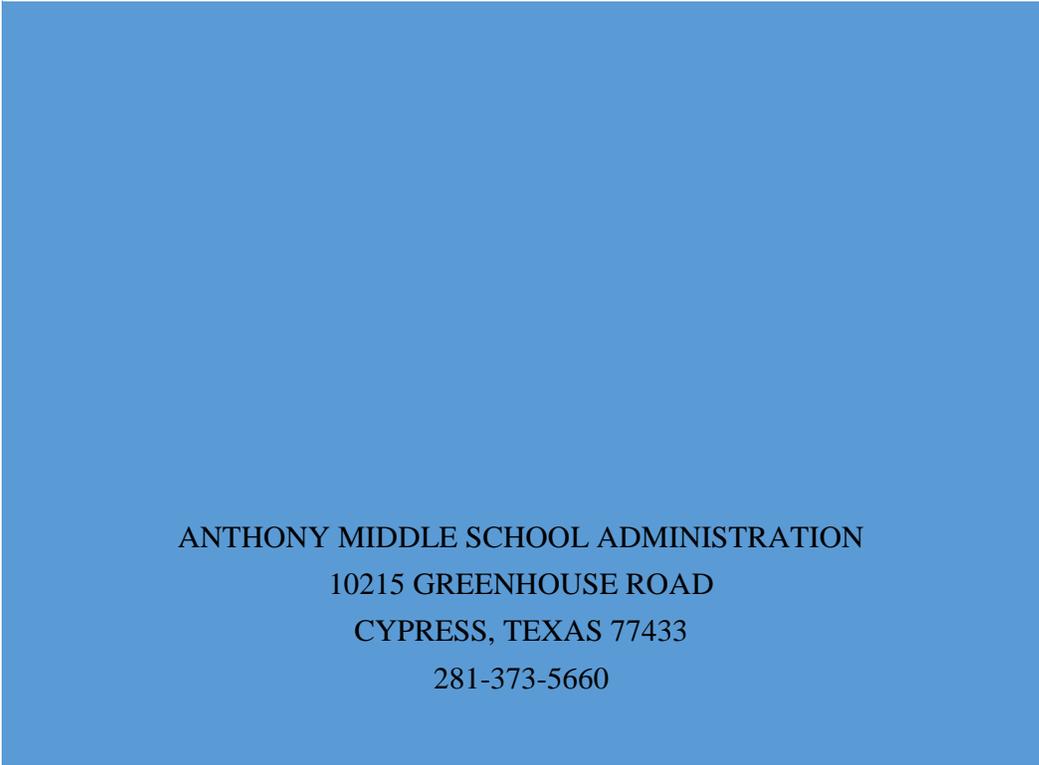
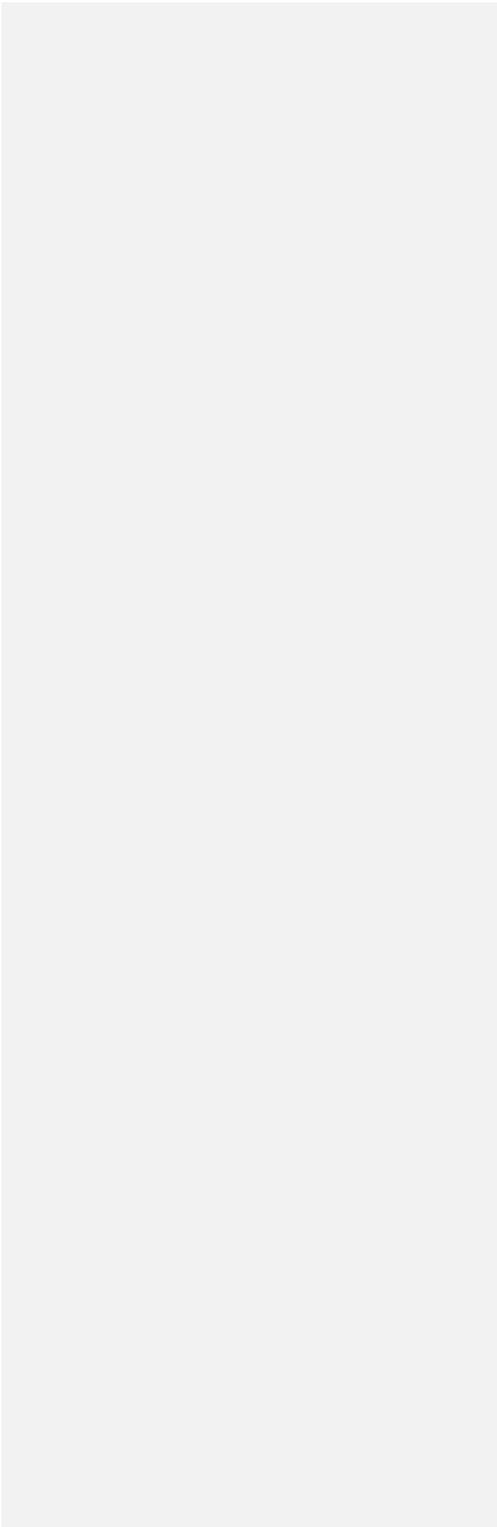




ANTHONY MIDDLE SCHOOL PARENT REFERENCE GUIDE



ANTHONY MIDDLE SCHOOL ADMINISTRATION
10215 GREENHOUSE ROAD
CYPRESS, TEXAS 77433
281-373-5660



Staff Contacts

Principal ----- Dr. Vivian Bennett
Campus Secretary ----- Emma McLachlan
Director of Instruction ----- Jacqueline Lewis
Secretary for Director of Instruction-----Holly Arldt
Assistant Principal -----Rodney Coleman
Assistant Principal -----Robin Womack
Counselor ----- Anesha Cordero
Counselor -----Chelsea Green
Counselor Secretary----- Courtnie Kaminski
Assistant Principal Secretary----- Traci Fisher
Secretary----- Araceli Montoya

