



**COVINGTON**  
MIDDLE SCHOOL  
FINE ARTS ACADEMY

# **STUDENT-PARENT HANDBOOK**

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This handbook is intended to serve as a guide to our school. It describes the school's policies and procedures, as well as parent and student responsibilities. This handbook should be used in conjunction with the Austin Independent School District Student Code of Conduct and the policies of the Board of Education and the Texas Education Agency.

*Please review the contents of this handbook with your child and sign and return the last page acknowledgement form to your child's Success Class teacher as soon as possible.*

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## PRINCIPAL'S MESSAGE

Dear Covington Parents and Students,

The success and safety of our students is our priority each and every year. With that in mind, our staff looks forward to collaborate with all parents to ensure Covington continues to be a safe, creative, and exciting place to learn and shine.

The policies in this Student-Parent Handbook were created to better meet the needs of our amazing students and staff, so we appreciate your support in communicating, discussing, and applying these guidelines.

As we examine these policies, any changes made during the year, will be communicated to you.

Please review with your child the information in this handbook and keep it accessible at all times for your reference.

We look forward to a new and exciting school year full of learning and new experiences. If you have further questions, need clarification, or have questions please contact the school office at (512) 414-3276.

Sincerely,

*Tai Choice, Principal*

**School Colors: Maroon and Gold**  
**School Mascot: Colt**

## ACADEMIC INFORMATION

**Academic Integrity:** We expect that all students strive to learn at the highest levels. Information and skills learned in middle school build the critical foundation necessary for future academic and life success. Therefore, it is of utmost importance that our students do their own work, give credit to those whose work they have used in a paper or project, and have the integrity to learn material and study for tests and quizzes so that their performance shows necessary progress towards the highest goals. Dishonesty results in serious consequences. Forgery is considered academic dishonesty and will be handled accordingly.

**Plagiarism:** This is taking credit for another person's work or ideas and passing them off as your own. A common infraction is cutting and pasting text from a website into a document without giving credit to the author. Plagiarizing copyrighted material is illegal.

**Cheating/Copying:** Getting answers from another student or giving answers to another student on homework, tests, quizzes, or any other assignments is unethical and is considered cheating. A common infraction is borrowing and copying the answers to homework assignments from another student. Both students are considered to be cheating in this situation. Another example is using any type of electronic device to get answers from websites or using text messages to send answers to other students.

**Consequences for Plagiarism/Cheating:** Academic and behavioral consequences will be coordinated with administration and the individual teacher. First Offense- Zero on the assignment (cannot be made up). Parent conference with student and teacher may be necessary.

**Progress Reports:** Progress reports are emailed to parents after the third week of the six weeks grading period. Teachers are required to send progress reports for students who are not passing the first three weeks of each grading period. Please contact the individual teacher for prompt follow-up to school concerns.

**Report Cards:** Report cards are emailed to parents by the District at the end of each six weeks grading period, to the address provided at the time of registration.

**Student Success Initiative:**

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support needed for academic success in reading and mathematics. According to the SSI grade advancement requirements, students are required to pass the STAAR grade 8 reading and mathematics test to be promoted to ninth grade. Eighth grade students have three opportunities to pass the reading and math test. Specialized academic support is provided for an 8<sup>th</sup> grader who does not pass a STAAR Reading or Math test. Parents will be notified if their child does not pass a STAAR test that is required for promotion. For more information see:

[www.tea.state.tx.us/student.assessment](http://www.tea.state.tx.us/student.assessment) and select the Student Success Initiative.

**Promotion, Retention, and Placement:** A student shall be promoted from one grade to the next on the basis of academic achievement. A middle school student must have an overall average of 70 or above for all classes enrolled, as well as an average of 70 or above in at least three of the following subjects: language arts (including reading), mathematics, social studies, and science. Serious attention must be directed to these promotion guidelines, due to the severe consequences of retention and placement.

**School Records:** A student's 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 the District until the student withdraws or graduates. This record moves with the student from one AISD school to another. 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/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

**Schedule Changes:** Request for a course selection change should be made through the assigned counselor. Due to staffing restrictions, it may not be possible to honor all schedule change requests. If an emergency exists, contact the appropriate counselor. ***Schedule change requests due to conflicts may be made within the first ten days of school for one or both semesters. However, "change of mind" requests can not typically be accommodated.***

**Textbooks:** Students are responsible for textbooks issued to them. Textbooks are to be kept covered, clean, and handled carefully. Please make sure that name, grade, and teacher's name are written on the book label, in case the book is misplaced. A replacement fee will be charged for lost, stolen, or damaged books. Students may check out an additional book or set of books to use at home. An administrator will be in charge of checking books out to teachers, students and/or parents.

**Library Services:** Students are encouraged to use the library. For academic needs or reading enjoyment, students may use the library before or after school and during lunch, but they must get a pass from a teacher or the Librarian to use the library during these times. Books may be checked out for two weeks. A replacement fee will be charged for lost, stolen, or damaged books.

## **ATTENDANCE**

Regular attendance in all classes is an expectation of all Covington MS students. House Bill 5 mandates that students must be in attendance for 90% of the instructional year to receive credit. A student who misses more days than allowed by AISD policy may not be given credit for that class unless a campus attendance committee finds, through an appeal and/or credit recovery processes, that the absences have been made up under the coordination of a school administrator (see Appeal Credit Recovery below).

**When returning to school after an absence for any reason, a student must bring a note to the attendance clerk in the front office, signed by the parent or doctor, describing the reason for the absence. An email from the parent, sent to the attendance clerk, explaining the student's absence will also be accepted. All notes for absences must be submitted within 48 hours of the student's return to school in order for the absence to be excused. Failure to submit notes in this time frame or without doctor's signature, will result in the absence remaining unexcused in the student's attendance record.**

**Attendance Appeal Credit Recovery Process:** If students do not meet the legal requirements of a minimum of 90% attendance for their classes, they will need to follow the appeal process as

outlined in District Policy. For more information regarding this process, please go to:

<http://www.tasb.org/policy/pol/private/227901/pol.cfm>  
You may also review the Texas Education Code 25.092 for more details regarding this recently implemented law.

Parents and/or students may also contact the attendance clerk for help in locating the policy. Students must request credit recovery using the Covington Attendance Appeal form, posted on the Campus website and also included at the end of this handbook. Recovery may involve making up missed class time after school or on Saturdays during the second semester, and may involve other activities coordinated by the Attendance Committee and Administrators. Assistant Principals will provide guidance for credit recovery due to excessive absences, including drafting an individual student contract signed by both the student and parent.

**Family Emergencies:** In the event of an unavoidable family emergency, it is important to notify the school office as soon as possible. Please explain as clearly as possible the nature of your family emergency in order for the absence to be excused. Excusing absences for family emergencies will be decided on an individual case by case basis, with the final decision made by administration.

**Funerals and Weddings:** Students will be excused up to two consecutive school days for family weddings and funerals. We realize that sometimes travel for these special events will keep a student out longer, and extra days for absences will occur. Again, the administration will determine whether any extra days required for attending a family funeral or wedding will be excused.

**Illness:** If a student has been absent because of illness, a signed note from the parent stating that the student was ill must be turned in. **If a student has been out more than 3 days because of illness the parent note must be accompanied by a doctor's note/receipt, in order for the extra days to be excused.** Additionally, the school will accept up to 5 parent notes for illnesses during the course of the school year. After 5 parent notes, the student will be required to submit a doctor's note for any other illnesses (regardless of the number of days out) for the remainder of the school year in order for the absences to be excused.

