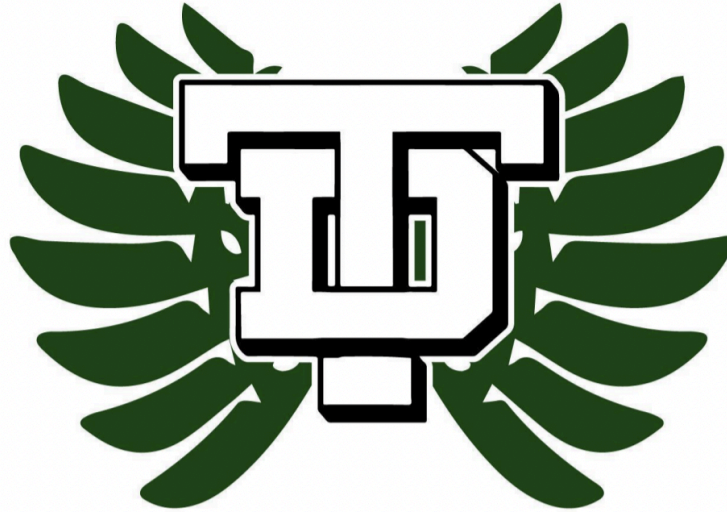


# Taylor Middle School

## Student & Parent Handbook 2024-2025



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### Taylor ISD Mission

Inspire, equip and empower every student to achieve their unique potential.

### TISD Vision

Intentionally empowering the whole child.

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# BELL SCHEDULE

Normal Bell Schedule							
A Lunch Schedule			Length	B Lunch Schedule			Length
1st Period:	8:10 AM	8:56 AM	46 min	1st Period:	8:10 AM	8:56 AM	46 min
2nd Period:	9:00 AM	9:46 AM	46 min	2nd Period:	9:00 AM	9:46 AM	46 min
FIT	9:50 AM	10:20 AM	30 min	FIT	9:50 AM	10:20 AM	30 min
3rd Period:	10:24 AM	11:10 AM	46 min	3rd Period	10:24 AM	11:10 AM	46 min
Lunch 11:10 AM - 11:40 AM			30 min	4th Period	11:14 AM	12:00 PM	46 min
4th Period:	11:44 AM	12:30 PM	46 min	Lunch 12:00 PM - 12:30 PM			30 min
5th Period:	12:34 PM	1:20 PM	46 min	5th Period:	12:34 PM	1:20 PM	46 min
6th Period:	1:24 PM	2:10 PM	46 min	6th Period:	1:24 PM	2:10 PM	46 min
7th Period:	2:14 PM	3:00 PM	46 min	7th Period:	2:14 PM	3:00 PM	46 min
8th Period:	3:04 PM	3:50 PM	46 min	8th Period:	3:04 PM	3:50 PM	46 min
Pep Rally Schedule							
A Lunch				B Lunch			
1st Period:	8:10 AM	8:55 AM	45 min	1st Period:	8:10 AM	8:55 AM	45 min
2nd Period:	8:59 AM	9:44 AM	45 min	2nd Period:	8:59 AM	9:44 AM	45 min
3rd Period:	9:48 AM	10:33 AM	45 min	3rd Period:	9:48 AM	10:33 AM	45 min
4th Period:	10:37 AM	11:22 AM	45 min	4th Period:	10:37 AM	11:22 AM	45 min
Lunch 11:22 AM - 11:52 AM			30 min	5th Period:	11:26 AM	12:11 PM	45 min
5th Period:	11:56 AM	12:41 PM	45 min	Lunch 12:11 PM - 12:41 PM			30 min
6th Period:	12:45 PM	1:30 PM	45 min	6th Period:	12:45 PM	1:30 PM	45 min
7th Period:	1:34 PM	2:19 PM	45 min	7th Period:	1:34 PM	2:19 PM	45 min
8th Period:	2:23 PM	3:08 PM	45 min	8th Period:	2:23 PM	3:08 PM	45 min
Pep Rally	3:08 PM	3:50 PM	42 min	Pep Rally	3:08 PM	3:50 PM	42 min
Early Release (2hr)							
A Lunch				B Lunch			
1st Period	8:10 AM	8:45 AM	35 min	1st Period	8:10 AM	8:45 AM	35 min
2nd Period	8:49 AM	9:24 AM	35 min	2nd Period	8:49 AM	9:24 AM	35 min
3rd Period	9:29 AM	10:04 PM	35 min	3rd Period	9:29 AM	10:04 PM	35 min
4th Period	10:08 AM	10:43 AM	35 min	4th Period	10:08 AM	10:43 AM	35 min
5th Period	10:47 AM	11:22 AM	35 min	5th Period	10:47 AM	11:22 AM	35 min
Lunch	11:22 PM	11:52 PM	30 min	6th Period	11:26 PM	12:01 PM	35 min
6th Period	11:56 PM	12:31 PM	35 min	Lunch	12:01 PM	12:31 PM	30 min
7th Period	12:35 PM	1:10 PM	35 min	7th Period	12:35:00 PM2	1:10 PM	35 min

