



MARTIN
MIDDLE SCHOOL
AUSTIN Independent School District

Samuel L. Martin Middle School
1601 Haskell
Austin TX 78702
(512)414-3243

Student/Parent Handbook

2018-2019

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School Mission

Martin Middle School...

is about collaborating to build strong relationships with our community, we will engage our students in order to ensure that they persevere and have the knowledge and skills necessary to access a better future while honoring their past.

Core Values

We are a community school that believes:

1. All members of a school can and will improve through a growth mindset,
2. There is urgency in the pursuit of equity for all learners, and
3. Teaching & learning can – and should be – joyous.

ATTENDANCE

The Texas Compulsory School Attendance Law requires children between the ages of 6 and 17 to attend school, requires parents to make their children attend school and establishes criminal penalties for failure to comply with the law. The State's attendance policy places a limit on the number of absences a student may have in class in order to receive credit for that class. A student may not be given credit for class unless the student is in attendance at least 90% of the total number of days the class is offered. The student may appeal excessive absences to the school's attendance committee.

ABSENCES/TARDIES

Any day a student is absent, a parent/guardian must call the school (414-3047) by 10a.m. When a student returns from an absence, a note with the following information is required:

1. First name, last name and middle initial of the student
2. Student's ID number
3. Date(s) of absence
4. Reason for the absence: Doctor Appointments require written documentation.
5. Parent signature and phone number where parent can be reached.

Special Note: A doctor's note will be required after three (3) consecutive absences or five (5) total absences per semester. Notes will be turned in to our attendance clerk from 7:45-8:25 a.m. in the Main office. If a student misses more the 50% of class due to an unexcused tardy the student will be marked absent for the class period. Students with excessive tardies can be excluded from special events, receive detention and/or other appropriate consequences.

Permits for Leaving School

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 a

confirmation from the parent or guardian. If a student becomes ill at school, we can only release him/her with the approval of the parent or guardian.

Building Hours

The building opens at 7:30 a.m. for breakfast. Students will be supervised in the cafeteria, large gym or small gym starting at 7:30 a.m. Once students arrive on school grounds, they must remain on campus. Students must leave campus by 3:55 p.m. unless they are under the supervision of a teacher for after school activities such as tutorials, athletics, etc. Students who are not picked up by 4:00 p.m. will be escorted into the school building to wait for their ride. Parents/guardians will have to enter the building to pick up students after 4 p.m. Office hours are 7:30 a.m. to 4:00 p.m.

Withdrawal from School

A parent or legal guardian must be present to sign necessary paperwork if a student moves or transfers to another school. Records will not be released until the student is clear of all obligations.

Visitors

Our Martin parents/guardians are welcome and encouraged to visit Martin Middle School. All visitors must register in the office (where they will be asked to show a picture ID) and pick up a visitor permit.

District personnel reserves the right and is authorized to ban or eject any person from campus if the behavior of the campus visitor is unruly or inappropriate. If you would like to appeal the ejection or ban, there is a 90-day appeal process that you are able to file through the district.

STUDENT RECORDS

Students' 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.

BUS TRANSPORTATION

Our school buses are an extension of Martin Middle School. The bus drivers have an important responsibility to deliver students safely to and from school. This requires complete attention, and they cannot be distracted by inappropriate behavior. Proper conduct is expected of bus students at all times. The policy requires bus drivers to assign seats for students. Riders are expected to comply with the driver's request. Violations of the student rules of conduct will result in administrative consequences including but not limited to: parent phone calls, detention, bus suspension, in school suspension, home school suspension, or other administrative consequences.

CAFETERIA

Breakfast is served in the cafeteria starting at 7:30 AM until 8:05 AM.

The following student prices for 2018-19 are subject to change:

Breakfast: Full price = \$1.50, Reduced = \$.30, or FREE

Lunch: Full price = \$3.05, or FREE

Students approved for reduced meals pay \$.30 for breakfast and \$.40 for lunch.

DISCIPLINE

Students are subject to all school rules and regulations from the time they leave home until the time they return. School policies apply on field trips, bus transportation, at school bus stops, athletic events, and all other school district events. Please refer to AISD Student Code of Conduct for a more detailed description. If you have questions, contact your assistant principal.

