

Kealing Middle School



One School. Multiple Programs. Success for All

Parent and Student Handbook 2025 – 2026

1607 Pennsylvania Avenue

Austin, Texas 78702

(512) 414-3214

Tim Estes, Principal

Ronda Jones, Academy Program Director
Rolanda Williams, Magnet Program Director

Ronda Jones & Rolanda Williams, 8th Grade Assistant Principals
Daniel Sweet, 7th Grade Assistant Principal
Adelina Coronado, 6th Grade Assistant Principal

PRINCIPAL'S MESSAGE

Welcome to Kealing Middle School! We are excited to partner with you as we embark on a journey of learning, growth, and discovery. Middle school is a time of tremendous development, academically, socially, and personally. Our campus staff is committed to providing a supportive and enriching environment for every student.

At Kealing, we value kindness, respect, loyalty, and safety. Our dedicated staff is here to guide students through challenging coursework, foster positive relationships, and encourage each individual to reach their full potential. Families play a vital role in this process, and we believe that strong communication and collaboration between home and school are key to student success.

This handbook is designed to help you understand our school policies, procedures, and expectations. Please take time to review it together as a family and reach out with any questions you may have throughout the year.

We look forward to a year filled with learning, laughter, and achievement. Welcome to the Kealing family!

Mr. Estes,
Principal

MASCOT: HORNET

SCHOOL COLORS: CRIMSON & CREAM

MISSION: Kealing Middle School welcomes all students to a safe and inclusive environment. Our unique campus offers multiple opportunities for all students to learn and grow. Using the latest technology and guided by best practices in teaching, students will explore and discover their interests and abilities in academic, artistic and physical arenas so they are prepared to pursue those talents in high school and beyond. Through creative, cooperative and compassionate teaching and learning, our students will leave Kealing with the ability to think critically as productive and ethical citizens.

CAMPUS OPERATING HOURS:

- 7:00 AM to 4:00 PM. each school day

IMPORTANT PHONE NUMBERS

Kealing Main Office	512-414-3214
Principal	512-414-3214
Academy Director	ext. 70181
Magnet Director	ext. 71405

Assistant Principals

Mrs. Coronado 6th grade	512-414-3214
Dr. Sweet 7 th grade	ext. 55580
Ms. Jones & Ms. Williams 8 th	512-414-3214

Counselors

Vacant, 6th Grade	512-414-2440
Sharon Franklin, 7 th Grade	512-414-2443
Christopher Aparicio, 8 th Grade	512-414-2440

Other School Personnel

Attendance Specialist	512-414-2495
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BELL SCHEDULE

The school day begins at 7:30 a.m. and ends at 3 p.m.
Kealing operates an alternating A and B day schedule.

Class Period	Start Time	End Time
A1/B5	7:30 am	9:00 am
Advisory	9:04 am	9:30 am
A2/B6	9:34am	11:10 am
A3/B7	11:08 am	1:30 pm
A lunch	11:08 am	11:38 am
B lunch	11:44 am	12:14 pm
C lunch	12:20 pm	12:50 pm
D lunch	12:56 pm	1:26 pm
A4/B8	1:30 pm	3:00 pm

***Dismissal - 3:00 pm**

Registrar	512-841-6500
Nurse	512-414-2430
School Resource Officer (SRO)	512-414-0849
Parent Support Specialist	512-414-6700
Kealing Library	512-414-2717
AISD Central Office	512-414-1700
AISD Transportation	512-414-0238
Campus Crime Stoppers	512-499-8477

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ATTENDANCE

Regular attendance is a major contributor to student success as it increases opportunities to learn. The Texas Compulsory Attendance Law requires children under the age of 18 to attend school each day instruction is provided. It requires parents to make their children attend school, and establishes criminal penalties for failure to comply with the law.

Classes start at 7:30 a.m. every day and all students are expected to be in class ready to learn at that time. Students are considered *absent* if they miss more than 50% of a class period and *tardy* if the student is late to class. When a teacher marks a student absent from a class, the AISD messenger system will automatically call the parent/guardian phone number on file to report the absence.

TARDIES: A student is tardy to class if he/she is not in the classroom when the tardy bell rings.

Arrival: Students who arrive at school after 7:45 a.m. must report to the main office to obtain a tardy pass. A student who is tardy to school 3 or more times will be assigned lunch detention.

Between Classes/Lunch: When a student is tardy between classes, the student must follow the classroom consequences established by the teacher. Excessive tardies will be referred to an administrator.

