



Gorzycki Middle School

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PRINCIPAL'S MESSAGE

It is with great pleasure that I welcome you to Gorzycki Middle School (GMS). The information presented in this book is intended to help acquaint you and your parents with school expectations and procedures. Teachers, parents, and members of the community are all here to support you as you experience the challenges and opportunities presented to you at Gorzycki. We know you will be successful and that this year will be a memorable one for you. Welcome and have a great year.

Cathryn Mitchell, Principal

School Colors: Burnt Orange and Black
School Mascot: Tiger
Mascot Name: GNASHER



ATTENDANCE

Regular attendance in all classes is an expectation of all Gorzycki MS students. State law and District policy state that students must be in attendance for 90% of the instructional days for a class to receive credit. A student who misses more days than allowed by AISD policy may not be given credit for that class unless a campus attendance committee finds, through an appeals process, that the absences are the result of extenuating circumstances.

When returning to school after an absence for any reason, a student must bring a note to the attendance officer in the front office, signed by the parent or doctor, describing the reason for the absence. An email from the parent, sent to the attendance officer, explaining the student's absence will also be accepted. All notes for absences must be submitted within 48 hours of the student's return to school in order for the absence to be excused. Failure to submit notes in this time frame will result in the absence remaining unexcused in the student's attendance record.

Any notes signed by the student even with the parent's permission will be considered a forgery and the student will be disciplined.

Illness: A student with a fever of 100.0 must be sent home and cannot return to school until the student has been fever free for 24 hours without the use of fever reducing medication. If a student has been absent because of illness, a signed note from the parent stating that the student was ill must be turned in. **If a student has been out more than 5 days because of illness the parent note must be accompanied by a doctor's note/receipt, in order for the extra days to be excused.**

Additionally, the school will accept up to 5 parent notes for illnesses during the course of the school year. After 5 parent notes, the student will be required to submit a doctor's note for any other illnesses (regardless of the number of days out) for the remainder of the school year in order for the absences to be excused.

Medical Appointment: When returning from a medical appointment, a signed note from the doctor is required. This ensures that the school receives funding from the state of Texas for the student when he/she was absent. In order for the school to receive this funding, the student must have attended school for part of the day on the day of the appointment.

Family Emergencies: We all have family situations that arise and Gorzycki Middle School is sensitive to that. Please explain as clearly as you can the nature of your family emergency in order for the absence to be excused. Excusing absences for family emergencies will be decided on a case by case basis with the final decision made by administration.

Funerals and Weddings: Students will be excused up to two consecutive school days for family weddings and funerals. We realize that sometimes travel for these special events will keep a student out longer, and extra days for absences will occur. Again, the administration will determine whether any extra days required for attending a family funeral or wedding will be excused.

Family Vacations and Out of Town Trips: School days missed due to family vacations, out of town trips, taking extra days to extend the weekend and time taken off for non-AISD extracurricular activities will not be excused.

Notification of absences: An electronic phone message or email will be sent to the

primary contact of any student who is given an unexcused absence on the day the absence is recorded. On the third unexcused absence within a four-week period, the district's central office is notified and a letter is mailed to the residence of the parent of the student. After three or more days or parts of days of unexcused absences in a four week period, or ten or more days or parts of days of unexcused absences in a six-month period, it is the legal responsibility of the school to file truancy charges against both the parent and the child with the Travis County Justice of the Peace. The consequences of which can include a fine of up to \$600.00 for each truancy offense.

Permit to Leave School Early or For Doctor or Dental Appointments during School Day:

When it is necessary to leave school, you must have **written permission** from your parent or guardian.

1. You must bring a written note to the Commons, where a staff member writes permits, prior to 8:10 a.m.; after 8:10 come to the front office.
2. The note must include the student's first and last name and student ID. Write the specific time (not class period) you need them in the front office and the reason for the student leaving early.
3. You will take the pink permit to the appropriate teacher when it is time to leave. That teacher will allow you to go to the front office for parent pick up.
4. A parent must sign you out at the office before leaving campus. No phone requests for early dismissal.
5. **When returning to campus the same day**, you should have a signed doctor's note or a note from your parent that needs to be taken to the front office before returning to class. The front office will sign the pink permit for you to return to class. A parent does not have to accompany the student into the building when returning from an appointment.
6. **When returning to campus the following day**, drop off your signed doctor or parent note in the front office.