Campus Content Instructional Strategists (C.C.I.S)

Language Arts/ESL/Reading ----- Amanda Mahon
Mathematics ----- Robert Thompson
Science ----- Jacqueline Heineman
Social Studies ----- Garrett Hartman

Academic Achievement Specialist ----- Jennifer Frasier

Academic Achievement Specialist ----- Melissa Laroussini

Special Education

Diagnostician ----- Whitney Ahern
Special Education Liaison ----- Sheena Roy
Special Education Secretary ----- Bridget Vasquez

Librarian ----- Kristie Munger

Nurse ----- Christi Dresslar

Registrar ----- Danielle McCraw

Attendance Secretary ----- Amber Armstrong

Athletic Coordinators

Boys ----- Kenneth Hepburn

Girls ----- Tami Combs

**Please visit the Anthony website for updates to the Parent Reference Guide throughout the school year.



Together, Ravens L.E.A.D. to Soaring Heights!

The vision for Anthony Middle School is that **all students and staff** will have **engaging learning opportunities** provided through **empowering activities** which will **positively impact student achievement**, affording students multiple opportunities to reach their **dreams** in a **safe, supportive** and **collaborative** environment. To provide a quality learning experience for all students, an overview of commitments needed from each stakeholder – students, instructional staff, support staff, parents and community members/business partners - are as follows:

Students L.E.A.D. (Learn * Empower * Achieve * Dream) by committing to:

- adhering to the CFISD Handbook/Code of Conduct, the R.I.S.E. matrix (Responsibility, Integrity, Safety, Excellence) and the Anthony Middle School expectations to **create a safe, supportive and positive school environment** for students and staff
- (Learn) **attending class on time daily** and taking advantage of the learning opportunities (**actively participating in class**, completing assignments, completing homework, attending tutoring when needed, and taking advantage of the redo/retest policy when eligible) extended by the instructional staff
- (Empower) **asking questions** or asking **for assistance** when needed
- (Empower) taking an active role in the school by **participating in clubs or extra-curricular organizations**
- (Achieve) **giving every task your best effort**
- (Achieve) frequently checking the Home Access Center to **be informed about grades**
- (Dream) setting academic/extra-curricular **short-term and long-term goals** and achieving them.

Instructional Staff Members L.E.A.D. (Learn * Empower * Achieve * Dream) by committing to:

- creating a **safe, supportive and positive learning environment** for all stakeholders **through building positive relationships**. The instructional staff is committed to using the R.I.S.E. matrix (Responsibility, Integrity, Safety, Excellence), tools and strategies for student success.
- (Learn/Empower) **setting a personal instructional goal about an instructional practice** and **developing an action plan** to address his/her professional learning that will **positively impact student learning**
- (Empower) **providing all students with opportunities** to be successful by **fulfilling professional responsibilities, reflecting on instructional goals/practices, collaboratively planning** and **refining differentiated lessons**, and **providing meaningful instruction to meet the needs of learners** with varied learning styles
- (Achieve) using formative and summative **data to inform planning and direct instruction**
- (Achieve) **keeping students, parents and support staff informed** about the learner's academic progress and **communicating with parents** about the instructional activities taking place in the classroom

- (Dream) **celebrating students' progress and achievements.**

Instructional Support Staff Members L.E.A.D. (Learn * Empower * Achieve * Dream) by committing to:

- creating a **safe, supportive and positive environment** for all stakeholders through **building positive relationships**
- **providing instructional staff with support** when a student's behavior is not in compliance with the Student Handbook, Code of Conduct, R.I.S.E. matrix (Responsibility, Integrity, Safety, Excellence) and Anthony Middle School's expectations
- accessing district, **informational resources to support students and staff**
- (Learn) supporting teachers by **visiting classrooms and supporting instruction**
- (Empower) facilitating discussions in **Learning/Instructional Planning Time**
- (Empower) providing teams with **instructional resources and pedagogical strategies**
- (Achieve) **guiding teams** with data analyses
- (Dream) **celebrating students' and staff's achievements.**

Parents L.E.A.D. (Learn * Empower * Achieve * Dream) by committing to:

- creating a **safe, supportive and positive environment** for all stakeholders
- adhering to the **Parent Standards for Conduct** outlined in the CFISD Code of Conduct and the **Anthony Middle School Parent Reference Guide**
- (Learn) **actively partnering** with Anthony Middle School by **communicating with the staff about the student's progress** and checking the teachers' websites to be informed about instructional topics discussed in the classroom
- (Learn) **having conversations with the student about his/her school day**
- (Empower) **encouraging the student** to set goals and give his/her best effort to achieve each goal
- (Achieve) frequently checking the Home Access Center to remain **informed about the student's grade**
- (Dream) **celebrating the student's progress and achievements.**

Community Members/Businesses

- partnering with Anthony Middle School by **volunteering** as a student mentor and/or **donating goods/financial resources** to be used for student/staff incentives
- **communicating Anthony Middle School's students' and staff's achievements within the community.**