General Conduct

Martin Middle School has developed campus-wide expectations for behavior in common areas. Please visit

the Martin Middle School website for more detailed information on those expectations.

Bullying

Martin Middle School is a designated *No Place for Hate Campus*.

Students shall not engage in harassment motivated by race, color, religion, national origin, sexual orientation, gender, or disability and directed toward another student. A substantiated charge of harassment or bullying against a student shall result in disciplinary action. The term "bullying" includes aggressive behavior or intentionally doing harm that can be physical, verbal, or emotional, and is carried out repeatedly over time, occurring among students where the student who bullies has more power than the target. The power advantage may be the result of age, size, ability, popularity, or other factors that create a power imbalance between the bully and the target. Students who believe they have been harassed or bullied by fellow students or District employees are encouraged to promptly report such incidents to the campus principal or other campus professionals.

Appropriate use of Social Media/Technology

Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property if the conduct causes a substantial disruption to the educational environment is not permitted and will be handled by the campus administration.

Sexual Harassment (Physical, Verbal, and Non-verbal)

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

COUNSELORS

Our guidance and counseling department has experienced, full time counselors trained to help students achieve their goals. Any student who wishes to discuss academic or personal concerns, including mediation, with a counselor should fill out a counselor request form before or after school or at lunch. The form may be turned in to the office or to any teacher. In addition, a student may request to see a counselor during class if the teachers permit it.

Martin's school counseling program is delivered through a guidance curriculum, responsive services, system support, and individual student planning. Delivering a guidance curriculum means classroom lessons are developed and provided to support student growth in career, academic, and personal/social development.

Dress Code for Students

Students are expected to be well groomed and neatly dressed at all times. The following is the Martin Middle School dress code:

Shirts

Grade level solid color collared shirt with no logos or insignias. Only black, white or gray undershirts can be worn under the collared shirt.

8th grade: Black / Purple

7th grade: Green / Maroon

6th grade: Gray / Burnt Orange

Pants/Shorts/Skirts

Solid black jeans or solid denim jeans or khaki pants (heavy-weight cotton).

Knee length solid black, denim or khaki shorts or capri pants.

Knee-length solid black, denim or khaki skirts. Skirts must be as long as or longer than the student's fingertips even if wearing leggings or tights underneath.

NOT PERMITTED

Basketball shorts are not permitted.
Pants must not fall below waistline (no sagging pants).
Pants or shorts may not have holes, tears or frays and cannot have designs or graphics.
Pant legs cannot be rolled up.

Shoes

No shoes that are mostly red or blue. No red, blue or brown shoelaces. No flip-flops, house shoes or slippers. All shoes must have a back.

Belts

Belts may be black, brown or white. They may not be red or blue or have inappropriate graphics.

Outerwear

Sweatshirts/Sweaters must be **all black, all white or all gray** with only school appropriate logos, insignias, designs or artwork. They may have hoods (hoods may not be worn at any time), be button-up, zipper-style, or pullover. Winter coats/jackets are not a part of the dress code, therefore all styles are acceptable. However, coats/jackets may not be worn in the classroom. No solid red or blue.

Backpacks

Students should carry their school supplies to and from school in their backpacks. Backpacks **may not be solid red or blue**. Backpacks, binders, and apparel with graffiti or tagging will be confiscated by administrators. Confiscated items may be picked up by parents from the appropriate administrator. NOTE: Backpacks may be searched by an administrator if there is a reasonable suspicion of inappropriate or illegal items being kept inside the backpack.

School Supplies

- 1 backpack
- *4 composition notebooks
- *4 glue sticks
- 4 poly pocket folders with brads
- 1 pencil bag
- *2 packages of #2 pencils
- 1 package of colored pencils
- 1 package of washable markers
- 1 package of colored highlighters
- 1 box of Kleenex (Advisory teacher)
- 1 bottle of hand sanitizer (Advisory teacher)

NOTE: Additional supplies may be requested from individual teachers.