TARDY PERMITS

- **Tardy to School:** After 8:15 a.m., you are late to school. A tardy permit must be obtained from an office staff member if you are late to school. A note signed by a parent or guardian stating the date, time of arrival, and the reason for the tardy should be presented.

- **Tardy to Class:** You are tardy if you are not in the proper room when the bell begins to ring. The individual student's team of teachers will decide upon the consequences for class tardies.

Make-up Work: It is the student's responsibility to make arrangements with the teachers for make-up work following an absence. If there is make-up work. **The parent may make arrangements to pick up the work if the student is out for three or more consecutive days.** Parents may call the Attendance Clerk at 841-8607 by 9:00 am on the third day of absences to make arrangements to pick up homework for their child. An e-mail will be sent to the child's teachers requesting homework. Parents may pick up the homework the following day, **the fourth day**, between the hours of 9:00 a.m. and 4:00 p.m. in the front office

GENERAL SCHOOL POLICIES

Arrival and Dismissal: School hours are from 7:45 a.m. to 4:00 p.m. Students must be supervised in the building outside of school hours. Students who stay for an activity/tutoring session should remain in their designated area with the Gorzycki staff member/designee in charge of the after school activity.

After 4:00, any student remaining in the building will need to be escorted out of the building by the Gorzycki staff member/designee in charge of the activity. Parents should pick up their student within 15 minutes of a given activity ending time.

Closed Campus Policy:

Once students are on school grounds they are the responsibility of the school and must remain on campus. No student is to leave campus alone before dismissal unless prior written permission from the parent has been provided to the office. Any student leaving campus without permission will be counted as truant and subject to disciplinary action.

In order to assist students with self-responsibility and to keep classroom disruptions to a minimum, there will be no deliveries made to students during the school day.

Birthday and Holiday Procedures: We do not allow delivery of birthday or holiday items to students during the school day. This includes: flowers, balloon bouquets, candy, stuffed animals, etc.

Usage of Commons Area:

The Commons is a social gathering place for students before school and during lunch. When students are in the Commons area they are expected to conduct themselves as follows:

1. Students are to use the furniture as it is intended to be used.
2. Students will sit appropriately in chairs and at tables with feet on the floor.
3. Food and drinks are not allowed in the Commons area except at designated times.

ACADEMIC INFORMATION

Academic Integrity: We expect that all students strive to learn the subjects they are being taught during their time at Gorzycki. The material you learn in middle school builds the foundation that will carry you into your future academic endeavors. Therefore, it is of utmost importance that our students do their own work, give credit to those whose work they have used in a paper or project, and have the integrity to learn material and study for tests and quizzes so that they are prepared. Students who are dishonest should expect consequences. Forgery is considered academic dishonesty and will be handled accordingly.

Plagiarism: Is taking credit for another person's work or ideas and passing them off as if they are your own. A common infraction is cutting and pasting text from a website into a document without giving credit to the author. Plagiarizing copyrighted material is illegal.

Cheating/Copying: Getting answers from another student or giving answers to another student on homework, tests, quizzes, or any other assignments is unethical and is considered cheating. A common infraction is borrowing and copying the answers to homework assignments from another student. Both students are considered to be cheating in this situation. Another example is using any type of electronic device to get answers from websites or using text messages to send answers to other students.

Consequences for Plagiarism/Cheating:

First Offense- Zero on the assignment. Parent conference with student and teacher. Further Offenses will result in a referral to the office and additional disciplinary consequences.

Progress Reports: Progress reports are mailed to parents after the third week of the six weeks grading period. Teachers are required to send progress reports for students who are not passing the first three weeks of each grading period. Contact the individual teacher should questions arise.

Report Cards: Report cards are mailed to parents by the District at the end of each six weeks grading period, to the address provided at the time of registration.

Honor Roll: Honor rolls will be determined by the numerical average of the student's grades for the respective six weeks.