Anthony Ravens RISE

	Learning Environment	Social Environment	Independent Environment
R Responsibility	<ul style="list-style-type: none"> • Arrive on time and prepared • Follow defined expectations 	<ul style="list-style-type: none"> • Use appropriate language and volume • Stand up for others 	<ul style="list-style-type: none"> • Be proactive • Stay on task • Leave environment better than you found it
I Integrity	<ul style="list-style-type: none"> • Rely on your own abilities • Respect others' materials and property 	<ul style="list-style-type: none"> • Value diversity • Treat others with kindness 	<ul style="list-style-type: none"> • Be honest • Be accountable
S Safety	<ul style="list-style-type: none"> • Follow established procedures • Respect personal space 	<ul style="list-style-type: none"> • No place for hate • Disagree appropriately 	<ul style="list-style-type: none"> • Be aware of your surroundings • Report problems and concerns
E Excellence	<ul style="list-style-type: none"> • Work towards your personal best • Participate with purpose 	<ul style="list-style-type: none"> • Be a team player • Interact politely 	<ul style="list-style-type: none"> • Lead by example • Speak with good purpose • Show pride in your work and actions

Portrait of a Cypress-Fairbanks I.S.D Graduate

Cypress-Fairbanks I.S.D. is committed to providing the environment and learning opportunities for all students so that, as graduates, they will possess the characteristics that will enable them to live meaningfully and successfully in society and the workplace. The CFISD student is a(n):

Effective Communicator

who successfully uses the levels of communication skills demanded by the complex and ever- changing world—skills in listening, speaking, writing, reading, mathematics, and technological presentations.

Competent Problem-solver

who can identify problems and the information needed to organize, analyze, interpret, evaluate, predict, and make appropriate decisions to resolve or to avoid the problems that so frequently accompany a rapidly- changing world.

Self-directed Learner

who continually seeks knowledge, creates options for learning that lead toward enhanced productivity, takes responsibility for setting appropriate priorities and achievable goals, and monitors and evaluates own progress in goal attainment.

Responsible Citizen

who is honest, self-disciplined, respectful of others, and not only accepts, understands, and deals with diversity, but also is appreciative of differences; and, in a cooperative manner, contributes to the community's welfare and participates in the political process.

Quality Producer

who is resourceful and creative, has high expectations for own work as an individual or as part of a team, can lead others when called upon, takes pride in own work, and is able to monitor and correct own performance.

Anthony Middle School Mission

Anthony Middle School is an innovative community that empowers students to be productive and responsible citizens by cultivating relationships; embracing diversity, and inspiring excellence in a safe and supportive environment.

Together, Ravens L.E.A.D to Soaring Heights!

The vision for Anthony Middle School is that all students and staff will have engaging, learning opportunities through empowering activities which will positively impact student achievement, affording students multiple opportunities to reach their dreams, in a safe, supportive and collaborative environment.

Learn

Empower

Achieve

Dream

ANTHONY MIDDLE SCHOOL

REFERENCE GUIDE

2019 - 2020

AFTER SCHOOL

Students who remain in the building after 2:45 p.m. must be in a supervised setting with a classroom teacher, coach, club sponsor or d-hall teacher. Unsupervised students will be escorted to the office to contact a parent. The time from 2:50 p.m. to 4:45 p.m. is an extension of the school day and is to be used for specific academic, extra-curricular, or sponsored club pursuits. Therefore, students must be under the direct supervision of a teacher/coach at all times.

Study Hall

Study Hall is immediately following tutoring and only for students who are riding the late bus. Students who are not riding the late bus are not permitted to attend Study Hall. Study Hall will begin at 3:30 p.m., and the tutorial teacher will walk each student to Study Hall where they will sign in and remain until the late buses arrive. Still, the Student Code of Conduct applies during this time, and students are expected to bring materials to study or a book to read.

AFTER SCHOOL DETENTION

After school detention is from 2:45 p.m. – 4:45 p.m. when assigned by an assistant principal. Students are to report to the assigned location before the 2:40 p.m. bell. At 4:40 p.m., students will be escorted to the cafeteria area of the school for parent pick-up or for late buses. All students are to be picked up promptly by parents at 4:35 p.m. Any student not picked up by 4:45 p.m. will be escorted to the late bus.

ATHLETIC EVENTS

Students are expected to have parent transportation to and from any athletic events either on campus or on any CFISD campus. At Anthony Middle School, students are expected to be picked up from the event no later than thirty (30) minutes after the event. We ask for parents to accompany their student to athletic events or be readily available during inclement weather due to the potential cancelation of the athletic event. **Anthony Middle School students must wear their school issued ID badges to any home games to be allowed entry.**

Temporary badges will not be allowed for entry. Any student whose name is on the fines and fees list will not be permitted to attend home athletic events. Students who are denied access into the games due to being on the fines and fees list or for not having a permanent ID badge should be picked up within 30 minutes of being denied access for safety reasons. Fines and fees must be paid during school hours prior to arriving to the athletic event. Students may not stay for after-school Study Hall in order to stay for an athletic event. Students who are not picked up 30 minutes after the event will not be allowed to attend future athletic events.

IMPORTANT Reminder: On game days, students who remain after school must be supervised in the building as a result of tutoring and Study Hall, a club meeting or an extra-curricular practice between 2:40 p.m. – 4:30 p.m. Students are not permitted to wait inside the building or outside on campus until the game starts.

BACKPACKS

CFISD requires all middle school students to use clear backpacks. Students participating in a campus-approved extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e. band, athletics, etc.). Upon entry into the school, all extracurricular activity bags and music

instruments must be stored in lockers or designated areas. All bags are subject to search. Additionally, the maximum size for non-transparent bags that students may carry during the day, such as lunch kits, pencil bags, purses, permitted is approximately 6" x 9" x 5". Students may carry multiple transparent bags in the hallways between classes and into the classroom. The teachers will assign a location within the classroom to place backpacks during instruction. Students will be limited to two, non-transparent bags that meet the district's guidelines. Questions in reference to the clear backpack policy can be found on the CFISD website.