8th Period	1:14 PM	1:49 PM	35 min	8th Period	1:14 PM	1:49 PM	35 min
<b>Early Release (Half Day)</b>							
<b>A Lunch</b>				<b>B Lunch</b>			
1st Period	8:10 AM	8:40 AM	30 min	1st Period	8:10 AM	8:40 AM	30 min
2nd Period	8:44 AM	9:14 AM	30 min	2nd Period	8:44 AM	9:14 AM	30 min
3rd Period	9:18 AM	9:48 AM	30 min	3rd Period	9:18 AM	9:48 AM	30 min
4th Period	9:52 AM	10:22 AM	30 min	4th Period	9:52 AM	10:22 AM	30 min
5th Period	10:25 AM	10:55 AM	30 min	5th Period	10:25 AM	10:55 AM	30 min
6th Period	10:59 AM	11:29 AM	30 min	6th Period	10:59 AM	11:29 AM	30 min
7th period	11:11 AM	11:41 PM	30 min	7th period	11:11 AM	11:41 PM	30 min
Lunch	11:45 PM	12:11 PM	30 min	8th period	11:45 PM	12:11 PM	30 min
8th Period	12:15 PM	12:45 PM	30 min	Lunch	12:15 PM	12:45 PM	30 min

**Welcome to Taylor Middle School for the 2024-25 school year!**

Taylor Middle School staff are excited for another year of learning and growth. With the parents' support and understanding, we are going to make this year one of the best. Below are a few outlines and reminders to help you and your child have a great year. This handbook cannot cover every possible scenario that may happen throughout the school year. Campus administration will have the final determination on any items not specifically listed. If you have any questions, please let us know so we can address them. Thank you.

**AWARDS**

TMS will host an awards ceremony at the end of each semester for students. The date and time will be communicated with parents ahead of time, so family and friends can be invited. The awards that will be recognized are: Perfect Attendance, A Honor Roll (All A's), A-B Honor Roll (More A's than B's in core classes), and other areas of achievement. *Students may not be eligible for perfect attendance recognition if the student has excessive tardies for coming to school late or leaving early.*

**BREAKFAST**

All students will have the opportunity to eat a free breakfast each morning. Students will enter the building at 7:45 am. 6th Grade students will report directly to class while 7th and 8th will go to the cafeteria. Breakfast will be served once all students are in class at 8:00.

**CAFETERIA**

Taylor Middle School is a closed campus and students are not allowed to leave for lunch. To keep the campus as safe and secure as possible, parents/guardians will only be allowed to eat lunch with their student during their assigned lunch in a designated area separate from other students. Parents may also bring food for their child and drop it off in the front office. Parents/guardians may not bring food items for other children; for example, no sharing of pizzas, handing out cupcakes, etc. Food delivery by any service directly to students is not permitted.

Prices: For the most up to date prices, please see the Taylor ISD website.

## CELL PHONES/AIRPODS AND OTHER ELECTRONIC DEVICES

Cell phones are a significant educational distraction, not just for the students who are using them in class, but for their neighbors, too. In school, this distraction impacts students' ability to stay engaged in learning, focus on academics, and build healthy relationships with peers and school staff.

Personal cell phones and other electronic devices use will not be allowed during the academic school day. Students may possess and carry cell phones; however, they must be turned off or on silent/airplane during the academic day and placed in their pouch.

Making TMS cell-phone-free is not a punishment. Our goal is to maximize educational time and support mental health. Our TMS team is working hard to ensure that all digital spaces in our schools are positive, safe, and healthy for kids to explore. By limiting distractions during the school day, we hope to limit the negative effects that electronic devices can have on the learning environment.

The purpose is to ensure that disruptions and interference of the instructional academic climate of the school does not occur. Text messages and photo transmissions are covered by the policy.

## CITIZENSHIP CELEBRATION

TMS will recognize students from each grade once per month at our Citizenship Celebration. Students will be selected by the grade-level teachers. Notifications will be sent home with students to notify parents that their child has been selected and to communicate information about the celebration.

## COMMUNICATION FROM THE SCHOOL

There are many ways to stay in contact with the school and stay updated on school information:

- Check the school calendar on the website
- Have the correct email address and phone number on file with the school
- Stay in touch with child's teachers through phone, email, Blackboard, Google Classroom, or conferences
- Ask your child about his or her day and follow up with the appropriate teacher

## DELIVERIES TO STUDENTS

Due to the negative impact of interruptions during instruction, no deliveries will be allowed directly to students. All items must be brought to the office. **Balloons, flowers, mums, invitations, gifts, food deliveries, and other non-academic items should not be sent to the school at all.** Please remember it is difficult for students to carry these items from class to class and to ride on district transportation. Any non-instructional items will be collected by the administration and held in the office until the end of the school day.

## DISCIPLINE

TMS staff will follow the Taylor ISD Student Code of Conduct while utilizing positive behavior supports throughout the school including:

- Teaching and reinforcing the campus expectations
  - Be Safe, Be Respectful, and Be Responsible
- Establishing classroom expectations.