Tardy Sweeps: Kealing Administration will conduct unannounced tardy sweeps throughout the school year to ensure students maintain punctuality. Students who are not inside their assigned classrooms when the bell rings are considered tardy and will be administered detention during lunch or after school.

TRUANCY: Students may be considered truant if they (1) are absent from school without the knowledge and consent of the parent/guardian; (2) leave school grounds during the day without permission; or (3) stay out of assigned class without permission. Any truancy results in consequences issued by school administration.

REPORTING AN ABSENCE: When your child returns to school after an absence, send a signed note or doctor's note to the Attendance Specialist explaining the absence. The note becomes a permanent part of school records and must include the student's first and last name, grade, date(s) of absence, reason for missing school, parent/guardian signature, and daytime phone number. An email from the parent will also be accepted.

LEAVING EARLY: If a student needs to leave school early for a medical or other appointment, a parent or guardian must sign them out through the main office. For safety reasons, students will not be called out of class until the parent or guardian has arrived on campus and completed the sign-out process. Please allow extra time for this procedure when planning appointments.

MEDICAL APPOINTMENTS: When returning from a medical appointment, a signed note from the doctor is required. The students must also have attended school for part of the day on the day of the appointment for the absence to be excused.

FAMILY EMERGENCIES: Please provide a note explaining the nature of your family emergency in order for an absence to be excused by appeal. These will be reviewed on a case by case basis.

FAMILY VACATIONS AND TRIPS: School days missed due to vacations, trips, or extended weekends will not be excused.

FUNERALS AND WEDDINGS: Student Absences are excused up to two consecutive school days for family funerals and weddings. Any requests for additional days for these types of events must be requested in advance, as soon as possible, and in writing to the Attendance Specialist.

ATTENDANCE FOR CREDIT: All students are encouraged to maintain a tutorial log for use in case they need to recover credit due to absence. The log is available for download on the Kealing website (Home Page> Parents> Attendance). Based on state policy, the only absences that count as excused and do not count against attendance for credit fall under the categories below:

- Medical Appointment (student attends school most of the day)
- Holy Day as designated by the district
- Court Appearance
- Citizenship
- Naturalization
- College Visit (high school)
- Playing Taps at a military event
- Board Approved Excused Absence
- School-related (UIL, Field Trip, ISS, Testing, Other campus event)

You will see an asterisk on the report card next to the number of absences if your student has attendance below 90% in a course. Kealing Middle School Counselors will correspond via email with instructions regarding students that are in need of recovering credits for absences.

If you expect your student to have an extended absence of more than one week, please communicate with your student's counselor in advance to develop a plan.

The number of absences that it takes to fall below 90% depends on **(1)** if the course missed is an A or B day course or; **(2)** if the course missed is a semester or year-long course.

PARENT WITHDRAWAL: When it is necessary to withdraw a child from school, contact the school at least **two** days before the date of withdrawal. Students must return all textbooks, library books, technology, and any material or instruments assigned to them from Kealing before they are cleared to withdraw. Books that are lost, damaged or destroyed must be paid for before the withdrawal card is released.

ADMINISTRATIVE WITHDRAWAL: Kealing Administration may initiate a withdrawal for nonattendance after the student has been absent for at least 10 consecutive school days.

Please contact the Kealing Attendance Specialist at 512-414-2495 for questions regarding your student's attendance.

TRANSPORTATION

SCHOOL BUSES: AISD provides transportation to students who need and qualify for transportation services. Students and parents/guardians should become familiar with the *AISD Bus Rider's Rules and Regulations*. All students are required to contribute to the safe operation of the school bus. Disorderly conduct or persistent refusal to obey the driver may result in disciplinary action and revocation of transportation services. Students are required to stay seated and follow the instructions from the bus driver at all times. The bus driver has the authority and responsibility to notify school officials at the home school of any misconduct occurring on the bus or at the bus stop.

LATE ACTIVITY BUSES: Students who participate in after-school activities and are eligible can ride the late buses. In order to board the late bus, students must present a pass and arrive on time. Passes will be issued by after-school activity sponsor or by Think Tank monitor. Students who ride a late bus must be mindful that:

1. Students must attend an after school activity (tutorials, office hours, sports, clubs)
2. Late buses depart campus by 5:30 pm.
3. Students must arrive to Think Tank by 4:50 pm to receive a late bus pass.
4. Late buses will drop off within two blocks of the student's home even at night.
5. Students should know their home address, the nearest elementary school, and the two major cross streets that are closest to their homes.