First Honor Roll	3.875 and above
Second Honor Roll	3.3333 – 3.8749
Third Honor Roll	2.833 – 3.3332

Student Success Initiative:

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics. Under the SSI grade advancement requirements, students are required to pass the STAAR grade 8 reading and mathematics tests to be promoted to ninth grade. Eighth grade students have three opportunities to pass the reading and math tests. If a student does not pass one or both tests, the student will be given additional instruction after each testing opportunity. Parents will be notified if their child does not pass a STAAR test that is required for promotion. For more information see:

www.tea.state.tx.us/student.assessment and select the Student Success Initiative.

Promotion, Retention, and Placement: A student shall be promoted from one grade to the next on the basis of academic achievement. A middle school student must have an overall average of 70 or above for all classes enrolled, as well as an average of 70 or above in at least three of the following subjects: Language arts (including reading, if required), mathematics, social studies, and science.

School Records: A student's records are confidential and are protected from unauthorized

inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Schedule Changes: Request for a course selection change should be made through the grade level counselor. Due to staffing restrictions, it may not be possible to honor all schedule change requests. If an emergency exists, contact the appropriate grade level counselor. ***Schedule change requests can be made within the first ten days of school for one or both semesters. However, "change of mind" requests will not be made.***

Textbooks: Students are responsible for textbooks issued to them. Textbooks are to be kept covered, clean, and handled carefully. Please make sure your name, grade, and teacher's name are written on the book label, in case the book is misplaced. A replacement fee will be charged for lost, stolen, or damaged books.

Library Services: Students are encouraged to use the library. Students may use the library before or after school, and during lunch but they must get a pass from a teacher or the Librarian to use the library during these times. Books may be checked out for two weeks. A replacement fee will be charged for lost, stolen, or damaged books.

PHYSICAL EDUCATION

The State of Texas requires that all students take physical education. Students will be required to purchase a standard uniform of shorts and T-shirt. The PE department will provide information regarding the purchase of the items. The student must also provide appropriate shoes and socks. If a student is to be excused from physical education because of illness, he/she must bring a written note from the parent/guardian or physician. Excessive absences will require a note from the doctor. The physical education department will provide you with information regarding athletic guidelines and policies.

Specialized PE courses, as well as dance, band, etc. may have additional costs.

MEALS AND SNACK POLICIES

Cafeteria: The cafeteria serves both breakfast and lunch. Breakfast is served between 7:45 and 8:05 AM. There are three lunch periods. Students may purchase lunch or bring lunch from home. You may prepay a lunch account for your child at www.mylunchmoney.com. The cafeteria does not accept personal checks.

Students who eat lunch off campus with a parent and return late to campus will be given an unexcused tardy or absence depending on the time of return.

Foods of Minimal Nutritional Value (FMNV): Public schools are no longer allowed to serve, sell, or give away foods during the school day, which the State of Texas has ruled, are foods of minimal nutritional value. All food items dispensed to public school students must meet strict state criteria for nutritional value. Students may bring food from home that is considered FMNV, but they may not share this food with other students. ***It is District policy that parents may no longer send foods for parties and birthdays. Parents may only bring lunch for their own child and will be permitted to eat lunch with their child at designated tables in the commons.***

National School Meal Program: AISD participates in the National School Meal Program and offers free and reduced-price meals based on a student's financial needs. Information about this program can be obtained from the school office.

Austin Independent School District Middle School Cafeteria Menu Information

Lunch consists of an entree, two selections of fruit, vegetables or salad, bread that may be a part of the entree or separate and a choice of milk. Students may select all five components or may take three components for a full meal. Meals are priced as a unit; however, each item is available a la carte.

Current Menus and nutritional information for each menu item can be found at:
www.austinisd.org/schools/menus/ms.phtml

For customized information on Recommended Dietary Allowance and other nutritional information visit: www.MyPyramid.gov

Meal Prices (prices are subject to change)

Breakfast:

Full Price..... \$1.25
Reduced Price..... \$.30
Adult\$2.00

Lunch:

Full Price.....\$2.50
Reduced.....\$.40
Adult\$3.25

During lunch, you may not leave the cafeteria or commons to go into the academic wings or library without a pass from a teacher, librarian, or administrator.

FIELD TRIP POLICY

Students at Gorzycki Middle School have the opportunity to participate in a number of educational and extra-curricular field trips throughout each school year. It is the goal of our school's administration and faculty to include as many students as possible in these school-sponsored trips. It is also important to understand that field trips are a privilege and students must meet certain guidelines in order to participate. The following guidelines are general school-wide policies for all school sponsored field trips. These guidelines, as well as any additional guidelines established by the group sponsor(s), will be used in determining whether a student may participate in the activity or trip.