When students make choices that are in need of a consequence, every effort will be made to resolve the concern and return the student to class as quickly as possible to ensure student learning continues. In the event that the student's misbehavior is repeated and/or severe, an administrator will be involved. *It is imperative that parents work with the school for students to be successful throughout this process.*

## DRESS CODE

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the rules that follow. All rules and violations cannot be addressed in this document; therefore

violations are at the discretion of the administration. Note: If a student wears inappropriate clothing and a parent is unavailable or cannot provide a change of clothing in a timely manner, the student will change into appropriate clothing if available or receive a consequence for the day.

*Please see the appendix for the dress code guidelines.*

## **EXTRACURRICULAR ACTIVITIES**

Participation in school-sponsored extracurricular activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. However, participation is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or musical activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.] The following requirements apply to all extracurricular activities:

- A student, who receives a grade below 70 at the end of an evaluation period, in any academic class, may not participate in extracurricular activities for the time period outlined in the Eligibility Chart below.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for the time period outlined in the Eligibility Chart.
- An ineligible student may still practice or rehearse.
- In a school year, a student is allowed up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

*For the most up to extra curricular eligibility timeline, please see the Taylor ISD Student/Parent Handbook.*

Each extracurricular activity will have its own set of guidelines, constitution, participation, and other requirements that must be followed. Parents and students should talk with those sponsors to get copies of those. Student clubs and performing groups, such as Band, Choir, Dance, Athletic teams, etc. may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct*, or by local policy, will apply in addition to any consequences specified by the organization's standards of behavior. [See policies at FM and FO. For student-organized, student-led groups, see *Meetings of Non-curriculum-Related Groups*.]

## **FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)**

According to the Texas Public Nutrition Policy, all public schools must follow the state nutrition policies. A potential consequence for the FMNV policies not being followed could result in our school having to pay the reimbursed costs of all the students on free and reduced lunch. More information can be found at [www.squaremeals.org](http://www.squaremeals.org). Here are some highlights for us to be aware of:

- FMNV is a food that provides little or no nutritional value (ex. popsicles, hard candy, marshmallow based candy, soda).
- FMNVs are not allowed during the school day until the last class has ended or under certain exceptions.
- Parents may only bring food and snacks for their own child unless it is a nutritional snack that follows the FMNV policy and is approved by the principal.

## **Taylor ISD Secondary Grading Guidelines**

### **Philosophy/Purpose**

In Taylor ISD, our grading philosophy is to ensure assignments are aligned to student expectations as per the Texas Essential Knowledge and Skills, and that assignment and course grades show student mastery level in relation to the standard.

### **Grading Standards**

- Minimum number of grades: 3 Major grades, 6 Minor grades. Minor grades should support the content, and serve as practice for major grades.
- Grades must be entered within a calendar week. A weekly standing checkpoint will be set by campus administration.
- No single class assignment, test, homework assignment, or project should count so heavily that it results in student failure for the six weeks.
- Numerical grades are given in all subjects:
  - A (90-100); B (80-89); C (70-79); F (Below 70)
- The grade requirement for Honor Roll is as follows:
  - All A-Honor Roll: All 90's or above
  - A-B Honor Roll: Combination of 90's and 80's with no grade below 80
- Grades must not reflect attendance or classroom behavior.
- Teachers needing to make a grade change must complete a Grade Change Request Form stating the reason for the change. All grade changes must be approved by an administrator.

### **Grading Weights**

Secondary Grade Calculation:

60% Major (Assessment) - Tests, Labs, Projects, Essays, Summative Assessments

40% Minor (Practice) - Daily, Homework, Formative Checks

### **Missing/Late Work**

This policy represents the most strict guidelines that can be imposed; however, teachers can be less strict considering extenuating circumstances of students and using teacher discretion.

### **Late Work Guidelines for Minor (Daily) Grades:**

Late work is defined as any assignment that is not turned in at the announced due date and time. Late work submissions must be good-faith efforts at the assignment; trivial attempts at assignments will not be accepted or graded. If a student turns in classroom assignments after the assigned time the grade will be posted as "missing" and the following guidelines followed:

- No more than 2 late assignments turned in without penalty. Late is considered up to 1 week.
- Subsequent assignments submitted after the due date do not have to be taken for a grade. Teacher discretion applies for extenuating circumstances.

Late Work Guidelines for Major Grades:

1 day late – graded on a maximum scale of 90

2 days late – graded on a maximum scale of 80

3 days late – graded on a maximum scale of 70

If a student is present but does not attempt an in-class exam, the student will receive a zero and the Make-up Policy will go into effect.

State law provides that a test or course grade issued by the teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. (See Policy EIA Local).

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

**Absences**

Students will have three days to make up work assigned on the day(s) they were absent.

Failure to make up work within the given time period results in a grade of zero. Teacher discretion may apply in extenuating circumstances.

**Re-Takes:**

For failing major grade assignments, the student will be allowed to retake or redo the assignment within the 3 week grading period. An alternative assignment may be given as deemed appropriate by the teacher. During that 3 week grading period, the student will attend a tutorial session for additional instruction. A grade up to a 70 on the retake/alternative assignment may be recorded. Additional flexibility of timeline and grading may be considered at the teacher's discretion.

**Homework**

Homework assignments should be efficiently designed to support in-class learning and are not to be used as the primary determinant of a student's class grades. Homework assignments should be efficiently designed to support in-class learning and are not to be used as the primary determinant of a student's class grades.