BADGES

The purpose of the identification badge is to increase student safety and security. The badges utilized by all CFISD campuses allow staff to identify the students belonging on campus and communicate with parents concerning bus transportation. Also, the use of ID badges will allow for faster checkout lines in the cafeteria during breakfast and lunch and increase efficiency in the library check out process. All students are expected to wear their school issued lanyards and ID badges appropriately (including on school grounds, on buses and at bus stops) at all times.

When Are ID badges required to be worn and visible?

- ID badges are to be worn anytime the student is present on school grounds, including evening and weekend activities.
- ID badges must be worn when at the bus stop and anytime the student is utilizing CFISD transportation.
- ID badges are to be worn at all extracurricular activities, athletic events and after school functions. Students who are denied access into the games due to being on the fees and fines list or for not having a permanent ID badge should be picked up within 30 minutes of being denied access for safety reasons. *(Note: Students with temporary IDs will not be allowed to enter evening events.)*

What will ID badges be used for at Anthony Middle School?

- ID badges will be utilized when boarding and exiting the bus (including the late bus).
- ID badges will be used to purchase breakfast and lunch in the cafeteria.
- ID badges will be scanned to check out books from the library.
- ID badges will be used to check in and out of school through the attendance office.
- ID badges will be required for admission to after school and evening events (ticket purchase required). *(Note: Temporary ID badges will not be accepted for admission to evening events.)*

What are the expectations for badges at Anthony Middle School?

- All students are expected to wear their own school issued lanyards and ID badges appropriately on campus (including school grounds, bus and bus stops) at all times.
- The badge must be visible at all times, worn around the neck and facing forward. The badge may not be covered up by clothing or by stickers.
- Badges must be worn with the school issued lanyard. Lanyard colors are for designated grade levels, and only Anthony lanyards may be worn.
 - Gray- 6th Grade
 - Black- 7th Grade
 - Blue- 8th Grade
- Badges cannot be defaced, damaged or destroyed. Should the badge be damaged, students will be required to purchase a new badge.
- A student who forgets his/her badge will be required to purchase a temporary badge at a cost of \$1 per badge. Students will be allowed to purchase up to three temporary badges before a replacement badge will be issued at the cost of \$5.
- A student who loses his/her badge will be required to purchase a replacement badge at a cost of \$3 for the ID, \$1 for the lanyard and \$1 for the sleeve, totaling \$5.

- Students are required to be in compliance with the badge policy whenever on school grounds (including bus and bus stops). Refusal to comply with this policy may result in disciplinary action according to the Student Code of Conduct.

What happens if a student forgets his/her ID badge?

- Students who forget their ID badges will be issued a temporary badge upon entry to the building. Students who lose their badge during the school day are required to report to the AP's office to purchase a temporary badge for the remainder of the school day.
- In the interest of preserving instructional time, students will not be allowed to call home to have an ID badge delivered.
- If a student does not have \$1 for the temporary ID, then \$1 will be added to the student's fines and fees.
- Temporary badges are good for one day only.
- The temporary badge must be visible at all times.
- A student will receive a maximum of 3 consecutive days of temporary badges before the badge is considered lost and a replacement ID badge set must be purchased for a fee of \$5.
- Students who need to purchase a temporary ID after 7:25 a.m. will report to the AP's to purchase the temporary ID.
- Students may not enter athletic or evening events with a temporary ID.

What if a student needs a permanent replacement badge?

- Every student is issued one badge and lanyard free of charge at the beginning of the school year. Lost or damaged badges/lanyards must be replaced by the student. The replacement fee is \$3 for the ID badge, \$1 for the lanyard and \$1 for the sleeve. Students who do not have the \$5 will have that fee added to their fines and fees list.
- Only Anthony Middle School lanyards may be worn. If a student needs a new lanyard, they must purchase one in grade level office.

What happens when the charge for a temporary/replacement ID badge is added to a student's fines and fees?

- Students with outstanding fines and fees will not be allowed to attend extra-curricular activities. This includes, but is not limited to, sporting/athletic events, club meetings, and dances. Students who do not clear fines and fees prior to the end of the year will not be allowed to participate at the Express Day of their next year's campus the following fall.
- Please note that fines and fees are associated with ID numbers and will follow students to the next campus. Attendance and participation in many high school activities are restricted for those with outstanding fines and fees.

BIRTHDAYS

Parents may choose to deliver lunch on a child's birthday **for their child only**. Parent/guardian will need to sign in at the front office prior to delivering lunch to their child only. Large quantities of food (e.g. nugget trays, sandwich trays, large pizzas, cakes, cupcakes, cookie cakes etc.) for mini-parties **will not be accepted** or delivered to the cafeteria. In addition, deliveries of balloons/flowers will not be accepted or delivered to the students. Delivery services, such as UberEats and Grub Hub, are not allowed to be used to deliver food to a student.

BUS TRANSPORTATION

Per the Student Handbook, students are allowed to ride their assigned bus to and from their assigned bus stop. Students will be required to wear their ID badge in order to ride the bus. The deadline to purchase a new or temporary badge is 2:00 p.m. Requests related to after-school activities, such as sports and scouts, or after-school day care, cannot be approved. Phone calls will not be accepted for transportation changes.

Transportation changes must be submitted in writing prior to 2:00 p.m. on the day of the change. Parents who are picking up their child early must arrive no later than 2:10 p.m. Please refer to the Student Code of Conduct for district policy on bus conduct and procedures.

