

2011-2012 Student/Parent Handbook

Boles Junior High School

3900 S.W. Green Oaks Blvd.

Arlington, Texas 76017

Main Number: (682) 867-8000

Fax: (817) 561-8005

Attendance Office Number: (682) 867-8001

Emergency Number during power outage: (817) 561-8005

PRINCIPAL

Fernando A. Benavides

ASSISTANT PRINCIPAL

GRADE 7

Ms. Madison

ASSISTANT PRINCIPAL

GRADE 8

Mr. Manley

COUNSELOR GRADE 7

Mr. Franks

COUNSELOR GRADE 8

Ms. Agboaye

Clinic

phone number: 682-867-8006

Data Clerk/Registrar

phone number: 682-867-8002

Monday through Thursday Office Hours are 8:00 a.m. to 4:30 p.m.

Friday Office Hours are 8:00 a.m. to 4:00 p.m.

Boles Website: *www.aisd.net/Boles*

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August 2011

Dear Boles Jr. High Students and Parents,

I would like to take this opportunity to welcome you to Boles Junior High School – home of the Bulldogs and “Where the Best Begins!”

This student handbook is intended to serve as a useful guide and a valuable source of information for students and parents. Students will be held accountable for all policies, procedures, and rules that are stated in this handbook. Student advisory teachers will go over the most important areas during the first week of school; however, I encourage students and parents to read through the handbook to ensure that students have a good learning experience at Boles Junior High.

Students, should you need assistance at any time during the school year, please do not hesitate to contact your teacher, your counselor, the office staff, the nurse, or the assistant principals. In addition, my door is always open, and I am always willing to talk to both students and parents!

The staff of Boles Junior High believes that all students can learn, and accepts our responsibility for students achieving mastery of basic skills. We will expect and exemplify positive behavior and attitudes. We believe that our primary purpose is to ensure the highest level of academic performance.

I am looking forward to the new school year! I am grateful for the opportunity to meet you and your families. I invite students and parents to become involved and active in your educational experience at Boles. It takes all of us working together in order to make your student’s time at Boles Junior High a success!

Go Bulldogs!

Fernando A. Benavides
Principal

AUGUST 2011

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Legend

- Student/Staff Holiday..... ○
- First/Last Day of School..... —
- Semester Start/End..... {}
- Exam Days (Sr. & Jr. high schools)..... @
- Begin/End Grading Period..... ()
- New Teachers Report..... #
- Staff Dev./Student Holiday..... ◆
- Teacher Prep./Student Holiday..... ^
- Staff Exchange Days..... ∙ ∙
- Inclement Weather Makeup..... *
- Early Dismissal >

Important Dates

- August 11.....New Teachers Report
- August 15.....All Teachers Report
- August 15 – 19.....Teacher Prep./Staff Dev.
- August 22.....First Day of Classes
- September 5.....Labor Day
- September 23.....Staff Development
- October 10.....Staff Development
- November 23.....Staff Development
- November 23 – 25.....Thanksgiving
- December 19 – 20.....Exam Days – Jr. & Sr. highs
- December 20.....End of First Semester
- December 21 – January 3.....Winter Break
- January 4.....Teacher Prep. Day
- January 5.....Second Semester Begins
- January 16.....MLK Holiday
- February 20.....Presidents Day
- March 12 – 16.....Spring Break
- April 6.....April Holiday
- May 4.....May Holiday
- May 28.....Memorial Day
- May 30 – 31.....Exam Days – Jr. & Sr. highs
- May 31.....Last Day of Classes
- June 1.....Teacher Work Day

First Semester Instructional Days.....81
 Second Semester Instructional Days.....96
 Total Instructional Days.....177

FEBRUARY 2012

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EXPECTATIONS OF ALL BOLES BULLDOGS

The following expectations are essential for students to be successful at Boles Junior High:

READY

1. Students come to school for one reason...to learn.

Students are expected to:

- Work hard in all classes every day
- Complete class work and homework on a daily basis
- Everyday come to class with the essential class materials
- Behave in a way that is not distracting to yourself or others

RESPONSIBLE

2. Good character is important.

A few essential good character traits include:

- Value your fellow students' desire to learn in the classroom by not disrupting learning for yourself or others
- Responsibility- Assume accountability for your actions
- Self-Control- Resist negative peer pressure, harmful situations, and impulsive actions that result in negative consequences

RESPECTFUL

3. Treat all adults on campus with respect.

Respectful behavior includes:

- Promptly following directions of all campus personnel the first time
- When redirected, don't talk back or argue
- Refrain from using loud or offensive language towards or near an adult
- Recognize that the adult is in charge of the classroom

B.A.S.E. Camp (Academic Detention)

At Boles Junior High, student success is our top priority. Our teachers and staff work hard everyday to assist every child in reaching his/her greatest potential. With all of our hard work and dedication, we still need every student to first take responsibility for his/her own learning.

In an effort to promote the importance of responsibility and academic excellence, Boles will be providing an academic detention which is designed to assist in ensuring success for every student at Boles Junior High. BASE Camp stands for “Boles Academic Success and Enrichment.” The concept of this intervention is as follows: students who do not complete homework/class work may be assigned to BASE Camp by their teachers to complete their assignments. When students choose not to complete assignments, they miss valuable practice for important skills needed in order to be successful.