Responsibility:

Students must meet the established deadlines for returning field trip materials such as fees, transportation waivers, medical forms, etc. Students must clear all school obligations (overdue library books, lost textbooks, etc.) and provide written documentation that the obligation has been cleared to the trip sponsor by the established deadline.

Grades and Participation:

Students must have good daily attendance at school and no excessive tardies to class. For extra-curricular trips, students must meet grade eligibility requirements. A student must be currently academically eligible to participate.

Discipline:

Students must receive trip approval from their grade-level Assistant Principal or the campus Principal. Approval may be denied on the basis of excessive office referrals, suspensions, etc. Students must meet any group or team level discipline guidelines established for the field trip.

Incentive Field Trips:

"End of the year" field trips are offered as incentives for students to encourage them to maintain their grades and appropriate behaviors through the last six weeks of school. Students not meeting expectations for grades and behaviors will not be permitted to attend these trips. They may, however, have opportunities to participate in other "***end of the year***" celebrations.

Trip Expenses:

Some of the trips that students will be able to take will have expenses that must be paid in order for a student to participate. Parents will be notified, well in advance, of any expenses that may be required. For those situations in which this cost may cause a hardship, please notify the group or grade level sponsor *in writing* of your need. Many times optional arrangements can be made. No student should feel excluded from an activity due to a financial situation.

In situations in which a student has paid for a trip but is not able to attend, full or partial refunds may be possible. However, it is at the discretion of the group sponsor to determine if a refund is possible and the exact amount of the trip cost available for refund. Often, these trips must be paid for months in advance and it is not possible to get a refund from the company involved. In these cases, an individual refund would not be possible. It is the responsibility of the group sponsor to inform the parents, in advance, of the refund policy for that trip.

DISCIPLINE

We encourage you to be a responsible student and to follow school rules. Teachers and/or teams will develop class rules and send them home with you for you and your parent/guardian to review. You will also be asked to review the District's Student Code of Conduct and sign that you understand and will comply with the rules. Areas of specific importance are:

Acceptable Use Policy: Access to the District's electronic communications system, including the Internet, shall be made available to students

exclusively for instructional purposes and in accordance with AISD regulations. **Access to the Internet at school is a privilege, not a right.** Abuse or misuse of the school's computers or internet system may result in sanctions with regards to access and use. This includes loading inappropriate information onto school computers or accessing school systems/information that is considered off limits for student use.

Assemblies: A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not abide by school and District rules of conduct during an assembly will be subject to disciplinary action. Students are expected to attend assemblies and sit with their class. Once a staff member addresses the group by saying "good morning/afternoon," students should immediately stop talking and give the adult their attention.

Drug and Alcohol Abuse: Any student, who intentionally sells, gives, possesses, uses, or is under the influence of illegal drugs, prescription drugs, or alcohol in or on school property, including buses, shall be subject to (1) removal from school and (2) being reported to the appropriate law enforcement agencies for possible legal action.

- **Smoking:** The use and/or possession of tobacco products and paraphernalia are prohibited. Any student who violates this rule is subject to removal from school. The rules apply at the bus stop, on the bus, on the school campus, and AISD property during the school day and at any school activity before or after school. In addition, parents and other adults may not smoke on any AISD property or at any AISD sponsored event.

Public Displays of Affection: All students are prohibited from engaging in public displays of affection anywhere on campus or at campus sponsored events. (Some examples: holding hands, hugging, kissing, or sitting in someone's lap.)

Harassment/ Bullying: **Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at school-sponsored or school-related activity, or in a vehicle operated by the District that has the effect or will have the effect of**

physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; and is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Gorzycki Middle School is a "Bully-Free Zone" and no bullying or harassment of students is tolerated. Students shall not engage in harassment motivated by race, color, religion, national origin, sexual orientation, gender, or disability and directed toward another student. Students shall not engage in bullying. Students shall not engage in sexual harassment toward another student or District employee. Students shall not commit dating or sexual violence toward another student. Any reports of this type of behavior will be thoroughly investigated by the campus administration and/or campus police officer. A substantiated charge of harassment or bullying against a student or District employee shall result in disciplinary action. Students and parents should report any incidents of these types of behaviors to the campus administration immediately. For additional information on prevention or to access forms to report bullying please visit the district website at <http://www.austinisd.org/respectforall>

Zero Tolerance: In AISD, zero tolerance means that if a student violates the Student Code of Conduct (which also incorporates state and federal law), the behavior will be addressed. The intervention or disciplinary action will be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, and requirements of law.