*Please plan to replenish school supplies throughout the school year.

ITEMS INAPPROPRIATE FOR SCHOOL

The use and possession of any item that is inappropriate at school is not permitted in the school building. Any such item found in the possession of a student will be confiscated and turned in to the office of the assistant principals. Items inappropriate for school include, but are not limited to:

- Radios
- Noise makers
- Chains
- Hair Picks
- MP3 Players / PSPs or other gaming devices
- Stuffed Animals
- Tobacco
- Vaporizers/e-Cigs
- Balloons
- Flowers
- Blankets
- Chewing Tobacco
- Candy
- Permanent Markers (Sharpies)
- Pistols/Knives
- Water Guns/BB Guns
- Fireworks & Sparklers
- Caps
- Laser Light Pen
- Stink Bombs
- Roller Blades/ Skateboards
- Other Non-school related items

Additional Inappropriate articles include but are not limited to:

Pants below the hip line or that fall 4 inches above the ankle, caps, hats, hoods, do-rags, bandanas or head coverings; exposed undergarments: clothing with intentional holes, rips, or tears (even with legging underneath); clothing with obscene statements or offensive graphics; medallions, patches or designs that reflect or suggest drug/alcohol/tobacco use, profanity, or other distasteful language; gang related clothing and paraphernalia.* Furthermore, any clothing or accessory that is distracting the instructional focus of the school will be handled administratively.

*The following gang related clothing is prohibited solid red or solid blue T-shirts, sweatshirts, belts, and/or shoelaces; bandanas; t-shirts/sweatshirts worn over the shoulder, For safety reasons, all shoes must be closed toe and have closed backs.

Holiday / Special Occasions

On Holidays or Special Occasions, balloons, stuffed animals, flowers, and outside food are not permitted and will be held in the office until the end of the school day. **Prior arrangements should be made with administrators for any items brought in to the cafeteria for special occasions.**

Food Policy

A parent can only bring food and/or beverages for consumption by their child. A parent cannot bring any food item to another child even with parent permission. A parent can only provide food and/or beverage for their child.

Drug and Alcohol Abuse

Any student who intentionally sells, gives, possesses, uses or is under the influence of illegal drugs, narcotics, or alcohol in or on school property, including buses or at 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) appropriate AISD disciplinary action.

Student Searches

School administrators have the right to search a child if there is a reasonable suspicion that the student is violating or has violated a school rule or a law.

CELL PHONES

The District shall permit students to possess cell phones on school property; however, phones/paging devices shall be turned off and must remain out of sight (e.g. in the student's backpack or pocket) during the school day on school property.

When a student violates the policy, the cell phone or paging device, shall be confiscated and returned only to the student's parent/guardian. The parent may obtain release of the cell phone/ paging device during a 30 day period for a fee of \$15.00. All reasonable attempts will be made to return the phone/paging device to the parent/guardian or cell phone provider. After the 30-day period, the District shall dispose of the phone/paging device in accordance with administrative regulations.

Due to the frequent theft of small electronic devices (phones, iPods, etc), It is the recommendation of Martin Middle School that such devices be left at home or only used at the end of the day for transportation purposes. Martin Middle School is not responsible for lost or stolen property.

Telephone Use

Students may use the office phones only in emergencies. When students are not picked up by 4:00 p.m. they are escorted inside and allowed to use the phone to contact a parent/guardian.

ACADEMICS

Extracurricular & Co-Curricular Programs

We offer athletics, band, choir, and orchestra programs at Martin Middle School. We offer both competition with other schools and intramural activities, Band and orchestra participate in UIL competition and other events. The athletics program includes football, basketball, tennis, track & field, soccer and girls' volleyball: We have a "no cut" policy in all sports programs except basketball (limited to 25 per team). Martin has a variety of clubs and organizations that we encourage students to join throughout the school year.

Homework

Homework is a necessary part of each pupil's education program. Each student is expected to spend additional time studying at home to ensure mastery of course objectives. Students are expected to turn in homework in a timely manner. Each grade level will have a homework schedule that will come home at the start of the school year.