Students must remain on campus at all times during school activities. Students are **NOT** permitted to leave campus and return to ride the late bus for any reason.

AUSTIN ISD BUS TRANSPORTATION HOTLINE: Please call the Austin ISD Bus Transportation Hotline (512-414-0238) for questions and concerns regarding the following information:

- Estimated drop-off time
- Driver/monitor complaints or concerns
- If the bus is taking longer than expected to arrive

RIDING A DIFFERENT BUS – BUS PASSES: If a student needs to ride a bus in the afternoon that is not their regularly assigned bus, they **MUST** have a bus pass. Bus permission forms must be signed by a parent and by a member of the Program Office staff. Program Office staff will only sign bus passes that have a parent signature.

The student may obtain a bus Permission form (1) in person from the Program Office; or (2) print the form from the Kealing Middle School website. Fill out the information, sign it, and have the student bring it to the Program Office to be signed BEFORE NOON on the day it is to be used to obtain a bus pass.

Please note that bus drivers will not honor the bus pass if the bus is full. Certain bus routes may be frozen to bus passes by district transportation at their discretion. Contact the Program Office staff for questions or concerns.

***AUSTIN ISD Bus Transportation does not drop off students who live within a 2-mile radius of the school.**

****AUSTIN ISD BUS Transportation is not able to provide specialized transportation for siblings of Special Education students due to limited space and social distancing requirements during COVID-19.**

STUDENT LIFE

CAFETERIA: The Kealing cafeteria provides breakfast and lunch for all students and staff. Breakfast is served from 7:00–7:25 and students receive a 30-minute lunch period according to their daily schedule. Free and reduced lunch applications are sent home on the first day of school and are available from the receptionist at any time during the school year. All food and drinks must be consumed in the cafeteria.

FOOD DELIVERY: Student food service delivery is **NOT** allowed. Students and/or parents may not use Delivery Apps to order food for delivery to campus. This includes but is not limited to Favor, DoorDash, UberEats, GrubHub, etc. All food deliveries will be stopped at the office and school personnel will not be held liable for lost funds or orders. Violation of this expectation may be subject to administrative discipline.

Food that is physically delivered to campus by parent is permitted, but must be cleared through the office, and only consumed by their child. Federal food guidelines prohibits the sharing of food with other students. Parents/families are allowed to eat with their child during the student's assigned lunch period in the courtyard or cafeteria at administrators discretion.

BIRTHDAY, HOLIDAY, AND CELEBRATION PROCEDURES: We do **NOT** allow delivery of birthday or holiday items to students during the school day. This includes flowers, candy, balloons, stuffed animals, etc.

PASSING PERIOD: There is a 4-minute interval between all class periods. During this transition, large numbers of students are moving between rooms. Students are expected to walk at all times (on the right), keeping their hands, feet, and objects to themselves. Food and drinks are allowed in the cafeteria only—not in the hallways. Students must have an appropriate office or classroom pass to be present in the hallway once class is underway.

CLOSED CAMPUS: All AISD middle schools are closed-campus facilities. After arriving at school, a student may not leave campus until completing his/her last class of the day. Students may not leave campus during the day including during lunchtime or while attending after-school activities. A parent/guardian may make a written request for a student to leave campus for appointments or family reasons. The parent or guardian must come to the main office and present identification to pick-up their child. Only approved contacts will be permitted to remove a student from campus.

LIBRARY: The library is open to students each school day from 7:00 a.m. to 3:15 p.m. In order to access the library before the start of classes, students must have a pass from a teacher or a parent note. During the school day, students must be accompanied by a teacher or have a pass to utilize the library. Students may check out a maximum of 2 books for a 2-week loan period; books may be renewed once for an additional 2 weeks. Library obligations must be taken care of before additional books may be checked out. If a student withdraws any time during the school year, he/she must return all library books before the necessary paperwork can be completed.

CLUBS, ORGANIZATIONS, AND ACTIVITIES: Students are encouraged to participate in school activities and should visit or contact their teachers, counselors, or administrators for information about available clubs or organizations.

DANCES: Various parent and student groups sponsor dances each year. **Parents and students must make prior and confirmed arrangements for transportation to leave campus at the conclusion of all dances.** Eligibility for attending a dance is at the discretion of campus administrators. Student IDs may be required for admittance to a school dance. Dances will be held from 6:00–8:00pm. Students who are absent or suspended (ISS/Home/Long-Term ISS/ALC) on the day of the dance may not attend. Non-Kealing students are not permitted to attend and will be turned away.