BASE Camp is an opportunity we offer for our students that have missing or incomplete assignments to complete their assignments, get the needed practice, and receive a grade other than a zero in a supervised environment outside of the regular school day. Homework and class work support will be provided by our “Highly Qualified” teachers from Boles Monday - Thursday. It will begin at 4:00 p.m. and end at 5:00 p.m. No student will be released early. Students will be given the opportunity to complete any/all assignments within the one hour period. No further extension will be granted. BASE Camp doors close at 4:00. Any student arriving after 4:00 will not be permitted to enter and a zero will be given for all work assigned. Refusal to attend academic detention will result in a zero being given for any/all assignments in which the detention was assigned. There will not be another opportunity to complete an assignment which was refused initially

Parents will be contacted if your child has been assigned to BASE Camp for choosing not to complete class work or homework. Buses will be provided at 5:00 PM for those students who qualify to ride AISD transportation. All students not riding the bus are expected to be picked up no later than 5:15.

BASE Camp Schedule:

- Monday: Social Studies/History
- Tuesday: Science
- Wednesday: English/Electives
- Thursday: Math

Students in the Pre-AP Program:

Students enrolled in the Pre-AP program at Boles are held to a high standard and are expected to adhere to deadlines in all their Pre-AP classes. Students in the Pre-AP program who fail to turn in class/home work will be assigned to B.A.S.E. Camp no more than twice in a six weeks grading period. Credit recovered in B.A.S.E. Camp will receive no more than 50% of the missed assignment.

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

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

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

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

CAMPUS POLICIES AND PROCEDURES

I. ATTENDANCE

ABSENCES:

Each day of school is important to a student's mental, emotional, and psychological development. Students who attend school regularly achieve better grades, tend to be more actively involved in activities on campus, and have an easier time learning the skills necessary for success in life. Regular school attendance involves three-way cooperation between the student, the parent, and the school. Attendance is taken each period in Junior High. There are seven different times during the school day when a student may be counted absent. The Texas Education Code 25.085 (a) and (b) state that students must be in attendance a minimum of 90% of the days a class is offered. This attendance law applies to students in grades 7 and 8 as well as to students in grades Pre-K through 6 and in grades 9 through 12. **Nine absences or more per semester exceed the 90% attendance requirement.** If a student does not meet this attendance obligation, academic credit for the class may be lost and promotion to the next grade may be in jeopardy. When a student's attendance drops below 90%, the student may earn credit for the class by completing a plan approved by the principal.

Reporting an absence - When a student is absent, we request that the parent or guardian telephone the school by 10:00 a.m. *each* day to explain the absence of the student. The purpose in notifying the school is to ensure that both the school and the family are aware that we can account for each student.

Attendance Clerk Phone Number: 682-867-8001

All absences not cleared within 24 hours are unexcused. After the third consecutive day of absence, a physician's note will be necessary for the absence to be excused. If a student is repeatedly and excessively absent during a semester, a doctor's note may be required for all absences.

Health care provider appointments – We request that parents make every effort to schedule doctor’s appointments outside of the school day. When it is necessary for a student to leave school during the day for a medical appointment, a parent must sign the student out in the front office with the reason for the student’s absence. For the safety of our students, the attendance clerk and receptionist is required to verify the parent’s identification and determine his/her ability to sign the student out of school. A *medical appointment pass* will need to be completed by the doctor/nurse and returned to the school office for the absence to be coded as excused.

Excused/Unexcused Absences – An unexcused absence is subject to disciplinary action. The decision for determining whether an absence is excused or unexcused rests solely in the hands of the Boles campus administration. Please review pages 50 through 55 in the AISD Code of Conduct for additional information and/or clarification regarding excused and unexcused absences as well as policies and procedures for attendance. If a student receives three or more unexcused absences within a semester, parents may receive a letter from an AISD Truancy Officer.

Vacation or Business Trips - With regard to vacation and business trips, the Code of Conduct states, **“Vacation or Business trips are not recognized by the state as acceptable reasons for students being out of school and will be treated as unexcused.”** Please plan these trips for school holidays that do not disrupt student learning or cause loss of credit.

MAKING UP WORK MISSED:

The student is responsible for work missed, and must check with his/her teachers for make-up work. District policy is one day to make up work for each day missed. If a student misses *three consecutive* days of school due to illness, the parent may choose to contact the school and request assignments. If a student is absent fewer than three days, it is best to directly email or telephone the teacher or a classmate regarding make-up work.

Students who have work assigned to them on a scheduled basis, such as term papers, projects, etc., should have the work ready on the due date even with an excused absence.

TARDY POLICY:

A student is tardy if he/she is NOT inside the classroom, ready to learn when the tardy bell stops ringing. We expect Boles students to move to class quickly in order to avoid being tardy. It is not acceptable for students to socialize until seconds before the bell and then race to class. Tardies are counted per semester. If a student is more than 5 minutes tardy to his/her first period class, the parent or guardian should telephone the attendance clerk to explain why the student is late.

1 st tardy-Teacher consequence	6 th -tardy-Saturday School
2 nd tardy- Teacher consequence	7 th tardy-1 day OCS
3 rd tardy- Teacher consequence	8 th tardy- 2 days OCS
4 th tardy-3 Before school D-halls	9 th tardy-3 days OCS
5 th tardy-After school D-hall	10 th tardy-Choices

Boles will conduct random Tardy Sweeps throughout the school year. Any student tardy to class during a Tardy Sweep will be given an after school d-hall.

