



**Arbor Creek
Middle School
Student Handbook
2009-10**

Arbor Creek Middle School

2109 Arbor Creek Drive Carrollton, Texas 75010

(469) 713-5971 FAX: (972)350-9163

MISSION STATEMENT

The Arbor Creek Middle School community of students, teachers and parents will work together with trust and mutual respect to ensure academic success and responsible student involvement in our school, families and society.

COMPLIANCE STATEMENTS

Lewisville Independent School District (LISD) does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Lewisville Independent School District (LISD) Human Resources Office has been designated to coordinate compliance with the nondiscrimination requirements of Title IX.

Lewisville Independent School District (LISD) Human Resources Office has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

An AHERA Management Plan with re-inspection is available for inspection during normal business hours. The master plan is available for inspection at the Lewisville Independent School District (LISD) Administration Building. Pesticides are periodically applied at this facility. Information on the times and types of applications is available upon request.

Lewisville Independent School District (LISD)
Dr. Jerry Roy, Superintendent
1800 Timbercreek Road
Flower Mound, Texas 75028
469 713 5200

Arbor Creek Middle School

Administration and Support Staff

Chantell Upshaw, Principal

Kyle Henry, Assistant Principal

6th grade Discoverers
8th grade
Attendance Committee
Buses
Textbooks
UIL

Pat Rosapep, Assistant Principal

6th grade Explorers
7th grade
Attendance Committee
Keys
Lockers

Janel Varvil, Counselor

6th grade Discoverers
8th grade

JoAnn Schauf, Counselor

6th grade Explorers
7th grade

Denise Walters
Beckie Hall
Angel Deweese
Rhonda Daves
Linda Whitaker

Secretary
Bookkeeper
Attendance Clerk
Receptionist
Band/Counselor Clerk

*All Arbor Creek staff will operate in
the best interest of your student and
provide a safe, orderly, and positive learning
environment.*

ACMS 2009-2010 BELL SCHEDULE

Monday / Tuesday / Friday (Regular Days)

	6th Grade	7th Grade	8th Grade
1st Period	8:45 – 9:30	8:45 – 9:30	8:45 – 9:30
2nd Period	9:35 – 10:20	9:35 – 10:20	9:35 – 10:20
3rd Period	10:25 – 11:15	10:25 – 11:15	10:25 – 11:15
A Lunch	11:15 – 11:45		
4th Period	11:50 – 12:35	11:20-12:05	11:20-12:05
B Lunch		12:05- 12:35	
5th Period	12:40 – 1:25	12:40 – 1:25	12:10 – 12:55
C Lunch			12:55 – 1:25
6th Period	1:30 – 2:15	1:30 – 2:15	1:30 – 2:15
7th Period	2:20 – 3:05	2:20 – 3:05	2:20 – 3:05
8th Period	3:10 – 3:55	3:10 – 3:55	3:10 – 3:55

Wednesday / Thursday (Block Days)

	6th Grade	7th Grade	8th Grade
1st /2nd Period	8:45 – 10:15	8:45 – 10:15	8:45 – 10:15
Eagle Time	10:20 – 10:50	10:20 – 10:50	10:20 – 10:50
3rd /4th Period	A Lunch 10:55 – 11:25	Class 10:55 – 11:40	Class 10:55 – 12:25
	Class 11:30 – 12:55	B Lunch 11:40 – 12:10	
		Class 12:15 – 12:55	C Lunch 12:25 -12:55
5th /6th Period	1:00 – 2:25	1:00 – 2:25	1:00 – 2:25
7th /8th Period	2:30 – 3:55	2:30 – 3:55	2:30 – 3:55

Arbor Creek Middle School Student Handbook

PURPOSE

The purpose of this booklet is to acquaint students and parents with the program of studies, regulations, rules and practices of Arbor Creek Middle School. Students will find within these pages the answers to many of their questions. Parents, as well as students, should familiarize themselves with the contents of this booklet in order that they may better understand the programs of the school. Arbor Creek Middle School has a responsibility to each student to uphold standards of excellence in scholarship, attitude, and discipline. To expect anything less than your best in achievement, behavior, or personal responsibilities would be a failure on the part of the school to meet its responsibility to you, your parents, our community, state and nation.

STUDENT RESPONSIBILITIES

Students are responsible for conducting themselves properly, in a manner appropriate for their age and maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- attending all classes, daily, and on time
- being prepared for each class with appropriate materials and assignments
- being dressed properly
- showing respect toward others
- behaving in a responsible manner
- paying required fees and fines
- refraining from violations of the code of student conduct
- obeying all school rules, including safety rules—Such as carrying student identification card at all times
- seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels
- cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense

PARENT RESPONSIBILITIES

In order for students to achieve their potential, parents or guardians are responsible for:

- making every effort to provide for the physical needs of the child
- teaching the child to pay attention and obey the rules
- being sure the child attends school regularly and promptly report and explain absences and tardies to the school
- encouraging and leading the child to develop proper study habits at home
- participating in meaningful parent-teacher conferences to discuss their child's progress and welfare
- making sure their child is appropriately dressed at school and school-related activities
- discussing report cards and school assignments with their child
- bringing to the attention of school authorities any learning problem or condition that may relate to their child's education

- maintaining up-to-date home, work, and emergency telephone numbers and other pertinent information at the school
- cooperating with school administrators and teachers
- submitting a signed statement that they understand and consent to the responsibilities outlined in this plan
- controlling their child -under family code 33.01, student's parent is legally liable for property damage proximately caused by the negligent failure of the parent to exercise that duty, or the willful or malicious conduct of a student who are at least 12 but under 18 years of age.