LOST AND FOUND: Lost books will be returned to the teachers' boxes when found. Lost binders, clothing, keys, jewelry, etc. will be kept in the cafeteria in designated bins. Clothing items left after the end of semester are donated to charitable organizations. Electronics/Cell Phones will be kept in the AP Office.

PHYSICAL EDUCATION UNIFORMS: Cleanliness and hygiene are major health priorities for the District; therefore, AISD and Kealing Middle School requires all students to change into appropriate attire for physical activity. Kealing Middle School PE students are required to purchase and wear a designated PE department t-shirt. The t-shirts are sold by the PE department at the beginning of each semester at a cost of \$7.00 per t-shirt. Any athletic shorts or warm-up pants and athletic shoes are required and must be provided by the student. All shorts and other clothing must meet the standard put forth in the Kealing dress code. Denim and khaki materials are prohibited.

SCHOOL SUPPLY LISTS: School supply lists can be located on the Kealing Middle School website.

BACKPACKS: Students should carry their school supplies to and from school/classes in their backpacks. **Administrators will confiscate backpacks, binders, and apparel with graffiti, tagging, or inappropriate markings.** Parents may pick up confiscated items from the appropriate administrator.

*NOTE: An administrator may search backpacks if there is a reasonable suspicion of inappropriate or illegal items being kept inside the backpack.

CURRICULAR FIELD TRIPS: Students take curricular field trips throughout the year. At times, students may need to pay a fee for the expense of the field trips, scholarships may be available. No child will be excluded from participating in a study trip due to inability to pay a fee. Students are not permitted to go on a trip without written parent permission.

FIELD TRIP ELIGIBILITY: Field trip eligibility 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.

END OF YEAR FIELD TRIPS: Some end of year field trips are offered as incentives for students to be successful and to celebrate the end of a productive school year. Students not meeting the communicated expectations, which might include grades, attendance, and behavior, will not be permitted to attend these trips.

COMMUNICATION

KEALING WEBSITE: Visit our website, www.kealing.austinschools.org, for updated school news and information.

HORNET HERALD: The **Hornet Herald** is a school produced weekly electronic newsletter that highlights school news, the calendar, and upcoming events. Visit the Kealing website to subscribe to the Hornet Herald.

CONTACTING TEACHERS: Each teacher has a district classroom telephone number with voicemail and a district email account. Information about how to best contact the teacher will be provided at the beginning of the year. Teachers will check messages daily. Your call will be returned at the earliest possible time. Students may use teacher classroom phones in emergency situations with teacher supervision. Classroom phone lines may not be answered by teachers during school hours to minimize interruptions to instruction. Voicemail is available 24 hours a day. All teachers maintain a BLEND page, which can be found through the AustinISD Parent Cloud.

ADDRESSING CONCERNS: Parents should initially contact the teacher or grade level team of teachers to discuss academic or behavioral concerns. Additional concerns regarding discipline, attendance make-up, or personnel concerns should be directed to the grade-level administrator. Concerns regarding social and emotional well-being, support services, or class schedules should be directed to the grade level counselor.

EMERGENCY AND MEDICAL CARE INFORMATION

EMERGENCY CONTACT: All telephone numbers and addresses of parents, relatives, or family friends should be recorded and kept up to date so that contact can be made as soon as possible in the event of an emergency. The school office will not release students to persons not listed on the emergency contact list and without proper picture identification (driver's license/state-issued ID). Special permission for someone else to pick up your child during school hours must be sent in advance, must be in writing, dated, and signed. All special permission releases must be cleared through campus administration.

ELEVATOR ACCESS: Elevator keys may be requested for use with a parent or doctor's note and must be returned immediately after student is able or is released to use the stairs. Students who do not return keys will be charged a \$5 replacement fee.

EMERGENCY DRILL PROCEDURES: Students, teachers, staff, and visitors shall participate in drills to practice emergency procedures. Students must follow the directions of the teacher or staff member quickly, quietly, and in an orderly manner.

ILLNESS: If a student becomes sick at school, they must first report to their teacher and then to the school medical personnel. Medical personnel will notify parent if it is deemed necessary for the parent to pick up the student due to illness or injury. If a situation warrants, EMS will be called.

IMMUNIZATIONS: All students must be immunized against certain diseases or present a certificate/statement for medical or religious reasons that the student is not to be immunized. Visit the

Austin ISD website (Home Page>Departments>Student Health Services>Immunizations) for an updated list of the required immunizations. The school nurse (512-414-2430) can provide information on the required doses of these vaccines. Failure to provide proper immunization record will result in withdrawal from school until documentation is provided.