LEAVING SCHOOL AFTER ARRIVING:

Boles Junior High is a closed campus. Once students arrive on campus, they are required to stay on school grounds until dismissal time, unless signed out by their parent/guardian with the permission of the office. **Students may not leave campus in the morning after they are brought to school to go to area businesses or eating establishments.**

AFTER SCHOOL EXPECTATIONS

Our after school expectations for students are based upon safety and available supervision of students outside the building at the end of our school day. We know that safety is one of the most important issues in a school setting; we believe the following expectations will help us easily provide a secure environment as the school day ends.

Students not involved in after school programs:

- School staff will supervise students from 3:55 – 4:15 in front of the school waiting for busses and parents to arrive for pick up.
- Students need to have parents pick them up no later than 4:15.
- Students walking home will be expected to leave the campus grounds by 4:00 and not return to school unless accompanied by a parent or to attend a scheduled evening event.

Students involved in athletic or fine arts practices/events:

- All students involved in extracurricular programs should be with a teacher, coach, director, or someone from the school staff. The front door locks at 4:30 Monday – Thursday and 4:00 on Friday.

Students remaining after school for BASE Camp, tutorials or scheduled club meeting:

- Students will be allowed to call parents before leaving the school building after being released from their tutorial or meeting.
- Parents will be expected to pick up these students within 15 minutes, and students walking will leave the campus grounds immediately.

Attendance at Extracurricular Activities:

- Students and parents are encouraged to attend and support the many different extracurricular activities offered at Boles JH. It is important to continue to build Bulldog PRIDE! Therefore, it is requested that all students (participants and fans) and parents should respect our own students and staff, as well as any visiting teams or officials at these events.
- To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend extracurricular events and activities. Students who want to cheer on their teams at these events must go home and return when events begin. No student will be allowed to hang out around the building until evening games/events begin.
- All students must stay seated in the student sections while at games that are on and off campus. No loitering in halls or between stands and concessions.

Also, to ensure student safety, students should be picked up **no later than 15 minutes after the end of the event**. Students who are left past 15 minutes will no longer be allowed to attend any after school events unless they are accompanied by a parent who stays the entire time. **We encourage all students to call their parents at the beginning of the last quarter of any sports event (rather than waiting until the event has already ended) to ensure that they are picked up on time**

II. CAMPUS ENVIRONMENT

CAFETERIA:

Only parents or guardians may come to sit or eat in the cafeteria at the designated Visitor's Table with their student. No other guests are permitted unless accompanied by the student's parent/legal guardian.

Food from Outside Sources - Parents may bring outside food for their student only. Because of the nutrition policy, we cannot allow you to bring pizzas, soda, cupcakes, and/or other foods to give to students other than your own.

Breakfast is served in the cafeteria beginning at 8:15 a.m. each morning. Student breakfast is \$1.25 and adult breakfast is priced a la carte.

Full lunches and ala carte lunches are served in the cafeteria, with the option to buy milk, juice, and desserts separately. Student lunches are \$2.30 and adult lunches are \$3.00. In addition, students are allowed to bring sack lunches instead of buying. We follow the Texas Department of Agriculture Nutritional Policy, so all vending machines are off until after school. Students are **not** allowed to buy sodas/soft drinks during the school day.

Food Accounts - Each student will be issued an account number. The account may be credited by bringing a check or by depositing funds on the internet. The account number takes the place of a lunch ticket, and the account is debited each time a purchase is made in the cafeteria. Students will need their ID in order to access their lunch account. Money in the account may be spent any way the student wishes unless parents notify the cafeteria manager that they want the account blocked (in which case only a full lunch may be purchased). Money may be deposited into the account on any day. Siblings must have separate accounts. No one else has access to an account number unless the student shares it, so students should protect their account numbers and keep them private. *Parents are encouraged to put \$5.00 in the student's account for emergencies.*

Behavior in the cafeteria – Students are expected to enter by walking rather than running. In the food lines, they must wait their turn (no cuts). **Once students are finished purchasing food, they are expected to stay seated while they are in the cafeteria.** All students should take responsibility for clearing litter and cleaning up their table.

Leaving the cafeteria – Students may exit the cafeteria only after an adult has dismissed them. Food, snacks, and canned or bottled drinks cannot be taken from the cafeteria and should not be consumed in the hallways.

Book bags/Backpacks/Large Purses

Students should leave book bags, backpacks and large purses in their locker. These items are not allowed in classrooms. It is up to the discretion of the administration to determine what purses/bags are in violation.

CLINIC:

A registered nurse is a member of the staff of all junior high schools. Students with health issues may be referred to the nurse by teachers, the parents, or the administrative staff. First aid will be given when necessary; referral to a doctor or other health agency will be made when treatment is beyond the means of the school. Students that do not feel well during the school day should request a pass from their teacher to go to the clinic. If the student has symptoms which make them physically unable to remain at school, the nurse will call the parent to send the student home. Students are not to use their personal cell phones, a teacher's phone or any other phone to call their parents to come get them from school.

It is essential that the school clinic have the following information: accurate telephone numbers where the parent may be reached in the event of an emergency, the name of a local physician, and the names of local persons who will accept responsibility for a student in the case of emergency when the parents cannot be reached.

Immunizations – Parents must update student shot records with the school nurse each school year by providing documentation of required immunizations.

Medications – If your child needs to take prescription medication during school hours, it will be necessary for school personnel to have the medicine in a container labeled by the pharmacy giving the student's name, the doctor's name, name of the medication, dosage to be administered and directions for administration. The clinic must have a written request from the student's parent/guardian and a physician's order to give the medication.

If your child needs an over-the-counter medicine, it should be brought to the clinic in its original container and labeled with the child's name. Parents/guardians must complete a written request form stating the dosage and directions for administering the medications.