** Refer to Late Bus Transportation for more information.

CAFETERIA

Breakfast and lunch are available in the school cafeteria. Students will be required to use their ID badges to purchase food. Lunches may be purchased from the a la carte line or regular tray line; or, students may bring lunch from home. Students are given 30 minutes for lunch. Students are expected to conduct themselves properly in the cafeteria and should observe the following expectations:

- Clean up after yourself
- Throw away all trash
- Wait your turn and do not cut in line
- Do not take food or drinks out of the cafeteria
- Use restrooms located in the cafeteria
- Do not run or horseplay
- Remain seated unless throwing away trash or going to the restroom
- Buy food only for yourself – Do not share your pin number
- Remain in the cafeteria
- Wait to be dismissed by AP's
- Do not roam from table to table or throughout the cafeteria.

Students may bring cash or a check (made payable to Anthony Middle School) to the cafeteria to deposit in their lunch accounts. Deposits are to be given to the cashier. Students with negative balances will not be able to continue to making purchases from the cafeteria until the negative balance has been reconciled. Parents may make deposits into student accounts online by visiting <https://www.schoolcafe.com/>

CAR RIDER

Car riders should be picked up on the Tuckerton side of the building beginning at 2:40 p.m. Students should not be picked up later than 2:55 p.m. Parents who are unable to pick up by this time should have their student ride the bus home. Students on a transfer who are unable to be picked up by 2:55 p.m. may have their transfer revoked. Please note that the car rider line can get quite long in the mornings and afternoons. Please make sure that if coming to school by car, you make plans to leave early. The car rider line can be long by 7:05 a.m., so please account for traffic. Maps of the morning and afternoon car drop-off are posted on the Anthony website.

CELL PHONES

Please refer to the District Student Code of Conduct under "Prohibition of Electronic Communication Devices". Cell phones are permitted on campus but must not be visible and **must be turned off** during the instructional day. A student must turn their cell phone off and place it in their backpack or into their clothing pocket prior to entering campus. If a student does not have a backpack or clothing pockets, then they will be required to take the cell phone to the AP's office and retrieve it at the end of the day. CFISD defines instructional day as anytime students are under the direct supervision of a CFISD employee. At Anthony Middle School, this means from 7:05 a.m. – 4:45 p.m. This includes, but is not limited to, riding the bus to and from school; students waiting in the campus loading zone (morning and afternoon); in the building before and after school; passing periods between classes; lunch time; recess; after school tutorials; practices for extracurricular events; detentions; field trips; and while participating in school events. Examples of non-instructional time are: waiting outside of the school building for a parent ride; outdoor athletic events; and at the bus stop. From the time students enter the building in the morning until they exit in the afternoon, students are prohibited from using all personal telecommunication devices unless directed to do so by the teacher/adult. [Placing the cell phone into](#)

silent/vibrate mode and text messaging is not considered “turned off” and is prohibited (see the CFISD Student Code of Conduct). To protect instructional time, texting between parent/student and calling students out of class for parent phone calls is not permitted. Students assume sole responsibility for loss of a cell phone. However, if administrators are able to determine that a student’s cell phone has been taken without his/her knowledge, appropriate consequences may be assigned to the individual responsible for theft of the cell phone. Cell phones that are confiscated from a student will be returned to the parent after the payment of a \$15.00 storage/security/processing fee and proof of ownership. Parent or Guardian may pick-up cell phones Monday - Friday from 7:30 a.m. – 3:20 p.m.

- Cell phones must not be visible and must remain turned off during the school day.
- Any phone not in the student’s backpack or their pocket will be picked up by a teacher, AP, counselor or other Anthony staff member. Students will not be issued a warning prior to a cell phone being picked up.
- If a student refuses to turn in their phone when requested by an Anthony staff member, the student will be referred to an assistant principal for refusing to comply, a Level III violation of the Student Code of Conduct.

CHANGE OF ADDRESS

Students who change their name, residence, mailing address or telephone number after enrollment should immediately report the change to the registrar so that all records may be updated. After a Change of Address form along with an updated proof of residency (i.e., electric bill, water bill, etc.) has been completed and returned, students will be given a Change of Transportation form, allowing them to ride their new bus.

CLASSROOM EXPECTATIONS/CONSEQUENCES

A school-wide discipline plan is used by all classroom teachers. It is our belief that an orderly school atmosphere is most conducive to learning. To this end, we have developed a discipline policy that addresses inappropriate behavior in a progressive fashion. Misbehavior is best handled by the classroom teacher; however, students who persist in violating classroom rules are referred to the grade level assistant principal.

CLINIC

The clinic is for the purpose of receiving first aid treatment for injuries or sudden illness or to talk with the nurse about an individual health problem. When it is necessary for a student to go to the clinic, he/she **must get a signed pass** from his/her teacher. Students must sign in upon arrival. A student will not be allowed in the clinic between classes without a pass, unless it is an emergency. All medications **must** be in their original container with the student’s name and dosage on the container. **Students may not transport medication. A parent must bring the medication to school** and must complete a permission form. All medications will be kept locked in the clinic unless specified by the student’s physician. All over the counter medications, such as cough drops, Tylenol, Advil, etc., are also to be kept in the clinic. No medication containing Aspirin will be dispensed. Students **should not** have any medication in their possession at any time. A nurse’s pass, as well as an elevator pass, will be given to students on crutches, in wheelchairs, or in a cast. Any student wishing to call home for parent pick-up due to illness **must** place his/her call from the clinic phone. Cell phones are not to be used.

