

O. HENRY MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK 2011-2012

Welcome to O. Henry Middle School! We are excited to be working with your middle school student this year. In order for your student to thrive academically, we have created a school organization that attempts to provide a safe, structured learning environment. As we enter our 59th year of existence, we hope that you and your student will become actively involved in our campus activities. The information presented here is designed to help your student maximize his/her achievement this year. We are pleased that you are a part of the O. Henry Learning Community!

WHO'S WHO AT O. HENRY MIDDLE SCHOOL

2610 W. 10th Street

Austin, Texas 78703

Phone: 414-3229 Fax: 477-7428

Principal's E-mail: pprice@austinisd.org

Websites: www.austinschools.org/ohenry or www.ohenrypta.com

Principal	Mr. Peter H. Price	414-7100
Assistant Principal (A – L)	Mr. Matthew Nelson	414-7104
Assistant Principal (M – Z)	Ms. Karen Aidman	414-7105
Principal's Secretary	Ms. Georgia Winkler	414-7130
6 th Grade Counselor	Jeanne Thompson	414-7108
6 th Grade Counselor	David Freeman	414-7108
7 th Grade Counselor	Ms. Wanda Montemayor	414-7106
8 th Grade Counselor	Ms. Amy Humphries	414-7107
Counselor's Secretary	Ms. Gina Lovelace	414-7109
Bookkeeper	Ms. Andrea Serra	414 -7101
Attendance Clerk	Ms. Lucy Herrera	414-7110
Data Clerk	Ms. Emily Heckroth	841-4485
School Nurse	Pam Bickham	414-7112
School Health Assistant	Gabby Frey	414-7112
School Resource Officer	Ms. Michelle Eller	414-7139
Librarian	Ms. Sara Stevenson	414-7113

Band Hall	476-7575	Girl's Gym	414-7119
Choir	414-7120	Boy's Gym	414-7118
Orchestra	841-4534	Cafeteria	477-2673

OTHER IMPORTANT NUMBERS/WEBSITES/EMAIL ADDRESSES

AISD North Bus Terminal Phone: 414-6520; AISD South Bus Terminal Phone: 414-6500

AISD Superintendent—Dr. Meria Carstarphen, Phone: 414-2482, superintendent@austinisd.org

AISD Associate Supt. for Middle Schools—Dr. Bergeron Harris—Phone: 414-4481, bharris@austinisd.org

Main AISD Administration Phone: 414-1700; AISD Police: 414-1703

AISD website: www.austinisd.org

AISD School Board: 414-2413, trustees@austinisd.org

School Board Members' Address: 1111 West 6th Street, Austin, Texas 78703

Regular Meetings of the AISD Board of Trustees are held on the second and fourth Mondays of each month at 7:00 pm in the Carruth Complex Board Room, Building B. The meetings are televised live on Cable Ch. 22 and on the AISD website at www.austinisd.org.

CAMPUS PHILOSOPHY

Motto In Pursuit of Excellence

Mission O. Henry Middle School will provide our students with a safe, nurturing, learning environment that celebrates cultural diversity, while promoting mutual respect, life-long learning, and civic responsibility.

Beliefs We hold the following beliefs:

- Our school community should ignite and facilitate a lifetime desire to learn.
- Our middle school must educate the whole child—academically, socially, emotionally, physically, and artistically.
- Providing a positive, safe, and nurturing environment encourages learning.
- Students and teachers need to be technology-competent to function in the 21st century.
- A strong partnership between school, parents, and our community must be maintained in order for our students to maximize their potentials.
- An environment of positive role models and diverse experiences fosters understanding of the world and of ourselves.

SCHOOL FACTS

O. Henry Middle School:

- Opened in August 1953.
- Is named for the author, William Sydney Porter, who lived in Austin at the end of the 19th century.
- Builds school spirit with red and white school colors.
- Uses the Mustang as its mascot.

WHO WAS O. HENRY?

O. Henry is the pen name of William Sydney Porter, one of America's most popular writers of short stories. He was born near Greensboro, N.C. in 1862. When he was only three, his mother died, and he was left in the care of his father, a doctor. He grew up under the watchful eye of his aunt, Lina Porter, who conducted a private school attended by Will and the other children of the neighborhood. It was all the education he ever had. He left school at the age of fifteen. Soon he was working in an uncle's drug store, and eventually he became a registered pharmacist. But life in the village of Greensboro was boring to him, so when he received an invitation to go to Texas, he accepted. At nineteen he was tramping about a huge ranch, which was operated by some friends from North Carolina. In spite of his shy nature, he always had friends. In Austin, he settled down as a bank clerk and was married. He and his wife had one daughter. He ventured a humorous weekly newspaper, *The Rolling Stone*, but it was never successful. Just how it all happened is not quite clear, but at this time his accounts at the bank were found to be unbalanced, and he was charged with embezzlement. To escape trial he sailed to Honduras. When his wife's tuberculosis became worse, he returned to Texas, stood trial, and was sent to the Ohio Penitentiary. There, he began writing in earnest and sold some stories. Upon his release, he resolved to start life anew, and he changed his name. He chose O. Henry as his pen name after a beloved dog, Henry, with whom he shared a back porch in Austin. It is said that he would call the dog, "Oh Henry." He moved to New York and soon became the most widely read author in the nation. His powers of plot invention were spectacular. For instance, during 1904 and 1905, he produced a story a week for the *Sunday World*. Some of his most memorable stories include "The Gift of the Magi," "Mammon and the Archer," "The Ransom of Mack," "Jimmy Hayes and Muriel," and "Two Thanksgiving Dan Gentlemen." He died of tuberculosis in 1910 and was buried in Asheville, NC.