All medication must be brought to the clinic for safekeeping. Student should not keep medication in their lockers, purses or backpacks.

Screenings – School nurses perform screens of 7th and 8th grade students for a variety of reasons including hearing, vision acuity, and for abnormal spinal curvature.

HALLWAYS:

During Passing Periods - Passing periods between classes are four minutes in length. During this time students are expected to walk, get water, go to the restroom, and get necessary supplies for the next class. Many students find that it is better to only go to their locker two or three times a day. Look at your schedule carefully and plan the best route to get from one class to the next. You are expected to be in the classrooms on time. Students are expected to walk directly to their classrooms without engaging in unsafe or disruptive behaviors.

During Class time - Students in the hallway for any reason must have a hall pass issued by his/her teacher.

Elevator - Only students who have obtained an elevator pass from the clinic or office may use the elevator.

LIBRARY:

The Boles library is located on the second floor of the building. Students may come by between classes; however visiting the library is not a reason for being tardy to class. During class, students need a pass to come to the library.

LOCKERS:

All students are assigned an individual locker. Students should not share lockers and should only use the locker assigned to them. It is important that students memorize their combination and **not disclose their combination or "rig" their lockers to open without using the combination! Students caught sharing or "rigging" lockers will receive appropriate disciplinary consequences.** The outside of the locker is not to be decorated for birthdays or special occasions or in any way used to post signs, messages, pictures, etc.

ATHLETIC/P.E. LOCKER ROOMS:

Students enrolled in athletics or PE will be issued a locker in the locker rooms. Students should secure their valuables by placing them in the locker and locking them up. Locker rooms are off limits to students unless they are supervised by an adult.

Behavior in the locker rooms – Horseplay, physical contact, unsafe behavior, theft, harassment, locker checking, slap boxing, pranks, etc. in the locker room are considered serious infractions and will receive appropriate disciplinary consequences upon the first infraction.

SCHOOL GROUNDS / FRONT PORCH / BLACK TOP:

The campus is an extension of the school building, so school rules and policies are in effect on the grounds just as they are inside the building. School buses and bus stops are also extensions of the campus. Students are expected to exhibit appropriate behavior on the grounds, in buses, and at bus stops. They are subject to disciplinary consequences if they do not behave appropriately. Fighting on school grounds, on the bus, or at the bus stop will result in a minimum of a CHOICES placement and could result in a ticket from the campus' School Resource Officer.

Respect for the environment – Students are expected to pick up trash, stay out of the flower beds, and leave tree branches alone. Littering on campus is unacceptable and will have a consequence.

Bicycles, Rollerblades, and Skateboards - Students are NOT permitted to ride bicycles, use rollerblades, or ride skateboards on school grounds. Bicycles ridden to school are to be secured in the bike rack, located on the west side of the building, during the school day. *Rollerblades and skateboards are not allowed on the Boles Junior High campus.*

OFFICE / CLASSROOM TELEPHONES:

The telephones in the office and the classrooms are for business use. They are available for student use with permission from office personnel or the class room teacher. At no time during the school day should a student use his/her personal cell phone for any reason.

VISITORS TO CAMPUS:

All visitors are required to report to the office immediately upon entering the building to sign in and receive a visitor's badge. Parents who desire conferences with teachers, counselors, or administrators, will receive an appointment by telephoning in advance to arrange the time most suitable for conferences. At no time should a visitor call a teacher from class or conference with him/her at the door of the room. Parents are welcome to eat lunch with their student. A separate table will be provided for that parent to have lunch with their student. Parents are not allowed to sit with other students during lunch.

Although other visitors are not allowed, parents and guardians are welcome to visit Boles at any time. They should sign-in and receive a visitor's badge from the office. If a parent wishes to visit a classroom during school hours, the appropriate grade level assistant principal and teacher should be contacted prior to the visit. Parents who come into the building to bring lunch to their students, must sign-in at the front office and receive a visitor's badge. This practice is for the safety of all students, teachers, and staff at Boles so that we may know who is visiting our building at all times.

III. COUNSELING/GUIDANCE/ACADEMIC INFORMATION

ROLE OF COUNSELORS:

The role of the junior high counselor is to guide students toward success in academics and in decision-making skills. Counselors coordinate and administer testing as well as interpret test scores. They help students make short and long-range academic plans. They also work with students in developing skills in socialization, organization, time-management, and problem-solving. Parent contact and communication is a big part of their job; as student advocates, they are resources for parents and teachers and can help facilitate open communication between all parties. Counselors meet with students in large and small groups as well as individually over the course of the year. In addition to working with students to facilitate academic growth, counselors will also address emotional and social needs on an as needed basis. You may reach our counselors by phone or email.

Students may stop in the front office before school, before lunch, or between classes and request that their counselor see them. The counselor will send a pass at their earliest convenience. **If the student has a need to see the counselor that qualifies as an emergency, he/she should inform the front office staff so that the student can be seen immediately.** If a student has been meeting with the counselor and returns to a class after it has begun, he/she will have a pass from the counselor with a date and time indicated.

PARENT COMMUNICATION AND CONFERENCES:

Communication is the key to a successful partnership between school and home. **If parents have a concern regarding their child's performance in class, the first contact person is the teacher, who may be reached by email or by phone at the main Boles number.** Email often provides an unlimited avenue for communication and quick exchange of information. However, email is not necessarily a good venue for solving complicated problems which occasionally arise. Those issues are best resolved in person. All teachers have a scheduled conference period in order to communicate with parents. If a parent has difficulty contacting a teacher, the counselor or grade level administrator will be glad to serve as a facilitator for the conference.

