student must have an average of 70 or above in at least three of the following subjects: Language Arts, Mathematics, Social Studies, and Science. They must also have an overall average of 70 or above for all classes in which they are enrolled.

**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.

**TEXTBOOKS:** Some 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.

**HONOR ROLL:** Honor roll recognition is based on scholarship achievement only. Placement of secondary students on six-week honor rolls will be determined on the basis of their grades for the respective grading period.

**NATIONAL JUNIOR HONOR SOCIETY:** 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.

**CHEATING/COPYING:** Giving or receiving answers on homework, tests, quizzes, or any other assignments is unethical and is considered cheating. Academic dishonesty may be subject to administrative discipline.

**PLAGIARISM:** Plagiarism is taking credit for another person's work or ideas and presenting them as if they are your own. A common example is cutting and pasting material from a website into a document without giving credit to the author. Plagiarizing copyrighted material is illegal.

**CONSEQUENCES FOR PLAGIARISM/CHEATING:** First offense will result in a zero on the assignment and parent conference. Future Offenses will result in a discipline referral.

**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 PROGRAM 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.

## DISCIPLINE

**In an effort to provide an environment that promotes the highest standards of student performance all Kealing Middle School students are expected to follow the expectations below along with those outlined in the Austin ISD Student Code of Conduct. The policy of Austin ISD is that all students be free from bullying and sexual harassment, including violence in students' relationships. All charges of bullying, sexual harassment, and dating violence are to be taken seriously by students, faculty, staff and administration members and parents. The district will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all targets and all alleged offenders.**

**NO PLACE FOR HATE:** Kealing Middle School proudly participates as a No Place for Hate campus. No Place for Hate helps to create and sustain inclusive school environments where all students feel valued and have the opportunity to succeed by promoting respect for individual difference while challenging bigotry and prejudice. No Place for Hate empowers students, faculty, administration and family members to take a stand against hate and bullying by incorporating new and existing programs under one powerful message, that all students have a place where they belong.

**DISCRIMINATION:** Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, sexual orientation, national origin, disability or on any other basis prohibited by law, which adversely affects the student. Allegations of discrimination may result in a Title IX investigation.

**BULLYING:** Bullying occurs when a student intentionally engages in written, verbal, electronic or physical expression on school property, at a school-sponsored or school-related activity or in a vehicle operated by the district that: (1) has the effect or will have the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

***Conduct is considered bullying if it exploits an imbalance of power between the student perpetrator and the student target through written or verbal expression or physical conduct; and interferes with a student's education or substantially disrupts the operation of a school.***

**CYBERBULLYING:** Cyberbullying involves using the Internet, interactive and digital technologies, cell phones or other electronic devices to engage in written, verbal or physical expression that has the effect of physically harming a student; damaging a student's property or placing a student in reasonable fear of harm to the student's person; or is sufficiently severe, persistent or pervasive that the action creates an intimidating, threatening, or abusive educational environment for a student.

**SEXUAL HARASSMENT:** Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the target of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender.



**DATING VIOLENCE:** Dating violence occurs when a student in a current or past dating relationship uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence may also occur when a person commits these acts against a person in a dating relationship with an individual who is or was in a relationship with the person committing the offense. For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent or pervasive and intentional that the conduct: (1) affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile or offensive educational environment; or has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or (2) otherwise adversely affects the student's educational opportunities.

***Students who believe they have been harassed or bullied by fellow students or district employees are encouraged to promptly report such incidents to the campus administration, counseling staff, CrimeStoppers (512-499-8477) or other campus professionals.***

For more information, visit <https://www.austinisd.org/respect-for-all>.

**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 (1) Removal from school, the bus or school event; (2) Being reported to the appropriate law enforcement agency for possible legal action, and/or (3) AISD disciplinary action.

**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, they are 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.

**COMPUTER USE:** Kealing Middle School students are expected to be respectful and responsible Digital Citizens. Access to the District's technology resources, meaning electronic communications and computer systems and equipment, is a privilege, not a right. Access shall be made available to students primarily for instructional purposes and in accordance with administrative regulations, district policy and law. If students cause any damage to technology equipment or attain access to unauthorized or inappropriate 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.

**EAR BUDS/HEADPHONES:** For the safety of all students and staff, Earbuds/AirPods/Headphones **are prohibited** to be worn, used, or visible during passing periods in the hallway or in the cafeteria. Earbuds are subject to be confiscated in the event the above mentioned rules are not followed. The penalties for confiscation will be the decision of the teacher and/or administrator.

**CELL PHONES & ELECTRONIC DEVICES:** The District allows middle school students to possess cell phones and electronic devices on school property. 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. Electronic devices are allowed in the classroom for teacher lead instructional activities when explicitly stated by the teacher. Should a student use the device for any reason

other than for instructional purposes outlined in the classroom objectives by the teacher (i.e. texting a friend/parent, listening to music, accessing an inappropriate site on the internet, logging into social media, etc.), normal consequences will apply.