GENERAL INFORMATION

(Informational topics are addressed in alphabetical order)

ACADEMIC TEAMS

O. Henry is organized around the team concept. Each student is assigned to a team consisting of his/her language arts, mathematics, social studies, and science teachers. Teaming encourages communication among students, teachers and parents. If a parent would like to schedule a meeting with an individual teacher, we highly recommend a meeting with the entire academic team, so that information can be shared with everyone.

ARRIVAL AND DEPARTURE OF STUDENTS

To minimize traffic problems, students coming to school in automobiles should be dropped off on West 10th Street. Buses drop off their riders on Wayside Drive. Once students arrive in the morning, they are not permitted to leave campus. At the end of the day, unless they are participating in a scheduled, after-school activity, students must exit the campus by 3:45 pm. Once a student leaves the school, they are not allowed back to campus. All students remaining on campus for tutorials must be in their room by 3:35 p.m.

ATTENDANCE

The single biggest factor for school success is regular attendance. Therefore, in Texas, students under the age of 18 are required by state law to attend school. Students are considered absent and/or truant if they miss more than 50% of a class period. Students who miss more than 10% of the school year (18 days) may be retained in the same grade level the next school year. Our Attendance Specialist will file charges upon students who have ten or more unexcused absences or tardies with the Travis County court system. Students and their parent/guardian should follow these procedures to ensure compliance with state law.

What to do when your child is absent:

1. Call the school, 414-7100, by 10:00 am the day of the absence. Leave a message on the recorder identifying your student and the reason for the absence.
2. When your child returns to school after an absence, be sure to send a signed note explaining the absence. The note becomes a permanent part of school records and must include the student's first and last name, grade, date(s) of absence, reason for missing school, parent/guardian signature, and daytime phone number.
3. Your child should bring the note to the office before classes begin to obtain a permit to enter.

What to do when your child needs to leave early:

1. A student needing to leave school during the day must bring a signed, written excuse from the parent/guardian to the office before the school day begins. The student will receive a pass to leave campus at the requested time.
2. If you make a doctor's appointment for your student after the start of the school day, please call the school (414-3229) as soon as possible and arrangements will be made for your student to come to the office at the requested time.
3. The parent/guardian must sign the student out in the main office.
4. When returning to campus, the student is asked to come to the office to sign in and to bring a doctor's note if a doctor's appointment was the reason for leaving school.

What to do when your child is late to school:

1. Student comes in late because of a late bus. He/She receives a late bus pass and no tardies are recorded.
2. A student comes in late with a note from a parent or accompanied by a parent. He/She receives a yellow excused tardy slip from Attendance Clerk
3. A student comes in late without a note from a parent and unaccompanied. Student will be escorted to class and marked tardy by their classroom teacher.

Truancy

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

officer and issued a ticket, and/or a constable may visit your home and a citation may also be issued by the campus SRO. Truancy results in an automatic Saturday School Detention or other consequences.

Regular Bell Schedule (Monday, Tuesday, Friday)

	6th grade	7th grade	8th grade
8:05 a.m.	First bell to enter school		
8:15 – 8:51	1 st period	1 st period	1 st period
8:55 - 9:38	2 nd period	2 nd period	2 nd period
9:42 - 10:25	3 rd period	3 rd period	3 rd period
10:29 – 11:12	4 th period	4 th period	4 th period
11:12 - 11:42			A LUNCH
11:46 - 12:42			5 th period
11:16 - 11:42		5 th period (1 st half)	
11:42 - 12:12		B Lunch	
12:16 - 12:42		5 th period (2 nd half)	
11:16 - 12:12	5 th period		
12:12 - 12:42	C Lunch		
12:46 - 1:29	6 th period	6 th period	6 th period
1:33 – 1:56	RODEO	RODEO	RODEO
2:00 - 2:43	7 th period	7 th period	7 th period
2:47 - 3:30	8 th period	8 th period	8 th period

Block Bell Schedule (odd classes—Wednesday; even classes—Thursday)

	6th grade	7th grade	8th grade
8:05 a.m.	First bell to enter school		
8:15 – 9:38	Wed.—1 st period Thurs.—2 nd period	Wed.—1 st period Thurs.—2 nd period	Wed.—1 st period Thurs.—2 nd period
9:42 - 11:12	Wed.—3 rd period Thurs.—4 th period	Wed.—3 rd period Thurs.—4 th period	Wed.—3 rd period Thurs.—4 th period
11:12 - 11:42			A LUNCH
11:46 - 1:29			Wed.—5 th period Thurs.—6 th period
11:16 - 11:42		Wed.—5 th period Thurs.—6 th period	
11:42 - 12:12		B Lunch	
12:16 - 1:29		Wed.—5 th period Thurs.—6 th period	
11:16 - 12:12	Wed.—5 th period Thurs.—6 th period		
12:12 - 1:29	C Lunch		
1:33 – 1:56	RODEO	RODEO	RODEO
2:00 - 3:30	Wed.—7 th period Thurs.—8 th period	Wed.—7 th period Thurs.—8 th period	Wed.—7 th period Thurs.—8 th period

BUSES

Riding the bus to school is a privilege that may be revoked if safety rules are not observed. Students must go directly to the buses as soon as they are dismissed from school. If your child misbehaves on the bus, she/he may be suspended from riding the bus for a period of time. A student may only ride his/her assigned bus.