MEDICATION: Medications, including over-the-counter medications such as Tylenol, Midol, Sudafed, etc., can only be taken at school with written consent from a parent. State Law prohibits school personnel from administering medication with permission granted over the phone. All medications must be stored in their original containers, kept in the nurse's office (with the exception of inhalers) and dispensed by a staff member only. Students with inhalers are required to notify the school nurse that they use them. The nurse will administer medication(s) based on a written request submitted by the parents/guardians and in some cases by the physician. The written request should include the student's name, name of medication, the purpose of the dosage, an expiration date, when it should be taken and how. **Students are not to carry medication or store it in their backpacks.** A form must be completed by the parent/guardian to authorize school personnel to administer the medication. If your child is on daily medication, it is helpful to provide the nurse with your child's schedule in case he/she must be called. Students are not permitted to share medications of any kind at any time. For more information or questions, please contact the school nurse.

NURSE: The nurse or the Seton Health assistant is available the majority of the school day for students with medical emergencies and problems arising during school hours. Always notify the nurse if your child has any major medical condition, such as asthma, epilepsy, severe food allergies, sickle cell anemia, diabetes, etc. If a student needs to see the nurse, he/she must have permission from a teacher to go to the nurse. In the event that a nurse is not on campus, the office staff will oversee the health staff duties.

PARENT INVOLVEMENT

CAMPUS ADVISORY COUNCIL: The Campus Advisory Council, or CAC, is a group of teachers, parents, staff, community leaders, and the principal, who meet monthly to make recommendations to the principal that improve the educational opportunities at Kealing. The CAC is mandated by state law, and it acts as an advisory board to the principal on issues such as the Campus Improvement Plan (CIP), the budget, curriculum, staff development, staffing patterns, and school organization. If you are interested in serving on the CAC, please contact the Principal's office at (512) 512-414-2701.

PARENT TEACHER ASSOCIATION (PTA): The Kealing Middle School Parent Teacher Association (PTA) is an organization of parents, teachers, and other school personnel. The purpose of the Kealing PTA is to bring into closer relation the home and the school, that parents and teachers may cooperate in the education of children and youth. We encourage all Kealing parents and educators to join this organization and to attend our meetings. For more information, visit www.kealingpta.org.

VOLUNTEER: All individuals interested in volunteering at Kealing Middle School must register and complete a background check. Parents who are interested in chaperoning field trips must also be registered as volunteers. As specific volunteer opportunities become available, they will be posted on the Kealing Middle School website. For more information, contact or PSS, Maricela Aleman at maricela.aleman@austinisd.org or 512-414-6700.

PRINCIPAL’S COFFEE: Principal’s Coffees will be held at 7:30 a.m. Parents are invited to meet with the principal in a small group setting to discuss campus highlights, upcoming events, concerns, and goals for the school. See the Kealing website for meeting dates and location.

PARENT OBSERVERS: Parents may observe in classrooms after scheduling and approval by an administrator. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Parent conferences must also be pre-scheduled. Additionally, parents are never allowed access to a child other than their own at school.

ACADEMIC INFORMATION

GRADING: Each teacher will send home copies of the grading practices with students during the first week of school. These will also be posted on each teacher’s BLEND page. Grades are assigned based on the work the student submits during each nine-week grading period. A grade of 70 or above is passing. When a student transfers within the district, the sending school teacher(s) must complete the District Transfer Form, which includes information for the current grading period. Parents and students are encouraged to monitor student progress online by using Parent Portal on a regular basis. Contact the main office for Parent Portal access information/PIN.

PROGRESS REPORTS: Progress reports are available to parents at the end of the 3rd and 6th week of each grading period. Thus, students need to respond immediately to the areas needing improvement while there is still time for them to improve their grades. Teachers provide tutorials/office hours a minimum of one time per week. If your child is having difficulty understanding and completing assignments, please encourage him/her to ask the teacher for help.

EXAMS: Semester examinations will be given to middle school students in courses taken for high school credit and will be weighted equally with the grade for each grading period in determining the semester course grade. Comprehensive nine-week examinations and/or culminating activities will count as a percentage of the grading period grade.

REPORT CARDS: Report cards are produced each nine weeks of the academic school year and include numerical average for each course. Report cards should be available in Frontline seven days after the end of the nine weeks grading period. Middle School students enrolling in high school courses should be aware that the grade earned in middle school becomes a part of the high school permanent record and grade point average (GPA).