SECTION I: ACADEMICS

GRADE REPORTING: At the close of each six-weeks grading period report cards will be issued. A numerical system for grading is used. The lowest passing grade is 70. (90-100=A, 80-89=B, 70-79=C, below 70 is failing). Six weeks grades are based upon percentages as posted on the chart A student must maintain passing grades in all subjects. Reports must be signed by a parent or guardian and returned to the teacher within three days. Report cards for the final six-weeks will be mailed soon after school is out. Please make certain that your address is correct with the office. In addition, progress reports are issued at the third week of each six-week period to all students. Students must attend Tuesday/Wednesday tutorials when failing at the three weeks and/or six weeks reports for at least three weeks and until passing. Tutoring is available on a daily basis with each individual teacher.

Subject	Tests	Daily	Quiz	Participation
Language Arts	60	40	X	X
Mathematics	40	60	X	X
Science	40	60	X	X
Social Studies	60	40	X	X
Electives	40	60	X	X
Physical Education	10	20 (skills)	10 (fitness)	60
Spanish I	50	25	25	X

PARENT ACCESSIBILITY: Parents have access to grades online at any time. Grades are updated every Monday by the teachers. Go to <http://www.lisd.net> and look for Online PARENT GRADE ACCESS. Please contact the individual teacher if you have questions.

EXTRACURRICULAR ELIGIBILITY: A student will be eligible to participate in extracurricular activities unless he/she receives a grade below 70 in any class at the end of a grading period. A student with disabilities who fails to meet the standards in the individual education plan (IEP) will also be ineligible to participate in extracurricular activities. In this event, the student may not compete or perform in extracurricular activities for at least three weeks. A student may practice or rehearse while ineligible. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all classes; and (2) completed three weeks of suspension. An **Extracurricular Code of Conduct**

form must be signed in order to participate in any extracurricular activity. ACMS requires a student to be passing the class he/she is missing to be eligible to attend a student activity off campus.

Retention: *In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in mathematics and language arts. In addition, a grade of 70 or above on a scale of 100 shall be required in either social studies or science. Beginning 2007-2008, students must pass TAKS math and TAKS reading for promotion to grade 9 unless placed by the grade placement committee.* <http://www.tasb.org/policy/pol/private/061902/>

SECTION II: ATTENDANCE

ATTENDANCE EXPECTATIONS: Since attendance is a key factor in achievement, students are expected to attend school regularly and on time. State law requires students to be in attendance 90% of the days that school is in session. A campus attendance committee will review all absences in excess of 10%. **Tuesday Night School** and **Saturday Morning School** are utilized as makeup time for absences in excess of 10% whether the absences are **excused or unexcused**. The attendance committee meets once every 6 weeks to assess and assign make up time in order to avoid summertime make up sessions.

A phone call or a note from parents and/or a doctor is required for an absence to be excused. This must be received within three school days. A doctor's note will be required to excuse absences longer than three consecutive days in length. The attendance committee may require doctor's notes for shorter absences on a case-by-case basis.

Three unexcused days or parts of days within a four-week period or 10 or more days or parts of days within a six-month period may result in referral to Truancy Court. (Texas Education Code 25.087).

CHANGE OF ADDRESS AND PHONE NUMBERS: Please inform the office of any address or phone number changes in order to change all pertinent school records. These records include but not limited to the nurse (in case of emergency) and the counselors. **If phone numbers and addresses are not current, the staff may not be able to contact parents in emergency situations. It is imperative that the school has accurate information.**

MAKE-UP WORK: Teachers will work with students to see that work missed is made up within one day for every day absent plus one additional day following an absence. **Upon the third consecutive day of a student's absence,** requests for teachers to submit make-up work can be made through the office by 10:00 AM for the work to be picked up in the office after 3:55 PM.

PLANNED ABSENCES: Parents who anticipate planned absences for students must send a written note to the principal explaining the reason for the absence. Notes must be turned in to the principal at least one week prior to the absence. The principal at Arbor Creek Middle School excuses one preplanned absence per school year not to exceed five days in length. Prior student attendance will be considered as a factor in determining whether to excuse a planned absence. Additionally, students may be required to complete an essay requirement before the absence will be excused.

RELIGIOUS HOLY DAYS: Students will be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time. Before the absence, the parent of the student **must** submit a written request for the excused absence. One day travel permitted before and after event.

APPOINTMENTS: Students must sign in/sign-out in the office if they are absent part of a school day. The office will complete a pass in advance for the student in order to expedite the exit process if a phone call or a note is received at the beginning of the school day. Parents with a photo ID must enter the office in order for the office staff to release the student. Any person picking up a child must be on the student's registration card for the school to release the student.

SIGNING IN AND OUT: Once students arrive on campus, they are to remain on campus at all times unless they have been excused through the main office. In order to leave the building during the day, the student must have a note signed by a parent or guardian stating the destination and time of departure. Please include a phone number at which a parent can be reached to verify the note. The note must be presented to the attendance clerk in the office. A parent must enter the office to sign their child out on the check out system. Parents are required to show a picture ID when checking out a student. Students arriving after the school day has started **must** report to office to sign in.

If a student becomes ill during the school day the nurse will examine them and contact the parent when appropriate. If the nurse determines that a student needs to be signed out of school for illness, the absence will be considered excused. Students should not use the school phones or personal cellular telephones to contact parents to be signed out of school for illness. This would be considered an unexcused absence unless a doctor's note is provided.

Please note that signing a student out may result in an unexcused absence.