**Medical Appointment:** When returning from a medical appointment, a signed note from the

doctor is required. Students attending a medical appointment should only miss school during the actual appointment time, attending school BEFORE and/or AFTER the appointment.

**Make-up Work:** It is the student's responsibility to make arrangements with each teacher for make-up work following an absence or in unique circumstances (such as home suspensions), before an absence. **The parent may make arrangements to pick up the work if the student is out for several consecutive days.** Parents may call the Attendance Clerk at 512-414-3276 by 9:00 am to make arrangements to pick up homework for their child. An e-mail will be sent to the child's teachers requesting homework. Parents may pick up the homework the following day, between the hours of 9:00 a.m. and 4:00 p.m. in the front office. This allows teachers appropriate time to gather work for the student. Parents should call before coming to the office to ensure that there is homework in the front office to be picked up.

**Notification of absences:** An AISD electronic phone message or email will be sent to the primary contact of any student who is given an unexcused absence, on the day the absence is recorded. On the third unexcused absence within a four-week period, the district's central office sends a US mail letter to the residence of the parent of the student. After three or more days or parts of days of unexcused absences in a four week period, or ten or more days or parts of days of unexcused absences in a six-month period; it is the legal responsibility of the school to file truancy charges against both the parent and the child with County and/or Municipal Courts. This filing can result in court appearances and fines

**Permit to Leave School Early or For Doctor or Dental Appointments during School Day:** When it is necessary to leave school, students may have **written permission** from the parent or guardian.

1. A written note must be submitted to the front office upon return.
2. The note must include the student's first and last name and student ID.
3. A parent must sign their student out at the office before leaving campus. No phone requests for early dismissal are permitted.
4. **When returning to campus the same day,** students should have a signed doctor's note or a note from their parent delivered to the front office before returning to class.
5. **When returning to campus the following day,** the signed doctor or parent note should

be delivered to the front office before school starts.

### TARDY PROCESS

- **Tardy to School:** Students not in class after 8:25 a.m., are late to school, requiring a tardy permit from an office staff member. A note signed by a parent or guardian stating the date, time of arrival, and the reason for the tardy should be presented. A reminder that tardies are counted as a (part of day) absence, as required by state law, with the same guidelines as regular absences.
- **Tardy to Class:** Students are tardy if not in the proper room when the bell begins to ring. The individual student's team of teachers will decide upon the consequences for class tardies. Administrators will review attendance records and (periodically) perform tardy "sweeps" during the day in order to enforce punctuality. Students with 5 tardies will be issued a referral by the corresponding teacher. Consequences, such as after-school detention, and/or lunch detention will be applicable.

**Vacations and Out of Town Trips:** School days missed due to family vacations, out of town trips, taking extra days to extend the weekend and time taken off for non-AISD extracurricular activities **will not be excused.**

### DISCIPLINE POLICY AND PROCEDURES

Covington students show responsibility, leadership, and follow school and district rules to make our school the best. It is the school policy that consequences of a student's behavior should be meaningful and consistent with age-appropriate social and emotional development, and consistent with the AISD Student Code of Conduct. School-wide behavior management rules are listed below, and are posted in each classroom. Teachers and/or teams may have their own social contracts and class guidelines to be sent home for students and parents/guardians to review. For individual guidance, behavior contracts setting forth acceptable behavior may be entered into between teacher and student or among teacher, student and administrator. Students and parents are also asked to review the District's Student Code of Conduct and return a signed note indicating receipt.

### COVINGTON SCHOOL-WIDE RULES

1. Be safe
2. Follow directions
3. Show respect for yourself and others
4. Be responsible for your learning

Following the above referenced School-Wide Rules includes coming to class on time; complying with all teacher directives; completing class assignments and homework; and coming prepared for class, including bringing all required textbooks, materials and supplies. In addition, please see the end of this Handbook for more information regarding CHAMPS school-wide procedures for common areas, developed to ensure a positive and safe learning environment for every important Covington scholar.

**Acceptable Use Policy:** Access to the District's electronic communications system, including the Internet, shall be made available to students exclusively for instructional purposes and in accordance with AISD regulations. ***Access to the Internet at school is a privilege, not a right.*** Abuse or misuse of the school's computers or internet system may result in sanctions with regards to access and use. This includes loading or accessing inappropriate information onto school computers, or accessing school systems/information that is considered off limits for student use.

**Assemblies:** A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not abide by school and District rules of conduct during an assembly will be subject to disciplinary action. Students are expected to attend assemblies and sit with their class. Once a staff member addresses the group by saying "Good morning/afternoon," or "Give Me Five", students should immediately stop talking and give the adult their attention.

**Cafeteria:** Students' conduct in the cafeteria must be respectful and appropriate, as they interact with administrators, cafeteria staff, custodians, and visitors. Students should arrive promptly and line up quietly and sit at their assigned table. As they go through the serving line, students must handle food safely and following proper rules of etiquette. Consequences will be immediately applied to those students who do not respect others, their food, or fail to sit at their assigned table. Students may leave the cafeteria and use this time to complete assignments or other tasks for teachers

with the appropriate STUDENT PASS provided by the teacher.

**Drug and Alcohol Abuse:** Any student, who intentionally sells, gives, possesses, uses, or is under the influence of illegal drugs, prescription drugs, or alcohol in or on school property, including buses, shall be subject to (1) removal from school and (2) being reported to the appropriate law enforcement agencies for possible legal action.

- **Smoking:** The use and/or possession of tobacco products and paraphernalia are prohibited. Any student who violates the rule is subject to removal from class. The rules apply at the bus stop, on the bus, on the school campus, and AISD property during the school day and at any school activity before or after school. In addition, parents and other adults may not smoke on any AISD property or at any AISD sponsored event.

**Public Displays of Affection:** All students are prohibited from engaging in public displays of affection anywhere on campus or at campus sponsored events. (Some examples: holding hands, hugging, kissing, or sitting in someone's lap.) Continue disregard of this guideline will result in further disciplinary action.

**Harassment/ Bullying:** **Bullying occurs when a student or group of students engages in written or verbal expression, expression (INCLUDING SOCIAL MEDIA) through electronic means, or physical conduct that occurs on school property, at school-sponsored or school-related activity, or in a vehicle operated by the District, that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person, or of damage to the student's property; and is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.**

Covington Middle School is a Bully-Free Zone and no bullying or harassment of students is tolerated. Students shall not engage in harassment motivated by race, color, religion, national origin, sexual orientation, gender, or disability directed toward another person. Students shall not commit dating or sexual violence toward another student. Any reports of this type of behavior will be thoroughly investigated by the campus administration and/or

campus police officer. A substantiated charge of harassment or bullying against a student or District employee shall result in disciplinary action. Students and parents should report any incidents of these types of behaviors to the campus administration immediately.

**Zero Tolerance:** In AISD, zero tolerance means that if a student violates the Student Code of Conduct (which also incorporates state and federal law), the behavior will be addressed in a serious manner. The intervention or disciplinary action will be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, and requirements of law. If a student is referred to the assistant principal's or principal's office for inappropriate behavior that disrupts the learning environment, the student's parents will be notified, after the incident has been investigated.

## **STUDENT SEARCH AND SEIZURES**

**Purses and backpacks:** Student purses and backpacks brought to school are subject to reasonable search by a school official, (teacher, principal, assistant principal), when he or she has reasonable grounds for suspecting that a search will turn up evidence that the student is violating or has violated a student code of conduct rule, a school rule, or the law. ***Parents should remind students not to bring items to school that are in violation of the Student Code of Conduct, or that are a disruption to learning (toys, fidget spinners, electronics, valuables, guns, knives, weapons, drugs including over-the-counter medications, cigarette lighters, etc.) Purses and backpacks are not allowed in the classroom once lockers have been issued.*** Purses and backpacks must be kept inside the student's locker during the school day from the time of the first tardy bell, until after the dismissal bell.