STANDARDIZED TESTING: Standardized tests are administered periodically to all students to evaluate knowledge gained over a given period of time and to assess the effectiveness of the curriculum. AISD has established the following dates for testing.

2025-2026 STAAR Testing Schedule (per TEA)

April 5	8 th Grade Math	May 5	8 th Grade Science
April 6	8 th Grade Reading	May 6	8 th Grade Social Studies

April 7 & 8	8th Math & Reading Make-up	May 10	6 & 7th Grade Math 8th Grade Math Retest
May 3-6	Algebra I MOY	May 11	6 & 7th Grade Reading 8th Grade Reading Retest
		May 12	6 & 7th Grade Make-up Testing

Students in eighth grade who fail any state-required assessment may be required to complete accelerated instruction in the subject not passed as a condition of promotion. If a campus or Grade Placement Committee requires accelerated instruction, the student shall not be promoted unless the student completes the required accelerated instruction.

PROMOTION AND RETENTION: To be promoted, a middle school student must have an average of 70 or above in at least three of the following subjects: Language Arts, Mathematics, Social Studies, and Science. They must also have an overall average of 70 or above for all classes in which they are enrolled.

RECORDS: A student's school 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 AISD 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 whose rights have been legally terminated will be denied access if the school is given a copy of the court order terminating these rights. It is important that the school has accurate records for all students at all times.

TEXTBOOKS: Some textbooks are issued to students for use while they are enrolled at Kealing. State law requires that textbooks be covered at all times. All books must have the student's and issuing teacher's name inside the front cover of the book. Writing, tagging, or drawing in the textbook is unacceptable and will result in fines and/or replacement fees. Lost textbooks must be paid for immediately. If a textbook is lost or damaged, the student must pay for it before another book can be issued. If the book is turned in within the last two weeks of school in good condition, the student's money will be refunded. Money for textbooks is accepted in the main office. Any student withdrawing during the year must return all textbooks before the necessary paperwork will be completed.

HONOR ROLL: Honor roll recognition is based on scholarship achievement only. Placement of secondary students on nine-week honor rolls will be determined on the basis of their grades for the respective grading period.

NATIONAL JUNIOR HONOR SOCIETY: The National Junior Honor Society is based upon demonstration of outstanding performance in five areas: scholarship, leadership, service, character, and citizenship. Each category is judged independently. To be eligible for membership, a student must have the grade point average established by the faculty council on all course work completed. In addition to this academic requirement, outstanding leadership, service, character and citizenship at school and in other activities are required. As campus leaders, members are expected to attend meetings, serve on committees, and volunteer their time to improve both community and school. Students in grades 7 and 8 are eligible for membership.

CHEATING/COPYING: Giving or receiving answers on homework, tests, quizzes, or any other assignments is unethical and is considered cheating. Academic dishonesty may be subject to administrative discipline.

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

CONSEQUENCES FOR PLAGIARISM/CHEATING: First offense will result in a zero on the assignment and parent conference. Future Offenses will result in a discipline referral.

SCHEDULE CHANGES: Request for schedule changes can only be made during the designated schedule change window at the beginning of each semester. Students are required to complete a "Schedule Change" request form in the Program Office. Student, parent, and teacher signatures are required on the form before changes can be made. Due to class size limitations, schedule changes may not be possible. Students must follow their original schedule until they receive a new schedule. Schedule changes are permitted for electives only.

DISCIPLINE

In an effort to provide an environment that promotes the highest standards of student performance all Kealing Middle School students are expected to follow the expectations below along with those outlined in the Austin ISD Student Code of Conduct. The policy of Austin ISD is that all students be free from bullying and sexual harassment, including violence in students' relationships. All charges of bullying, sexual harassment, and dating violence are to be taken seriously by students, faculty, staff and administration members and parents. The district will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all targets and all alleged offenders.

DISCRIMINATION: Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, sexual orientation, national origin, disability or on any other basis prohibited by law, which adversely affects the student. Allegations of discrimination may result in a Title IX investigation.

BULLYING: Bullying occurs when a student intentionally engages in written, verbal, electronic or physical expression on school property, at a school-sponsored or school-related activity or in a vehicle operated by

the district that: (1) 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; or (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

Conduct is considered bullying if it exploits an imbalance of power between the student perpetrator and the student target through written or verbal expression or physical conduct; and interferes with a student's education or substantially disrupts the operation of a school.

CYBERBULLYING: Cyberbullying involves using the Internet, interactive and digital technologies, cell phones or other electronic devices to engage in written, verbal or physical expression that has 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 is sufficiently severe, persistent or pervasive that the action creates an intimidating, threatening, or abusive educational environment for a student.