TARDY POLICY: Students are expected to be in their seats in class, and prepared to work when the tardy bell rings. Students are allowed one excused tardy to school per semester for missed bus, traffic, or car trouble. Consequences will be assigned for repeated tardies to school or class.

TRUANCY: All truancies or incidents of skipping class are unexcused absences, but not all unexcused absences are truancies. A student is unexcused and truant when absent without parental knowledge and/or consent. Disciplinary action may be taken

against the student. Truancy charges may be brought against the student and/or the parent. Three days or parts of days within a four-week period or 10 or more days or parts of days within a six-month period may result in referral to Truancy Court. (Texas Education Code 25.087)

WITHDRAWAL / TRANSFER: When withdrawing a student from school, the attendance clerk must be notified (preferably 2-3 days in advance) in order to process the proper paperwork. Be prepared to provide the name, telephone number, and address of the school the student will be entering. A parent must sign withdrawal form and provide identification

Testing: For information regarding testing dates and state resources such as released TAKS exams and study guides, go online:

<http://www.tea.state.tx.us/student.assessment/resources/letters/index.html>

SECTION III: CAFETERIA

MEALS: Arbor Creek Middle School offers both a breakfast and a hot lunch program. A variety of specialty items as well as a regular lunch are offered. Payment may be made to the cashier before school each day to credit account. Student ID cards are to be used in all food lines. Parents may restrict student use of student accounts to a specific food line. Families who are unable to afford the regular lunch and breakfast prices may obtain applications for free or reduced meals from the office.

VISITORS: Parents are welcome to eat with their child at lunch. Parents may purchase a cafeteria lunch or bring food for their child and themselves. Parents may not bring food for other students nor drop off "fast food" for their own child. Relatives of students are welcome only when accompanied by the student's parent. Relatives of students are welcome only when accompanied by the student's parent or with written parent permission. Parents should sit with their child in a designated area. Other students will not be permitted to eat at the parent tables.

GOAL:

The cafeteria of Arbor Creek Middle School will always be a safe and clean environment where everyone interacts with courtesy and respect.

EXPECTED STUDENT BEHAVIOR:

- Enter cafeteria quietly and walk at all times.
- Students will not ask others for food or money (food requests should be made to the cashier).
- Students not making purchases will go directly to their seat and remain seated until dismissed.
- Only those purchasing food will be in line. Food should not be eaten in line.
- Progress in a single-file line in a calm, orderly manner speaking quietly only to the person in front of or behind you. (orderly means no cutting in line or saving places)
- Speak clearly and respectfully to cafeteria staff, faculty, peers, and all other adults.

- Sit in your assigned seats until dismissed. Raise your hand if you need assistance or permission to get out of your seat.
- Use appropriate table manners that include: keep your hands and feet to yourself, eat with your mouth closed, speak respectfully by using phrases such as: "Please, Thank you, Excuse me and You are welcome." Speak in 24 inch voices and use utensils appropriately.
- Each student will be responsible for trash disposal and table clean up.
- No sitting on dividing walls.
- Upon receiving the signal, "May I have your attention..." students will raise an open hand and remain silent while looking at the speaker during announcements.

EXPECTED STAFF BEHAVIOR:

- Supervisors will arrive and depart on time.
- Supervisors will reinforce appropriate behavior and respond quickly to any inappropriate behavior by monitoring at all times.
- Supervisors will check the tables and floor to make sure students have adequately cleaned their areas.
- An administrator will be present in the cafeteria during serving times.
- All major announcements will be clearly communicated from the stage.

ENCOURAGEMENT PROCEDURES:

Initiate positive attention and provide verbal praise.

Table of the month rewarded each lunch each six weeks.

Outside privileges as weather permits.

CONSEQUENCES FOR INFRACTIONS:

- Verbal reminder.
- Verbal reprimand.
- Brief delay of action.
- Positive practice- the student will exhibit the appropriate behavior
- Lunch detention.
- Cafeteria clean up directed by custodian.
- Student will go to the end of the line if misbehavior occurs in the lunch line.
- Restricted snack and/or salad bar use.
- Loss of library privileges during lunch.
- Loss of school privileges (assemblies, dances, games, etc.).
- Immediate removal for physically dangerous behavior, or extreme disrespect.

SECTION IV: HEALTH AND SAFETY

MEDICATION ADMINISTRATION AT SCHOOL

Students in secondary schools, in LISD, are permitted to carry their prescription and over-the-counter medications with them as long as it is not a controlled substance. Examples of controlled substances would be Ritalin or Adderall. If you are not sure whether a medication that has been prescribed for your child is a controlled substance, consult your Pharmacist. Refrigeration will be available in the health room

for any medication when necessary. In order for a student to carry his or her own medication the following conditions must be met:

- The medication must be in the **original** container and, in the case of prescription medication, the bottle must have the pharmacy label including the student's name and accurate dosing instructions. Note: Each medication must have its own container. Over-the-counter medications such as Advil or Tylenol must be in the bottle that you purchased it in. **Do not place several medications in one container.**
- The student **must** carry with them written permission from their parent or guardian to take the medication. Included, must be instructions on how and when to take the medication. For example: Mary Smith has permission to take two Tylenol every four hours as needed during school
- The student **must** register the note with the nurse on the day of the initial dose at school.
- You must instruct your child that it is against the school district policy to share their medications with their classmates at school.**
- Any medication must be surrendered to a school official when requested.
- The school nurse does not dispense over-the-counter medications.
- In usual circumstances, sub-q, intramuscular, and intravenous medications will be given by the school nurse. Any exceptions will require written permission from the parent/guardian and physician. In order for the student to self-carry an inhaler or epi-pen, the parent/guardian must complete a specific form. Please ask your nurse for details.