PARENT REQUEST FOR SCHEDULE CHANGE / TEACHER CHANGE:

Each spring, students and parents are given opportunities to select elective classes for the next school year. Based on the spring course selection totals, teachers are hired, and the master schedule is created to accommodate student choices. As a result, we cannot make elective schedule changes in the fall without major disruption to the academic program. A schedule change made in the fall likely will result in overloading classes or programs while shortchanging others.

Students are assigned to classes by our TEAMS master schedule computer program in a random, equitable manner. Our goal is that each student has access to the best possible learning environment, which includes the lowest possible teacher to student ratio.

Sometimes individual schedule changes must be made to balance classes or because of unanticipated staff changes. These changes are avoided whenever possible and will be kept to a minimum.

Parents who request a teacher change for their student must follow this procedure. First contact the appropriate counselor and set up a conference with the teacher. The purpose of the conference is three fold: exchange information, hear concerns, and collaborate on a plan for success for the student. After the conference, the teacher and parent will be in close communication for a three-week monitoring

period. It is expected that contact will occur between school and home at least once a week either by email or phone call. At the close of the three week period, if the parent still wants the teacher change, he/she may contact the counselor again to renew the request. At this point, the principal or the appropriate assistant principal will become involved. We will take into account the class sizes as well as the overall teacher load. Research supports class size as a factor in student achievement.

GRADING:

Each teacher is expected to communicate his or her grading policy and how grades are weighted in his/her class. Grading guidelines shall ensure that grades reflect student achievement and that a sufficient number of grades are taken to support the grade average assigned. A six weeks exam or a unit test may be administered as part of the final six weeks grade. Curriculum Assessment performance may also be used as part of a six weeks average.

Semester grades will be computed as follows: multiply each six week's grade by two, add the semester exam grade and divide by seven. The result will be a semester grade with a final exam weighted approximately 15%. All junior high schools will administer a written semester exam in every course offered in the curriculum, including electives, boys and girls athletics, PE, etc.

A student's grade in academic areas will not be altered because of his/her behavior. Behavior will be reflected in the Citizenship grade on the report card. The junior high student's citizenship or conduct grade will be based on the following:

- acceptance of responsibility
- courtesy of speech and manners
- dependability
- respect for the rights of others
- promptness
- care of property
- good use of time
- following directions
- observation of rules of behavior

PROGRESS REPORTS AND REPORT CARDS:

Progress reports are sent home with students during the fourth week of each six weeks. They reflect the grade average at the end of the third week. Report cards are sent home with students the week following the end of each six weeks. It is very important that students be responsible in delivering progress reports and report cards promptly. Parents should monitor their student's progress and behavior in class.

Report cards are mailed after the final six weeks is over. It is important that parents keep us informed of address changes. Inaccurate demographic information will result in students not receiving a final report card.

Teachers shall report academic grades numerically on report cards and in electronic records. Citizenship or conduct grades are expressed as letters.

The online TEAMS Parent Self Serve (PSS) grade book program gives parents real-time access to attendance and grades.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

Eligibility for 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. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any class may not participate in extracurricular activities until the end of a three-week period, during which the student achieves a grade average for that three-weeks of at least 70 in each course.
- A student who is ineligible will be allowed to practice in the extra-curricular activity, but may not participate in competitive events or performances, until eligibility is regained.
- Students who assist the coach/director, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
- A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for the grading period.
- A participating student must meet state and district attendance requirements. Participation in any extra-curricular school activity is prohibited if the student has an unexcused absence for that day.

STUDENT RECOGNITION – ACADEMIC LETTERS:

Academic letters may be earned in the four core classes of English, Math, Science and Social Studies. They are awarded at the close of the year at the annual Awards Assembly held for each grade level. In order for a student to receive an academic letter, an overall average for the first five six weeks of 95 in regular classes and a 92 in honors classes must be maintained.

PROMOTION TO NEXT GRADE:

Promotion to the next grade level shall be based on an overall average of 70 in every subject that is STAAR tested. Students must achieve an overall average of at least 70 in all other subjects.

Extended year academic programs are available for students who do not succeed in class during the regular school year.

TESTING:

Curriculum Assessments—AISD requires us to administer curriculum assessments in each core subject three times between August and March in both 7th and 8th grades. The goal of these assessments is to measure student progress by testing objectives which have been recently taught or reviewed in class. These tests are powerful tools to assist teachers in discovering students' strengths and challenges; they can then plan lessons to address those weaknesses and offer remediation for skill deficits.

STAAR testing – Both 7th and 8th graders take STAAR tests. In 7th grade, students take STAAR Writing in March as well as STAAR Reading and Math in April. In 8th grade, students take STAAR Math and Reading in March as well as STAAR Science and Social Studies in late April.

TEXTBOOKS:

Books will be assigned to students by their teachers at the beginning of the year/semester. Core classes provide a book for students to leave at home; teachers have a class set for daily use at school, which means that students do not have to bring books back and forth from home to school. Textbooks should be covered and kept secure at all times because students are responsible for damage or loss to their books. Student names should be legibly written in textbooks. Book checks will be conducted periodically. Students must pay for books that they lose or damage.