Late buses will be provided for students who stay for after-school clubs and tutoring. These students will receive a wristband to indicate that they have legitimately stayed for an after-school activity. At 4:30 students will be released from their activity to wait for the bus. All students are expected to remain on campus until their departure home. Students who leave the campus, during this time, will have their wristband taken and may not ride the late bus home.

If any O. Henry student disrespects the rights of O. Henry neighbors before or after school, APD will be contacted. This includes unauthorized trespassing or any other inappropriate behavior that could reflect poorly on the school.

Please call transportation services (Northeast office: 414-6520; Southwest office: 414-6500) to learn which bus to ride and the closest stop to your home. Bus schedules and stops are posted on the AISD website at www.austinisd.org.

CAMPUS ADVISORY COUNCIL

(Referred to at O. Henry as the **Mustang Council**)

The Campus Advisory Council, or CAC, is a group of teachers, parents, staff, community leaders, and the principal, who meet monthly to discuss the school's Campus Improvement Plan and to make recommendations to the principal that improve the educational opportunities at O. Henry. The CAC, not to be confused with the PTA, 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. CAC application forms are available in the office. All meetings are open to the public, and brief comments may be presented by guests at the beginning of each meeting.

CAFETERIA

The cafeteria provides breakfast and lunch for all students and staff. Breakfast is served from 7:50 A.M. to 8:05 A.M., and students attend a 30-minute lunch period according to their schedule. In the cafeteria, students are expected to behave appropriately. Students should:

- Walk into the cafeteria, take a seat, or head to a lunch line.
- Sit as they eat, one student per seat.
- Clean up when they have finished eating.
- Not throw food, sit on tables, cut in line, or run in the cafeteria.
- Leave only with adult approval and a signed pass/agenda.
- Take a seat and wait for dismissal by an assistant principal at the end of lunch.
- No food or beverage will be taken out of the cafeteria.

AISD does not allow students to bring food to share with other students (i.e., cupcakes, pizza, cake) during lunch.

ITEM	FULL PRICE	REDUCED PRICE	FREE
Plate lunch (without dessert)	\$2.25	\$.40	0
Breakfast	\$1.25	\$.30	0
Desserts	up to \$.45	Not included	Not included
½ pint of milk	\$.65	Included	0

Free and reduced lunch applications are sent home the first day of school and are available from the receptionist at any time during the school year.

CARE OF THE BUILDING

Everyone should take pride in the school building and school grounds to ensure a clean and attractive learning environment. Students are expected to pick up all paper and litter from the classroom and hallway floors at the end of each class period. Please encourage your student to be a thoughtful citizen and to contribute to the physical well being of the campus.

Students marking on or damaging school equipment/property in any way will be required to clean the article and pay for

the damage done. The law specifically provides that students and parents are responsible for damage to school property or materials loaned to the students.

CHANGE OF ADDRESS

In order to ensure your 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 to the office any change of address or telephone numbers. 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 main office at 414-3229.

CHANGING CLASS

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

CHEERLEADING AND PEP SQUAD

O. Henry is a spirited school, and many students choose to show their pride by joining the pep squad in seventh grade and/or cheerleading in eighth grade. Pep squads and cheerleaders attend UIL sports events, cheer for the athletes, and promote school spirit.

CHILDREN'S HEALTH INSURANCE

Low cost and free health care coverage is available for qualifying families through Insure-a-Kid. Contact 324-2447 or check www.insureakid.org for information.

CLUBS, ORGANIZATIONS AND ACTIVITIES FOR STUDENTS

Students are encouraged to participate in school activities and should check with their teachers, counselors, or administrators for information about joining a club or organization. Some of these activities include the following: National Junior Honor Society, Student Council, Math Counts, Chess Club, Environmental Club, and various Book Clubs.

COMPUTER EQUIPMENT

Students are expected to care for the school computers and peripherals (i.e. scanners, cameras, camcorders, CD burners). If students cause any damage to school property, willfully or through negligence, they may be charged with a criminal offense. As a result of damage, consequences and/or restitution may be recommended. Access to school computers is a privilege and therefore, students will lose the opportunity to use them.

CORE COURSES

Core courses—required for all students—include English, math, social studies, and science.

COUNSELORS

Guidance counselors are available to every student in the school. Counseling services include assistance with school planning; interpretation of test scores; career and occupational information; group guidance; study organization; assistance with home, school and/or social issues. Counselors are available for any student concern and maintain students' privacy, unless there is a possibility of potential harm. If your child needs to speak with a counselor about a sensitive, personal emergency, he/she is asked to obtain teacher permission. Otherwise, he/she may fill out a *Request to See the Counselor* form in the office between passing periods, especially if it is for schedules or non-emergencies.

DANCES

O. Henry sponsors 4 - 5 dances each year. Only eligible O. Henry students may attend. Students are ineligible to attend a school dance if (a) they are listed on the library or textbook obligation list (posted outside the library during the week of the dance), (b) they have not accounted for all athletic equipment, (c) they have received an office referral or served a suspension the week of the dance, or (d) have been previously barred from attending school activities, including having a criminal trespass warning. Dances are normally held on Friday afternoons or evenings. We expect students to be picked up at the designated times. Any student who remains on campus 30 minutes after scheduled pick up time may lose the privilege to attend dances for the remainder of the year.