STUDENT SEARCHES AND SEIZURES

Purses and backpacks: Student purses and backpacks brought to school are subject to reasonable search by a school official, (teacher, principal, assistant principal), when he or she has reasonable grounds for suspecting that a search will turn up evidence that the student is violating or has violated a student code of conduct rule, a school rule, or the law. **Parents should remind students not to bring items to school that are in violation of the Student Code of Conduct (guns, knives, weapons, drugs including over-the-counter**

medications, cigarette lighters, etc.) Purses and backpacks are not allowed in the classroom once lockers have been issued.

Purses and backpacks must be kept inside the student's locker during the school day. Students are not allowed to carry backpacks and purses in the building after the first tardy bell.

School Lockers: School lockers are school property and as such may be searched periodically for contraband (i.e. illegal items) and for overdue or missing books or stolen items. Since the lockers are school property, the student and parent are on notice that there is a diminished expectation of privacy in the use of the lockers. Stickers, glue and other adhesives are not to be used on school lockers. Locker decorations should only be done by school clubs/organizations and should be pre-approved by administration. **Highly valuable items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items.** Any contraband found will be confiscated and the student will be subject to disciplinary action.

EXTRA CURRICULAR ACTIVITIES

All students are encouraged to participate in a club or organization which appeals to individual interests. One of the most important characteristics for middle school students is the "feeling of belonging". Participation in a school sponsored club or organization is one of the best ways to accomplish a feeling of success and loyalty to your school. Student clubs and performing groups may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation of the organization rules is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. **Students must attend school for at least four periods the day of an event to be eligible to participate.**

Eligibility Requirements: All extra curricular activities must follow requirements as set forth by Texas Senate Bill 1. In order to participate in extracurricular activities during the first six weeks, the student must have been promoted to the next grade level. To remain eligible, a student must maintain a passing grade in all subjects. This includes all participating athletes, cheerleaders, managers, band performers, club members, etc. A complete set of guidelines, including information on regaining eligibility is on

file in the school office. (Page 37 in Student Code of Conduct)

Expectations for Athletic Events, Extracurricular Activities, Clubs and Organizations

- Student behavior at school sponsored events is governed by the AISD student code of conduct. All rules, including dress code, that apply during the school day, also apply at these events.
- Students attend athletic events for the purpose of cheering on the Tiger Athletes, therefore, students are expected to sit and watch the game and show support for our team.
- Students should not be wandering or loitering in the hallways at the volleyball and basketball games or standing on the track at the football games. Students are expected to sit in the bleachers and watch the game. Students who violate this rule will be asked to leave.
- NO food or drinks are allowed in the gym.
- Once students have exited the building during an event at Gorzycki, they should not come back into the building.

Remember that we represent our school when we are at athletic/school sponsored events and we want everyone to have fun and cheer our Tigers on to victory! Go Tigers!

Conclusion of Activities: Parents please make every effort to pick up your student in a timely manner following all school activities. **It is necessary that you pick up your student within 10 minutes of a given activity ending time.** We are concerned about your child's safety. Our teachers sponsor many of these after school activities and it creates a hardship on the teacher who must wait with your student when you are late. **If a parent or guardian fails to pick up their student, AISD Police or the Sheriff's Department and a school administrator will be called. Students may be denied the privilege of attending upcoming after-hours events.**

Athletics: Only 7th and 8th graders are permitted to participate in AISD athletics. Before a student is permitted to attend practices his/her parents must read, sign, and return a variety of forms which include a physical, insurance waiver, and parental permission for participation. Students who have reached their 14th birthday before September 1st of the present school year

are ineligible to participate on 7th grade teams. Students who have reached their 15th birthday before September 1st of the present year are ineligible to participate on 8th grade teams.

National Junior Honor Society: Selection criteria for the National Junior Honor Society are provided by the club sponsors and are posted to the school website at the beginning of each school year.