**Caution: Student possession of electronic and telecommunication devices is a privilege and subject to cancellation due to misbehavior. The District is not responsible for cell phone and/or electronic devices that are stolen, lost, or damaged. Kealing Administrators will not investigate the theft, loss, or damage of electronic devices.**

**Penalties:** When a middle school student violates this policy, the cell phone or electronic device shall be confiscated and kept in the AP Office. The penalty for each violation is referenced below:

1. **First violation:** The cell phone/electronic device will be confiscated and returned to the student at the end of the school day.
2. **Second violation:** The cell phone/electronic device will be confiscated and a call will be placed to the parent/guardian notifying them of the confiscation and the penalty.
3. **Third violation:** The cell phone/electronic device will be confiscated, parent/guardian will be notified and the parent/guardian must wait two days and pay a \$15 fee (cash or money order) at the end of the two days to collect the device.

Repeated violations regarding the use of electronic devices and cell phones may result in revocation of the student's privilege of possession of electronic devices or cell phone on school property.

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

**PUBLIC DISPLAYS OF AFFECTION:** PUBLIC DISPLAYS OF AFFECTION ARE PROHIBITED ON CAMPUS AND/OR SCHOOL SPONSORED EVENTS OFF CAMPUS AND MAY BE SUBJECT TO DISCIPLINARY CONSEQUENCES.

## **COMMON AREA PROCEDURES**

### **CAFETERIA PROCEDURES**

1. Students will treat everyone with respect.
2. Students will walk in an orderly fashion.
3. Students will stand, wait in line keeping hands, feet, and objects to themselves.
4. Students will maintain proper voice level while in line, during lunch and dismissal.
5. Students will remain seated while in the cafeteria.
6. Students will clean up their area.
7. Students will wait to be dismissed from their tables.
8. Students will not leave the cafeteria with food or drinks.

**ARRIVAL PROCEDURES:**

1. All students shall be dropped off in front of the main entrance or the rear parking lot area only.
2. All students will use the crosswalk to cross the street.
3. Students will remain in their morning holding areas until directed to leave by an adult.
4. Students will eat all breakfast items in the cafeteria and clean-up their area.
5. Students will walk directly to class when released from their morning areas.
6. Students who arrive to Kealing between 7:30 and 7:45 a.m. will report directly to their 1<sup>st</sup> period class, enter the class quietly and respectfully.
7. Students who arrive to Kealing after 7:45 a.m. will report to the main office to receive a tardy slip.

**HALLWAY PROCEDURES**

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 to class on time.

**RESTROOM PROCEDURES**

1. Students will remain in class during the first 10 and last 10 minutes of class.
2. Students may use the restroom during class time when permitted by the teacher.
3. Students must carry the classroom pass.
4. Students will go to the restroom that is closest to their classroom.

**DEPARTURE/AFTER-SCHOOL PROCEDURES**

1. Students who are not staying after school will exit the building in an orderly fashion according to hallway location. Dismissal is at 2:47 p.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.
4. 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.
5. All Kealing students riding the late bus MUST have a signed Late Bus Pass from the teacher/adult they were last with.

**DRESS CODE**

Austin ISD's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, or any other basis prohibited by law, that adversely affects the student. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

## **General Guidelines**

**1. Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**2. Students Must Wear\***, while following the basic principle of Section 1 above: A Shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND Pants/jeans or the equivalent (for example, a skirt, sweat-pants, leggings, a dress or shorts), AND Shoes.

**3. Students May Wear**, as long as these items do not violate Section 1 above: Religious headwear Hats facing straight forward or straight back and must allow the face, ears to be visible to staff any not interfere with the line of sight Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff). Fitted pants, including opaque leggings, yoga pants and “skinny jeans” Ripped jeans, as long as underwear and buttocks are not exposed. Tank tops, including spaghetti straps; halter tops Athletic attire

**4. Students Cannot Wear:** Violent language or images. Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited under FNCF(LEGAL). Hate speech, profanity, pornography. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups. Any clothing that reveals visible undergarments (waistbands and straps excluded). Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”). Accessories that could be considered dangerous or could be used as a weapon. Any item that obscures the face or ears (except as a religious observance). The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

## **Extracurricular Activities**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]

## **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. Campuses may have a more restrictive dress code with approval from the Campus Advisory Council and the Associate Superintendent as long as a more restrictive policy aligns with the “Purpose” defined in the policy. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above.

***Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:***

***Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.***

***Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.***

***If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.***

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity. School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to: kneeling or bending over to check attire fit; measuring straps or skirt length; asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and, accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Office of School Leadership at 512-414-4820 to connect with the appropriate level Associate Superintendent (Elementary, Middle, or High School).

**Campus Options** Campuses may impose more prescriptive or standard dress code requirements, with review and approval by their campus advisory council and associate superintendent as long as the more prescriptive or standard dress code aligns with the "Purpose" defined in the policy. Campuses may require a formal uniform with review and approval by their campus advisory council and associate superintendent and approval by the Board. [See FNCA(LEGAL)]

[https://www.austinisd.org/sites/default/files/dept/family-support/StudentDressCode\\_2019-20-ENG.pdf](https://www.austinisd.org/sites/default/files/dept/family-support/StudentDressCode_2019-20-ENG.pdf)

## **MISCELLANEOUS**

**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 call the registrar at 512-841-6500.

**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) and on the website at [www.austinisd.org](http://www.austinisd.org) and at the main telephone 512-512-414-1700. Kealing staff will also send updates via Twitter, Facebook, and the campus website.

**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.

**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.

**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 Driver's 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.

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