WITHDRAWING FROM SCHOOL:

The data clerk must be notified 24 hours in advance by the parent or guardian of any student withdrawing to attend another school. The 24 hour notice is necessary to be able to complete all paperwork and gather all forms, health records and grade information. We cannot interrupt instruction to get grade information from teachers. All books must be turned in and outstanding fines must be paid before a student can receive withdrawal papers and have cleared records sent to the receiving school.

IV. STUDENT BEHAVIOR / SCHOOL DISCIPLINE

RATIONALE/GENERAL INFORMATION:

At Boles Junior High students have the right to learn and teachers have the right to teach without interruptions. Therefore, it is imperative that students know and abide by the Student Code of Conduct developed by the AISD. Students are expected to exercise proper conduct, demonstrate serious application to school work, and show due consideration for the rights of others.

The vast majority of Boles students follow rules necessary to maintain an orderly learning environment that is conducive to student success. Most students will never receive a discipline referral. However, to be fair, all students and parents should be informed as to the district and campus guidelines for administering disciplinary consequences.

Boles Junior High follows a progressive discipline plan as described in the AISD Code of Conduct handbook. The system of discipline infractions and consequences are arranged in four levels: I, II, III, and IV. Level I designation includes the least serious offenses – ones that most often are handled by the classroom teacher, while Level IV offenses are the most serious type of misconduct.

BEHAVIOR CONSEQUENCES USED AT BOLES:

Morning Detention Hall – Students will be assigned to detention by their assistant principal for inappropriate behavior. Students assigned to morning detention will be given specific instructions by the assistant principal as to where to meet the detention hall teacher. Morning Detention Hall is 8:15a.m.-8:45a.m. Students are expected to bring work and supplies. Failure to attend or late arrival will result in additional consequences.

After School Detention Hall – Students will be assigned by their assistant principal for inappropriate behaviors. After School Detentions are held on Tuesdays and Thursdays and lasts for one hour after school, from 4:00 to 5:00 p.m. Students are expected to bring work and supplies. Failure to attend or late arrival will result in additional consequences.

Saturday School – Students will be assigned by their assistant principal according to the Boles Junior High discipline plan. Saturday School is held on selected Saturday mornings from 8:00-10:00 at Boles. Students are given specific instructions by their assistant principal regarding behavior

during Saturday School. All are required to bring work with them, and no sleeping is allowed. Saturday school will also be used for attendance purposes. Failure to attend or late arrival will result in additional consequences.

On-Campus Suspension (OCS) – Students will be assigned to OCS by their assistant principal. In this setting, the student receives assignments from their teachers for each class that they take. Students spend all day in this classroom; they have supervised restroom breaks in the morning and afternoon, and their lunch period is separate from that of the other students. There is little or no opportunity for social interaction with peers. Students assigned to OCS are prohibited from attending or participating in extracurricular activities for the length of their assignment. Misconduct in OCS will be cause for immediate removal from the class and further disciplinary action.

Home-Based Instruction / Off Campus Suspension – This type of disciplinary consequence requires that a student remain off campus for a specified period of time. Every attempt will be made to provide assignments for the student to work on while he/she is suspended. Students who are suspended are prohibited from attending or participating in extra-curricular activities during their assignment. Length of suspension is from 1 to 3 days at a time.

CHOICES – This is a short-term alternative educational environment lasting a minimum of 5 days. Class assignments will be provided as soon as possible for each student, and they are to be completed prior to the student's return to the regular classroom. The Choices classroom is located on the Boles campus, but the hours of the school day are modified so that the student does not interact with other students. While assigned to Choices, students are not allowed to be on the front porch or in the building except under the supervision of the Choices teacher. Students assigned to Choices will be prohibited from attending or participating in extracurricular activities during their placement.

Turning Point Junior High School – Turning Point is a long-term alternative educational placement operated by the AISD. Students who engage in Level IV misconduct as described in the Code of Conduct **may** be assigned to Turning Point. Some offenses, such as possessing, or being under the influence of drugs or alcohol **will** result in a placement to an alternative school such as Turning Point according to the Texas Education Code. These offenses are listed and clarified in the Code of Conduct. Parents must attend a conference with their student's assistant principal when there are allegations that a student has engaged in a serious Level IV misbehavior such as those described in the Code of Conduct. The assistant principal will conduct an investigation, hold the conference, make the decision regarding placement and determine the length of assignment.

During a student's term of assignment to Turning Point, he/she will not be allowed to participate in any school activities at Boles or at any other AISD campus.

Expulsion – When a student is accused of committing an expellable offense, as outlined in the Code of Conduct, an expulsion hearing will be held with the principal. At this hearing, a determination will be made regarding the recommendation for expulsion. Students who are expelled are served through the Juvenile Justice Alternative Education System.

DRESS CODE:

A student's conduct is related to his/her clothing. Therefore, the school is directly concerned with student dress. Boles Bulldogs follow the AISD Student Dress Code as outlined in the AISD Code of Conduct.

Students are expected to dress in such a manner as to contribute to the academic environment, not detract from it. **The school administration has the right to consider any current fashion to determine its acceptability for school wear. Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL.**

Students who violate the Dress Code will be referred to the office where they will have to correct the problem. They may be given clothing to wear, zip ties to hold up pants, or they may be asked to call a parent for replacement clothing. Students in violation of this dress code will be subject to disciplinary consequences as determined by the school's administration. School district dress code applies to all school activities including dances.

Any clothing, accessories, symbols, jewelry or other paraphernalia, which depicts or suggests association with a gang, secret society, or fraternity, shall not be brought to school, worn to school, or in any way, be present at a school-sponsored event.