Homework should:	Homework should NOT:
<ul style="list-style-type: none"> <li>● Be an extension of the learning occurring in the classroom</li> <li>● Provide an opportunity to practice concepts, and develop proper study habits</li> </ul>	<ul style="list-style-type: none"> <li>● Be punitive</li> <li>● Place an undue burden on parents or students in terms of resources and/or time</li> </ul>

**GIFTED & TALENTED ENRICHMENT**

The GT Enrichment Program is designed to extend and enrich the curriculum and challenge students to promote critical thinking and problem-solving skills.

- Students must be identified as Gifted & Talented.
- Students will be assigned to a Gifted and Talented activity time to receive enrichment instruction.
- Projects and classwork will incorporate exploration, critical thinking, and problem-solving.
- Honors classes are offered in all core subjects.

**HONORS PLACEMENT**

Courses are taught using curriculum, materials, and strategies that will prepare students to take more challenging courses in high school. Success requires that students commit to the behavioral and academic expectations of the program. A student's performance is evaluated for consideration according to a campus matrix and agreement signed by the student, parent, and teacher. Students must re-qualify each year.

For students not meeting matrix standards, TMS practices open enrollment through a waiver process. Following a parent's written request that their child be placed in the program, a conference will be held with the parent, student, and TMS staff, and a signed letter will be kept as documentation. If a student falls behind or has a class average below 70, the teacher will meet with the parent requiring the student to attend tutorials. If the student does not attend or if his/her grade does not improve, s/he will be moved from Honors to the on-level class. Students failing due to lack of effort will be reviewed to ensure proper placement; an academic committee will decide to remove or to continue the student in Honors.



**Honors Courses Offered:**

Honors Math- 6th, 7th and 8th grade (8th grade=Algebra I)

Honors English- 6th, 7th and 8th grade

Honors Social Studies- 6th, 7th and 8th grade

Honors Science- 6th, 7th and 8th grade

**LEAVING CAMPUS**

Students may only leave campus when an approved adult, who is 18 years or older, checks the student out, or if the student is with a staff member on a school-sponsored activity. Students may not be counted absent from TMS in order to participate in campus activities at other Taylor ISD campuses.

**LIBRARY**

The library is a place for learning with books, computers, magazines, and other materials available for classroom assignments, projects, listening to books and lessons, or reading. Students may check out two books at a time. The materials checked out are due two weeks from the check-out date and may be renewed two times. All students are responsible for returning library materials by the due date. Lost or damaged materials should be reported to the librarian as soon as the damage is noticed. A damage fine will be assessed at this time and communicated to the responsible party. If a book is lost or totally destroyed, students will be responsible for the full price of the book.

**NATIONAL JUNIOR HONOR SOCIETY**

The Taylor Middle School National Junior Honor Society promotes academic excellence and provides an opportunity for its members to work together for the good of the school. Students are eligible for membership at the end of the fall semester during their 7th-grade year. Selection for membership is completed by the NJHS sponsors and is based on outstanding scholarship, character, leadership, service, and citizenship. If students are interested in this, they should begin working on the above characteristics as soon as they enter middle school. The NJHS Outstanding Achievement Award requirements are determined in the following manner:

- An average of 90 or above in their four core classes (ELA, math, science, social studies)
- Those students taking Honors courses will have bonus points added to the average:
  - o One point for each Honors course enrolled

New members will be honored during an Induction Ceremony in the Spring (and Fall if necessary) Semester.

**Nondiscrimination Statement (All Grade Levels)**

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Jamie Moller, Director of Student Services, 3101 N. Main Street, Suite 104, Taylor, TX 76574, 512-365-1391, [jmoller@taylorisd.org](mailto:jmoller@taylorisd.org). Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based

harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Jodi Witt, 3101 N. Main Street, Suite 104, Taylor, TX 76574, 512-365-1391.
- For all other concerns regarding discrimination, see the superintendent. 3101 N. Main Street, Suite 104, Taylor TX, 76574, 512-365-1391.

[See policies FB, FFH, and GKD for more information.]

## **PARENTAL INVOLVEMENT**

Communication: To ensure student success at school, it is imperative that parents and TMS staff work together. If at any time you have questions or concerns please contact that staff member directly. If your concern cannot be resolved with that staff member directly, please contact a campus administrator. Many times, students will not have all of the facts or information about a particular situation, so the parents must work with the school to ensure we are all on the same page. TMS staff are expected to return parent phone calls and emails within 24 hours of receiving them.

Conferences: We have designated conference times for teachers that will allow them to meet with students and parents. Please contact your child's teacher(s) to set up a time to meet.

Involvement: TMS will host several parent involvement days throughout the school year. The dates, times, and details of those activities will be communicated in advance so that parents can make every attempt to participate.

## **PROGRESS REPORTS**

Progress reports will be processed during the third week of each six-week grading period and sent home.

## **PROHIBITED ITEMS**

In addition to "Prohibited Items" listed in the Student Code of Conduct, all highly caffeinated beverages are not allowed on campus (ex. Rock Star, Monster, Red Bull, etc.). Items such as slime, toys, fidget spinners, stuffed animals, pillows, blankets, etc. are not allowed on campus unless as a part of an ARD decision. Administration has the final say in determining if an item is prohibited from campus to ensure there is no disruption in student learning.