DISCIPLINE

A safe and orderly environment is essential for learning to occur. School safety is a top priority at O. Henry. General expectations for behavior are outlined in this handbook. If students choose to behave in a manner that disrupts the education of others, or if they behave in a dangerous manner toward themselves or others, then a discipline referral may be written to an assistant principal. Parents are contacted. The discipline referral will be placed in the student's discipline folder, and a record of the action taken will be recorded. Consequences may include student conference, After School Detention, Saturday School Detention, Behavior Modification Class (BMC), Home School Suspension, (HSS), Expulsion, and/or removal to the Alternative Learning Center (ALC). All parents/guardians are given the AISD Student Code of Conduct at the start of the school year and are strongly encouraged to read it. Parents should encourage their children to make positive choices about conduct at school.

DISCIPLINE MATRIX

Our campus' discipline policies are designed to maintain a positive learning environment for all students. The discipline matrix is designed as a guide for establishing clear and consistent consequences for specified offenses. The administration reserves the right, from time to time, to deviate from the stated consequences depending on the uniqueness of the situation.

When behavior is inappropriate the following consequences will be enforced:

1. GENERAL DISRUPTIVE CONDUCT

*Any conduct which disrupts the educational process, constitutes a health or safety hazard, is in violation of state or municipal law, or is in violation of specified school rules. Items that are considered disruptive and not limited to: stink bombs, caps, poppers, etc. *Severity of offense may affect level of consequences applied.*

- 1st. offense: 1-3 days lunch detention, parent contact
- 2nd. offense: 1-3 days after school detention, parent contact
- 3rd. offense: Saturday D-Hall*, parent conference
- 4th. offense: 1-3 days ISS, parent conference and possible citation
- 5th. offense: 1-3 days home suspension, possible citation and/or possible discipline hearing which may lead to ALC.

2. REFUSAL TO OBEY / DEFIANCE OF SCHOOL PERSONNEL / AUTHORITIES

Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

- 1st. offense: 1-3 days ISS and parent contact.
- 2nd. offense: 1-3 days home suspension, parent conference.
- 3rd. offense: 1-3 days home suspension, parent contact and possible discipline hearing which may lead to ALC.

3. PROFANITY / VERBAL ABUSE / RACIAL SLURS

If directed toward a peer.

- 1st. offense: Saturday D-Hall*, parent contact, possible citation.

If directed toward a staff member.

- 1st. offense: 3 days ISS to 1-3 days home suspension, parent contact, possible citation
- 2nd. offense: 3 days home suspension, possible citation and possible discipline hearing which may lead to ALC

4. FIGHTING / ASSAULTS

Play Fighting /Verbal confrontation

- 1st. offense: 1-3 days lunch detention, parent contact.
- 2nd. offense: 1-3 days after school detention, 1-3 day ISS, parent contact.

Physical Aggression/Fighting

- 1st. offense: 1-3 days home suspension, parent contact/conference, mediation, further consequences depending on the severity of the incident, possible citation.
- 2nd. offense: 3 days home suspension, possible citation and/or discipline hearing which may lead to ALC.

5. HARASSMENT

Bullying: *Any aggressive behavior or intentional harm-doing; can be physical, verbal, emotional, or cyber and is carried out repeatedly over time.*

Examples of bullying include name calling; racial slurs; unauthorized, unwanted or inappropriate touching; making fun of a person's appearance; telling mean jokes or rumors about someone; threatening to hurt a person; shoving or elbowing someone; making threatening gestures, postures; derogatory comments on Facebook or other social media.

Toward Adult:

1-3 days home suspension, parent contact/conference, possible citation

Toward Student:

Minor offense:

1st offense: Mediation with counselor, after school detention or Saturday D-Hall*.

2nd. offense: Saturday D-Hall*, mediation, parent contact.

3rd. offense: 1-3 days ISS, mediation, parent contact

Serious offense: 1-3 days home suspension, depending on the severity of the offense; possible citation, parent contact/conference.

Sexual Harassment: *Any unwanted or unwelcome sexual behavior, which interferes with a student's right to get an education or to participate in school activities. Sexual harassment may result from someone's words, gestures or actions that make another person feel uncomfortable, embarrassed, offended, demeaned, frightened, helpless or threatened.*

Examples of sexual harassment include touching, pinching and grabbing body parts; being cornered; sending sexual notes or pictures; sexting; writing sexual graffiti on desks, bathroom walls; making suggestive or sexual gestures, looks, jokes or verbal comments; spreading sexual rumors or making sexual propositions; pulling off, down, or lifting someone's clothes; pulling of/lifting your own clothes; or being forced to kiss someone or do something sexual.

Toward Adult:

1-3 days home suspension, parent contact, possible citation and/or discipline hearing which may lead to ALC.

Toward Student:

Minor offense: 1-3 days ISS, mediation, parent contact.

Serious offense: 1-3 days home suspension, parent contact, possible citation, possible discipline hearing which may lead to ALC.

6. THEFT OR THE POSSESSION OF STOLEN MERCHANDISE

Felonies (any criminal mischief with a monetary value that exceeds \$1,500.00):

Discipline hearing: Mandatory Removal, possible citation and/or arrest

Non-felonies: Depending on offense, possible consequences include 1-3 days BMC or home suspension, parent conference, loss of school privileges, restitution, possible citation/arrest, discipline hearing

7. GANG-LIKE ACTIVITY / ITEMS

Gang-like activity is the action of three or more persons having or displaying a common identifying sign or symbol and includes emulating or mimicking gang behavior. Items often identified with gang activity could include the following: bandannas,, shirt draped over the shoulder, hand signals, use of particular scripts/fonts, etc.

