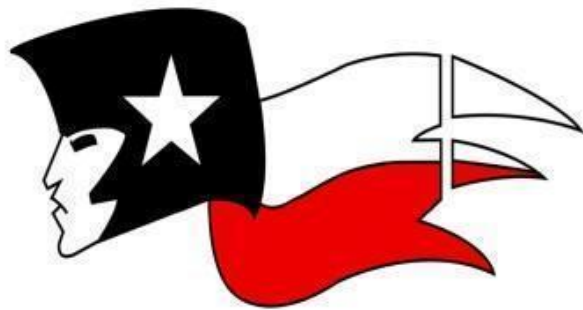


# **Shackelford Junior High**

Home of the PATRIOTS



**Ready...Respectful...Responsible**

**Student Handbook**

**2024 - 2025**

Strong. Honest. Adaptable. Committed. Kind.

## Shackelford Uniform Policy

Students are required to adhere to dress code on campus. The AISD Board policy states that parents have twenty days from enrollment to request, in writing from the principal, an exemption from the Shackelford uniform policy for a religious or philosophical reason.

**Students who arrive at school not properly dressed in Shackelford uniform may call home to have parents bring uniform clothing if the parent can arrive within ten minutes. Students not in uniform will be provided Shack clothes to wear to class. An unexcused tardy or absence may result from time spent making this clothing change. Repeated violations of the dress code policy will result in corrective action, such as detention on the 3rd uniform or ID badge violation.**

### SHACKELFORD DRESS CODE

#### **Pants, Shorts, Skirts, Skorts, Jumpers:**

- Docker & Capri style
- 5 Pocket style pants Solid Khaki or Navy
- Cotton, polyester, corduroy
  - \*No denim fabrics**
- Follow AISD dress code for length No sweatpants or form fitting pants
- No oversized (baggy & saggy) pants or shorts
- Skorts are defined as a skirt with shorts attached by stitching

#### **Shirts:**

- T-shirt with crew neck is the preferred style shirt
- Colors: Solid Navy, True Red or White
- Styles: Traditional 2/3 button polo style knit with collar; long/short sleeved, Oxford style button-down shirt with collar long/short sleeved or sleeveless , Turtleneck knits
- SJH Spirit and Organization shirt & T-shirts
- No layered shirts in any style not mentioned above

#### **Sweatshirts:**

- Style: Long sleeved, hooded\*
- Color: Solid Navy, True Red or White
- SJH Spirit and Organization sweatshirts

**\*Students may not wear hood on head.**

#### **Jackets:**

- Style: Zipped, hooded sweatshirt or Windbreaker
- Color: Solid Navy Blue, True Red, or White
- SJH Spirit and Organization jackets Solid Navy, True Red or White
- No denim jackets

NOTE: In cold weather, students may wear jackets or coats of any color that are appropriate under the AISD dress code to school; students will need to put them in their lockers or in their backpacks during the school day and may wear them home after school.

#### **PE/Athletic Uniform:**

- Style: Navy/Black shorts or sweatpants
- Color: Solid Navy, True Red, White or SJH Spirit T-shirt
- Tennis Shoes & socks – Must have laces, rubber soles, and no heels.
- Athletics- school issued practice uniform
- No Slides or Flip Flops

#### **Additional Reminders:**

- Student ID badges will be part of the Shackelford Uniform Policy. **Students may not cover any portion of their ID.**
- No labels/logos on the outside of clothing larger than a credit card (3 in.)
- No see through and/or oversized clothing
- Decorative dental appliances may not be worn
- Any clothing, jewelry, accessories, or paraphernalia that may be considered obscene or offensive are not to be worn to school or to school-sponsored events. This includes any clothing, jewelry, accessories, or paraphernalia associated with gangs, drugs, sex, tobacco, or alcoholic beverages. Students may not possess or wear accessories that may be used as weapons.
- Shoe requirements-must follow AISD dress code; no house shoes, slippers

Shackelford JH spirit wear will be sold on Wednesdays in the front office.

**Principal**

Mrs. Kelli Smith

**Academic Dean**

Ms. Lesley Young

**Assistant Principal**

Mr. Kyle Durr (7th grade)

Mrs. Jannie Nelson (8th grade)

**Counselors By Last Name**

Mrs. Serena Howcroft (A-L)

Ms. Nancy Walker (M-Z)

**Attendance Clerk**

Mrs. Carla Cromeens

**Nurse**

Ms. Nikki Ingram

**Family Engagement Liaison**

Mrs. Yahadira Rodriguez

**Contact Information**

2000 N. Fielder Road, Arlington Texas 76012

682-867-3600 Fax 817-801-3605

Website [www.aisd.net/shackelford-junior-high/](http://www.aisd.net/shackelford-junior-high/)

Facebook [www.facebook.com/shackpatriots/](https://www.facebook.com/shackpatriots/)

**Attendance/Absences:**

It is the responsibility of the parent or guardian to call or email the School Attendance Clerk, Mrs. Cromeens at 682-867-3600 or [ccromeen@aisd.net](mailto:ccromeen@aisd.net) each day of absence by **10:30 a.m.** to report the absence of the student. Nine absences or more, whether excused or unexcused, per semester exceeds the 90% attendance requirement. If a student fails to attend 90% of the days, credit can be lost and promotion to the next grade may be in jeopardy. Refer to the Student Code of Conduct handbook for a further explanation of absences.