## **SCHEDULE CHANGES**

Requests for schedule changes must be made in writing by the parent, and administrative approval will be based on academic need and the best interest of the individual student. An open schedule change period will be communicated at the beginning of school. After that deadline, schedule changes will not be allowed unless approved by campus administration.

## **STUDENT COUNCIL**

The Taylor Middle School Student Council promotes student involvement with such activities as teacher appreciation, promotes school spirit, community service, education, and fund-raising. Elections for officers (President, Vice President, Secretary, Treasurer, and Historian) are held each spring for the following school year. Four representatives are elected from each grade. In the fall, any student may join as a member-at-large. Students must maintain an overall average of 80 and have a good conduct record. All members will participate in all Student Council sponsored activities.

## **SUMMER SCHOOL**

Students not meeting the state attendance requirements or the District Promotion/Retention policy may be required to attend summer school. Eighth graders not meeting the standard on the STAAR Math and/or Reading tests may be required to attend summer school. When a student is assigned to summer school, attendance is mandatory. The principal, in deliberation with the Grade Placement Committee, will make the determination for placement in summer school. A fee for summer school may be assessed.

## **TARDY PROCEDURES**

Parents will be notified of each tardy through the TEAMS notification process. Beginning on the 4th tardy, an additional phone call home will be made by the office. The tardy process is cumulative across all classes and starts over every grading period. The counselors will conference with students at the beginning of the year to ensure students understand the importance of getting to class on time and ensure the student's schedule is not preventing the student from getting to class on time. The administration will follow the Taylor ISD secondary discipline matrix to enforce consequences for excessive tardiness.

## **TRAFFIC**

Please follow all posted signs for speed, parking drop off/pick up, and traffic flow. These signs are designed to keep students, staff, and visitors safe.

Car Riders: Car Rider students should be dropped off and picked up in the Car Rider line on the north side of the TMS campus, near the front entrance. Cars should enter the car rider entrance on Bill Pickett Drive and exit onto Carlos Parker Blvd, staying in the left or right designated lanes. When parents do not follow these expectations they put students in danger. *Parents are strongly discouraged from asking car rider students to not follow the car rider's expectations because this creates a very unsafe situation with a large number of students overwhelming the area and students crossing the road in unsafe ways.*

Walkers and Bike Riders: Walkers and Bike Riders are asked to stay on the sidewalk near the pond and in the KB neighborhood. Students should only cross when the crossing guard instructs them it is safe and should always use the designated crosswalks. Students should stay alert, keep headphones out of their ears, and never assume a car sees you; always give the car the benefit of the doubt, and wait for it to pass.

## **TRANSPORTATION CHANGES**

Please notify the school in writing when there are any changes to how your child goes home from school. Transportation changes will not be made after 3:15pm because there is not a guarantee we will get the information to the student in time before dismissal.

## **TUTORIALS**

Classroom tutorials will be available each morning from 7:45 am to 8:05 am. A schedule will be posted for students and parents at the beginning of the school year. Tutorials are also available after school by contacting the teacher.

## **VALUABLES**

Please do not allow your child to bring excessive amounts of money, toys, electronic devices, or other valuable items to school. Students are responsible for all personal possessions. The school will not be liable for, nor spend time investigating, any theft, loss, or damage of personal valuables.

## **VISITORS and VOLUNTEERS/CHAPERONES**

TMS welcomes visitors and volunteers to our campus. All visitors must check in through the Raptor program with a state-approved form of identification. Visitors who are not able to produce an ID or do not pass the identification process will not be allowed on campus, nor will they be allowed to visit with a student on campus. Volunteers and chaperones must pass the district background check. The background check is completed online and our office staff can assist with this process.

## **Appendix**

### **2024-2025 DRESS AND GROOMING**

The district's dress code is established as a guideline to prevent disruption and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

#### **Safety Awareness**

- For the 2024-25 school year, **Student IDs are required to be worn around the neck during school hours.** Lanyards will be provided to all students. Students will be required to pay for a replacement ID.
- Bandanas, towels, and jacket/hoodie hoods will not be permitted in the school building. (*must have access to facial recognition*)
- Clothing or accessories, including backpacks, with pictures, emblems, or writing that are lewd, vulgar, obscene, offensive, suggestive or that promote tobacco products, alcoholic beverages, gangs, weapons, drugs or any other substance, will not be permitted.
- Sunglasses are not permitted.
- No trench coats shall be worn unless deemed appropriate due to weather conditions.
- Apparel or accessories that have visible safety pins of pointed parts/objects are prohibited. Chains, other than what would reasonably be considered jewelry, are prohibited. Chains that are attached to wallets or chains that are excessive in size or quantity will not be allowed.