School Dances: School dances are provided for students. No guests or visitors are allowed at school dances, unless previously announced by the school administration. Students may not attend a school dance or social event if they:

1. Are suspended or removed any day the week of the dance.
2. In ISS the week of the dance.
3. Have financial obligations to the school.
4. Are absent the day of the event.

IMPORTANT THINGS TO KNOW

Change of Address or Telephone Number: Parents are required to submit **to the registrar in the counseling office** a change of address or telephone number. An updated utility bill with the current address must be provided as proof of residency. All parents/guardians should give a telephone number where they may be reached during the school day.

Fire, Tornado, and other Emergency Drills: Students, teachers, staff, volunteers, and visitors shall participate in frequent drills of emergency procedures. When the alarm is sounded, students **must** follow the directions of the teacher or staff member quickly, quietly, and in an orderly manner.

Appropriate Dress Guidelines: Gorzycki Middle School students will adhere to the AISD Dress Code Policy approved in 2004. The goal of these guidelines is to ensure a safe, respectful, and positive learning environment and to model good citizenship. All clothing should be appropriate to the student's age, school setting, and weather conditions. Modesty will be the dominant feature in all clothing. Both students and parents share the responsibility for the student's attire, however the campus administrator has the final authority concerning appropriateness of any item worn at school. This includes hairstyles, jewelry and other accessories.

The District provides a Middle School dress code for all AISD campuses, and students will be expected to comply with the District's code.

Gorzycki Middle School Dress Guidelines for students:

- Caps, hats, bandannas, and dark sunglasses are not to be worn inside the school.
- Undergarments are not to be worn as outer garments. Pajamas, lounge pants and house slippers are not to be worn to school.
- Clothing with holes, rips, tears, and/or intentional conspicuous patches above the knee are not allowed.
- Overly tight fitting or overly loose/sagging pants with loose waistband will not be allowed.
- All tops must be long enough to cover the midriff completely. Low-cut jeans that reveal the midriff are not permitted.
- Tube tops, halters, spaghetti strap tops, racer back tops, bare backs or clothing and tops with low-cut necklines are not permitted.
- Sleeveless shirts must be 3 inches across the top of the shoulder.
- Standing at ease, shorts, skirts, dresses and tops worn with leggings should not be shorter than 3 inches above the center of the knee.
- All clothing must be worn as it was designed to be worn. Any shoes deemed inappropriate or unsafe will not be permitted.
- Clothing, jewelry, medallions, patches, or designs on clothing should not reflect or suggest drugs, alcohol, tobacco, profanity, sex, or other distasteful language or gestures.
- Athletic shorts and pants are not allowed. (This includes athletic shorts with a draw string). School issued athletic sweat pants should not be worn outside of athletic events and activities.
- Writing/Logos or phrases printed across the seat of pants or shorts are not allowed. (PINK, JUICY, etc.)
- Gang related attire (colors, ornaments, symbols, tagging, etc.) is prohibited.
- Wallet chains or anything deemed disruptive or unsafe are prohibited.

Students who fail to follow these dress code guidelines will be asked to change into more appropriate attire. In some cases the school will provide a shirt and/or pants to a student, if a parent is not able to bring alternative clothes to school for the day. Disciplinary

action may result depending upon the nature of the violation or for continual or repeated disregard of the dress code.

HALL LOCKERS: QUESTIONS AND ANSWERS

When will I get a locker? Lockers are issued to students at the beginning of the year after all necessary forms are completed and returned to the office.

How do I get a lock? Students will need to purchase a **combination lock from the school for their hall lockers**. The locks will be available from the student's teachers and at the student store, during the first several days of school. A locker will not be assigned until the lock combination is on file with the office. School locks can be opened with a special key if there are combination problems. Non-school purchased locks will be removed from the lockers necessitating the purchase of a new lock by the student.

Can my locker be searched? Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is a reasonable cause to do so, whether or not the student is present. The school will conduct locker checks several times during the school year. (See page 8).

Is my locker a safe place to keep things? A student has full responsibility for the security of the locker and is responsible for making certain it is locked and the combination is not available to others. ***You should not bring valuable items to school or large amounts of money.*** (See list of things to be left at home.) Each student is responsible for keeping his/her assigned locker clean both inside and outside.