SEXUAL HARASSMENT: Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the target of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender.

DATING VIOLENCE: Dating violence occurs when a student in a current or past dating relationship uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence may also occur when a person commits these acts against a person in a dating relationship with an individual who is or was in a relationship with the person committing the offense. For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent or pervasive and intentional that the conduct: (1) affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile or offensive educational environment; or has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or (2) otherwise adversely affects the student's educational opportunities.

Students who believe they have been harassed or bullied by fellow students or district employees are encouraged to promptly report such incidents to the campus administration, counseling staff, CrimeStoppers (512-499-8477) or other campus professionals.

For more information, visit <https://www.austinisd.org/respect-for-all> .

DRUG AND ALCOHOL ABUSE: Any student who sells, distributes, possesses, uses or is under the influence of illegal drugs, narcotics, or alcohol on campus and/or school-sponsored events, shall be subject to (1) Removal from school, the bus or school event; (2) Being reported to the appropriate law enforcement agency for possible legal action, and/or (3) AISD disciplinary action.

CARE OF THE BUILDING, FURNITURE & EQUIPMENT: Students are expected to care for equipment and facilities appropriately. If an individual causes damage, whether willfully or through negligence, they are responsible for making full payment for the damage done. Students marking on or damaging school equipment/property in any way will be required to clean the article and pay for the damage. **The law specifically provides that students and parents are responsible for damage to school property or**

materials loaned to the students. Students are also expected to pick up all paper and litter from the classroom and hallway floors at the end of each class period.

COMPUTER USE: Kealing Middle School students are expected to be respectful and responsible Digital Citizens. Access to the District's technology resources, meaning electronic communications and computer systems and equipment, is a privilege, not a right. Access shall be made available to students primarily for instructional purposes and in accordance with administrative regulations, district policy and law. If students cause any damage to technology equipment or attain access to unauthorized or inappropriate information, willfully or through negligence, they may be subject to possible legal or AISD disciplinary action. As a result of damage, restitution may be recommended.

EAR BUDS/HEADPHONES: For the safety of all students and staff, Earbuds/AirPods/Headphones **are prohibited** to be worn, used, or visible during passing periods in the hallway or in the cafeteria. Earbuds are subject to be confiscated in the event the above mentioned rules are not followed. The penalties for confiscation will be the decision of the teacher and/or administrator.

CELL PHONES & ELECTRONIC DEVICES: Governor Greg Abbott signed HB 1481 into law, bringing a new statewide policy to schools that prohibits students from using personal electronics, including cell phones, during the school day beginning in the 2025-26 school year.

The details: We're still waiting on the official guidelines from the Texas Education Agency, but in the meantime, district leaders are working hard behind the scenes to update [board policy](#) to align with this new law.

What we're hearing: Over the spring semester, we surveyed focus groups of students, families, and staff.

- The feedback was loud and clear. With thoughtful planning and clear communication, this policy has the potential to boost focus in class, build stronger peer connections, and create a more engaging learning environment.

What's next: We'll continue sharing updates as we get closer to the new school year, and as policies are finalized.

PUBLIC DISPLAYS OF AFFECTION: Public displays of affection are prohibited on campus and/or school sponsored events off campus and may be subject to disciplinary consequences.

COMMON AREA PROCEDURES

CAFETERIA PROCEDURES

1. Students will treat everyone with respect.
2. Students will walk in an orderly fashion.
3. Students will stand, wait in line keeping hands, feet, and objects to themselves.
4. Students will maintain proper voice level while in line, during lunch and dismissal.
5. Students will remain seated while in the cafeteria.
6. Students will clean up their area.
7. Students will wait to be dismissed from their tables.
8. Students will not leave the cafeteria with food or drinks.

ARRIVAL PROCEDURES:

1. All students shall be dropped off in front of the main entrance or the rear parking lot area only.

2. All students will use the crosswalk to cross the street.
3. Students will remain in their morning holding areas until directed to leave by an adult.
4. Students will eat all breakfast items in the cafeteria and clean-up their area.
5. Students will walk directly to class when released from their morning areas.
6. Students who arrive to Kealing between 7:30 and 7:45 a.m. will report directly to their 1st period class, enter the class quietly and respectfully.
7. Students who arrive to Kealing after 7:45 a.m. will report to the main office to receive a tardy slip.