Students who miss assignments due to absences are expected to request make-up work from their teachers. Parents may notify the office if they wish to pick up homework for extended absences.

Reading every day for at least 30 minutes is highly recommended for all Martin students.

Honor Roll

Martin recognizes A and A/B honor roll. To be eligible for A honor roll, a student must end the grading period with all grades of 90-100. To be eligible for A/B honor roll, a student must complete the grading cycle with all

grades of 80 or above and have at least one class with a grade of 90 or above.

Note: Students with NGs (No Grades) or incompletes are not eligible for honor roll.

Progress Reports

Parents shall be notified by a progress report if the student's grade is near or below 70. These reports do not necessarily mean that a student is failing; however, deficiencies that need attention may be noted.

Report Cards

Written reports of students' grades and absences shall be issued/mailed once every six weeks. If a student receives a six weeks grade of less than 70 in any core subject, the parents should schedule a conference with the student's interdisciplinary team.

Promotion and Retention

Students shall be promoted from one grade to the next on the basis of academic achievement. Middle school students must have an overall average of 70 or above as well as an average of 70 in at least three of the following core subjects: English/Reading, Mathematics, Social Studies, and Science. Students must also have 90% attendance in a class in order to receive credit for that class. State assessments scores will also be reviewed

Library

The Library is a place intended to provide magazines, books, pamphlets, and other instructional materials needed for class and leisure reading. Visit your Martin Library. Library hours are from 7:45a.m. - 4:00 p.m. All students will need a pass to enter library during school hours.

Innovation Academy at Martin (IAM)

The Innovation Academy at Martin Middle School (IAM) has a mission to provide a diverse and rigorous learning environment, with an emphasis in Science, Technology, Engineering, Arts, and Mathematics (STEAM) careers, ensuring every student will be able to design, create, and communicate solutions for real world challenges. In the fall of 2015, IAM was established with the goal of better preparing students for a successful

high school career and college readiness. IAM does this by providing various enrichment opportunities inside and outside of the classroom, as well as a high level of rigor. IAM has numerous partnerships throughout the business and educational community, including a partnership with the University of Texas.

Textbooks

Textbooks issued to student are state property. Students who are issued textbooks will be required to keep them covered and take their textbooks to class daily. All books must be returned at the end of the semester (semester courses only), the end of the school year, or when the student withdraws from school. If the textbook is damaged or lost, the student and parent are responsible for damages or replacement cost and must make payment to the school bookkeeper at the time of the damage or loss. Students who incur textbooks obligations will be listed on the obligation list for lost books and will not be permitted to participate in extracurricular activities such as school field trips, dances, etc. until the obligation is cleared. Textbooks will be checked in class each six weeks.

Tutorials

All core academic areas set afterschool tutorial times. A tutorial schedule will be available in the office and on our website at martin.austinschools.org. There is a 6:00p.m. late bus for students who stay afterschool for tutorials or other school-sanctioned activities.

Schedule Changes

Schedule Changes are not permitted unless one of the following condition arise: (1) A clerical or computer error; (2) Promotion/Retention requirement; (3) Individual cases based upon specialized need with the approval of the principal or principal designee.

MEDICINE AT SCHOOL

All medications must be stored in their original containers, kept in the nurse's office and dispensed by

the school health professional. **Students are not to carry any type of medicine or store it in their backpacks.**

Immunizations

All students must be immunized against certain diseases or must present a certificate or statement that for medical or religious reasons, the students should not be immunized. The school nurse can provide information on the required vaccines. Failure to provide proper immunization record will result in withdrawal from the school until documentation is produced.

Fever

Students with temperatures greater than 100 degrees Fahrenheit must be picked up from school. Students must be fever free, without use of medication, before returning to school. Students will only receive medication provided by parents/guardians.

FIRE DRILL PROCEDURES

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

INSURANCE

At the beginning of the school year the district will make available to the students and parents an accident insurance carrier program. Premiums will be paid to and claims will be submitted through this carrier. AISD will not be responsible for the cost of treating injuries or assume liability for any other costs associated with injury. Before participating in school sponsored athletics, students and parents are advised purchase the student accident insurance offered.