Where do I keep my backpack or purse? Due to safety concerns, backpacks and purses will not be allowed in the classroom once lockers are assigned. Backpacks and purses must be kept in the student's locker until the 3:30 bell. Backpacks with wheels are difficult to manage and do not fit in our lockers and are therefore, not recommended. (See page 7).

When can I go to my locker? Students will have access to their lockers between classes. Access to lockers after school hours will not be allowed except in extreme emergencies. Be

sure you have everything you need when you depart for home.

MISCELLANEOUS

Immunization: All students must be immunized in order to attend public school. If students do not have the proper immunizations they will be sent home and possibly withdrawn from school. A copy of the student's immunization records that have been verified and signed by a physician are required documentation. Complete information regarding required immunizations is available at the following website:

www.austinvaccinates.org.

If there is a conscientious objection with the requirement that the student be immunized, please contact the Texas Department of Health to obtain the appropriate documentation. If there is a medical reason a student may not be immunized, a written statement by a U.S. licensed physician is required.

Medication: If it becomes necessary for any student to take **any form of medication** at school, including over-the-counter medicines, a signed note from a parent must be presented to the Nurse's office staff. Please identify the medicine, tell why it is being taken, and when the last dose is to be given. The medication must be in the original container and must be labeled with the student's name and the name of the medication. The bottle must specify age-appropriate information (i.e. 11-year olds may not take medications listed for 12 -years old and above). ***All medication will be kept and dispensed through the nurse's office. Students may not have any medicine in their possession while at school.***

Lost and Found: Students who find lost items are asked to take them to the office. Students who lose articles should report them to the office as soon as they are missed. Students are encouraged to label all belongings so they can be identified and returned to the owner. The lost and found will periodically be cleaned out and unclaimed items will be donated to a local charity.

School Insurance: School insurance is available to all students. A packet will be available for each student at the beginning of school. Purchase of this program is optional. Only students playing in the sports program must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

School Store: PTA operates a small school store for the convenience of our students and parents. The school store stocks items such as paper, notebooks, binders, pencils, pens, T-shirts, school locks, and various other items. The School Store is open during all 3 lunch periods and closes 5 minutes before the end of each lunch provided a PTA rep is available to staff the store.

Support Groups: The Counseling Department sponsors many student groups which will meet on a regular basis. Contact your assigned counselor for additional information.

Teacher Phones: Every teacher will have a private phone in the classroom and the phone number is listed on the Gorzycki website. This phone will ring in the class, but teachers will not answer it during instructional time. Voice mail will record messages and the teacher will check for messages regularly. Students will not use the teacher phone for personal calls except in case of emergency and with teacher permission.

THINGS TO BE LEFT AT HOME

Due to safety concerns and the potential for disruptions or damage to school property, certain items are prohibited on school grounds and should be left at home. These items include but are not limited to toy guns, fireworks, lighters, matches, permanent markers, laser pointers, and chewing gum. Disciplinary consequences will result for possession of these items. These items will not be returned to students.

Cellular Phones and Electronic Devices: Students are permitted to possess a personal cell phone; however, these devices must remain turned off and out of sight during the instructional day unless they are being used for approved instructional purposes. Additionally, students shall not possess any tele-communications devices during a testing period. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated item from the principal's office after a 48 hour hold and for a fee of \$15.00 payable by cash or money order. If the device is confiscated on a Thursday or Friday, it will be released on Monday. After the third confiscation, cellular

phones, paging devices, or any other electronic device will be held until the end of the **semester** and must be picked up by a parent. For more information regarding appropriate use and expectations, please refer to the BYOD (Bring Your Own Device) form and AISD standards that are sent home at the beginning of the year.

Selling Items at School: Students are strictly prohibited from selling any item for personal profit such as candy, gum, lighters, breath spray, etc., on school grounds. This includes outside fundraising items. Any student caught selling items will be subject to disciplinary action by the school administration.