The 2011-2012 Student Dress Code:

- Any clothing, jewelry, or accessories with decorations, patches, lettering advertisements, etc. that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry or accessories having criminal street gang identifiers, accessories that may be used as weapons, and accessories having drug, sex, tobacco or alcoholic beverage references or designs.
- Form-fitting garments such as spandex may only be worn with another layer of clothing which meets the dress code.
- Crop tops, tube tops, halters and spaghetti straps are unacceptable (Anything less than two inches is considered a spaghetti strap). Strapless dresses without jackets are unacceptable.
- The display of cleavage is unacceptable. Low cut blouses, tops, sweaters, etc. with plunging necklines are not allowed.
- The length of an untucked shirt must be no longer than the tip of the longest finger with the student's hand fully extended down the side of the student's leg.
- Transparent and/or see-through material is considered unacceptable.
- Shirts/tops must touch the waist of pants/skirts at all times (i.e. when in movement, when arms are extended or raised, and when in seated position, etc.)
- A boy's shirt must cover the entire crown of the shoulder.
- The length of a skirt/dress/skort must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg.
- When measuring skirts, dresses, or skorts that have slits, the length will be determined by measuring from the top of the slit.
- The minimum length of shorts must be no shorter than the tip of the longest finger with the student's hand fully extended down the side of the student's leg.
- Torn, cut/slashed or frayed material that reveals any area of skin or undergarment is considered inappropriate.
- No pajama bottoms, sleepwear or lounge wear.
- Students shall wear their trousers/pants or overalls properly at the waist. No sagging.
- All students must wear shoes at all times. House shoes and slippers are prohibited.
- Students must wear athletic footwear in order to participate in any physical education class.
- Hair should be kept neat, clean, and reasonably styled.

- Any type of head covering is unacceptable. Religious exceptions must be cleared by the principal.
- Proper undergarments must be worn but not visible.
- Chains or spiked jewelry are unacceptable.
- Pierced body ornaments are restricted to the ear. Unauthorized visible piercings may not be maintained by spacers or covered with bandages or coverings.
- No gauging. Principals will deal with gauging on a case by case basis.
- Mouth “grillz” are not permitted. The determination of what constitutes a “grill” is within the discretion of the principal.
- **Students are not permitted to write on themselves or each others’ body parts or clothing that is being worn by another student.**

IDENTIFICATION BADGES/ID POLICY:

- All junior high and high school students shall wear their AISD-issued student identification badges or temporary badges at all times while on a school campus or attending school related extracurricular activities. Badges must be visible to all AISD employees at all times. Badges cannot be worn underneath clothing and cannot be carried in a student’s pocket, backpack, bag, purse, etc.
- Students may not draw or deface the front of the ID badge. If the front of the ID is defaced, the student will be required to purchase a new ID.
- Students must have an ID in order to have access to lunch daily.
- If a student loses or defaces an ID, the replacement ID will cost \$5. IDs may be purchased in the library before or after school.

DRESS CODE/ID VIOLATIONS:

1ST Violation: 4 Morning D-halls 3rd Violation: Saturday School
 2nd Violation: After School D-hall 4th Violation: OCS

CELL PHONE/TELECOMMUNICATIONS POLICY:

The district prohibits the use of telecommunications devices such as cell phones, pagers, PDAs, digital cameras, video cameras, MP3 players, iPods, CD players, video games or any other device which has the potential to be a distraction to the learning environment. Students may possess such devices, but **they must not be visible and remain completely off (not just on silent) during the school day.** The school day is defined as from the time a student first enters the school building for the day until the last dismissal bell of the day. **This policy is discussed in detail in the Code of Conduct on page 60.**

Students who need to make calls for emergency purposes may ask permission to use the office phone or classroom phone. Parents who need to contact students during the school day must call the school office.

Violations of this policy are subject to disciplinary action. A student's failure to comply with a request to promptly and peacefully relinquish a device will result in more serious disciplinary action. Defiant behavior includes but is not limited to attempting to dismantle the device before relinquishing it and removing the SIM card or battery.

First Offense –Group I Misbehavior- Confiscation of the device until a parent retrieves it from the school office and pays a \$15.00 return fee/fine with cash or money order only.

Second Offense –Group II Misbehavior- Two days in On Campus Suspension (OCS), confiscation of the device until a parent retrieves it and pays a \$15.00 return fee/fine with cash or money order.

Third Offense –Group II Misbehavior- Two days in OCS, **loss of privilege to have possession of any device on campus**, confiscation of the device until the parent retrieves it and pays a \$15.00 fee with cash or money order.

Fourth Offense –Group III Misbehavior- Assignment to CHOICES, **loss of privilege to have possession any device on campus**, confiscation until a parent retrieves it and pays a \$15.00 fee/fine with cash or money order.

Fifth Offense –Group IV Misbehavior- Assignment to Disciplinary Alternative Education Program (DAEP) (Turning Point Junior High), **loss of privilege to have possession of any device on campus**, confiscation of the device until the parent retrieves it and pays a \$15.00 fee/fine, cash or money order.