**Before & After School:**

Students dropped off at school prior to 8:15 a.m. will wait in the front courtyard of the school and will not be supervised by school staff until 8:15 a.m. At 8:15 a.m. all students eating breakfast will be brought into the cafeteria. All other students will go to the gym to wait for school to start. All students who arrive after 8:15 a.m. should go directly to the gym or cafeteria upon arrival. All students will proceed through metal detectors upon entering the building at the start of school.

School Begins at 8:45 a.m. School Ends at 4:10 p.m. Buses depart from campus at 4:17 p.m.

All students need to be off campus by 4:45 p.m. unless they are attending detention, a tutoring session, or participating in extracurricular activities.

**Early Pick Up:**

We ask that you keep early pick-ups to a minimum. It is crucial that students remain in class for all instructional purposes. All parents/guardians must be listed as a person able to pick up a student. Parents/guardians are required to come inside the school, show a state or government issued picture ID and sign out a student. In addition, please do not pick up students from the office after 3:30 pm.

### **Leaving School After Arriving:**

Shackelford 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 after they are brought to school to go to area businesses or eating establishments. If a student leaves the campus at the end of the school day, they are not allowed to return to campus, unless accompanied by a parent or guardian.

### **Tardy Policy:**

There is a four-minute passing period for students between classes. This time is for addressing restroom and water needs while moving to the next class. Student tardies are tracked each class period. The tardy count will reset after each six weeks. Consequences for tardiness will start with lunch detentions but can escalate to on campus suspension.

### **After-school Tutoring:**

After school, tutoring schedules vary by teacher. Please contact your teacher for times and days.

### **Breakfast Procedures:**

Breakfast is served in the cafeteria from 8:15 a.m. to 8:45 a.m. each morning. Students may use their food account number to pay for breakfast as well as lunch. Students eating breakfast will sit at designated tables for eating in the morning. Upon finishing their food, students are expected to clean up after themselves and then remain in their seats until dismissed to begin the school day.

### **Cell Phones:**

**Cell Phones must be off and not visible during class and passing period.** Students may bring their cellphones to school. Cellphones may be used during class only for instructional purposes with teacher permission. The school or district assumes **no responsibility for damaged, lost or stolen cellphones**. It is the student's responsibility to ensure their devices are secure at all times.

**Students on campus who need to make calls for emergency purposes may ask permission to use the office phone. Parents who need to contact a student on campus during the school day must call the school office.**

Students who use a device in any way that violates the law, Board Policy, or the *Student Code of Conduct* shall be subject to corrective action. Furthermore, a student's failure and/or refusal to promptly and peacefully relinquish a device will result in more serious corrective action. Defiant behavior such as attempting to dismantle a device before relinquishing it (for example, removing the SIM card, battery, etc.) will result in more serious corrective action.

The failure to comply with these regulations will result in the following corrective actions per AISD Student Code of Conduct:

First Offense: Group I Misbehavior – Confiscation of the device until a parent retrieves or parent gives permission for student to retrieve the device from the school office.

Second Offense: Group II Misbehavior – Two days (ISS), confiscation of the device until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a \$15 return fee/fine is paid for telecommunication device.

Third Offense: Group II Misbehavior – Two days In-school suspension (ISS), loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a \$15 return fee/fine is paid for telecommunication device.

Fourth Offense: Group III Misbehavior – Assignment to CHOICES, loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a \$15 return fee/fine is paid for telecommunication device.

Fifth Offense: Group IV Misbehavior – Assignment to Disciplinary Alternative Education Program (DAEP), loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a \$15 return fee/fine is paid for telecommunication device.

Depending upon the severity and frequency of the violation, students may be subject to the full range of corrective actions set forth in the *Student Code of Conduct* and Texas Education Code, including expulsion. **This serves as notification to parents and students that the District will dispose of confiscated telecommunication devices at the end of the school year if no claim is made and no return fee/fine is paid.** The District assumes no responsibility for damaged, lost or stolen devices once they are confiscated. The \$15 return fee/fine may only be paid with cash or money order.

### **Identification Badges:**

All junior high school students shall wear their AISD-issued student identification badges or temporary badges at all times while on a school campus or attending a school-related extracurricular activity. Badges must be visible to 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 cover any portion of their ID. The first badge is free. This includes the student badge and a transportation badge (if riding the bus). To replace a badge it is \$3. The lanyard is \$1 and the sleeve is \$1.

### **Office/Classroom Telephone:**

The telephones in the office and the classrooms are for business use. Students on campus who need to make calls for emergency purposes may ask permission to use the office phone. Parents who need to contact a student on campus during the school day must call the school office.