1st and 2nd offenses: student conference, confiscation of any offending item

3rd offense: student entered into AISD gang data base; conference with parents and SRO; confiscation of any offending item

4th offense: discipline hearing which may lead to ALC, confiscation of any offending item

8. VANDALISM OR TAGGING

Reckless damage or destruction of property.

Student's property

1st. offense: Saturday D-Hall*, parent contact, restitution, filed with SRO.

2nd. offense: 1-3 days ISS, parent conference, restitution, filed with SRO.

3rd. offense: 1-3 days home suspension, restitution, discipline hearing which may lead to ALC, filed with SRO.

School property

1st. offense: 1-3 days home suspension, parent conference, restitution, possible citation/arrest.

2nd. offense: 3 days home suspension, restitution, discipline hearing, ALC, possible citation/arrest.

9. GRAFFITI

Damage or destruction of property using a permanent ink or paint (i.e. marker, spray paint, etc.).

Student's property

1st. offense: Restitution, 1-3 days ISS, parent contact.

2nd offense: Restitution, 1-3 days home suspension, parent contact/conference.

School property

1st. offense: 1-3 day ISS/home suspension, restitution, possible arrest.

2nd. offense: 3 days home suspension, restitution, possible arrest, discipline hearing which may lead to ALC.

10. WEAPONS

ABSOLUTELY NO WEAPONS ON SCHOOL PROPERTY!

Possession/use not limited to: a firearm, any type of gun, knife, boxcutter, razor blade, club, explosive (including fireworks, poppers, stink bombs), slingshots, blackjack, knuckles, or other item that may cause or is intended to cause injury or death, includes look alike.

**parent contact, filed with SRO, possible citation, discipline hearing (ALC), arrest*

Knife-legal: (blades under 5 1/2 inches long): 1-3 days home suspension, parent conference, discipline hearing for ALC.

Knife- illegal : (blades over 5 1/2 inches long): MANDATORY EXPULSION, ALC / JJAEP.

Firearms: Federal and state law require that a student be EXPELLED for one year from the regular classroom, arrest, ALC / JJAEP.

11. POSSESSION / USE TOBACCO, DRUGS, ALCOHOL, INCENDIARY DEVICES

The possession or use of tobacco; drugs; drug paraphernalia; alcohol or incendiary devices, including lighters, matches, fireworks, and flammables such as CO2 cartridges and aerosol containers, is prohibited on campus.

Tobacco, use/possession: 3 days home suspension, parent conference, citation.

Alcohol, use/possession: 3 day home suspension, parent conference, filed with SRO, citation/arrest, discipline hearing, ALC.

Drugs, drug paraphernalia, use/possession: 3 days home suspension, parent conference, filed with SRO, citation/arrest, discipline hearing, ALC.

Incendiary devices: Possible consequences include 3 days home suspension, parent conference, citation/arrest, discipline hearing, ALC.

12. TRUANCY (Ditching/Skipping)

Unexcused absence during any part of the school day:

1st. offense: Saturday D-Hall*, citation, parent contact/conference.

2nd offense: 1 day ISS, citation, parent contact/conference.

3rd offense: 2 days ISS, citation, parent contact/conference.

- *Failure to serve a Saturday D-Hall will result in a 1 day In-School Suspension.*

13. TARDIES

Students are expected to arrive to each class on time. If they do not, they are marked tardy by the teacher.

Excessive tardies will result in detention and possible action by the courts. Tardy sweeps will be randomly conducted throughout the year.

14. DRESS CODE

All offenses: Student conference, warning, parent contact, change clothes or BMC for the remainder of the day

15. CELL PHONES ON CAMPUS

All offenses: AISD policy allows middle school students to possess cell phones. Staff will confiscate the phones if they are heard or being used inside the school building during the school day (8:05 a.m. – 3:30

p.m.) After a three-day waiting period, parents may pick up the cell phone from the office for \$15.00. Administrators and campus SRO will not investigate the loss of aforementioned items.

16. OTHER ELECTRONIC DEVICES:

All offenses: Item(s) will be confiscated and turned over to the administration. Parents or students may pick up items from the office or they will be returned to students at the end of the school year.

17. FORGING NOTES, PASSES AND OTHER DOCUMENTATION

1st. offense: Saturday D-Hall*, parent conference.

Additional offenses: 1-3 days ISS; parent contact.

18. GAMBLING

All offenses: Parent contact/ 1-3 days ISS, items will be confiscated.

19. CHEATING / PLAGIARISM

Teacher consequences for the first offense; parent contact

2nd. offense: Office referral, parent contact, Saturday D-Hall*.

3rd. offense: Parent conference, 1-3 days ISS.

20. CAFETERIA

Minor offenses (e.g., running, littering, horseplay): 1-3 days lunch detention, assigned seat for lunch or assigned to help clean cafeteria under custodial supervision. Time frame may be 1-3 days.

Serious offenses (any behavior that significantly disrupts the cafeteria; e.g., inciting a crowd, throwing food): BMC and/or home suspension; lunch room assignment; restitution; possible citation/arrest, filed with SRO; discipline hearing that may lead to ALC.