Student Money: Students should bring only the amount of money needed for lunch or other school expenses to be used on a given day. Likewise, students are discouraged from bringing bracelets, purses, expensive or valuable items, etc. to school. **The school accepts no responsibility for the theft or loss of personal items.**

Visitors: Parents/guardians are welcome and encouraged to visit GMS. (Family members under the age of 21 must be accompanied by an adult.) Please enter by the main entrance to the administrative office, sign in, stating the reason for your visit, and pick up a visitor's badge. For safety purposes we ask that visitors travel only to and from the destination stated on the badge and not roam the building. Visitors not wearing a badge will be escorted to the office to acquire one. **If a parent/guardian wishes to visit a classroom, please schedule an appointment in advance with the teacher.**

We are always pleased to have parents/guardians join the students for lunch in the commons. Student visitors from other schools not associated with our school activity cannot be accommodated in the cafeteria, commons or in the classroom. Visitor badges are not necessary for assemblies, performances, and athletic events.

Procedures for visitors to the Gorzycki Campus:

1. Make appointments with teachers prior to your visit.
2. Sign-in at the office and obtain a visitor's badge. (State photo ID required)
3. Wear the visitor badge prominently.
4. Be certain to visit only the specified area noted on the badge. (Please no wandering.)

TRANSPORTATION ISSUES

Bike Riders: Students riding their bikes to and from school must follow all safety regulations of the county and school. A helmet is **strongly encouraged**. You must remember to follow all street signs, including stop signs. Ride single file and cross streets carefully. Once you have reached school property, please dismount and **walk** your bike to the nearest rack. Bike racks are located on the school grounds and must be used to park bicycles. Please remember to lock your bike.

Bus Riders: Riding the school bus is a privilege. A student being transported in school owned vehicles is required to comply with the Student Code of Conduct and the MS/HS Bus Rules which are clearly posted on each bus and available from the student's administrator. Any student who fails to comply with that code or established rules of conduct on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the Principal or Assistant Principal, the student passenger, the driver, and the parent may be required.
2. The Principal or designee may suspend the student's bus riding privileges. If such a suspension occurs, the parent/guardian will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance; the Principal and parent/guardian shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

The offenses and actions listed above are not intended to be all-inclusive.

For issues concerning bus routes or the conduct of a bus driver please contact transportation directly at 414-0238.

<http://www.austinisd.org/transportation>

Private Cars: Parents/guardians who drop students off at school or pick them up at the end of the day should drive cautiously, observe parking and safety signs and follow the directions of administrators, teachers, and staff to ensure the safety of all students. Students arriving for the school day should be dropped off at the front of the school entering the circular drive on the east side and exiting on the west side.

Bus Lane: Please do not park or stand in the bus lane at the back of the school. Students may be picked up in the back of the school **after** 3:50pm.

Walkers: Students that walk to and from school should cross at the guarded crosswalks. Please remember to be courteous of the neighbors and walk on the sidewalks wherever possible.

Change of transportation plans:

Arrangements for alternate transportation plans should be made with your child **before the school day begins**. For your child's security, requests for bus passes, etc., should be made in writing and turned in to the main office at the beginning of the school day. Phone calls from parents, except in emergency situations, will not be accepted.

Bus Passes to Ride a Different Bus:

Please limit bus pass requests to ride a different bus to emergency situations and eligible bus riders. Bus passes, even in an emergency situation may not be approved if the bus is full. To request an emergency bus pass provide the front office with student's name, reason for emergency, name of the student he/she is riding home with, bus number, and your phone contact number. The office will call to verify requests.

Non-emergency requests cannot be filled and District transportation is not to be used for parent convenience or Friday sleepovers.

PROTOCOL FOR HANDLING PARENT CONCERNS

Parents should initially contact the teacher or grade level team of teachers directly to discuss academic or behavioral concerns in the classroom.

For additional concerns regarding academics, discipline, attendance make-up, or issues with personnel please contact your grade level administrator.

For concerns regarding your child's social or emotional well-being, support services, or class schedules, please contact your grade level counselor.

For concerns regarding medical issues, administering of meds, or immunizations please contact the school nurse at 841-8620.

If you need to reach your child at school after 4:30, please contact the appropriate activity or club sponsor.

EQUAL OPPORTUNITY

AISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities and programs, including vocation programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 as amended; and Title II of the Americans with Disabilities Act. Austin Independent School District does not discriminate on the basis of race, creed, color, national origin, sex, disability or English language skills in its programs and activities.

Main school phone number: 841-8600

Counselor's Office: 841-8612

Campus Officer (SRO): 841-8617

AISD Police: 414-1703 (Emergency only)