



# ANTHONY MIDDLE SCHOOL PARENT REFERENCE GUIDE



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

Dear Anthony Parents and Guardians,

In order to assist in keeping you and your student informed of policies, procedures and programs here at Anthony Middle School for the 2016-2017 school year, you will find information on the following:

<b>After School Policies</b>	<b>Classroom Expectations and Consequences</b>	<b>Library</b>
<b>After School Detention Procedure</b>	<b>Clinic Information</b>	<b>Locker Information</b>
<b>Backpack Information</b>	<b>Counseling Services</b>	<b>Lost and Found</b>
<b>Information Regarding Birthday Celebrations</b>	<b>Discipline Management Class (DMC) Expectations</b>	<b>Lunch</b>
<b>Bus Transportation Information</b>	<b>Dress Code Policy</b>	<b>Nuisance Item Information</b>
<b>Cafeteria Procedures and Expectations</b>	<b>Evacuation Information</b>	<b>Progress Report Schedule</b>
<b>Car Rider Procedures and Expectations</b>	<b>Exam Expectations</b>	<b>Redo/Retest Policy</b>
<b>Cell Phone Policy</b>	<b>Honor Roll Criteria</b>	<b>Report Card Information</b>
<b>Change of Address Information</b>	<b>Insurance Information</b>	<b>Tardy Policy</b>
	<b>Late Bus Transportation</b>	<b>Telephone Usage</b>
	<b>Late Work Policy</b>	<b>Test Schedule</b>
	<b>Leaving Campus Procedure and Policy</b>	<b>Textbook Information</b>
		<b>Tutorial Schedule</b>
		<b>Visitor Information</b>

**Additional Information at the end of this Parent Reference Guide:  
Anthony Middle School Identification Badge Procedures**

**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.*

# ANTHONY MIDDLE SCHOOL

## REFERENCE GUIDE

2016-2017

### AFTER SCHOOL

Students who remain in the building after 2:50 p.m. **must be in a supervised setting** with a classroom teacher, coach, or d-hall teacher. Unsupervised students will be escorted to the office to contact a parent. To pick up a student during this time, parents must come into the reception area and request the student. Picture identification is required. The time from 3:05 p.m. to 4:40 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.

### AFTER SCHOOL DETENTION

After school detention is held on Tuesday and Thursday from 2:50 p.m. – 4:30 p.m. Students are to report to the assigned location before the 2:50 p.m. bell. At 4:30 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 4:30 p.m. Any student not picked up by 4:30 p.m. will be escorted to the late bus.

**IMPORTANT:** On game days, students must be supervised in the building between 2:50 p.m. – 4:30 p.m. Students are **not permitted** to wait inside the building or outside on campus until the game starts.

### 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. Anthony Middle School students must wear their school ID badges to all home games to be allowed entry. Any student whose name is on the fine and fees list will not be permitted to attend home athletic events. 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.

### BACKPACKS

Students are allowed to carry any backpack they choose to school. The backpack must fit into their assigned hallway locker. Students are not allowed to carry backpacks in the hallways between classes nor are backpacks allowed in the classrooms.

### BIRTHDAYS

Parents may choose to deliver lunch on a child's birthday **for 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.

### 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. 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. 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 lunch. Lunches may be purchased from the a la carte line, 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 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 purchase from the cafeteria. Parents may make deposits to student accounts online.

## 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.

## CELL PHONES

Please refer to the District Student Code of Conduct under “Prohibition of Electronic Communication Devices”. Cell phones are permitted, but must not be visible and **must be turned off** during the instructional 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; class time; before, during, or after assessment; passing periods between classes; lunch time; recess; after school tutorials, practices for extracurricular events, detentions; field trips; and participating in school events. Examples of non-instructional time are: waiting outside of the school building for a parent ride; outdoor athletic events; and, walking to and from school or 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 will 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 cell phones Monday - Thursday from 2:55 p.m. – 4:30 p.m.

## **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 correct. 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 deals with 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. **A parent must bring the medication to school** (students may not transport medication) 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 at Anthony 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.

The counseling office provides 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 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.
- **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 (remember, student must walk upstairs to go to class).
- **Shoes** must not distract 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/Yoga Pants/Leggings/Jeggings** of any kind are prohibited.
- **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** must not detract from or interfere with the learning environment or present a safety or health hazard. Backpacks are to be kept in the individual student locker and will not be allowed in to the classroom at Anthony Middle School.

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 an 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).

## **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**

Most weeks of the school year, late bus transportation will be provided **Monday-Thursday** for students staying after school for **school-related activities**. Students will be required to wear and show their student ID badge to ride the bus. Any discipline issue 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 four days of the due date. Teachers will deduct 10 points from the grade earned on the late assignment for each day past the due date and denote that the assignment was late by adding a .2 in the gradebook.

**Example:** Student turns in a homework assignment two days late. The student earns an 88 on the assignment. The grade in the gradebook will be 68.2 [88-20(late) = 68 + .2(denotes late) = 68.2]

Assignments not returned within the four 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.)