**School Lockers:** School lockers are school property and as such may be searched periodically for contraband (i.e. illegal items) and for overdue or missing books or stolen items. Since the lockers are school property, the student and parent are on notice that there is a diminished expectation of privacy in the use of the lockers. Markers, stickers, glue and other adhesives are not to be used on school lockers. Locker decorations should only be done by school clubs/organizations and should be pre-approved by administration. ***Highly valuable***

**items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items.**

*We encourage all students NOT to give out their locker combination to anyone, or share their locker space with others as they are responsible for any items found in their possession and may lose their locker privilege. Any contraband found will be confiscated, and the student will be subject to disciplinary action. Changes in locker and/or locker combinations will be made by administration only.*

### **Dress Code Guidelines**

Covington students will adhere to the AISD Dress Code Policy designed to ensure no disruption to the learning environment. The complete Covington dress code policy is included at the end of this handbook, with general guidelines noted below. The goal of these guidelines is to ensure a safe, respectful, and positive learning environment and to model good citizenship. All clothing should be appropriate to the student's age, school setting, and weather conditions. Modesty will be the dominant feature in all clothing at all times (including field trips and other special events). Both students and parents share the responsibility for the student's attire, however **the campus administrator has the final authority concerning appropriateness**, due to disruption, of any item worn at school. This includes hairstyles, body paint, jewelry, and other accessories. (See *Dress Code Chart*, page 18)

#### **Covington Middle School Dress Guidelines for students:**

- Caps, hats, bandannas, wigs, and sunglasses are not to be worn inside the school and at any hours of the day, except for special occasions. Religious or medical exemptions may be submitted to the principal for approval.
- Hoods must be removed while indoors.
- Undergarments (including athletic shorts worn under the pants) must be concealed and are not to be worn as outer garments. Pajamas, lounge pants and house slippers are not to be worn to school.
- Pants or other clothing may not have holes, tears or frays that **reveal exposed skin above the tip of the fingers**.
- Excessively tight fitting or overly loose/sagging pants with loose waistband will not be allowed. Pants should be firmly hitched at the waist and boxers are to remain covered.

- All tops must be long enough to cover the midriff completely. Low-cut jeans that reveal the midriff are not permitted.
- Tube tops, halters, racer back tops, bare backs or clothing are not permitted.
- Sleeveless shirts must cover undergarments across the top of the shoulder. **\*Sheer shirts, skirts or shorts covering unacceptable clothing are NOT acceptable and do NOT meet the standards of the dress code.**
- Standing at ease with both arms by the side, shorts, skirts, dresses and tops **worn with leggings** should not be shorter than the tip of the fingers.
- All clothing must be worn as it was designed to be worn. Any shoes deemed inappropriate or unsafe will not be permitted.
- Clothing, jewelry, medallions, patches, or designs on clothing should not reflect or suggest drugs, alcohol, tobacco, profanity, sex, or other distasteful language or gestures.
- Inappropriate writing/Logos or phrases printed across the seat of pants or shorts are not allowed.
- Gang related attire (colors, ornaments, symbols, tagging, etc.) is prohibited.
- Wallet chains, or any jewelry (featuring spikes or chains) which could be used inappropriately, are prohibited.

*For more details, see Student Dress Code Guidelines included at the end of this Handbook.*

**Students who fail to follow these dress code guidelines will be asked to change into more appropriate attire. In some cases the school will provide a shirt and/or pants to a student, if a parent is not able to bring alternative clothes to school for the day. Disciplinary action may result, depending upon the nature of the violation or for continual or repeated disregard of the dress code. All students must sign a Dress Code Agreement at the beginning of the school year or upon registering at our campus.**

### **EXTRA CURRICULAR ACTIVITIES**

All students are encouraged to participate in a club or organization that appeals to individual interests. One of the most important success characteristics for middle school students is the "feeling of belonging". Participation in a school sponsored club or organization is one of the best ways to accomplish a feeling of connectivity, success, and loyalty to your school. Student clubs and performing groups may establish rules of conduct and consequences for misbehavior that are stricter



than those for students in general. If a violation of the organization's rules is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. ***Students must attend school for at least three block periods (plus Colt/Success) the day of an event to be eligible to participate in that event.***

**Eligibility Requirements:** All extra curricular activities must follow requirements as set forth by Texas Senate Bill 1. In order to participate in extracurricular activities during the first six weeks of the school year, the student must have been promoted to the next grade level. To remain eligible, a student must maintain a **passing grade in all subjects**. This includes all participating athletes, cheerleaders, managers, band performers, club members, etc. Parents and students must keep up with the grades in order to remain eligible. Grades may be monitored online using student password, or a parent can open an account through the parent portal. A complete set of guidelines, including information on regaining eligibility is on file in the school office. Information is also available from the school Athletic Coordinator. (See also *Student Code of Conduct*)

**Expectations for Athletic Events, Extracurricular Activities, Clubs and Organizations:**

- Student behavior at school-sponsored events is governed by the AISD Student Code of Conduct. All rules, including dress code, that apply during the school day, also apply at these events. ***Students who have been issued a discipline referral/ISS within 7 school days of a sports event or special activity may not be allowed to attend.***
- Students attend athletic events for the purpose of cheering on the Colt athletes, therefore, students are expected to sit and watch the game and show support for our team.
- ***All home games begin at 6:00 p.m., therefore, (for safety reasons) students are expected to go home immediately after dismissal and come back around 5:50.*** Students who remain on campus after dismissal **will not** be allowed in the gym.
- Students should not be wandering or loitering in the hallways at the volleyball and basketball games or standing on the track at the football games. Students are expected to sit in the bleachers and watch the game.

Students who violate this rule will be asked to leave.

- NO food or drinks are allowed in the gym.
- Once students have exited the building during an event at Covington, they should not come back into the building.
- Students should make arrangements for rides from the game to coincide with the end of the game. Students should be picked up **no later than 10 minutes after game time**. Students who disregard this rule may be asked to be accompanied by an adult during the next game to ensure safe and prompt return to home after a game.

Remember that we represent our school when we are at athletic/school sponsored events, and we want everyone to have fun and cheer our Colts on to victory!

**Conclusion of Activities:** Parents, please make every effort to pick up your student in a timely manner following all school activities. ***It is necessary that students are picked up within 10 minutes of a given activity ending time.*** Student safety is of paramount importance. Teachers sponsor many after school activities, with responsibilities beyond the event ending time. For this reason, teachers are not available to wait with students when a parent is late, creating a student safety hazard. ***If a parent or guardian fails to pick up their student, AISD Police or the Sheriff's Department and a school administrator will be called. Students will be denied the privilege of attending upcoming after-hours events.***

**FIELD TRIP POLICY**

Students at Covington Middle School have the opportunity to participate in a number of educational and extra-curricular study trips throughout each school year. It is the goal of our school's administration and faculty to include as many students as possible in these school-sponsored trips. It is also important to understand that **field trips are a privilege** and students must meet certain guidelines and show responsibility in order to participate. The following guidelines are general school-wide policies for all school sponsored field trips. These guidelines, as well as any additional guidelines established by the group sponsor(s), will be used in determining whether a student may participate in the activity or trip.