COUNSELING

Counselors provide guidance and counseling as well as administer state mandated standardized achievement tests. A student may request to see a counselor by completing a “Request to See a Counselor” form. To serve parents more efficiently, the counselors request that an appointment be prearranged, unless the concern is an emergency.

Anthony's counselors provide many important services to students, teachers and the community. Some of these services include:

- New student orientation
- Summer school registration
- Scheduling of students
- Group counseling
- Classroom guidance
- Referrals to community agencies
- Meetings and conferences with parents
- Standardized test administration and interpretation
- Special education referrals and IEP meetings
- Report card and honor roll preparations
- High school, college, and career planning
- Teacher development skills through groups
- Student activities for special recognition
- Personal, academic, and crisis counseling

DISCIPLINE MANAGEMENT CLASS (DMC)

DMC is an on-campus class where students are expected to do the class work in a restricted setting. This disciplinary consequence allows a student to remain at school and complete classwork. For a student who is assigned DMC for ten (10) or more days, a student, parent, and administrator conference may take place. Students are expected to follow all rules established in DMC. For infractions in DMC, students may be suspended from school. Upon return, a student may complete his/her DMC assignment.

DRESS CODE

Anthony Middle School students will adhere to all guidelines set forth by the Cypress-Fairbanks ISD School Board.

General Guidelines: Appropriate student dress and grooming are important factors in the safe and orderly operation of the school. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Keep in mind that dress and grooming:

- shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or distract from school activities; and
- shall not create a health problem or safety hazard for the student or others.

Specific Guidelines: Students should wear garments, shoes, jewelry, accessories and hairstyles that:

- are appropriate and modest in length and coverage,
- reflect a positive image of the school and contribute to a distraction-free learning environment, and
- lead teachers and/or staff to reasonably believe that the issue does not interfere with, disturb, or distract from the classroom and/or learning environment.

Students are not to wear clothing that is tight, loose, revealing, sagging, baggy, spaghetti-strap, backless, low cut or short.

- **Pants** must be worn at the waist or upper hip and must not reveal underclothing (including boxer shorts or shorts), pants with holes/rips/tears above the knee are not permitted or must have tights or shorts underneath.
- **Shorts and skirts** must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer. (Remember, students must walk upstairs to go to class.)
- **Tops, shirts, blouses, sheer tops** must not reveal underclothing (including spaghetti-straps), midsection, torso, back, chest, breasts, or cleavage.
- **Dresses** must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage and must be mid-thigh in length or longer. Please, remember, students must walk upstairs to go to class.

Commented [CG1]: Should we add the word 'to' after 'Students are not...'

- Shoes must not detract from or interfere with the learning environment or present a safety or health hazard. Tennis shoes or closed toed shoes are preferred. House shoes, house slippers, flip-flops or shower shoes are not allowed at Anthony Middle School.
- **Head coverings** may not be worn with the exception of (1) a cap or hat that is part of a uniform at a school activity or (2) for religious or medical purposes.
- **Pajamas/Loungewear** of any kind are prohibited.
- **Yoga Pants/Leggings/Jeggings** shirt or top needs to **completely cover the student's backside**.
- **Jewelry/Piercings** that are noisy, distracting and/or excessive jewelry or accessories are prohibited (including wallet chains). Jewelry/piercings must not detract from or interfere with the learning environment or present a safety or health hazard.
- **Tattoos** (permanent or temporary) must be covered at all times.
- **Hair/Makeup** must be presented in a manner that is well groomed, neat, and clean at all times. Hair style/color and makeup must not detract from or interfere with the learning and school environment.
- **Backpacks** – CFISD requires all middle school students to use clear backpacks. Students participating in a campus-approved extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e. band, athletics, etc.). Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. All bags are subject to search. Additionally, the maximum size for non-transparent bags that students may carry during the day, such as lunch kits, pencil bags, purses, permitted is approximately 6" x 9" x 5". Students may carry multiple transparent bags but will be limited to two non-transparent bags.

Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach or administration.

Dress Code Violations: Students who come to school in violation of the district and/or campus dress code will have the option of correcting the violation or being placed in Discipline Management Class (DMC/In-school Suspension) for the remainder of the day. School officials may use other appropriate consequences as designated in the Code of Conduct. Parents will be asked to bring appropriate attire to school to assist in correcting the violation. Students who have a question about the appropriateness of an item should discuss the specific issues with an administrative staff member before wearing the item.

EVACUATIONS

When the fire alarm is sounded, all students must evacuate the building under the direction of their teacher and pass quickly and quietly along their designated route.

EXAMS (SEMESTER/END OF YEAR)

Each day is a day for teaching and learning at Anthony. Please consult the district calendar prior to making vacation plans. All semester exams are scheduled to take place prior to the end of the semester. All students are responsible to take their exams on the scheduled day. **No exams will be given prior to the scheduled date.** Exam make-up dates will be determined by the campus. Per state law, students are expected to be in attendance 90% of the school year.

HONOR ROLL CRITERIA

Students will be placed on the Honor Roll upon meeting the academic requirements listed below and earning no less than an "S" in conduct for any reporting period.

Distinguished: Student must earn all A's

Regular: Student must earn **more A's than B's** (e.g. 6 A's and 1 B, 5 A's and 2 B's, 4 A's and 3 B's). Please note that the grade earned in the 6th grade Language Arts/Reading blocked course counts as 2 grades when calculating honor roll.

INSURANCE

Insurance forms are normally provided for students at the beginning of the school year, and parents have the option to sign-up for this service. The school receives no proceeds for this service and is not responsible for claims. All claims should be sent directly to the insurance carrier.