#### **Appropriate Student Attire**

- Tops must be worn so that no midriff is showing at any time. **Tops must extend past the top of the waistline.**
- Pants should reach the natural waistline. Sagging pants are not allowed. Undergarments may not be exposed at any time.
- See-through clothing is not allowed.
- Tattoos with pictures, emblems, or writing that are lewd, vulgar, obscene, or offensive must be covered.
- Shoes shall be worn at all times. Shoes should be appropriate for identified physical and instructional activities. Shoes with taps, wheels, lights, and house shoes/house slippers are not allowed on campus.
- Dresses, skirts, and shorts that are at thigh level may be worn.
- Spaghetti straps, tube tops, halter tops, strapless, or backless will not be allowed.
- Pajama-like attire, including but not limited to pajama pants and tops may not be worn.

## **TMS SCHOOL PROCEDURES 2023-2024**

### **MORNING ARRIVAL PROCEDURES**

- Students will be allowed to enter the building at 7:45 am.
- 6th-grade students will report to their hallway and their 1st-period class.
- 7th and 8th-grade students will report to the cafeteria
- Students will be allowed to attend tutorials if needed.
- The tardy bell rings at 8:10 am.
  - Students arriving on campus after the tardy bell must check in at the front office and receive a tardy slip.

## **AFTERNOON DISMISSAL PROCEDURES**

- The bell will ring at 3:50 pm for students to be dismissed.
- Walkers and bike riders are expected to be dismissed directly out of the building.
- Bus students will report to the cafeteria at 3:50. As buses arrive, students are expected to dismiss directly to the bus pick-up area on the west side or north side of the building, depending on their bus number.
- Students needing to get a band instrument or athletic gear may walk directly to get these items and then head to the exits if walking or head to the cafeteria if riding the bus.
  - Students may not ride bicycles or skateboards on school property.
  - Students must be off campus by 4:10 pm. Students remaining after 4:10 pm will be escorted back into the building and remain by the front office until a parent arrives.
- Students attending after-school events (tutorials, extracurricular practices, etc.) will report to those areas at dismissal.

## **LUNCH PROCEDURES**

- Students will report to the cafeteria at the beginning of their assigned lunch period.
- Students will have open seating unless they abuse the privilege, after which it may become necessary to assign seating.
- Students will be directed to purchase all items and gather all utensils while going through the line the first time.
- Students will be responsible for throwing away all lunch trash. Students will be responsible for cleaning up any spills and will need to ensure that the table and floor are clean before they will be dismissed.

## **Student Parent Involvement Guidelines**

*Taylor Middle School is committed to educating the children of our community. Parent involvement is critical to the success of students at all levels of education. As parents become more involved in the school as a whole and become active members in ensuring their students' academic progress, this will also encourage students to invest more time and energy in their education.*

*This expression is not only meant to be used within our school, but is something we hope will resonate with our community. Our mission is to produce a community of lifelong learners. It is our commitment to maintain a good line of communication between home and school and our goal is to provide ample opportunities for parent involvement during each school year.*

Title I regulations require that each school served under Title I develop and distribute jointly with parents of participating children, a written parental involvement policy agreed upon by the parents, which will describe the means of carrying out the requirements of section 116 of the ESSA, subsections (c) through (f). Parents will be notified of the policy in an understandable and uniform format and, to the extent possible, in a language the parents can understand. Such policy will be made available to the local community and will be updated periodically to meet the changing needs of parents and the school.

*This parental involvement policy will be available on the campus website in both English and Spanish. The plan is shared and reviewed with parents in Title I*

### **A. PARTICIPATION POLICY**

1. Convene an annual meeting, at a convenient time, to which all parents of participating children will be invited and encouraged to attend, to inform parents of the school's involvement under this part. and explain the requirements of this part and the right of parents to participate;

*Our school meets each year in the fall and spring to review with parents the school's Title I requirements and the school's Parental Involvement Policy. In addition, the meeting will also discuss and review the school improvement plan.*

2. Offer a flexible number of meetings, such as morning or evening meetings, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement ;

*Parents are invited to participate in a variety of activities throughout the school year. These include athletic department events, as well as an art show, choir concerts, band activities, and theater performances throughout the year. We also invite the community to participate in Flight School. The Parent Resource Center is located in the counselor's office and at the front office desk throughout the year. Resources in the counselor's office also include a computer for parents to access TEAMS to sign up and monitor their child's progress. Due to the hectic and varied schedules of our school family, an effort will be made to provide information and opportunities to parents through links on our school website, making information accessible twenty-four hours a day. Parents may also request a meeting with a teacher or group of teachers in the morning and/or after school to discuss any questions or concerns that may arise.*

3. Involve parents, in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school's parental involvement policy;

*Our school will annually invite parents to participate in review and review meetings to review and discuss our Campus Improvement Plan (CIP) and Parental Involvement Policy (PIP). The Campus Educational Improvement Committee (CEIC) analyzes and reviews the CIP and PIP in an organized, continuous, and timely manner.*

4. Provide parents of participating children with timely information about the programs under this part; descriptions and explanations of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to achieve; and if parents request it, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions related to the education of their children, and to respond to any suggestions as soon as possible.