HALLWAY PROCEDURES

1. Students will walk with purpose on the right-hand side of hallways.
2. Students will keep hands, feet and objects to themselves.
3. Students will use proper voice level and language.
4. Students will take care of their personal needs between classes quickly in order to arrive to class on time.

RESTROOM PROCEDURES

1. Students will remain in class during the first 10 and last 10 minutes of class.
2. Students may use the restroom during class time when permitted by the teacher.
3. Students must carry the classroom pass.
4. Students will go to the restroom that is closest to their classroom.

DEPARTURE/AFTER-SCHOOL PROCEDURES

1. Students who are not staying after school will exit the building in an orderly fashion according to hallway location. Dismissal is at 3:00 p.m.
2. Students may not re-enter the building after leaving the building.
3. Students will NOT loiter on campus grounds or surrounding areas after school.
4. Students will report directly to their after school activities and must be with a teacher or staff member until a parent arrives or the student boards a late bus.
5. All Kealing students riding the late bus MUST have a signed Late Bus Pass from the teacher/adult they were last with.

DRESS CODE

Austin ISD's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, or any other basis prohibited by law, that adversely affects the student. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to them-selves or others.

General Guidelines

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above: A Shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND Pants/jeans or the equivalent (for example, a skirt, sweat-pants, leggings, a dress or shorts), AND Shoes.

3. Students May Wear, as long as these items do not violate Section 1 above: Religious headwear Hats facing straight forward or straight back and must allow the face, ears to be visible to staff any not interfere with the line of sight Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff). Fitted pants, including opaque leggings, yoga pants and “skinny jeans” Ripped jeans, as long as underwear and buttocks are not exposed. Tank tops, including spaghetti straps; halter tops Athletic attire

4. Students Cannot Wear: Violent language or images. Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited under FNCF(LEGAL). Hate speech, profanity, pornography. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups. Any clothing that reveals visible undergarments (waistbands and straps excluded). Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”). Accessories that could be considered dangerous or could be used as a weapon. Any item that obscures the face or ears (except as a religious observance). The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

Extracurricular Activities

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. Campuses may have a more restrictive dress code with approval from the Campus Advisory Council and the Associate Superintendent as long as a more restrictive policy aligns with the “Purpose” defined in the policy. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above.

Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.

If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity. School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to: kneeling or bending over to check attire fit; measuring straps or skirt length; asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and, accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Office of School Leadership at 512-414-4820 to connect with the appropriate level Associate Superintendent (Elementary, Middle, or High School).

Campus Options Campuses may impose more prescriptive or standard dress code requirements, with review and approval by their campus advisory council and associate superintendent as long as the more prescriptive or standard dress code aligns with the "Purpose" defined in the policy. Campuses may require a formal uniform with review and approval by their campus advisory council and associate superintendent and approval by the Board. [See FNCA(LEGAL)]

https://www.austinisd.org/sites/default/files/dept/family-support/StudentDressCode_2019-20-ENG.pdf

MISCELLANEOUS

CHANGE OF ADDRESS: In order to ensure each child's safety and well-being at school, we need to know where the parent(s)/guardian(s) live and how to reach them. Students are requested to submit any change of address or telephone numbers to the office. To verify a change of address, a copy of a utility bill or lease must be submitted to the attendance clerk. All parents should provide a telephone number where they may be reached during the school day. If your telephone number changes during the school year, please call the registrar at 512-841-6500.

SCHOOL CLOSING INFORMATION: In the event of inclement weather, school-closing information will be provided to all Austin area television stations including Time Warner Cable Ch. 22 (AISD-TV) and on the website at www.austinisd.org and at the main telephone 512-512-414-1700. Kealing staff will also send updates via Twitter, Facebook, and the campus website.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE: Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or disturb others. Parents may submit a written request to the principal to excuse their child from reciting a pledge or observing a moment of silence.

School Resource Officer: Kealing's School Resource Officer (SRO) is an AISD police department officer who patrols the campus to promote safety and to provide security for our faculty and students. All AISD officers are certified Texas officers, not security guards, and they have the authority to make arrests or issue citations on or off AISD campuses.

VISITORS: For the safety of the children, all visitors to the school must enter the school through the main entrance of the building and report to the main office. **All visitors must provide a Driver's License / Picture ID that will be verified through the district's safety check system.** Once verified, an office staff member will provide a Visitor Pass that must be worn for the duration of their visit. Visitors must sign out in the main office prior to departure. Texas law prohibits unauthorized visitors in or around public schools. Persons without the pass will be stopped and questioned by school personnel. The campus is closed to all student visitors unless approved by an administrator and accompanied by an adult.

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