**Responsibility:**

Students must meet the established deadlines for returning field trip materials such as fees, transportation waivers, medical forms, etc.

**Discipline:**

Students must receive trip approval from their assigned Assistant Principal or the Principal, based on responsibility demonstrated on campus. Approval may be denied on the basis of excessive office referrals, suspensions, etc. Students must meet any group or team level discipline guidelines established for the field trip.

**Incentive Field Trips and Activities:**

“End of the year” field trips are offered as incentives for students to encourage them to maintain their grades and appropriate behaviors through the last six weeks of school. Students not meeting expectations for grades and behaviors will not be permitted to attend these trips. They may, however, have opportunities to participate in other “*end of the year*” *celebrations*.

## GENERAL SCHOOL POLICIES

**Arrival and Dismissal:** School hours are from 8:25 a.m. to 3:40 p.m. School doors open at 7:40 and breakfast is served at 7:45. Students who do not wish to eat breakfast must remain in the gym until they are dismissed at **8:15**. Students should plan to arrive by 8:15 to allow time to go to the locker, and take care of any other needed business and **be in class by 8:25**. Parents should discuss with the students the expectation of entering the school building upon arrival and **not leaving campus**; since students are not supervised until they enter the school cafeteria or gym general meeting areas. Students who stay for an activity/tutoring session should remain in their designated area with the Covington staff member/designee in charge of the after/before school activity. Buses arrive at 3:35 and leave promptly at 3:47. For safety reasons, we encourage parents to pick up students after they are dismissed at 3:40, as there is no outside supervision after 4:00 pm. Students may not remain on school grounds to visit with friends or they will be asked to leave.

**Athletics:** Only 7th and 8th graders are permitted to participate in AISD athletics. Before a student is permitted to attend practices his/her parents must read, sign, and return a variety of forms which include a physical report, insurance waiver, and parental permission for participation.

Students who have reached their 14th birthday before September 1st of the present school year are ineligible to participate on 7th grade teams. Students who have reached their 15th birthday before September 1st of the present year are ineligible to participate on 8th grade teams.

**Birthday and Holiday Procedures:** Birthday or holiday celebration items (ex: flowers, balloon bouquets, candy, stuffed animals, etc.) are not delivered to students during the school day, due to disruption of learning. Celebrations in the cafeteria are not allowed as they may cause a disruption as well.

***Classroom Deliveries:*** *In order to assist students with self-responsibility and to keep classroom disruptions to a minimum, the only deliveries made to students will be for medical concerns such as glasses, or similar required items, or appropriate clothing. Parents are discouraged from bringing forgotten items, such as lunches, homework, etc., to school on a regular basis. Lunch may be delivered during lunch hours (see school bell schedule)*

**CELL PHONES & ELECTRONIC DEVICES:**

Students are permitted to possess a personal cell phone; however, these devices must remain turned OFF/SILENT and OUT OF SIGHT during the instructional day (including passing period, lunch time and outside recess) unless they are being used for specific instructional purposes under the direction and supervision of a TEACHER. Cell phones and related equipment, (i.e. earbuds, etc.) must not be seen in students' hands at any time (this includes halls, cafeteria, and recess). Earphones must be taken off and placed out of sight during school hours. Additionally, students shall not possess any telecommunications devices during a testing period. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device in ANY of the above-referenced manners without authorization during the school day, **the device will be confiscated (even if the device was lend to someone else)**. Therefore, students must exchange their phone for a bathroom pass when in need to use the facilities during school hours. Any student using the cell phone in the bathroom will have their device confiscated. The parent or student may pick up the confiscated item from the assistant principal's office after a **48 hour hold** and for a fee of \$15.00 payable by cash or money order. If the device is confiscated on a Thursday or Friday, it will be released on Monday. After the

third confiscation, cellular phones, paging devices, or any other electronic device will be held until the administration meets with a parent. Student may also have severe restrictions to cell phone usage on campus. For more information regarding appropriate use and expectations, please refer to the BYOD (Bring Your Own Device) form and AISD standards (Student Code of Conduct, Texas Education Code 37.082) that are sent home at the beginning of the year. Parents should have a serious discussion with their child about the importance and privilege of appropriate use of electronics (cell phone and earbuds/earphones) during the school day, as well as clear review of related consequences. While most students follow the above referenced guidelines in a mature and responsible manner, misuse can become a serious problem and distraction to learning. Parent and student communication and cooperation is critical in order to avoid problems and stress, and to maintain safe and appropriate electronic device use.

**Change of Address or Telephone Number:** To ensure student safety and well-being, parents are required to submit **to the registrar in the main office** any change of address or telephone number updates. An updated utility bill with the current address must be provided as proof of residency. All parents/guardians should give a telephone number where they may be reached during the school day.

**Commons Area Use:** The Commons is a social gathering place for students after / during lunch. When students are in the Commons area they are expected to conduct themselves as follows:

1. Use the benches and equipment as they are intended to be used.
2. Sit appropriately with feet on the floor.
3. Food and drinks are not allowed in the Commons area except at designated times.

**Crisis Management Procedures:** A Crisis Management Plan has been developed for ensuring the safety of the students on our campus. The plan includes procedures for the management of crisis situations, such as fire, natural disasters, intruders, and severe injury to or the death of a student, parent, or faculty member, which are consistent with AISD crisis management policy and guidelines.

Instructions in the event of fire or tornado are reviewed in each classroom, and exits out of the building are posted in each classroom. The fire alarm is a persistent warning sound, with flashing warning lights in certain common areas. The

tornado alarm is an announcement from administration. The teachers will provide directions to students in the event of fire, tornado, or other emergency; and students follow teacher or staff member directions quickly, quietly, and in an orderly manner.

The school conducts fire and other drills at regular intervals as a safety precaution. Students, staff and visitors on campus shall treat each drill as if it were an actual emergency situation. Access to students by their parents may be limited during these drills. Although speed is important in any such procedure, of greater importance is the ability of students to be given directions and proceed in an orderly manner.

**Lost and Found:** Students who find lost items are asked to take them to the East office. Students who lose articles should report them to the office as soon as they are missed. Students are encouraged to label all belongings, so they can be identified and returned to the owner. The lost and found will periodically be cleaned out and unclaimed items will be donated to a local charity on a monthly basis.

**Medication:** Student safety is our primary concern in addressing all medication needs. **Medication forms must be signed by a parent and delivered to school before nursing or school staff can administer any medication.** All medication (prescription or over the counter) and/or health supplements must be kept in the nurses' office and will be administered to students by the nurse or office staff. The only exception is that asthma medication (inhalers) may be kept by the student provided that signed paperwork is filed in the nurses office (512-414-5382) authorizing that the student has the capability to handle medication administration. Please note, medicine must be in the original container and have the child's name and dosage instructions on the package. ***Students may not have any other medicine in their possession while at school.***

**School Insurance:** School insurance is available to all students. A packet will be available for each student at the beginning of school. Purchase of this program is optional. Only students playing in the sports program must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

**Selling Items at School:** Students are strictly prohibited from selling any item for personal profit such as candy, gum, lighters, breath spray, etc., on school grounds. This includes outside fundraising items.

## **HALL LOCKERS: QUESTIONS AND ANSWERS**

**Student Money/Valuables:** Students should bring only the amount of money needed for lunch or other school expenses to be used on a given day. Likewise, students are discouraged from bringing bracelets, purses, expensive or valuable items, etc. to school. **The school is not responsible for the theft or loss of personal items.**

**Support Groups:** The Counseling Department sponsors many student groups, which will meet on a regular basis. Contact your assigned counselor for additional information.