LATE BUS TRANSPORTATION

For most weeks of the school year, late bus transportation will be provided **Monday-Thursday** for students staying after school for **school-related activities**. Late bus transportation does not follow the normal pick-up/drop-off schedule. The late bus service has fewer bus stops; therefore, students riding the late bus may have to walk a distance from the bus stop to their house. Discipline issues on late buses can result in immediate removal and loss of late bus privileges.

LATE WORK

Students are expected to turn in assignments on time. Late assignments may be turned in within five school days of the due date. With the teacher's permission, students may turn in late work beyond the window, earning up to a 60 and no less than a 50. Teachers should denote late assignments by adding a .2 in the gradebook.

Assignments not returned within the five-day grace period will be denoted with a "Z" in the grade book (NOTE: "Z" will calculate as a zero (0) in the student's average.)

LEAVING CAMPUS

If a student needs to leave campus during the school day, he/she must bring a note from a parent or guardian with the reason and dismissal time to the attendance office before 7:25 a.m. Parents must come to the front desk to sign out and pick up their student. A picture I.D. must be shown in order to sign out a student. No student is allowed to walk off campus. Students will not be released without verification from the enrolling parent/guardian to any individual (other than the enrolling parent/guardian). This includes those listed on the emergency contact list. Should you forget to send a note the verification process could take 30-40 minutes.

LIBRARY

The Anthony Middle School library is an extension of the classroom and serves as a resource center for students and faculty members. Providing the materials, facilities, and environment for research, work, study, and recreational reading, the library is open from 7:15 a.m. to 3:15 p.m. each day. Students may check out two books for a period of two weeks. If additional books are needed, students must make arrangements with the library staff. Reference books are for use in the library during the day. Students are encouraged to be responsible by returning library books on or before the date due. Special library activities include guest speakers and authors, book fairs, and reading incentive programs.

Students have the opportunity to checkout a district-provided **Chromebook and a Kajeet** hotspot from the library during 7th period. The Kajeet hotspot will allow your student to connect to the Internet from either the district-provided Chromebook or a personally owned device. Kajeet is the leading filtered Internet service in the nation and will monitor and filter your student's access to the internet. Chromebooks and Kajeet hotspots will be checked out to students as needed to complete assignments or work on projects after the student has signed the device agreement form and the parent has signed the parental agreement form, which will be on file for the school year. The expectations CFISD has for the use

Commented [CG2]: This title is on a separate page from its description paragraph.

of these devices are students will let the librarian know the morning they need check out the devices from the library and then pick up the devices during 7th period. The student will return the devices the next morning upon arrival at school. The devices will be kept in a backpack when not in use. When utilizing the devices at home, the student will take extra care not to eat or drink around the devices.

The students will make sure to report any problems with either device to the librarian as soon as possible. When a student takes home a Kajeet hotspot, other family members may connect their personal devices to it. Their access will be highly filtered also. The student will not lend the devices to another student/family. The student and parent agreement must be turned into the librarian in order to check out the devices, and the forms are located at the end of the Anthony Parent Reference Guide.

LOST AND FOUND

Lost and found clothing and school items are located in the cafeteria. Any items not picked up by the end of the grading period will be donated to a local charity.

Belongings that might be damaged, lost or stolen such as, but not limited to, cell phones, headphones, cameras, games, iPods, iPads, netbooks, or CD players are the responsibility of the student. District personnel will not assume responsibility for damaged, lost or stolen items. CFISD Police Department will not investigate or file theft reports for students or parents for the loss of a cell phone/paging device at school. In addition, the theft of any other item considered prohibited or contraband will not be investigated.

LUNCH

Parents may only bring food for their own child. Food may not be provided for other students (birthday cake, cupcakes, Sonic drinks, Starbucks, etc.) This is a District Policy and a safety issue regarding food allergies. Parents are welcome to join their child for lunch, space permitting. A cart is located in the front office for lunches, homework or other items to be dropped off. Parents are responsible for communicating to their student prior to dropping off any items. We will deliver items from the cart to the cafeteria. Anthony is not responsible for any items placed on the cart. Delivery services such as Uber Eats and Grub Hub are not allowed to be used to deliver food to students.

NUISANCE ITEMS

Students must assume sole responsibility for loss or damage to any personal or school issued property. Students are prohibited from having any aerosol while on campus (this includes perfumes, and spray deodorants). Nuisance items such as fidget spinners, iPods, MP3 players, radios, cameras, lasers, tape recorders, balloons, stuffed toy animals, blankets, squirt/water guns, hats, etc. are not permitted on campus. The school administration is not responsible for pursuing lost or stolen nuisance items, including cell phones. Any nuisance item brought to school will be taken up by a staff member and given to administration for further consideration. Failure to comply with nuisance item rules could result in disciplinary consequences outlined in the District Student Code of Conduct.

PROGRESS REPORTS

Progress reports will be sent home with students twice per marking period, and three times during the final marking period. Parents may always access student grades through the Home Access Center.

REDO/RETEST

Summative Assessment Grades: Students may redo one failing (69 or below) Summative Assessment grade per marking period. Teachers may choose to require tutorial attendance. The teacher and/or CCIS will determine the format of the redo (same format, similar format, or different format depending upon the situation). NOTE: the highest grade a student may earn on a redo/retest is 70.1.

Relevant Application and Checking for Understanding Grades: Students may redo one failing (69 or below) Relevant Application grade per marking period. Teachers may choose to require tutorial attendance. The teacher and/or CCIS will determine the format of the redo (same format, similar format, or different format depending upon the situation). NOTE: the highest grade a student may earn on a redo/retest is 70.1.