21. GUM

O. Henry is a NO GUM school.

Teachers will administer consequences, ranging from a student conference/warning to detention

22. BUS REFERRAL

1st. offense: Conference with student. Parent notified and warning statement of future consequences given. Suspension from the bus may occur.

2nd. offense: Suspension from the bus may occur for 1-3 days. Parent notified and a warning statement of a long term suspension for future violation will be given.

3rd. offense: Suspension from the bus for 4-10 school days. Parent notified.

4th. offense or more: Student will be suspended from the bus for the remainder of the semester.

+Conduct that disrupts the safe operation of a school bus, thus causing the bus to return to campus may result in a citation being issued by campus SRO or other assigned consequence.

DISCIPLINE TECHNIQUES

Discipline at O. Henry is designed to correct misconduct and to encourage all students to be responsible citizens of the school community. Disciplinary action draws on the professional judgment of teachers and administrators and on a range of discipline techniques. Factors considered include the seriousness of the offense, the frequency of misbehavior, the student's attitude and abilities, the effect of the misconduct on the school environment, and requirements of law. As a result of these factors, discipline for a particular offense (unless otherwise specified by law) may vary.

The following techniques may be used alone or in combination:

Verbal correction

Opportunity to use self-directed control strategies

Parent-teacher conferences

Backpack/student searches

Confiscation of items that disrupt the educational process

Sending the student to the office or other assigned area
Counseling/mediation/mentoring by teachers, counselors, SRO and/or administrative personnel
Assigned school duties other than class tasks
Withdrawal of privileges, such as participation in extracurricular activities
Detentions(s)
Seating changes in the classroom
Behavior contracts
Assignment to another classroom; change of schedule
School administered probation
Withdrawing or restricting bus privileges
Stay Away Agreement
Criminal Trespass Warning (CTW)

- FAILURE TO SERVE ANY SATURDAY D-HALL WILL RESULT IN A 1-DAY BMC assignment

DRESS CODE

In order to maintain a safe, respectful and positive learning environment and to model good citizenship, AISD's has implemented a district wide Student Dress Code. All clothing should be appropriate to the student's age, the school setting and weather conditions. Both students and parents share the responsibility for the students' attire because clothing often sets the pattern for behavior. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting attire. Accessories that are distracting to educational process will be confiscated.

Clothing may not advertise, condone, depict or promote the use of alcohol, tobacco, guns, knives, inappropriate dress or drugs. Also prohibited is clothing with vulgar or obscene language, or images or writings that promote disruption of the educational setting. The following clothing **may not be worn on campus:**

- Athletic Shorts Outside of PE
- Backless Tops
- Baggy Pants or Oversized Clothing (Hem of shirt or crotch of pants cannot extend below the fingertips with arms extended to the side.)
- Bare Midriffs
- Gang-Associated Clothing or Colors
- Halter Tops
- Low Cut Necklines
- Pajamas
- See-Through Clothing
- Shorts and/or Skirts that distract (hem cannot be above the fingertips with arms extended to the side.)
- Unnatural hair color
- Spaghetti Straps
- Strapless Tops
- Tank Tops
- Visible Undergarments
- Slippers
- Hats or Caps inside (except for religious headwear)
- Sleeves longer than wrist
- Sweatbands
- Gloves
- No body/facial piercings other than on the ears
- Bandanas
- Mohawks or shaved designs on the head
- Notched eyebrows

FEEDER SCHOOLS

Students from ten elementary schools currently feed into O. Henry Middle School: Allan, Allison, Barton Hills, Bryker Woods, Casis, Govalle, Mathews, Oak Hill, Pease, and Zilker.

FOOD, CANDY, AND GUM

All food and drinks should be consumed in the cafeteria and are forbidden in the hallways/classrooms without prior administrative approval. No opened bottles or containers are allowed in the building. Candy from home may only be consumed in the cafeteria. (Candy is not sold on campus) **Gum is not allowed on campus—anytime, anywhere.**

GENERAL CLASSROOM EXPECTATIONS

I will be punctual.
I will be prepared.
I will be positive.
I will be polite.
I will be productive.

GRADING SYSTEM

Each teacher establishes his/her own grading policy. Copies of the policies will be sent home with students during the first week of school. Grades are assigned based on the work the student does during six, six-week grading periods. Report cards are sent home to parents at the end of each six weeks grading period. Report cards should arrive in the home via U.S. mail approximately five to seven days after the end of the six weeks.

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

ZAP

Zeroes Are Prohibited (ZAP) is a program to encourage students to complete assigned schoolwork each evening. If a student does not complete an assignment, s/he will receive a ZAP form indicating s/he must attend an afterschool detention if the assignment is not turned in the next day. ZAP detention is held in the BMC room and lasts until 4:30.

9th Period

Students are automatically enrolled in 9th period if they fail one or more of their core courses for a 6-week period. 9th period is from 3:35 – 4:30 and offers students small group interventions with their teacher, more individualized instruction, and a quiet place to work on assignments. Once enrolled, the student will remain in 9th period for the entire 6-week period. Students will be dismissed for the next 6-week period if they receive passing grades in all their core classes. Late buses will be provided for those eligible.