**Teacher Phones:** Every teacher will have a private phone in the classroom, with the phone number listed on the Covington website. This phone will ring in the class; however, teachers typically cannot answer it during instructional time. Voice mail will record messages and the teacher will check for messages regularly. Students will not use the teacher phone for personal calls except in case of true emergency and with teacher permission and supervision.

### **Things to Be Left at Home:**

Due to the possibility of theft, damage, etc., for which the school cannot be responsible, we request that the following items, or other similar items, be left at home. Disciplinary consequences will result for possession of items, which constitute a danger to school safety and security (**toy guns, fireworks, lighters, matches**). These items will not be released to students. In some cases, items may be returned to students if parents have received approval in response to a written request for the item(s) to be returned, or have made arrangements to pick up the item(s) themselves.

- Skateboards and roller blades, unless special arrangements made
- Chewing gum
- **Permanent** markers
- Valuable items
- Any unsafe items or items interfering with learning (administrator's discretion)
- Fidget spinners
- Toys (trade cards, stuffed animals, electronic games, etc.)
- Excessive amounts of candy to share with others
- Laser pens/pointers

**When will I get a locker?** Lockers are issued to students at the beginning of the year by a teacher or administrator.

**How do I get a lock?** Combination locks are built into the school hallway lockers, so a combination lock is not needed. School locks can be opened with a special key if there are combination problems. Non-school purchased locks will be removed from the lockers.

**Can my locker be searched?** Lockers remain under the jurisdiction of the school, even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is a reasonable cause to do so, whether or not the student is present. The school will conduct locker checks several times during the school year.

**Is my locker a safe place to keep things?** A student has full responsibility for the security of the locker and is responsible for making certain it is locked and the combination is not available to others. ***You should not bring valuable items to school or large amounts of money.*** (See list of things to be left at home, page 6.) Each student is responsible for keeping his/her assigned locker clean both inside and outside.

**Where do I keep my backpack or purse?** Due to safety concerns, backpacks and big purses will not be allowed in the classroom, once lockers are assigned. Backpacks and purses must be kept in the student's locker until the 3:40 bell. Backpacks with wheels are difficult to manage and do not fit in our lockers and are therefore, not recommended.

**When can I go to my locker?** Students will have access to their lockers between 8:15 and 8:25, before and after lunch, and at dismissal (3:40). Access to lockers between classes and after school hours will not be allowed except in extreme emergencies (and with administrative approval). Students should make sure that they have everything needed when departing for home.

## **IMMUNIZATIONS**

All students must be immunized according to state law in order to attend public school. Students without proper immunizations will be

subject to removal from class. A copy of the student's immunization records verified and signed by a physician is required registration documentation. Complete information regarding required immunizations is available at the following website:

[www.austinvaccinates.org](http://www.austinvaccinates.org)

Parents with a conscientious objection to the required student immunizations should contact the Texas Department of Health to obtain the appropriate documentation. If there is a medical reason that a student may not be immunized, a written statement by a U.S. licensed physician is required.

### **MEALS AND SNACK POLICIES**

**Cafeteria:** The cafeteria serves both breakfast and lunch. Breakfast is served between 7:45 and 8:05 AM. There are two lunch periods (A Lunch for 6<sup>th</sup> grade & B Lunch for 7<sup>th</sup> & 8<sup>th</sup> grade). Students may purchase lunch or bring lunch from home. You may prepay a lunch account for your child at [www.mylunchmoney.com](http://www.mylunchmoney.com). The cafeteria does not accept personal checks.

**Foods of Minimal Nutritional Value (FMNV):** Public schools are no longer allowed to serve, sell, or give away during the school day, foods which the State of Texas has ruled as foods of minimal nutritional value, except for a few school-organized "exempt days", which will be communicated to students and parents in advance. All food items dispensed to public school students must meet strict state criteria for nutritional value. Students may bring food from home that is considered FMNV, but they may not share this food with other students. It is District policy that parents may no longer send foods for parties and birthdays, with the exception of academic activities coordinated by the teacher.

#### **Austin Independent School District**

##### **Middle School Cafeteria Menu Information:**

According to district and federal guidelines, lunch consists of an entree, two selections of fruit, vegetables or salad, bread that may be a part of the entree or separate and a choice of milk. Students may select all five components, but **MUST take at least three** components for a full meal. Meals are priced as a unit; however, each item is available a la carte. The lunch menus are scheduled on a 2-week cycle. Week 1 begins the first week of school and continues to rotate throughout the school year. Certain "favorite" items are also often offered as an

alternative, based on supply availability. Menus may be subject to change at any time throughout the school year, based on resource availability.

Current Menus and nutritional information for each menu item can be found at:

**[www.austinisd.org/schools/menus/ms.phtml](http://www.austinisd.org/schools/menus/ms.phtml)**

##### **MEAL PRICES** (prices are subject to AISD change)

###### **Breakfast:**

Full Price..... \$1.50

Reduced Price..... \$.30

Adult .....\$2.25

###### **Lunch:**

Full Price.....\$3.05

Reduced.....\$.40

Adult .....\$3.75

**<https://www.austinisd.org/nutritionfoodservices/district-charging-policy>**

##### **Common Student Cafeteria Questions:**

**Where do I eat?** Students eat meals in the cafeteria, at an assigned table by Advisory/Success teacher, remaining seated while eating and drinking. Seating changes or occasional "free choice" may occur at the invitation of an administrator.

**What does the cafeteria serve for breakfast and lunch?** The breakfast line has items such as cereals, yogurt, pancakes, etc. A breakfast menu is posted. The hot lunch line serves a balanced and nutritional hot meal, which includes a vegetable and dessert. The menus for the hot lunch line can be viewed on the AISD cable channel 22 and the AISD web site, [www.austinisd.org](http://www.austinisd.org). Menus are also posted in the cafeteria.

**What happens after eating?** Students are dismissed from the cafeteria by tables or 3<sup>rd</sup>/7<sup>th</sup> period teachers and must work together to make sure their table and floor area are clean before leaving (proper disposal of food waste will occur using 3 different bins). Students who make a mess in the cafeteria will be expected to clean it up and may also receive lunch detention and an assigned seat, if problems persist. More serious behaviors may result in additional consequences.

***Students may not leave the cafeteria during lunch to go into the academic wings or library without a pass from a teacher, librarian, or administrator.***

### **PARENT COMMUNICATION**

Communication between parents and school is essential for each student's progress. Students are provided with an AGENDA, to be used for documenting assignments, homework, and special notes. Students are also required to have a Traveling Binder with dividers for each class subject area, housing work, notes, and other important school paperwork. Parents are asked to periodically carefully review the information in the Agenda and Traveling Binder. Notes and newsletters from the principal or other school personnel will be distributed in this format. This format may also be utilized to send notes to the teacher. This system is designed to improve home/school communication by packaging information between home and school. Parent cooperation is appreciated.

Communication may also occur via email, hand-written notes, phone calls, and on-line progress reports, US mailed or viewed in the Parent Cloud. Covington's Parent Support Specialist is available to assist with parent communication and access to the Parent Cloud. Parent-Teacher phone or in-person conferences are also encouraged, to ensure open communication, and especially in the event of a concern about student well-being. If a parent has difficulty getting a response from a teacher regarding a phone call or conference time, the parent should notify an assistant principal or the principal.