*Our school communicates with parents the state's curricular and assessment expectations, school-wide requirements regarding the delivery of instruction, techniques used to assess student work, and individual classroom rituals and routines. pertinent to the academic success of our students. We use a variety of communication techniques such as our District Handbook, School Handbook, classroom websites, school website, Facebook, Twitter, School Messenger All-Call system, parent-teacher conferences, 504 meetings, IEP meetings, Booster Club meetings, individual notes/calls home, surveys (paper and phone), parent resource centers (counselor's office and main office), progress reports from midterm, report cards, benchmark results, school sign, etc. to solicit parent involvement and deliver important information in hopes of creating a productive dialogue between home and school about improving student achievement.*

## **B. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level parental involvement policy, each school will jointly develop with parents for all children served under this part a school-parent compact that describes how parents, all school staff, and students will share responsibility for improving student academic achievement.

*The education of a student is not only the responsibility of the teacher, but also of the parents and the child. For this reason, a Parent-Teacher-Student Compact has been developed and used at our school. This document serves as an agreement between all parties that they will adhere to certain duties and responsibilities to ensure student success. Everyone reviews and signs it at the beginning of each school year. These compacts are also*

*used to encourage students and parents to become more involved in the educational process and to let parents know that they are equal partners in their children's learning.*

### C. BUILDING CAPACITY FOR PARTICIPATION

To ensure effective parental involvement and support a partnership between the involved school, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part

1. shall assist parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the state academic content standards and state student achievement standards, state academic assessments, and the requirements of this part and how to monitor a child's progress and work with educators to improve their children's achievement;

*Our school will provide this provision as outlined in the Policy Involvement and Shared Responsibilities for High Student Achievement sections of this document.*

2. Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy and the use of technology, as appropriate, to encourage parental involvement;

*Our school will provide this provision as outlined in the Policy Participation and Shared Responsibilities for High Student Achievement sections of this document.*

3. Educate teachers, student services personnel, principals, and other staff, with the help of parents, in the value and usefulness of parental contributions, and how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and establish ties between parents and the school;

*Faculty and staff members will be aware of educational research on parent involvement. Parent input will be solicited throughout the year at meetings, through surveys, and during individual conferences. The information derived will be used by the School Administrative Team and Campus Educational Improvement Committees to strengthen the link between school and home for the purpose of increasing student achievement. Campus staff, including administration, counselors, and teachers, will strive to provide a multitude of opportunities for parents to become involved in our school throughout the year in order to maximize the benefits that come with active parent participation. parents.*

4. Shall, to the extent possible and appropriate, coordinate and integrate parental involvement programs and activities with community-based early learning programs and conduct other activities, such as parent resource centers, that encourage and support parents to participate more fully in their children's education;
5. You will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language that the parents can understand.

*Due to the volume of paper sent home each year from school to home, the written information is purposefully as compact and concise as possible. Taylor Middle School strives to provide school correspondence, either by voice or on paper, in English and Spanish to ensure that all information related to our school is understandable.*

D. In carrying out the parental involvement requirements of this part, districts and schools will, to the extent possible, provide full opportunities for the participation of parents with children who are limited English

proficient, parents with children with disabilities, and parents of migratory children. including providing information and school reports in a format and, to the extent possible, in a language that parents can understand.

*Parents of all students, regardless of English proficiency, mobility, or disability, are considered an important part of our learning community. All parents have the opportunity to be involved in their child's school environment. For this reason, if a special need is identified that would help a parent more fully understand the educational process and their child's academic progress, assistance will be provided to that parent. This type of support often comes in the form of having school documents interpreted in the parent's primary language, having an interpreter on hand to translate important information at school-wide meetings and events when possible, making resources available to parents in English and Spanish, and facilitating accessibility for parents and/or students with disabilities, etc.*

## **STUDENT PARENT COMPACT**

Taylor Middle School is committed to providing students with the opportunity to build and increase their self responsibility and self-esteem by recognizing that success is not accidental, but that it comes through planning, determination and hard work.

A student-parent-school compact has been developed that outlines how parents, students and the entire school staff will share the responsibility for improving student achievement. At New Year's, we refer to them as resolutions. A resolution is a promise to action. The TMS compact addresses the student, the parent and the school with a "promise to action" agreement of specific behaviors that are necessary in order to reach education excellence.

Providing children with the opportunity for academic success is a team effort. It takes the commitment of the students, parents and the school. Please read over the compact with your child, talk about the six "promise to action" agreements under each section, sign the compact and return it with your child. We understand how important it is for all of us to work together. We hope that you will join us in steadfastly working toward academic excellence for your child by making this commitment.

STUDENT: In order to do my very best in school, I agree to the following:

1. I will respect all teachers, school staff and other students.
2. I will come to school ready to learn.
3. I will do my best with daily schoolwork.
4. I will spend time at home each day, reading and completing homework.
5. I will respect school property.
6. I will practice school/life skills so that I am a responsible, courteous and dependable student.

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Student

Date

PARENT: As a parent of a TMS student, in order to provide my child with every opportunity to be successful, I agree to the following:

1. I will communicate with my child's teacher on a regular basis and participate in parent activities whenever possible.
2. I will make sure my child comes to school ready to learn, attends school regularly and arrives on time.
3. I will provide my child a time for daily studying in a quiet and organized place.
4. I will work cooperatively with the school by reviewing papers and notices that my child will bring home and will respond appropriately.
5. I will listen to all principal/parent phone calls that come to my home number.
6. I will participate with the school to reinforce responsibility, courtesy and dependability qualities in my child.
7. I will register online with TEAMS and use it to check on my child's grades and attendance on a regular basis.