Late Work Policy

Our late work policy reflects the unique characteristics of middle school students, realizing that many students legitimately forget their work or have acceptable excuses. Our school policy for **all** students includes the following:

No late work will be accepted for student work graded in class where students have knowledge of the answers. Generally speaking, this means homework graded in class. Late work will be accepted for any student work not graded in class. Only three late assignments will be accepted during a six-week grading period. Any late work submitted after these three will be scored as a zero. Points will be deducted as follows:

1 day late - 10% off
2 days late - 20% off

3 days late - 30% off
4 days late – 0 credit

Homework Make-Up Policy

Make-up work is the student's responsibility. Students who are absent due to illness are not expected to complete schoolwork during their illness. Upon returning to school, students are expected to make arrangements with teachers for make-up work. If a student is absent for one or two days, please do not contact the teachers for make-up work.

Students have up to two (2) days to make up work for one absence, plus an additional day for each additional absence. If a student is absent for three or more days, parents may request homework from the Counseling Office at 414-7109 by 10:00 am. Assignments may be picked up after 24 hours.

HALL PASSES

Students are not permitted outside the classroom during class periods unless in ink they are accompanied by a teacher or have a signed agenda pass in their possession. Hall passes must be signed and timed by the teacher on the correct date in the student agenda. If a student needs to see a teacher before school, he/she must get a permit from that teacher the day before. Students will not be allowed to leave the cafeteria unless they have a pass signed and dated from a teacher.

HONOR ROLL

The honor roll system recognizes and rewards notable academic achievement. Honor roll recognition is based on scholarship achievement only. It has no relationship to National Junior Honor Society requirements, which include factors in addition to scholarship.

IMMUNIZATIONS

Texas State law mandates that immunizations be up to date prior to your student's entering middle school. If you have any questions regarding your child's record, please call the school nurse at 414-7112. The nurse will send out notification if your student has a delinquent record. Failure to update immunization records may prevent your student from attending classes.

ITEMS NOT ALLOWED ON CAMPUS

Laser pointers and permanent markers will be confiscated by teachers and staff and turned in to the assistant principals. Parents may pick up items on the first offense. A second offense will result in the items being kept until the last day of school. Administrators and Campus SRO will not investigate the loss of the aforementioned items.

LEADERSHIP TEAM

The O. Henry Leadership Team is composed of department chairs, team leaders, librarian, CAC liaison, RODEO Coordinator, instructional specialists, assistant principals, and principal. This group discusses curriculum, instruction, and school operations.

LEARNING WALKS

Every six weeks, the principal invites parents to accompany him on short, organized, classroom visits. After a brief orientation in the conference room next to the principal's office, the visitors head out and observe the classrooms and then later return to the conference room to discuss what they have observed.

LIBRARY BOOK FAIR

The Library sponsors a Book Fair in the fall and spring so that students and their families can purchase books for personal enjoyment, gifts, and classroom use. The book fair profits are used to purchase books and equipment for our library.

LIBRARY USE

The Library is open to students each school day from 7:50 am to 3:45 P.M. Students may use the library before school from 7:45 – 8:05 A.M. with a pass they get from the teacher on morning duty at the front entrance of the school. They do not need a pass for after school use from 3:30 until 3:45 P.M. During the school day, students must be accompanied by a teacher or show a signed agenda to the librarian. 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. Students are responsible for returning books promptly and in the condition in which they were borrowed. Bills for lost or damaged books must be paid before additional books may be borrowed. Students who have overdue, lost, or damaged books are placed on the obligation list, which prohibits them from attending certain functions, such as the school-sponsored dances. If a student withdraws any time during the school year, s/he must return all library books before the necessary paperwork can be completed.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society is a student organization dedicated to service through leadership, character, and

citizenship. Seventh grade pledges must maintain a 90 or higher non-weighted grade point average during their sixth grade year as well as the first five grading periods of their seventh grade year to be inducted. Eighth grade members must also maintain high scholastic achievement to remain active. As campus leaders, members are expected to attend meetings, serve on committees, and volunteer their time to improve both community and school.

OFFICE HOURS

The main office will be open from 7:50 a.m. to 4:30 p.m. each school day.

PARENT TEACHER ASSOCIATION (PTA)

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

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

We encourage all O. Henry parents and educators to join this organization and to attend our meetings. Annual membership is \$10.00 per person. Membership forms are sent to each family in the Back-To-School packet at the start of the school year. They are also available in the school office. For more information about the activities of the PTA at O. Henry, please check the PTA website at www.ohenrypta.com.

PERSONAL PROPERTY AT SCHOOL

Coats, book bags, band instruments, and other articles of value should be labeled. It is best not to bring anything of value, especially expensive jewelry, electronics, or large amounts of money. Claim lost items promptly from the office LOST & FOUND area. Unclaimed items are donated to charity at the end of the year.

PRE-ADVANCED PLACEMENT (PRE-AP)

Pre-AP courses are offered in 6th, 7th, and 8th grade English, Mathematics, Science, and Social Studies. These courses are geared for students who are performing above grade level expectations. Any interested student may select these courses on the choice sheet. Pre-AP courses emphasize critical thinking, reading, research, writing, and, as appropriate, advanced performance expectations. Students who select the Pre-AP designation will spend more time outside of class reading, writing, and completing group or independent assignments based on more challenging concepts or content. Occasionally, grade level curriculum will be “compacted” for Pre AP students so that they can explore another aspect of the curriculum in greater depth. If students are unsuccessful in a Pre-AP course for two consecutive six weeks, they may be placed in a regular course.