The Office Staff, Counselors, and Administrators are available to assist parents with questions, needs or concerns that cannot be addressed by your child's teachers. For questions/concerns related to the classroom or a school-sponsored group, it is important that a parent **first contact the teacher or sponsor involved**. He or she will have the most information about the student's school experiences and progress, as well as the related instructional activities; and all concerns will first be directed to the teacher involved. Concerns that have not been resolved through this process should be addressed to the Assistant Principal for your child, then Principal, if still not resolved. You may also fill out a parent concern form available in the West Office. After investigating the concern, a phone call or meeting will take place to collaboratively

address the matter. Unresolved concerns beyond this point may be directed to the Associate Superintendent's office for additional problem resolution. In order to direct your campus calls to the person best able to assist you, you will be asked to provide information about your question, concern, or recommendation, when you call the School Office at 512/414-3276. The Office Staff will then be able to connect you with the appropriate person, or to take your message. While the principal and/or assistant principals might sometimes be available to speak and meet with parents **by appointment** after 4:00 p.m. if necessary; **the school office will close at 4:30 p.m.**

### **PHYSICAL EDUCATION**

The State of Texas requires that all students take physical education. Students will be required to purchase a standard uniform of shorts and T-shirt. The PE department will provide information regarding the purchase of these items. The student must also provide appropriate shoes and socks. If a student is to be excused from physical education because of illness, he/she must bring a written request from the parent/guardian or physician. Excessive excuses and absences will require a note from the doctor. The physical education department will provide information regarding athletic guidelines and policies. **Specialized PE courses such as dance may have additional costs.**

### **Success (Advisory) Class**

Covington provides a unique advisory class unlike any other school. Created by a Covington teacher team, our Success Class addresses the unique developmental needs of middle school students through Social and Emotional Learning, AVID college preparatory skills, Drama Based Instruction, service learning, and school-wide projects.

### **TRANSPORTATION ISSUES**

**Bike Riders:** Students riding their bikes to and from school must follow all safety regulations of the county and school. A helmet is **strongly encouraged**. Students should follow all street signs, including stop signs; ride single file; and cross streets carefully. Once on school property, students must **dismount** and **walk** the bike to the nearest rack. Bike racks are located on the school grounds and must be used to park

bicycles. Bikes should be locked while parked on campus.

**Bus Riders:** Riding the school bus is a privilege provided by our school district. A student being transported in school owned vehicles is required to comply with the Student Code of Conduct and the MS/HS Bus Rules, which are clearly posted on each bus and available from the student's Assistant Principal. Any student who fails to comply with that code or established rules of conduct on school transportation may be denied transportation services and shall be subject to disciplinary action.

**IMPORTANT NOTE:** All buses will depart our campus at approximately 3:37 p.m. Any student left behind must immediately call home to arrange for a ride home.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the Principal or Assistant Principal, the student passenger, the driver, and the parent may be required.
2. The Principal or designee may suspend the student's bus riding privileges. If such a suspension occurs, the parent/guardian will be notified prior to the time the suspension takes effect. **Any suspension from the bus will include morning and afternoon transport.**
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance. Administration and parent/guardian shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

**Bus Lane:** Parents may not park or stand in the bus lane at the front (**east** side) of the school. Students may be picked up in the front drive through the **west** side of the school.

**Bus Passes to Ride a Different Bus:** Bus pass requests to ride a different bus should be limited to emergency situations and eligible bus riders. Bus passes, even in an emergency situation may not be approved if the bus is full. To request an emergency bus pass, provide the front office (in writing) with student's name, reason for emergency, name of the student he/she is riding home with, bus number, and parent phone contact number. The office will

call to verify requests. **Non-emergency requests cannot be filled, and District transportation cannot be used for parent convenience, Friday sleepovers, etc.**

**Change of transportation plans:** Parents should organize arrangements for alternate after school transportation plans with their child **before the school day begins.** To ensure student safety and security, requests for bus passes, etc., should be made in writing and turned in to the main office at the beginning of the school day. Phone calls from parents, except in extreme emergency situations, will not be accepted.

**Private Cars:** Parents/guardians who drop students off at school or pick them up at the end of the day should drive cautiously, observe parking and safety signs, and follow the directions of administrators, teachers, and staff to ensure the safety of all students. Please be aware of exclusive bus entrance (Bannockburn Rd.) and rather use the entrance on Convict Hill Rd. for drop off or pick up. **For the safety of our students, no car that happened to be in the bus entrance lane, should move until the bus has exited the driveway.** Students arriving for the school day should be dropped off at the front of the school entering the circular drive on the east side. Keep in mind that once students are dropped off, they must either enter the building or, if it's too early, remain on school grounds by the main entrance.

**Walkers:** Students that walk to and from school should cross at any street corner cautiously. Please remember to be courteous of the neighbors and walk on the sidewalks wherever possible. For their safety, students must leave the school grounds immediately after dismissal, and avoid wandering around the school grounds.

## **VISITORS TO CAMPUS**

Parents/guardians are welcome and encouraged to visit CMS FAA. Please ALWAYS enter ONLY by the main entrance to the administrative office using the intercom button, sign in, stating the reason for your visit, and **OBTAIN A VISITOR BADGE, TO BE WORN AT ALL TIMES.** For safety purposes, we ask that visitors travel only to and from the destination stated on the badge and not visit other locations without notifying the office. Visitors not wearing a badge will be escorted to the office to acquire one. **If a parent/guardian wishes to visit a classroom, please coordinate**

**with the teacher, to ensure the well-being of all students.** Teachers will be happy to discuss observations during your visit at a mutually convenient time; however, teachers cannot stop to visit with parents during instructional time. Younger children should be left at home for classroom visits.

We are always pleased to have parents/guardians join the students for lunch. Student visitors from other schools not associated with our school activity cannot be accommodated in the cafeteria or in the classroom. Visitor badges may not be necessary for assemblies, performances, and athletic events. Please be considerate of our wonderful students, staff and parents. ***As adults, we are models for our children and need to use appropriate language, dress and behavior.*** In order to protect the privacy of our students, visitors must not videotape or photograph any part of students' interactions while engaged in classroom dynamics or in the cafeteria. Working together we can continue to make Covington a safe, healthy and courteous learning environment.

### **Covington Expectations for a Positive Learning Environment**

In addition to the School-Wide Rules listed below and explained in the previous "Discipline" portion of this Handbook; the following CHAMPS Guidelines are posted in school common areas (Cafeteria, Hallways, Morning Gym), detailing specific expectations for Conversation, Help, Activity, Movement, and Participation to support students' positive engagement in our school community. Following these CHAMPS guidelines ensures that we provide the most positive and successful environment for every important Covington student.

### **SCHOOL-WIDE RULES**

1. Be safe
2. Follow directions
3. Show respect for yourself and others
4. Be responsible for your learning

\*\* In addition, a teacher or administrator may use the phrase "GIVE ME FIVE" holding up five fingers to signal silence and attention to the speaker.

## **Leadership Team**

### **Administrators:**

- ❖ Principal – **Tai Choice**
- ❖ AP for all 6<sup>th</sup> grade and 7<sup>th</sup> grade with last names beginning with M-Z – **Rosa Waters**
- ❖ AP for all 8<sup>th</sup> grade and 7<sup>th</sup> grade with last names beginning with A-L – **Andrew Rosario**
  
- ❖ Principal Administrative Assistant – **Cynthia Rodriguez**
- ❖ AP Administrative Assistant - **Josie Tongoun**

### **Counselors:**

- ❖ 6<sup>th</sup> **Ann McClain**
- ❖ 7<sup>th</sup> **Dr. Stephen Sellers**
- ❖ 8<sup>th</sup> **Shinae Watterson**

### **Office Support:**

- ❖ Attendance – **Arlene Carrillo**
- ❖ Guidance Secretary & Registrar – **Maricela Argueta**
- ❖ Parent Support Specialist- **Gloria Franco**
- ❖ Book Keeper – **Laura Teague**

**Main school phone number – 512-414-3276**



# Cafeteria Expectations

(Expectativas en la Cafetería)

## CONVERSATION:

Level 2 Voice 2

Voz de Nivel 2

**HELP** : Ask the 1st Available Adult

Ayuda: Preguntarle al primer Adulto Disponible

## ACTIVITY:

What is expected? ¿Qué se espera?