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Parent

Date



SCHOOL: In order to give students every opportunity to be successful, we agree to the following:

1. We will provide appropriate curriculum and instruction to promote academic success for all students.
2. We will provide opportunities for parent participation in school activities.
3. We will provide a safe, orderly and nurturing learning environment.
4. We will provide a clear evaluation of student progress and behavioral performance.
5. We will teach and model school/life skills.
6. We will work cooperatively with parents toward greater student success.

### **Taylor Middle School Cell Phone Policy**

TMS administration monitored cell phone use and associated student discipline issues. Due to the implementation of the cell phone pouches, dis. Cell phones are a significant educational distraction and not just for the students who are using them in class, but for their neighbors, too. The constant pull for attention created by one's cell-phone also negatively impacts mental health and social-emotional learning. The average person now checks their phone at least 96 times per day. That is once every 10 minutes. In school, this distraction impacts students' ability to stay engaged in learning, focus on academics, and build healthy relationships with peers and school staff.

This school year at TMS, personal cell phones and other electronic devices use will not be allowed during the academic school day. Students may possess and carry cell phones; however, they must be turned off or on silent/airplane during the academic day and placed in their pouch.

Making schools cell phone-free is not a punishment. Our TMS team is working hard to ensure that all digital spaces in our schools are positive, safe, and healthy for kids to explore. By limiting distractions during the school day, we hope to limit the negative effects that electronic devices can have on the learning environment.

The purpose is to ensure that disruptions and interference of the instructional academic climate of the school does not occur. Text messages and photo transmissions are covered by the policy.

Students who violate this policy shall face disciplinary action by the administration including confiscation of the cell phone or other type of electronic device as follows:

#### **Start of School Day:**

- 1) Prior to the bell, phones, earbuds, and smart watches must be turned off (silent/airplane mode is also acceptable)

#### **During the School Day:**

- 1) Phones, earbuds, and smart watches must be stored away for the duration of the school day.
- 2) Students may not access their phone during the school day anywhere on school grounds.

#### **End of School Day:**

- 1) At the end of the day, students will unlock your pouch using the unlocking base as they are leaving.
- 2) Students will be able to use their phone after they exit the building.

If school personnel hear or see any cell phones or other electronic devices as defined above being used by a scholar, the following actions will be taken:

## Violations

If a student's phone is visible or used during the school day it will result in the student's phone being confiscated by school staff and will follow the consequences shown in the chart below.

## Consequences

1 <sup>st</sup> Offense	<ul style="list-style-type: none"><li>· Confiscation of the device to be returned to the student no earlier than the end of the school day.</li><li>· Student's parent or guardian will be called.</li><li>· Students can retrieve phones upon dismissal at the end of the day.</li></ul>
2 <sup>nd</sup> Offense	<ul style="list-style-type: none"><li>· Same day Lunch Detention. If the offense occurred during or after lunch, the Scholar will attend lunch detention on the next school day.</li><li>· Administration will schedule a conference with the parent/guardian.</li><li>· The confiscated device will be returned to the parent/guardian after the parent conference.</li></ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"><li>· Detention within the same school week.</li><li>· Confiscation of the device to be returned to parent or guardian upon the payment of a \$15 fine/parent meeting.</li></ul>
Repeat Violations	<ul style="list-style-type: none"><li>· Scholars may be subject to additional disciplinary action consistent with the Code of Conduct.</li><li>· Continued fines and confiscation of the device to be returned to parent or guardian.</li></ul>

Use of cell phones or other types of electronic devices to take pictures is not permitted on school property without the expressed consent of the administration and the expressed consent of the individual whose photo, picture, or electronic image is taken.

## FREQUENTLY ASKED QUESTIONS

### **What if I want to reach my child during the school day?**

We want our students to be engaged in their learning but if you need to contact your child during the school day, please contact the main office. **TMS Main Number:** (512) 352-2815. Students are also each assigned an iPad and have access to email throughout the day.

### **Will my child's phone be locked away?**

Current TISD policy is for a student's phone to be turned off and put away during the school day in their pouch. Your child will keep it with them, in their backpack, throughout the instructional day but should not be using it for any reason.

**Will my student's phone be safe?**

Students are in possession of their phone for the entire school day.

**I have a tracker on my child's phone, does it have to be off during the day?**

As long as a phone is not interfering with the instructional day, a student can either turn it off, put it on airplane mode, or put it on silent

**Does this apply to smartwatches and other devices like airpods?**

Students will be required to store their airpods/smartwatches away with their phone. If a student requires headphones for instruction, those will be provided.

**What if there is a school emergency?**

In case of a school emergency, we direct our students to safety first, following our school emergency preparedness protocol.

- In the event of an emergency lockdown, school staff will direct students according to emergency preparedness protocol. Student cell phone use during this time has the potential to endanger the safety of the student using the phone and all students and staff within that classroom.
- In case of a medical emergency, we have a school nurse on-site in our Health Center. Parents/Guardians of scholars who experience a medical emergency are notified by the school nurse and/or an Administrator.