If the medication must be kept in the health office the following requirements must be met:

- The school nurse must receive a written request from a parent or legal guardian to administer medication. Parents must give written permission for the student to transport medication to and from school.
- The medication must be in the original container and properly labeled. The medications must be listed by the Food and Drug Administration as safe and effective for humans.
- Medications kept in the health office for more than 5 days must also have written authorization and dispensing orders from the prescribing physician.
- In general, medication administration should be scheduled during non-school hours. Only those doses prescribed during the school day will be given. ➤Medications with once a day dosing should be administered at home.
- Employees authorized by the Superintendent or designee may administer medications to students.
- Medications left in the Health Room at the end of a school year will be destroyed if attempts to return them to the parent or guardian have been unsuccessful.

HEALTH INFORMATION

Students must have a pass from their teacher to come to the health room unless it is an emergency or their needs can be met within the time limits of the break (i.e. band-aide, ice pack). The nurse does not issue passes if students are late unless the visit was an emergency. If a student needs to go home due to illness, he/she must check out through the health office and call a parent through the health office.

Communications outside of the health room, (i.e., calling from a cell phone), which result in a student going home ill, may be recorded as an unexcused absence. Minor discomforts such as headaches, cramps, and allergy symptoms are generally not considered reason to go home, so treatment should be planned ahead as needed.

ILLNESS OR INJURY

Students will be given temporary care in the event of illness or injury during the school hours. If your student has a medical problem, please make sure that the school is informed. It is important that correct telephone numbers (home, work, mobile, pager, and emergency) are on file in the office and health room.

The following guidelines should be used to help determine when your student should stay home from school due to illness. These guidelines will also help the nurse decide when to send the student home from school.

- Temperature of 100.4 or above (measured when no anti-fever medication given) (exclude until fever subsides; recommend that a student be fever-free for 24 hours before readmission)
- Undetermined rash (recommend exclusion and readmit after rash is gone or with approval of physician)
- Ringworm of the scalp (exclude and readmit after treatment has begun)
- Diarrhea
- Vomiting two or more times in 24 hours (unless physician feels the cause of vomiting is not an infectious disease or child is in no danger of becoming dehydrated)
- Red eyes with discharge or crusting around eyes (may exclude and readmit after effective medical treatment and approval of physician)
- Live head lice (exclude and readmit after one effective treatment has been given)
- Jaundice
- Communicable diseases listed by the Department of State Health Services

Please make every attempt to schedule medical appointments before or after school hours. Transportation is not available other than that usually provided. Emergency Medical Services will be called if indicated. The LISD is NOT responsible for the cost of medical, dental, or emergency care.

IMMUNIZATION REQUIREMENTS

ALL IMMUNIZATIONS SHOULD BE COMPLETED PRIOR TO ENROLLMENT. A list of required immunizations can be obtained from your school nurse or from the LISD website at www.lisd.net. Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to your campus nurse.

HEALTH EXAMINATION FOR UIL PARTICIPATION

Students desiring to participate in the UIL athletic program shall submit a statement from an approved medical provider, licensed to practice in the State of Texas, indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required annually starting with 7th grade athletic participation. The physical form should be given to the athletic trainer or coach.

OUT OF STATE ENROLLMENT: All immunizations must be current according to the State of Texas Immunization laws prior to student enrollment.

IN STATE ENROLLMENT: Proof of current immunizations must be provided within 30 days of enrollment. Failure to do so will result in the exclusion of the student. In addition to the proof of immunization, parents must also comply with the State of Texas immunization law immunization schedule. Copies of vaccines must be doctor or clinic verified.

A required immunization must be obtained within 30 days and the due date. If an official record is not provided in a timely manner, the student will be excluded from school until records are obtained.

ACCIDENT INSURANCE: The district is not responsible for medical costs associated with a student's injury. The district does make available an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

CLINIC: Students must have a pass from a teacher to go to the clinic unless there is an emergency. If a student needs to go home due to illness, he/she must check out through the clinic and call a parent from the clinic. Students should not use personal cell phones or text messaging devices to contact parents regarding illness. This will result in the confiscation of the device and an unexcused absence. Parents shall complete an emergency care card each year that includes a place for parental consent for school officials to request medical treatment for the student as provided by law.

ELEVATOR PASSES: Elevator passes will be issued when the nurse receives a doctor's note stating injury and requesting an elevator pass due to injury.

ILLNESS OR INJURY: School personnel will provide temporary care. The principal will designate the provider in the registered nurse's absence. Emergency ambulance will be called if indicated. Attendance is not permitted if the following circumstances are present: Evidence of communicable disease or active lice infestation; vomiting, diarrhea, rashes, or temperature of 100 degrees or above; or if severity of illness or injury contraindicates attendance. Readmission is permitted when student is recovered or a written medical release is submitted to the school. The district does not assume responsibility for any costs incurred for medical or dental care, or for emergency transport.

HEALTH APPRAISALS AND SCREENINGS

Vision and Hearing screening is mandated for new students and students in PK, K, 1,3,5 and 7. Spinal Screenings are done on students in grades 5 and 8. Acanthosis Nigricans screenings will be in grades 1,3,5 and 7. Other screenings such as blood pressure and dental will be done on an as needed basis.

INJURIES TO STUDENTS, PARENTS, VOLUNTEERS AND VISITORS: The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability because of bodily injury or property damage which occurs as the result of the operation of the school district **except** for the operation of motor vehicles – 101.051 Civil Practices & Remedies Code.