General Information:

- Students or parents must request an opportunity to redo an assignment within one week of the student receiving notification of the grade on the assignment (i.e. the date the paper is returned to the student and/or grade is posted in HAC).
- Redo/retest grades will be denoted in the gradebook with a .1 (example 70.1)
- Should a student earn a grade lower than the original grade, the original grade will remain and .1 will be added to denote that a redo/retest was attempted.
- DPM's and benchmarks are NOT included in the redo/retest opportunity.
- An assignment that was never turned in is subject to late work guidelines, and not eligible for a redo.
- Grading closes at the end of the grading period.

REPORT CARDS

Report cards for all students will be mailed following each grading period. Students will receive numerical grades and conduct grades in each subject. Parents should receive report cards, via U.S. Mail, 5 to 10 days after the end of each grading period.

TARDY POLICY

In order to maximize learning time, students are expected to arrive to class on time. A tardy is when a student does not have both feet across the threshold of the classroom door when the bell rings to begin instruction for the class period. Students who are tardy to class, including 1st period, may receive mandatory lunch or after school d-hall, DMC, parent escort, or suspension.

TELEPHONE

There is a phone available for student use during school hours in each of the counselor's or AP's office. A student must have a pass issued by a teacher to use the phone. Parents are asked to refrain from calling or texting students during instructional time, passing periods or lunch times. Please call the front office or receptionist to get a message to your student. Students may request to call a parent from the counselor's or AP's level office.

TEXTBOOKS

Classroom sets of textbooks will be checked out to teachers to be used by students in the classrooms. Textbooks are also available online for many of your student's courses. Online textbooks can be accessed from <https://www.cfisd.net/en/parents-students/academics/student-textbooks/>. Students will be provided an access code by their teacher.

TUTORIALS

Tutorial sessions will be held Tuesday through Thursday either before school, (by appointment with teacher only) or from 2:45 p.m. to 3:30 p.m. Tutorials provide teacher-assisted, skill focused instruction to enhance students' success in the classroom. Tutorial attendance is strongly recommended for students with averages below 75.

TUTORING SCHEDULE		
TUESDAY	WEDNESDAY	THURSDAY

Language Arts	Mathematics	Language Arts
Mathematics	Science	Social Studies
Science	Social Studies	Foreign Languages
Reading	Reading	Electives
Foreign Languages	Electives	

Students must have written permission from home in order to stay for afternoon tutorials. Permission forms are provided by the teacher and **must be** turned in to the teacher the **day prior to tutoring**.

The time from 2:50 p.m. to 4:45 p.m. is an extension of the school day and should be used for specific academic, extra-curricular, or sponsored club pursuits. Therefore, students must be under the direct supervision of a teacher/coach at all times.

VISITORS

Visits to individual classrooms during instructional time are only permitted in accordance with the District’s Policy and with the principal’s and teacher’s approvals. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment, and they should not be more than 2 class periods at a time. Twenty-four (24) hour advance notice is required. Please call 281-373-5660 to make an appointment to visit your student’s classes. All visitors (including those going to the clinic to drop off medication or pick up a student) must check in at the front office, show a picture I.D., and be listed on the student’s emergency care card. A visitor name tag must be visibly worn on the left shoulder at all times while in the building. Parents wishing to speak to a teacher may call 281-373-5660 and leave a message for the teacher to call. All calls will be returned **within 24 hours**. All staff members may be accessed by email via the campus website at www.cfisd.net. Students who are not enrolled at Anthony Middle School are not permitted to visit during the school day or during student dismissal.

LENDING TO LEARN TAKE-HOME PROJECT

Student Accountability Agreement

You are being given the opportunity to borrow a district-provided **Chromebook and a Kajeet** hotspot. The Kajeet hotspot will allow you to connect to the Internet from either the district-provided Chromebook or a personally owned device. Kajeet is the leading filtered Internet service in the nation and will monitor and filter your access to the internet. Chromebooks and Kajeet hotspots will be checked out to you as needed to complete assignments or work on projects. Below are the expectations CFISD has for the use of these devices:

- I will check out a Chromebook and Kajeet from the library each afternoon and return them the next morning upon my arrival at school.
- The devices will be kept in my backpack or backpack when not in use.
- When utilizing the device at home, I will take extra care not to eat or drink around the devices.
- I will make sure to report any problems with either device to the librarian as soon as possible.
- When I take home a Kajeet hotspot, other family members may connect their personal devices to it. Their access will also be highly filtered.
- I will not lend the devices to another student/family.

I have read the accountability agreement and will be responsible for the devices I check out.

Student Name: _____ Date: _____

Parent Name: _____ Date: _____



LENDING TO LEARN TAKE-HOME PROJECT



Dear Parents,

Your student has been given the opportunity to borrow a district-provided **Chromebook and a Kajeet** hotspot. The Kajeet hotspot will allow your student to connect to the Internet from either the district-provided Chromebook or a personally owned device. Kajeet is the leading filtered Internet service in the nation and will monitor and filter your student's access to the internet. Chromebooks and Kajeet hotspots will be checked out to students as needed to complete assignments or work on projects. Below are the expectations CFISD has for the use of these devices:

- Students will check out devices from the library each afternoon and return the devices the next morning upon arrival at school.
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- The students will make sure to report any problems with either device to the librarian as soon as possible.
- When a student takes home a Kajeet hotspot, other family members may connect their personal devices to it. Their access will also be highly filtered.
- The student will not lend the devices to another student/family.

CFISD is excited to offer this service to our students! If you have any questions, please feel free to contact your school librarian!

I have read the expectations of use and agree that my child may check out a Chromebook and Kajeet to use to complete school work at home.

Name: _____ Date: _____

Student's Name: _____

Campus: _____