- No Trash
- \* **No Dejar Basura**
- Low Noise
- \* **Hablar en voz baja**
- Walking Only
- \* **No Correr**

## MOVEMENT:

**Caminar:**

- Through the Line
- \* **Caminar al Ponerse en Línea**
- To The Table
- \* **Caminar Hacia La Mesa**
- To the Trash
- \* **Caminar Hacia el Basurero**
- To The Exit
- \* **Caminar Hacia la Salida**

## PARTICIPATION:

**Participación:**

- Leave The Cafeteria Clean
- \* **Dejar la Cafetería Limpia**

# Morning Gym

## Expectations

(Expectativas en el Gimnasio)

## CONVERSATION:

Level 2 Voice

Voz de Nivel 2

**HELP** : Ask the 1st Available Adult

Ayuda: Preguntarle al primer Adulto Disponible

## ACTIVITY:

What is expected?

Actividad: ¿Qué se espera?

- No Trash or Food
- \* **No Dejar Ninguna Basura**
- Low Noise
- \* **Hablar en voz baja**
- Sit By Grade Level Sentarse por nivel de grado

## MOVEMENT:

**Walk Caminar:**

- To Designated Sitting Area a su area designada
- To Library When Dismissed a la biblioteca
- To The Exit When Dismissed hacia la salida

## PARTICIPATION:

**Participación:**

- Leave The Gym Clean
- \* **Dejarlo Limpio**

# Hallway Expectations

(Expectativas en el Pasillo)

## CONVERSATION:

Level 2 Voice

Voz de Nivel 2

**HELP**: Ask the 1st Available Adult

**Ayuda: Preguntarle al Primer Adulto Disponible**

## ACTIVITY:

What is expected? **Actividad: ¿Qué se espera?**

- Walk on the right  
\* **Caminar a la Derecha**
- Low Noise  
\* **Hablar en Voz Baja**
- Walking Only  
\* **Caminar Solamente (No correr)**
- Hands and feet to yourself  
\* **Manos y pies quietos**

## MOVEMENT:

- Walk on the right  
\* **Caminar a la derecha**
- Move directly from one class to next  
\* **Ir directamente de una clase a otra**
- Walking only  
\* **Caminar solamente (No Correr)**

## PARTICIPATION:

Walking directly to class

- \* **Ir directamente a la próxima clase**
- Be on time to next class  
\* **Estar a tiempo para la próxima clase**

## EQUAL OPPORTUNITY

AISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities and programs, including vocation programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 as amended; and Title II of the Americans with Disabilities Act. Austin Independent School District does not discriminate on the basis of race, creed, color, national origin, sex, disability or English language skills in its programs and activities.

### ***Changes in Policies and Procedures***

*This handbook is not a contract, and the purpose of this handbook is to serve as a guideline only. The policies and procedures contained within this handbook may be changed at any time, as needed to ensure student well-being.*

# Covington Middle School Fine Arts Academy

## Dress Code Guidelines 2018-2019



*This dress code is designed to ensure a safe and respectful learning environment*

### TOPS

- T-shirts: Polo, crew neck, and button down in all colors, patterns, and appropriate graphics are acceptable.
- Sleeveless shirts must cover undergarments at the shoulders. **\*Sheer shirts or sheer shirts covering unacceptable clothing are NOT acceptable and do NOT meet the standards of the dress code.\***
- All tops and jeans must be appropriate enough to cover the midriff completely. Tube tops, halters, racer back tops or bare backs are not permitted.
- **Jewelry, medallions, patches, designs or wording on clothing should not reflect or suggest drugs, alcohol, tobacco, profanity, sex, or other inappropriate language or gestures.**
- Excessively tight or loose (bagging) clothing that interferes with safety or learning is not allowed.
- Gang related attire (colors, ornaments, symbols, tagging, etc.) is prohibited.



### BOTTOM WEAR

- All colors and combination of colors and patterns are acceptable.
    - Inappropriate writing/Logos or phrases printed across the seat of pants or shorts are not allowed. (JUICY, etc.)
    - Standing at ease with both arms by the side, shorts, skirts, and dresses should not be shorter than the tip of your fingers.
  - Pants may not have holes, tears or frays that **reveal exposed skin higher than the tip of the fingers.**
- No PJ's or lounge pants are allowed.*



### FOOTWEAR

- Tennis shoes or closed-toe shoes (*loafers, deck shoes, etc.*) are acceptable.
  - Any shoes deemed inappropriate or unsafe will not be permitted.
- HOUSESHOES, SLIDES, and SLIPPERS do not meet dress code!**



### OUTERWEAR and OTHER



- Under garments (including athletic shorts worn underneath the pants) should be completely covered at all times. Outerwear must be worn as intended and not over-sized.
  - Blankets may not be “worn” in the school building.
- No head coverings (including caps, hats, hoods, sunglasses, bandanas, wigs, costumes {headbands with ears, antennas, etc.}, or other items disruptive to learning) may be worn in school and during school hours. They must be kept in locker.
- Earphones are not permitted, nor can they be exposed without teacher permission for specialized use.
- Hairstyles and make up (or body paint) should not be extreme or a distraction in the classroom.
- Backpacks and large purses cannot be carried in the building during the instructional day.
- No SPIKED necklaces, bracelets, or belts

*\*\*Religious or medical exemptions may be submitted to the principal for approval\*\**

### INTERPRETATION OF APPROPRIATENESS

**The administration will determine the appropriateness of any dress code concern, in consideration of student safety and well-being and the impact on the overall school environment.**

Parents needing support with dress code concerns may contact our Counselors, Assistant Principals, or Parent Specialist. Students who fail to follow these dress guidelines will be asked to change into more appropriate attire. In some cases the school may provide a shirt and/or pants to a student, if a parent is not able to bring alternative clothes to school for the day. Disciplinary action may result, depending upon the nature of the violation, or for continual or repeated disregard of the dress code.

***“Dress for Respect and Success”***



### PRENDAS SUPERIORES

- Camisetas: Se aceptan prendas Polo, cuello redondo, y abotonado, en colores, patrones e imágenes apropiadas
- Camisas sin mangas deben cubrir ropa interior en los hombros. **\*NO se aceptan camisas transparentes ya que no se consideran dentro de los estándares del código del vestir.**
- Todas las prendas superiores y pantalones deben ser lo suficientemente apropiadas para que cubran el estómago.
- **La joyería, medallones, parches, diseños o letreros de la ropa NO deben reflejar o sugerir drogas, tabaco, alcohol, obscenidades, sexo u otro lenguaje o gestos de mal gusto.**
- Ropa excesivamente apretada o floja que interfiera con la seguridad o el aprendizaje, no será aceptada.
- Se prohíben vestimentas relacionada con las pandillas (colores, adornos, símbolos, etc.)