As a result, Lewisville ISD is not financially responsible for any injury to a student, parent, volunteer, or visitor that occurs on any property owned by Lewisville ISD, or while the injured party was under the supervision of the District, unless the injury was the direct result of the District's use of a motor vehicle. If you, have questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District's Insurance Office at 972-539-1551.

Lewisville ISD does maintain student accident insurance for the following students:

- UIL participants – 7th grade through 12th grade – maximum \$25,000 per injury
- Summer sports camps participants – maximum \$10,000 per injury

Any student that is injured as the result of participating in the above activities is covered on a secondary basis by a policy purchased by Lewisville ISD. Parents must first file on their own insurance. The District's accident policy will only pay after the parent(s) has filed on their own policy and submits proof.

In addition to the accident policy purchased by Lewisville ISD to cover students that participate in the above activities, Lewisville ISD makes available each year a voluntary accident policy that parents can purchase for their children. Brochures and/or letters are sent home with students each year offering this coverage to parents.

If you have questions regarding the District's UIL/Camp insurance or the voluntary accident insurance available to students, please call the District's Insurance Office at 972-539-1551.

FIRE AND EMERGENCY DRILLS: Drills are required by law at regular intervals and are an important safety precaution. Designated fire exits/ emergency areas are on maps inside each room doorway. It is essential that students follow teacher directions when alarms sound.

FALSE ALARMS/THREATS: A student may be expelled for engaging in conduct related to a false alarm or report (including bomb threat) or terroristic threat involving a public school. Police contact will be made.

Section V: Policies and Procedures

CLOSED CAMPUS POLICY: Arbor Creek Middle School is a closed campus. All students must remain on campus at all times once they arrive on campus, unless they have been excused through the main office.

COMPUTER ACCESS: Only students who have been authorized by the district and who under direct supervision of designated district employees are permitted to use a district computer or to access any local network or outside telecommunications resources such as the internet. Prior to such authorization, the student and the student's parent must sign and return the district student agreement form acknowledging their responsibilities and the consequences of a violation. Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting a student obscene messages or pictures; revealing personal addresses or telephone numbers; either their own or another person's; or using the network in a way that would disrupt use by others. Students are prohibited from accessing district administrators', or teachers' files on the network. Students violating school or district computer policies will face serious consequences. Students violating school or district computer policies will face serious consequences.

DISTRIBUTION OF MATERIALS: Any material intended for distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

FUNDRAISING: School classes, organizations, clubs, and or the PTA occasionally may be permitted to conduct fundraising for approved school purposes. Students should refrain from door to door sales.

HOURS: The school doors open at 8:00 am and close at 4:15 pm. Beginning at 8:00 am, students may enter the building. Sixth grade students are to report to the gym. 7th and 8th grade students should report to the cafeteria. After 8:15 students may go up to meet with teachers or access their lockers only with a signed not from a parent or teacher.

ID CARD: ID card replacements can be obtained in the library at the cost of \$3.00. Students are expected to have their ID card with them at all times.

LIBRARY: Library hours are 8:15 AM to 4:15 PM. Students must have ID to check out books. Students coming to the library during class time for any reason must have a pass from the teacher and must sign in. Permission must be received from the librarian before using the computers. Printing must be limited to a few pages with no pictures. Books are checked out for two weeks and may be renewed one time, if necessary. Two books may be checked out at a time. If more books are needed for special reports, please check with the librarian. Overdue book fines are assessed at a \$.10 daily rate. The cost of lost or damaged books and fines must be paid. If a lost book is returned after making payment, the cost of the book minus any accrued fines prior to payment will be refunded.

LOST AND FOUND: All items are turned into the front office. Every six weeks items will be donated to a charitable organization.

LOCKERS: Student lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned locker. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy, whether or not a student is present. Students rigging lockers will be fined \$10.00 for each infraction for replacement of the lock on the locker.

SEXUAL DISCRIMINATION OR HARASSMENT: A student and/or parent with a complaint regarding possible sexual discrimination or sexual harassment, in any school program, should contact the principal.

STUDENT AND PARENT CONCERNS: Academic concerns should be addressed to your child's teacher first. In the event that there no resolution, a parent may contact the school counselor to arrange a teacher/parent conference. The parent may request for the counselor to attend the conference. Disciplinary concerns that occur in the classroom should be addressed to your child's teacher first. In the event that there is no resolution, a parent may contact the assistant principal to obtain additional information. Concerns about assignments made by an assistant principal should be addressed to the assistant principal first. An appeal to the principal will be considered only after the above steps have been taken.

TELECOMMUNICATION: A phone is available for student use when the student has a pass from a teacher and before and after school. The District prohibits students from using paging devices, cellular telephones/radios, or other telecommunication devices when the device is in use, visible or audible, on school property during the school day. Students who violate this policy shall be subject to established disciplinary. Any District employee observing noncompliance may cause the device to be confiscated. The telecommunications device shall be returned to the student or the student's parents at the end of the school day after payment of a \$15 administrative fee first and second offense. Persistent noncompliance (third offense) with this policy shall result in the telecommunication device being returned at the end of the semester after a payment of a \$15 administrative fee is received. No telecommunication devices are permitted in testing sites. This includes any listening/texting/gaming electronic device such as iPod, MP3, PSP, Gameboy, etc. The fine and confiscation applies to these and any other electronic device.

1st Offense – device confiscated

2nd Offense – device confiscated and 1 TNS/SMS

3rd Offense – return to parent only; 1 TNS/SMS

TELEVISION/MOVIES: A parent who prefers that his or her child not view any commercial broadcast or movie at school should notify the principal.

TEXTBOOKS: Textbooks are state property and students are responsible for damage or loss. Books must be covered. *Texas Education Code 31.104 (d)*: Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian.