“Z” Relief – Students will have one opportunity per grading period to redo a “Z.” The maximum grade a student can earn on a “Z” assignment is a 70. Teachers will denote that a “Z” assignment was received by adding a .1 to the student’s grade.

**Example:** A student notices he/she has a “Z” in the gradebook. The student speaks with the teacher and attends the required tutorials. The teacher then gives him/her a similar assignment to redo. The student turns in the assignment, and the teacher grades it. The student earns a 75 on the assignment. The grade in the gradebook will be 70.1.

NOTE: Depending upon the amount of time that has lapsed between the due date the student’s intent to complete the missing “Z” assignment, the teacher may require that the student complete an alternate assignment and/or attend tutorials. It is the student’s responsibility to consult with the teacher and complete/turn in the assignment at least one week prior to the end of the grading period.

## **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.

## **LOCKERS**

Lockers are assigned to each student by number and combination for the storage of books, coats, backpacks, and small personal belongings. School lockers remain the property of the school, and school authorities have the right to examine the contents of those lockers for reasons of health, safety, and security. The school will conduct locker clean outs periodically to help students keep lockers neat and orderly. Both hallway and PE lockers should **always** remain locked. Students should **never** give their combination to others; otherwise, they cannot expect their property to remain secure. All locker problems should reported to the assistant principals’ office. Sharing lockers and trading locker assignments is not permitted.

## **LOST AND FOUND**

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



## LUNCH

A lunch brought for a student must be delivered by a parent/guardian and should contain only enough food for the student for whom it was intended (**parents may not provide food for students other than their own**). Deliveries of large food orders (i.e. nugget trays, sandwich trays, large pizzas, cupcakes, cookie cakes, etc.) will not be accepted or delivered to the cafeteria. In addition, food delivered by a restaurant for a student will not be accepted.

## 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 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 may be picked up on Monday – Thursday of that week between 2:55 p.m. - 4:00 p.m. All nuisance items not picked up prior to the end of the school year will be thrown away. 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 during the 4<sup>th</sup> week of each grading period, unless the 4<sup>th</sup> week ends in the middle of a school week. Parents may always access student grades through the Home Access Center.

## REDO/RETEST

**Major/Assessment Grades:** Students may redo one failing (69 or below) major OR 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.

**Daily Grades:** Students may redo one failing (69 or below) daily 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.

### 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.
- Assignments that are failing because of late work guidelines are not eligible for redo.
- Grading closes at the end of the grading period.

## REPORT CARDS

Report cards for all students will be mailed following each six weeks' 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 six weeks grading period. Students in Student Council, Soccer Start, or who serve as office assistants will be placed on “probation” if they receive a conduct grade of “I” (Needs Improvement) or “U” (Unsatisfactory). Subsequent marks of “I” or “U” will result in removal from the program or club.

## **STUDENT BADGES**

**CFISD** provides student identification badges to increase student safety and security. The badges allow staff to identify which students belong on campus and communicate with parents concerning bus transportation. Use of ID badges allows for quicker checkout lines in the cafeteria during breakfast and lunch and increase efficiency in the library check out process. All students are expected to wear school issued lanyards and ID badges appropriately (including school grounds, bus and bus stops) at all times. Students who forget their badge will be required to purchase a temporary badge at a cost of \$1 per day. Students who lose their badges will be required to purchase another badge and lanyard for a fee of \$5. If not paid for at the time of purchase, the cost of these items will be added to the student’s fines and fees. Please note that students must be wearing their badge to be granted admission to Anthony Middle School athletic and any other evening events. Please see Anthony Middle School Identification Badge Procedures for more information.

Temporary badges must be seen at all times. The badge must be placed on the front of the student’s shirt below the shoulder and above the elbows, and must not be covered up by other clothing.

## **TARDY POLICY**

Our expectation is that all students will arrive to class on time in order to assure maximum learning time in each class period every day to heighten the awareness of each and every student to the importance of teaching-learning 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.

Note: Regarding 1<sup>st</sup> Period – Students who are not in class by 7:25 a.m. will be counted tardy unless they have a note from a doctor/dentist stating the reason for arriving late to school. Any notes (other than those from a doctor/dentist) will not excuse tardies. Students not in class by within ten minutes of the start of class will have an after-tardy, which results in an absence from that period.

### **Tardy consequences**

#### **Classroom**

- Tardy 1 - Classroom tardy log and Teacher conference
- Tardy 2 - Classroom tardy log, Teacher conference and Parent contact
- Tardy 3 - Classroom tardy log, Teacher conference, and Parent contact

#### **Administrator**

- Tardy 4 - Administrator/Student Action Plan and Parent contact
- Tardy 5 - Lunch D-hall
- Tardy 6 - Lunch D-hall
- Tardy 7 - After school D-hall
- Tardy 8 - Lunch D-hall
- Tardy 9 - Lunch D-hall
- Tardy 10 – After school D-hall
- Tardy 11+ - Discipline Continuum

The Discipline Continuum = Potential Escort, Student Support Plan, Parent/Teacher/Administrator Conference, Discipline Management Class (DMC) or Suspension

**Note Regarding First Period:** Students who are not in class by 7:25 a.m. will be counted tardy unless they have a note from a doctor/dentist stating the reason for arriving late to school. Any notes (other than those from a doctor/dentist) will not excuse tardies.