### PRENDAS BAJAS



- Se aceptan todos los colores o combinaciones de colores y patrones.
- No se aceptan frases o eslóganes inapropiados escritos en las sentaderas de los pantalones
- Al estar parado con los brazos a los lados, los pantalones cortos, faldas y vestidos no deben estar más cortos que la punta de los dedos.
- Los pantalones no deben tener agujeros o roturas que revelen la piel a la altura del muslo.

**No se permiten pijamas.**

### CALZADO



- Se aceptan los zapatos tenis o zapatos cerrados.
- NO se permiten cualquier calzado que se considere inapropiado o peligroso.



**¡CALZADO DE CASA, CHANCLAS y PANTUFLAS no cumplen con el código del vestir!**

### PRENDAS EXTERIORES Y OTROS

- La ropa interior debe estar cubierta en todo momento.
- Las prendas exteriores deben ser usadas de la manera en que fueron diseñadas y que no sean grandes.
- Las colchas no deben ser usadas en el edificio durante las horas de clase
- La cabeza no debe estar cubierta con gorras, sombreros, pañoletas, capuchas, lentes de sol, pelucas u otro tipo de disfraz (diademas con orejas, etc.) mientras estén en el edificio. Deben estar guardados en el casillero todo el día.
- Los audífonos no son permitidos, ni tampoco deben ser parte del atuendo, sin el permiso apropiado.
- Los peinados y el maquillaje (o pintura corporal) no debe ser una distracción en el salón.
- Las mochilas y bolsas grandes no pueden ser cargadas en el edificio durante el día.
- **No se permiten collares/brazaletes/cinturones con PICOS.**



**\*\*Cualquier excepción de tipo religioso o médico, debe ser presentado a la directora para su aprobación\*\***

### INTERPRETACION DE LO QUE ES APROPIADO:

La administración tiene la última palabra para determinar si una prenda de vestir es apropiada o no, tomando en cuenta la seguridad y el bienestar del estudiante y el impacto que tiene en el ambiente de aprendizaje.

Los padres que tengan dudas sobre el código del vestir, favor de contactar a los consejeros, subdirectores o especialista de los padres.

A los alumnos que no sigan las pautas del código del vestir, se les pedirá que se cambien de ropa (más apropiada). En ciertos casos la escuela proveerá una camiseta o pantalones al estudiante, si el padre no puede traer ropa a la escuela ese mismo día. Se podría tomar acción disciplinaria dependiendo de la naturaleza de la falta o si el alumno quebranta el código del vestir en repetidas ocasiones.

**“Arréglate para el respeto y el éxito”**

## ESC. SEC. COVINGTON ACADEMIA DE BELLAS ARTES

### Forma de Apelación de Asistencia

*El propósito de esta forma es hacer una petición para recibir crédito de un curso con excesivas faltas.*

*El personal de la escuela proporcionará una copia de los registros de asistencia- si la piden.*

#### INSTRUCCIONES:

- 1 ESCRIBA TODA la información en tinta (pluma). NO se aceptarán formas incompletas.
- 2 Se requiere una forma de apelación por SEPARADO para CADA SEMESTRE.
- 3 Entregue esta forma COMPLETA al subdirector(a) de su hijo(a) con tiempo de anticipación para completar el proceso de recuperación. Adjunte cualquier información adicional que el Comité debería considerar. Después del reviso administrativo, se creará un Contrato de Asistencia.

**\*\* Ponga sus iniciales enfrente de cada frase para confirmar su conocimiento de las expectativas.**

- \_\_\_\_\_ He revisado mis registros de asistencia y tengo más de 10% de faltas lo que causó que se me negara crédito o las calificaciones finales del curso(s).
- \_\_\_\_\_ Tengo calificaciones pasantes o ya he pasado el curso(s) que estoy apelando.
- \_\_\_\_\_ Entiendo que debo completar el paquete de trabajo, si se me asigna.
- \_\_\_\_\_ Entiendo que debo empezar a asistir a las sesiones de los sábados o después de clases los cuales has sido aprobados por el subdirector(a), con la entrega de esta forma, mientras espero que se celebre la junta de Apelación con el Comité de Asistencia a fin de revisar y finalizar mi asunto.
- \_\_\_\_\_ Entiendo que se me puede asignar servicio comunitario como parte del contrato en este proceso.
- \_\_\_\_\_ Entiendo que el Comité es el que aprueba todas las horas (de recuperación) cumplidas.
- \_\_\_\_\_ Entiendo que el Comité podría negar mi petición si cuento con muchas faltas.
- \_\_\_\_\_ Si no cumplo con los requisitos establecidos por el Comité, tengo entendido que "NC" (No Crédito) permanecerá en mi registro/kardex lo cual podría afectar mi avance al siguiente nivel de grado.

**Firma del alumno(a):** \_\_\_\_\_ **ID #** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Curso(s) que se pide otorgue crédito:** \_\_\_\_\_

- \_\_\_\_\_ He revisado el registro de asistencia de mi hijo(a) y estoy consciente que el/ella tiene más del 10% de ausencias por lo que se le ha negado el crédito o calificación final.
- \_\_\_\_\_ Entiendo que se me puede requerir asistir a una junta de Apelación con el Comité de Asistencia para firmar el contrato de apelación de mi hijo(a).

**Firma del padre/madre:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Esta forma toda completa debe ser entregada al Subdirector(a) con suficiente tiempo de anticipación para cumplir con las fechas de vencimiento. NO se aceptarán formas incompletas.**

# COVINGTON M.S. FINE ARTS ACADEMY

## Attendance Appeal Form

*The purpose of this form is to request award of course credit, due to excessive absences.*

*Staff will give you a copy of your records, if requested.*

### DIRECTIONS:

- 1 PRINT ALL information in INK. Incomplete forms will NOT be accepted.
- 2 A SEPARATE appeal form is required for EACH SEMESTER.
- 3 Return this COMPLETED form to the student's Assistant Principal with sufficient time to complete the make-up process, according to dates provided. Attach any additional information that the Committee should consider. After administrative review, an Attendance Contract may be assigned.

**\*\*\* Initial next to each statement below indicating acknowledgment of expectations.**

- I have reviewed my attendance records and I have more than 10% of absences for which credit or final grades are being denied.
- I am currently passing, or have already passed, the course(s) I am appealing.
- I understand that I must complete a make-up work packet, if assigned.
- I understand that I may begin to serve Saturday School or After School Detention hours, arranged with my Assistant Principal, after submission of this form, while I wait for the Attendance Appeal Committee to meet and review my attendance.
- I understand that community service may be assigned, as part of this approval process.
- I understand that the Committee must approve all make-up requests and approve all hours submitted.
- I also understand that the Committee may deny my request if I have too many absences.
- If I do not fulfill the requirements established by the Committee, I understand that "NC" (No Credit) will remain on my transcript; and this may affect my promotion to the next grade level.

**Student Signature:** \_\_\_\_\_ **ID #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course(s) for which credit is being requested:** \_\_\_\_\_

- I have reviewed my child's attendance record, and I am aware that my child has more than 10% of the absences for which credit or final grades are being denied.
- I understand that I may be required to attend an Attendance Appeal Committee hearing and to sign the Appeal contract with my child.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This completed form MUST be returned to the Assistant Principal with sufficient time to address make-up timelines. Incomplete forms will NOT be accepted.**

## Student and Parent Acknowledgment

The signature(s) below acknowledge that I/we have read and carefully reviewed the Covington Middle School Fine Arts Academy Student Parent Handbook with my/our child *(including Dress Code and Phone Policy)*.

Student  
signature \_\_\_\_\_

Parent  
signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS SIGNATURE  
FORM TO YOUR CHILD'S SUCCESS  
CLASS TEACHER.**