TUTORIALS: Tutorials is a part of the scheduled school day. Students that are signed up must report to the teacher for extra assistance. Students must check the sign-up sheets immediately prior to tutorials. Those who are signed up for Tutorials and fail to attend Tutorials will receive a consequence. Students not assigned are to report to the gym unless other arrangements are made by a teacher. Once the tutorial period has begun, passes are not accepted to the gym. Students **MUST** attend tutorials for the subjects they are failing.

VISITORS: Visitors are welcome, but must first register in the office, receive permission to be on campus, and wear a visitor badge. Guests may not attend classes with students.

VOLUNTEERS: All volunteers must have a background check. To obtain a background check for the district, go online at least three weeks in advance. If your name fails to appear on the clearance list, you will not be permitted to volunteer. Please go to <http://www.lisd.net/main/employment/volapp.html> to complete an application

WEBSITE: Information regarding the school will be posted on the school website: www.lisd.net/schools/arbor. A school calendar is posted to assist you with planning for school events.

Section VI: Special Services

OPTIONS AND REQUIREMENTS

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education:

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Principal, who can be contacted at 469 713 5971.

Section VII: Student Activities

ORGANIZATIONS: There are several organizations in which students may participate:

- Principal's Student Advisory
- Arbor Creek Acting Club (ACAC)
- Book Club
- Multi-Cultural Cultural Student Association (MCSA)
- National Junior Honor Society (NJHS)
- Student Council (STUCO)

Students participating in these organizations are expected to have outstanding character. School clubs and organizations play an important part in the middle school. The plans, activities, and function of each organization are decided upon and carried out by the members and the elected officers, with guidance of an advisor.

ACMS CHEERING SQUAD: Middle school cheerleading will be open to eighth grade students who want to participate. All cheerleaders will belong to the ACMS squad, which will be under the direction of AMCS sponsors. Since uniforms may be ordered only once each year, the selection is made in April prior to the following school year. Cheerleaders are expected to abide by the expectations of the sponsors, in accordance with middle school cheerleading guidelines.

CHARACTER DEVELOPMENT: Arbor Creek Middle School incorporates John Wooden's Pyramid to Success program once a month to promote outstanding character. Students demonstrating good citizenship and outstanding character are recognized each six weeks through "Character in the News."

NATIONAL JUNIOR HONOR SOCIETY (NJHS): NJHS is an organization with membership open to students in the seventh and eighth grades. Selection is based on five criteria: scholarship, leadership, service, character, and citizenship. To fulfill the scholarship requirement, students must have: cumulative scholastic average of 92 or above in academic core subjects, recommendation from their teachers is also one criteria for selection into the organization. Members are required to complete 15 hours community service per semester. New members are inducted during second semester.

Section VIII: Student Behavior

Students are expected to behave in a responsible manner obeying all school rules and safety rules.

ARTICLES PROHIBITED IN SCHOOL: Disruption of the educational process often results when non-school related items are brought on campus. Items (including, but not limited to: blades, laser pens, liquid paper, toys, hats) may be confiscated and returned at a later time. CD players may be used before and after school. Repeat offenses will result in disciplinary action and the item will be returned only to the parent at the end of the school year. These items are brought at student's own risk. Students are not to bring items for sale or trade at any time.

BULLYING: Bullying will not be allowed. Adults and students will not turn their backs when they see it. There will be appropriate consequences for bullying.

DISPLAY OF AFFECTION: Walking with arms around each other, kissing, or any other inappropriate display of affection is prohibited. Students are expected to treat others with respect at all times.

DISRUPTION OF CLASSES: No student shall be permitted, on school property or on public property within 300 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.

Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.

Prevention or attempted prevention of students attending classes or other school activities those students are required to attend.

Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

DRESS CODE: The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. The student and parent may determine the student's personal dress and grooming standard, provided that the student's dress and grooming:

- Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- Shall not create a health or other hazard to the student's safety or to the safety of others.
- Student's hair must be clean, groomed, and by nature of the style or color(s) shall not tend to create a distraction. Hair is not to cover eyes / face.
- Students may wear earrings provided they are in compliance with all other LISD policies and administrative guidelines.
- No body piercing or exposed tattoos.
- Jeans with holes that expose any part of the body are not permitted.

Clothing, which, in the opinion of the professional staff would be deemed inappropriate or offensive for school in general, shall not be allowed: sleeveless tops, gym shorts, pajama bottoms, split sides, see-through clothing, halters, midriffs, fish-net tops, off the shoulder tops, bare shoulder top/dresses, tank tops, holes in shorts or pants, or have lettering on the seat area of shorts or pants.

- Male students may wear pants and shorts of appropriate length (at or about mid-thigh or longer) at the natural waistline.
- Female students may wear skirts, pants, and shorts. The clothing must be at least the length of the student's arm with arms and fingers fully extended at the side and may not be above the student's fingertips.
- For both male and female students: only short and long sleeve tops will be permitted.
- Appropriate undergarments shall be worn and not exposed.
- Clothing which advertises by name or symbol any products that are not permitted in schools, including drugs, alcohol, or tobacco, are not permitted. Profane, obscene, suggestive, morbid and other unwholesome clothing are also prohibited.
- No hats, sweatbands, or bandannas shall be worn in the school building.
- Students are required to wear shoes.

Administration reserves the right to determine any inappropriate dress that it feels disruptive to the school environment. The principal, in connection with the sponsor, coach, or other person in charge of an extra-curricular activity, reserve the right to determine any inappropriate dress that is determined disruptive to the school environment.