Improper Use of Technology On and Off Campus

Use of the Internet and/or other technologies in a threatening manner, in a manner that creates or causes a material or substantial disruption of the educational environment, or reasonably forecasts a material or substantial disruption of the educational environment (to be evaluated on a case-by-case basis) may be a basis for school disciplinary consequences even if the conduct did not occur on school property. The following list of prohibited acts is not exhaustive:

1. Attempting to access or circumvent passwords or other security-related information of the district, students or employees or to upload or create computer viruses.
2. Attempting to alter, destroy or disable district computer equipment, district data, the data of others or other networks connected to the district's system.
3. Using the Internet or other electronic communications to threaten district students, employees or volunteers.
4. Cyber bullying – for example, sending or posting electronic messages that are abusive, threatening, harassing, and/or damaging to another's reputation.
5. Using e-mail or websites at school to encourage illegal behavior or threaten school safety.
6. Sexting – for example, sending or posting electronic messages and/or pictures that are obscene, sexually oriented, and/or potentially illegal.

AGGRESSIVE HORSEPLAY/BULLYING:

Unacceptable physical contact which may result in injury to another student will not be tolerated at Boles Junior High School. This type of behavior includes, but is not limited to, pushing, shoving, kicking, kneeling, slap boxing, pinching, locker/book checking or "pantsing." The assistant principal will determine the appropriate consequence for the misconduct, but the offenses will be considered Level III and IV violations. Repeated acts of aggressive horseplay could be considered to be bullying, which could result in an alternative school placement.

PHYSICAL ALTERCATIONS (FIGHTING):

Fighting on campus will result in school discipline – a minimum of CHOICES – as well as referral to the campus School Resource Officer who may issue a citation.

INTIMATE BEHAVIOR/PUBLIC DISPLAYS OF AFFECTION

Students are expected to refrain from public displays of affection in school. Embracing, kissing or inappropriate touching is considered in poor taste and disruptive to the educational environment. Any PDA that is deemed inappropriate by the campus administration is subject to disciplinary action.

STUDENT USE OF PROFANITY

The use of profanity will not be tolerated on the Boles Jr. High campus.

Punishment for this offense will result in one or more of the following:

- One Hour after school D-Hall
- Two Hour Saturday D-Hall
- OCS/Choices (On Campus Suspension)

A ticket may be issued for the offense by our school resource officer.

PROHIBITED ITEMS SUBJECT TO CONFISCATION:

- Telecommunication devices – cell phones, iPods, cd players, digital and video cameras etc.
- Head coverings: Caps, Wave caps, Bandanas, Sweatbands
- Wallet chains
- Spiked jewelry
- Laser pens
- Sharpies/Permanent Markers
- Pillows and blankets
- Basketballs, Footballs, Soccer balls, Tennis balls not supplied by the school
- Skateboards or roller blades
- Any other item as deemed necessary by assistant principals.

If a student has any of these items at school, it will be confiscated until a parent can pick up the item. Other items may be added to the list during the year if the administration determines it causes any kind of disruption to the learning environment.

RANDOM METAL DETECTOR AND BAG SEARCHES:

Since April 1993, the AISD has used metal detectors to screen for weapons, drugs, and other contraband. Students and their personal property, including their lockers, are subject to search. Random searches are done each week for the safety and protection of all members of this learning community. Students should follow the directions of the administrators and security personnel during the searches. The school district has also authorized the use of dogs to check lockers and book bags for weapons, drugs, and other contraband.

Please note that cell phones found to be powered on during routine, random bag and metal checks fall under the district’s telecommunications policy, and students will be assigned consequences accordingly.

ENERGY DRINKS:

Students are not allowed to bring beverage containers of any kind into school buildings during the school day (school day is defined as from the time a student first enters the school building for the day until the last dismissal bell of the day). Beverage containers must be disposed of in trash receptacles at the school entrances prior to entering the school building. Energy drinks are not allowed on the Boles campus. This is from the time a student arrives on the school property in the morning until the last dismissal bell of the day.

Exceptions will be made for unopened beverage containers in lunch boxes or lunch bags that will be consumed only during lunchtime, as long as the beverage is not a banned Energy Drink.

HOW MAY WE ASSIST YOU?

FOR

Athletic information/issues
Bus route information
Calendar
Credit by Exams (CBE)
Crimestoppers
Discipline
Excused/unexcused absences
General Information
Grade concerns/Tutoring
Holidays/early dismissals
Library books – lost/overdue
Locker problems
Lost and Found
Lunch account info
Medication
Progress reports
Problem with another student
Report Cards
Schedule concerns
Textbooks

CONTACT

Athletic Coordinator
Office
WEB SITE
Counselors
Assistant Principals, SRO
Assistant Principals
Attendance Clerk
WEB SITE
Your Teacher
District Calendar
Librarian
Assistant Principals
Office
Cafeteria Manager
Nurse
Teacher
Teacher, Counselor, AP
Data Clerk
Counselors
Assistant Principals

CHECK ACCEPTANCE POLICY:

In the event that a check written to any Arlington ISD campus, club or organization is returned unpaid by your bank, Arlington ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms. Cell phone fines cannot be paid by check per district policy, cash or money order only.

The AISD uses pesticide on this campus to control insects and also uses bait stations for rodents as needed. (Refer to 72nd Legislature, Texas Pest Control Act, 1356-6

CONFIDENTIALITY STATEMENT:

The Arlington ISD, in accordance with the Family Educational Rights and Privacy Act (FERPA) restricts access to protected student records as required by law. Directory information on students will be released upon request without a parent's consent, unless the parent elects in writing to restrict directory information. The form on which parents can indicate their choice is sent home each year at the beginning of the school year.

NOTIFICATION OF NON-DISCRIMINATION POLICY:

The AISD does not discriminate on the basis of race, color, age, gender, national origin, religion or disability in educational programs, admissions/enrollment decisions or activities which it operates as required by Title VI, Title IX, Title II, and Section 504.