### **Headphones/Earbuds:**

Students may bring their headphones/earbuds to school. The school or district assumes **no responsibility for damaged, lost or stolen headphones**. It is the student's responsibility to ensure their devices are secure at all times. Headphones may be used during class only for instructional

purposes with teacher permission. **Headphones/earbuds must be disconnected and not visible during class and passing period.**

### **Clinic:**

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 is unable to remain at school, the nurse will call the parent to send the student home. **Students are not to use their phones or teachers' phones to call their parent to come get them from school. If a student calls or texts a parent to be picked up, the student's name will be added to the phone violation list (see Cell Phone policy) and the absence will be unexcused.**

**Any student on prescribed medication must have a parent bring the medication, and an AISD med form completed by the doctor, to the nurse in the clinic.** At no time should students have over the counter medication or prescribed medication in their possession (exception: inhalers with approval on file). Students in possession of illegal medication will be assigned corrective action through our disciplinary progression.

### **Detention:**

"D-Hall" may be assigned by teachers or administrators. Teacher D-Halls may occur before school, during lunch, or after school. Administrative Lunch D-Hall is monitored by the administrative team during lunch time. The After School D-hall is monitored by the staff on duty or the administrative team. For After School D-Hall, parents will receive a one-day notice so that transportation arrangements can be made. **No student can reschedule a D-Hall to avoid missing participation in a school activity. If a student does not arrive on time or misses their scheduled detention, additional consequences will be assigned.**

### **Lockers:**

Students can sign up to be assigned a locker in the main office. However, lockers are not required. Students are allowed to visit their lockers during their 4-minute passing period. If students choose not to use a locker, they are allowed to carry their belongings in their backpacks. Once in the classroom, all backpacks are to be stored under the desk or in the teacher designated area.

### **Public Display of Affection Policy:**

The only appropriate public displays of affection at school are hand holding, walking arm-in-arm, and/or a brief hug, as in a greeting between any two persons that does not disrupt the learning environment.

### **Lunch Procedures:**

Full lunches and ala carte lunches are served in the cafeteria with the option to buy milk, juice, and desserts separately. In addition, students are allowed to bring sack lunches instead of buying. Parents can ***only*** bring lunch for their Shack student, not for other students. ***Absolutely no outside food deliveries for students. For example, no DoorDash, UberEats, etc.*** Students are expected to maintain a clean lunch area and clean up after themselves before leaving their table.

### **School Events / Activities:**

There are many extracurricular activities and events that take place outside of the school day in junior high. Attendance at these events is encouraged to promote school spirit and become actively involved on campus. Attending these events is a privilege. Students are not required to wear the school uniform to these events, but they are still required to be in clothing that meets the standard AISD dress code. **The expectation is that students be picked up from school events within 15 minutes of the event end time. Students who are not picked up within 30 minutes after school events will lose the privilege of attending the next school event(s). After the third time of not being picked up in the 30 minute window, students may lose the privilege of attending after school events.**

Students who wish to attend sporting events must have a supervising adult present with them at all times who is also responsible for taking that student home.

### **School Information / Communication:**

The school website has a calendar on the main page that is kept up to date with current and upcoming events. Please visit [www.aisd.net/shackelford-junior-high/](http://www.aisd.net/shackelford-junior-high/). You will see the Campus News that has our live Facebook feed. Then the calendar of upcoming events is towards the bottom of the main page.

Teacher email addresses are all available on the school website on the Staff Directory tab. Please call the main office at 682-867-3600 if you need assistance contacting a teacher or staff member.

Parent Self-Serve is a program you can sign up for to monitor student grades, attendance, and email teachers online. You will use your login and password from registration to access parent self-serve. The website is linked to [www.aisd.net/district/resources/self-serve-portals/](http://www.aisd.net/district/resources/self-serve-portals/). Please call if you need help with this service.

Follow our Facebook page @ shackpatriots

Parents/Guardians, please make sure that your email address is updated on TEAMS so that you can receive the principal update emails. Call or email the data clerk for assistance.

### **PTA:**

There is an active PTA at Shackelford. Information is available at Shackelford for joining the PTA. The PTA website is <https://shackelfordpta.digitalpto.com/>. The PTA also has a Facebook page <https://www.facebook.com/profile.php?id=100085217354963&mibextid=LQQJ4d>. Parent involvement is encouraged and welcomed at Shack.

### **Other Resources:**

- If you have questions about student behavior, AISD dress code, technology, attendance, bullying, harassment, or dating violence, along with other topics, please see the Arlington ISD Student Code of Conduct. You can access the current copy online at [https://drive.google.com/file/d/1Y4V1sVovceziNoaRsi0JTy\\_yHk\\_pFxl/view](https://drive.google.com/file/d/1Y4V1sVovceziNoaRsi0JTy_yHk_pFxl/view).

- If you have questions about graduation, classes, grade point average or guidance and counseling, please see the Course Description Handbook. You can access the current copy at [www.aisd.net/student-support/](http://www.aisd.net/student-support/) click the Course Description Handbook square.
- If you have questions about the Bell Schedule it is linked to our Shackelford website at [www.aisd.net/shackelford-junior-high/](http://www.aisd.net/shackelford-junior-high/). Click the About tab and then click Attendance and Schedule.
- If you have questions about lunches, bus transportation, district calendars or need technology help go to [www.aisd.net/family-support/](http://www.aisd.net/family-support/).