FOOD, GUM AND CANDY: Gum is prohibited on school premises. All food items need to be consumed in the cafeteria.

HARASSMENT: Is defined as behavior directed at someone that is viewed as unwanted and unwelcome. This behavior may be verbal, non-verbal or physical. This behavior may include, but not limited to; acts that are demeaning, hostile, intimidating, or offensive. Any harassment including racial and sexual will be treated as a serious offense. See District Student Code of Conduct for further information.

LOITERING: Students are expected to leave the building upon completion of school-related business. Students are to leave the campus immediately after the release bell unless they have a staff member supervising them.

SCHOOL DANCES: School dances are held on selected Fridays, from 5:30-8:00 PM. All dances at Arbor Creek Middle School will be for ACMS students only. Students are to make arrangements to be picked up immediately after the dance. Anyone who is picked up later than 30 minutes after the dance will not be allowed to attend the next dance. There is no re-admittance to a dance after the student leaves the building. All school rules apply during the dance. Arbor Creek student identification cards are required. Ticket sales in advance of the dance date will cost less to encourage students to purchase in advance to facilitate ease of entry into the dance. Attendance to school dances is a privilege. Students demonstrating disruptive behavior at school during week preceding a school dance may be denied attendance.

SKATEBOARDS / BICYCLES / ROLLER BLADES

Students are to carry their skateboards and walk bicycles on campus. Roller blades are not to be used on campus and should be stored in student's locker.

INTERROGATIONS AND SEARCHES

Administrators and teachers have the right to question students regarding their conduct or the conduct of others. Students shall not place, keep, or maintain any article or materials in school-owned lockers that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property. School officials may search a student or student property with reasonable suspicion. The administration will work in cooperation with the local law enforcement agency in the best interest of the student(s).

DISCIPLINARY ACTIONS:

BUS SUSPENSION: failure to follow rules of conduct on school buses or at bus stops could result in loss of bus privileges.

DETENTIONS: for minor infractions or misconduct, teachers or administrators may require students to serve detention during lunch, before, or after regular school hours.

TUESDAY NIGHT/SATURDAY MORNING SCHOOL: An administrator may assign a student to Tuesday Night School from 4:00 PM to 7:00 PM or Saturday Morning School from 9:00 AM to noon. Students are supervised in silent study with a break provided. Students may bring a snack from home.

IN-SCHOOL SUSPENSION (ISS): is held during regular school hours. Students are supervised in silent study. ISS rules are issued to students upon assignment.

OUT-OF-SCHOOL-SUSPENSION: students may be removed from district premises for a condition that temporarily threatens the student's welfare, other individual's welfare, or the efficient operation of the school.

DISTRICT ALTERNATIVE EDUCATION PROGRAM (DAEP) AT THE LEWISVILLE LEARNING CENTER: the center is a temporary off-campus alternative placement. Students are assigned placement to complete assignments from home campus teachers. Transportation is not provided.

DENTON COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (DCJJAEP): is a placement as a result of an expulsion hearing. The facility is located in Denton, Texas. Transportation is not provided.

Parent information online

<http://www.lisd.net/main/parents/>

<http://www.lisd.net/stusvcs/scoc/pg000title001purpose.pdf>

<http://www.tasb.org/policy/pol/private/061902/>

Section IX: School Communication

Arbor Creek strives to maintain excellent communication with our parents and community. Below is a list of communication sources used regularly the ACMS staff and PTA:

- Main office phone: (469) 713-5971
- School website: www.lisd.net/schools/arbor
- Marquee
- Eagle Express
- School Messenger (general announcements made to all students and parents via a phone call home)
- Schoolweb
- Staff email

Section X: Transportation

BICYCLES, SKATE-LIKE DEVICES AND MOTORIZED VEHICLES: Bicycles are to be parked and locked in the designated area. Students are urged and cautioned to observe all traffic regulations in the operation of these vehicles. Students are not allowed to ride in the parking lot, on the sidewalk, or in the bus lanes. There will be no trick riding allowed on campus. Students are to park the bikes upon arrival to school. Students are not to have motorized vehicles on campus.

BUSES: *DURHAM TRANSPORTATION:* Phone number - **972 221 4557**

The bus terminal is located behind the building. Students may wait for other means of transportation in front of the building near the flagpole at the parent drop off lane. Students need to be picked up promptly after school, unless staying for school related activities. The bus is a privilege for students who reside at least two miles from the school they attend. For the safety of all who ride the bus, it is expected that appropriate behavior will be used on the bus, while loading/unloading and at bus stops. Students must comply with regulations established by the transportation department. Violation of any regulation will result in consequences. This may include losing the privilege of riding the bus. Students who need to temporarily change buses for a particular day should bring a written request signed by a parent to the office. A bus pass may be given to a student to ride a bus on a temporary basis. An administrator/designee must sign the note.

AFTER SCHOOL PICK-UP: Using caution in the circular drive in front of the building is imperative. Please watch for students crossing the lanes. Parents are requested to pick up students within 15 minutes of dismissal from school or school-related activities.

Extracurricular Code of Conduct – ARBOR CREEK MIDDLE SCHOOL

If I am selected to represent **Arbor Creek Middle School** in its extracurricular program, I will be sincerely interested in contributing my best effort to the success of the program. I therefore agree to the following expectations and consequences as they pertain to out of school and after hours behavior while a member of an extracurricular group. It should be noted that the LISD Student Code of Conduct and local school policies regarding appropriate behavior shall always be applied first and foremost when violations occur at school, at a contest/event, traveling to and from an event/contest, or when the students represent themselves as part of a school team, organization, or school group. Participation in extracurricular activities is considered a privilege and, certainly, higher standards are expected from all participants as it pertains to grades, behavior in and out of school, attendance, work ethic, and commitment.