REGULAR COURSES

Regular courses, or “on grade level” courses, are offered in English, mathematics, science, and social studies. In addition, all electives are considered regular courses, and therefore, do not receive weighted grade points. In regular courses, students will experience independent and cooperative learning, hands-on activities, discussions, projects, and technology-aided instruction designed for students who are progressing through the curriculum at an appropriate rate for each grade level. Reading, writing, and critical thinking are emphasized in all subject areas. All students at O. Henry can expect homework and projects to be assigned on a regular basis. Modifications, tutorials, and other interventions are offered to students who are struggling or performing below grade level expectations.

REPORT CARDS

Report cards are sent to the student's home address each six weeks of the academic school year. Students who are failing, or close to it, may also receive a progress report after the third week. This report is designed to give students and parents enough time to correct the problems and schedule meetings with the teacher, if necessary.

SCHEDULE CHANGES

Students are expected to request schedule changes in the spring or summer before the fall semester begins. Students may request to move to a Regular or Pre-AP class during the school year.

SCHOOL CLOSING INFORMATION

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

SCHOOL NURSE AND MEDICATIONS

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. If a student needs to take medication while at school, a parent/guardian must bring the medication in a current prescription bottle directly to the nurse. The school does not provide any medication. Only medications provided by parents/guardians with a written request by the parent or guardian and in some cases by the physician will be given by the nurse. The written request should include the student's name, name of medication, the purpose and dosage, and expiration date, when it should be taken and how. All medicines should be sent in the original container, with appropriate label, and must be kept in the school's health office. Any student in possession of a prescribed medication on their person will have administrative consequences.

With the exception of inhalers, diabetic supplies, students may not store any medicine in their backpacks.

Students with inhalers should still notify the school nurse that they use them.

If your child is on a daily medication, it is helpful to provide the nurse with your student's schedule in case she/he must be called to be reminded. Always notify the nurse if your child has any major medical condition, such as asthma, epilepsy, severe food allergies, sickle cell anemia, etc.

SCHOOL RESOURCE OFFICER

O. Henry Middle School's Resource Officer (SRO) is an AISD police department officer who patrols the O. Henry 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 on or off AISD campuses. You may contact the SRO at 414-7139 or by calling the AISD PD Headquarters at 414-1703.

SCHOOL STORE

The school store, Mustang Mall, is operated by PTA volunteers. It is open before school and during lunches every day. The Mustang Mall inventory includes a wide variety of school supplies available at very reasonable prices: pencils, pens, markers, grips and sharpeners, lead refills, erasers, tape and glue, pencil pouches, rulers, protractors, 3-hole punch, paper, index cards, memo pads, notebooks, organizers, book covers, poster-board, calculators, and flash drives. Mustang Mall gift cards may be purchased in \$5 increments.

TAGGING AND VANDALISM

O. Henry prohibits tagging (graffiti) on any items including notebooks, backpacks, books, binders, clothing, homework, or any other object that is brought to school. Damage or destruction of school property is a punishable offense and will be dealt with severely (home suspension, restitution, possible citation/arrest, discipline hearing which may lead to ALC).

TELEPHONES

Students may use the school telephones with the permission of a teacher or office staff.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Writing, tagging, drawing, or any other damage to the textbook is unacceptable and will result in fines and/or replacement fees. Lost textbooks must be paid for immediately. Money is accepted in the office. Any student withdrawing during the year must return all textbooks before the necessary paperwork will be completed. All books must have the student's and issuing teacher's name inside the front cover of the book. All textbooks must be covered.

TOBACCO, ALCOHOL, AND DRUGS

State law forbids smoking, or the use of any kind of tobacco, alcohol, and/or drugs on campus. (See Discipline Matrix)

TRANSFER EXPECTATIONS

Any student on a transfer to O. Henry Middle School is required to meet the terms of the transfer. Parents and students

are to assume responsibility for satisfactory attendance, discipline, achievement of the student, and cooperation with the school staff while at the transfer school. If these expectations are not met, the transfer may be revoked (F311 SR).

TUTORING

Teachers help students outside normal class time by offering tutorials a minimum of one time per week. Class tutorial times will be posted in each teacher's room. If the student is to meet with a teacher before the start of school, s/he must go to the front office with a pass signed by the teacher. For after school tutorials students must remain on campus and be in their tutorial classroom by 3:35. Students must remain in tutorials until 4:30. Once a student leaves the building, s/he is not allowed back in the building. Late buses are available at 5:00 p.m.

VISITORS AND GUESTS

Adult visitors are welcome and encouraged to visit O. Henry. Visitors must check in at the front office, show appropriate ID, and receive a visitor's badge to wear while on campus. Visitors to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Only adults listed on the student's Emergency Information Card will be permitted to visit with the student. The campus is closed to all student visitors unless approved by an administrator and accompanied by an adult.

VOLUNTEER OPPORTUNITIES

There are numerous volunteer opportunities at O. Henry including the school store, library, main office, tutoring, and substitute teaching. The PTA has organized a number of standing committees which work to support the students and school: Honor Roll Assemblies, Tutoring, Enrichment, Grant Writing, Building and Grounds, Teacher and Staff Appreciation, Back-To-School Packets, Publicity, New Parent Orientation, Mustang Round-Up, etc. We need parents to help with all of these committees. A complete list of volunteer opportunities will be sent home with students the first day of school.

WEBSITE

Regularly updated information about school events, calendar, PTA activities, and volunteer opportunities may be found at www.austinisd.org or the PTA website at www.ohenrypta.com.