## TELEPHONE

There is a phone available for student use during school hours in each of the Assistant Principal/Counselor offices. A student must have a pass issued by a teacher to use the phone.

## TEST SCHEDULE

Secondary work is complex, a schedule for major exams, projects, and written reports becomes a necessity. The schedule indicated below does not imply that students will have exams or homework in only one subject for a particular day. Short homework assignments and quizzes are to be expected at any time in any subject. However, announced exams, major projects, and written reports will be scheduled as follow:

SUBJECT	ASSIGNED DAY(S)
Electives, Physical Education	Mondays
Language Arts	Wednesdays and Fridays
Mathematics	Wednesdays and Fridays
Social Studies, Reading	Tuesdays and Thursdays
Science	Tuesdays and Thursdays
Foreign Languages	Tuesdays and Wednesdays

On occasion, a content area may need to use an alternate testing day. This information will be communicated to students prior to the test.

## TEXTBOOKS

Classroom sets of textbooks will be checked out to teachers to be used by students in the classrooms. If a student is issued a book, state law requires the student keep all books covered, to record his/her name in ink on the front label, and to return the book in good condition. Students who are issued books are responsible for replacing all books lost, stolen or otherwise rendered useless, regardless of the reason for loss or damage. Payment for a lost/damaged book must be made to the Financial Secretary's office. Additional books cannot be issued until payment is made.

## TUTORIALS

Tutorial sessions will be held Monday through Thursday either before school, (by appointment with teacher only) or from 2:45 p.m. to 3:20 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 Science Reading Foreign Languages	Science Social Studies Reading Electives	Language Arts Mathematics Social Studies Foreign Languages Electives

Students must have written permission from home in order to stay for afternoon tutorials (a Tutorial Permission form is available on the Anthony Middle School website). Permission forms **must be** turned into the tutorial teacher the **day prior to tutoring**. Students must make their locker stops between 2:40 p.m. and 2:45 p.m. and pick up everything they need for tutorials and home.

The time from 3:45 p.m. to 4:30 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 district policy and with principal and teacher approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. 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 48 hours**. All staff members may be accessed by email via the campus website at [www.cfisd.net](http://www.cfisd.net). Students not enrolled at Anthony Middle School are not permitted to visit during the school day or during student dismissal.

## Anthony Middle School Identification Badge Procedures

***The purpose of the identification badge is to increase student safety and security. The badges utilized by all CFISD campuses allow staff to identify which students belong on campus and communicate with parents concerning bus transportation. Use of ID badges will also allow for quicker 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. *(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, must be worn around the neck and facing forward. The badge may not be covered up by clothing.
- Badges must be worn with the school issued lanyard. Lanyard colors are for designated grade levels and only Anthony lanyards may be worn.
  - Gray- 6<sup>th</sup> Grade
  - Black- 7<sup>th</sup> Grade
  - Blue- 8<sup>th</sup> Grade
- Badges cannot be defaced, damaged or destroyed. Should the badge be damaged, purchase of a new badge will be required and consequences per the Student Code of Conduct may apply.
- A student who forgets his/her badge will be required to purchase a temporary badge at a cost of \$1 per badge.
- 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.
- 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 are required to report to LGI 1 immediately upon arrival to campus. Students will not be permitted to enter any class period without an ID badge.
- Students who board the morning bus without a badge will be escorted directly to LGI 1.

- *In the interest of preserving instructional time, students will not be allowed to call home to have an ID badge delivered.*
- While in LGI 1, students will be required to purchase a temporary badge at the cost of \$1 per badge.
- If a student does not have \$1 for the temporary ID, then \$1 will be added to the student's fine and fees.
- Temporary badges are good for one day only.
- The temporary badge must be worn as follows:
  - Must be seen at all times,
  - Must be placed on the front of the shirt below the shoulder and above the elbows,
  - May not be covered up by any clothing.
- A student will receive a maximum of 3 consecutive days of temporary badges before the badge is considered lost and a replacement ID and 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 student's grade level office to purchase the temporary ID.
- If a student loses or is seen without the temporary badge during the school day, he/she will be sent to the grade level office to purchase another temporary badge for a fee of \$1. (Non-compliance may result in further disciplinary action per the Student Code of Conduct).
- ***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.
- Any badge that has been defaced or destroyed will be required to be replaced, and the student will be charged for the replacement. (Additional disciplinary action per Student Code of Conduct may apply).
- Only Anthony Middle School lanyards may be worn. If a student needs a new lanyard, they must purchase one in LGI 1 (7:05 a.m. -7:25 a.m.) or the grade level office (7:25 a.m. -2:40 p.m.).

#### **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 Express Days 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.

***Students are expected to wear badges and comply with the ID badge procedures at all times while on campus (including the bus and bus stop). Failure to meet these expectations will be met with consequences including: Lunch Detention, After School Detention, Saturday D-Hall, DMC or possible Suspension.***