The following restrictions refer to any amount of alcohol, drugs, or tobacco both on and off campus:

I. Use and/or possession of Alcohol will not be tolerated.

- 1st offense: Removed from the program for two contests and/or performances. School staff counseling required.
- 2nd offense: Removed from the program for a semester. School staff counseling required.
- 3rd offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.

II. Use and/or possession of Drugs will not be tolerated.

- 1st offense: Removed from the program for a semester. School staff counseling required.
- 2nd offense: Removed from the program for a year. School staff counseling required.
- 3rd offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.

III. Use and/or possession of Tobacco will not be tolerated.

- 1st offense: Suspension from one contest and/or performance.
- 2nd offense: Removed from the program for a semester.
- 3rd offense: Removed from the program for one calendar year from date of infraction.

IV. Hazing: (as defined by Board Policy FNCC Legal)

- 1st offense: Removal from the program for no less than 30 days and up to 90 days with reinstatement to the program at the Sponsor's/Coach's and Administrator's discretion.
- 2nd offense: Removal from the program for no less than 90 days and up to one calendar year. Reinstatement to the program will take place only at the Sponsor's/Coach's and Administrator's approval.

V. Charged with a felony involving bodily harm: Removed from the program until the case is decided.

Adjudication and/or Conviction of a felony: Removed from the program indefinitely.

Once a participant has been removed from the program:

- 1 The head coach or sponsor has the right to review the case and make a decision as to whether to allow the participant back into the program after the 90 day suspension.
- 2 A semester is considered to be 90 days.
- 3 Infractions will not accrue from year to year. Infractions will be tabulated for one calendar year beginning August 1 and ending July 31. Penalty can carry over from term to term until time is served.
- 4 Violations have to be (a) witnessed by District personnel (b) ticketed by law enforcement (c) or admitted to by the participant.
- 5 Participants are expected to follow the code of ethical behavior both on and off campus.

VI. Additional expectations for extracurricular activities. Failure to meet these expectations will result in counseling by the coach or sponsor, and/or a consequence

- a. **Conduct:** conduct yourself as ladies/gentlemen at all times; follow school rules and procedures
- b. **Attendance:** tardies and absences from classes, practices, and games will be addressed by the Attendance Committee and Sponsors/Coaches; participant's commitment may include holidays and non-school days; call the Sponsor/Coach regarding absences
- c. **Profanity:** not permitted
- d. **Injury:** a professional trainer, who has been educated in training procedures, will be in attendance; see a trainer first for treatment or referral to a physician
- e. **Grades:** maintain good grades
- f. **Promptness:** be on time, to practice, meetings, and games
- g. **Equipment and facilities:** be responsible and take care of both
- h. **Respect for coaches and teachers:** treat them with respect and in return you will be treated with respect
- i. **Stealing:** taking things that do not belong to you will result in consequences
- j. **Accountability:** participants will be held accountable for their actions; follow the "think" before you "act" philosophy

*Due process procedures will be in accordance with LISD Board Policies:

FOC(Local), FOA(Legal), FOC(Legal), FOD(Legal), and FOD(Local).

I have received a copy of the Extracurricular Code of Conduct and understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Name of Student (Please print)

Grade Level

Student Signature

Date

Parent Signature

Date

**MEDICATION ORDERS/AUTHORIZATION/CONSENT
ARBOR CREEK MIDDLE SCHOOL**

Student Name _____ DOB _____ Grade _____
 School Phone: **469 713 5971** Fax: **972 350 9164** School Nurse: **Lisa MacAulay**

Condition for which medication is to be given at school and administration instructions:

List all medications or therapies to be given at school for this condition. Use an additional form for other conditions. (Separate forms are required for each condition.)

	Medication	Dose	Times	Indications for Use
1				
2				
3				

Physician/Dentist Signature _____ Print Name _____

Office Number _____ FAX Number _____

Valid for one school year. Physician/Dentist must be licensed to practice in Texas. Temporary (two months) orders from out-of state US Physicians are acceptable to initiate treatment for transferring students. A signature is required for controlled substances, daily, or PRN therapy lasting over 15 days or changes in the original prescription order.

I request and authorize the Lewisville ISD to administer the above medication as prescribed. I understand that the school administrator may designate any qualified person or persons to administer this medication. I also understand that although a reasonable attempt will be made to remind the student, it is expected that the student will be responsible in most situations for remembering to visit the health room for his medicine. Medication doses that could reasonably be taken at home will not usually be administered at school.

I authorize the school's registered nurse and the prescribing physician (printed name of physician) _____ to discuss this medication order, to clarify this medication order, or in the interest of this student's health (printed name of student) _____, to discuss his/her response to the prescribed medication as required by Nurse Practice Act and Medical Practice Acts of Texas. It is expected that the school nurse will first attempt to notify a parent/guardian should such a contact become necessary.

If the consent for the nurse and the doctor to consult re: this medication order is not granted or is revoked, it may not be possible for school personnel to administer the prescribed medications.

For student safety, all medications should be transported to and from school by an adult. It is recommended that students should not carry medications to and from school. The school cannot assure medication(s) or equipment will arrive safely and intact.

For Middle School and High School Students ONLY:

_____ I **GIVE** permission for the school to allow my child to transport medication and equipment to and from school.

_____ I **DO NOT GIVE** permission for the school to allow my child to transport medication and equipment to and from school. The medication will always be picked up or delivered by a parent/guardian or designated adult.

Parent/Legal Guardian Signature

Phone Number

Date