

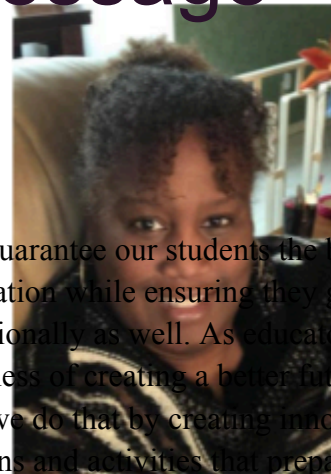
BERTHA SADLER MEANS

Young Women's Leadership Academy

I am excited to begin this school year as the new principal of Bertha Sadler Means Young Women's Leadership Academy! I am honored to be a part of a community that respects diversity but also celebrates it. Whether it be through our advanced programming, our amazing Fine Arts classes, or through Athletics, our job is to make sure each and every student on campus is provided with the complete middle school experience.

Principal's

Message



We guarantee our students the best possible education while ensuring they grow socially and emotionally as well. As educators, we are in the business of creating a better future for everyone, and we do that by creating innovative, engaging lessons and activities that prepare students for life beyond middle school. Remember, we don't predict the future; we dictate it. We do this by producing well-adjusted, socially responsible, life-long learners who value education and diversity.

As we look to the new school year, with the current global pandemic, we are all facing a



unique set of challenges both inside and outside of the classroom. It is my mission that we be prepared and committed to educate the young women we serve at Bertha Sadler Means whether in person or virtually. Any challenges presented will be treated absolutely as an opportunity to refine what has been good and

discard what has been less than such.

Thank you for taking the time to go through this handbook. If you have any questions or concerns, please feel free to contact me.

- *De'Sean Roby*



All About the Dragons!

School Colors:

Purple, Silver,
Black

School Mascot:

Dragons

Academy:

Me
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Vis
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Mission:

The mission of the Bertha Sadler Means Young Women's Leadership Academy is to educate students in a cooperative learning environment that promotes scholarship, leadership, character education and community service leading toward a successful transition to the Early College High School to pursue success in college, career, and life.

Vision

:

The Bertha Sadler Means Young Women's Leadership Academy is a sisterhood environment that develops confident, academically prepared, service-minded and innovative young women leaders for success in college, career, and life.

This year we will focus on Self and School Identity and a Sense of Belonging with our girls.

Creed:

The creed was developed by our teachers and administrators. We believe that it holds the secrets of success for our young ladies. All school activities, curricular and enrichment, in the classroom, and community must be congruent with the school's stated goals, objectives, and creed established for the intellectual, physical, social and moral development of its students. Our YWLA Creed is based on the values and standards found in the school vision and mission statement.

WE ARE the Young Women's Leadership Academy WE

ARE articulate and responsible with our communication

WE ARE leaders and global citizens

WE ARE respectful and resilient

WE ARE dedicated, committed, and focused

WE ARE confident scholars

WE ARE innovative and creative

WE ARE of strong mind, body, and spirit

We are ONE, DRAGONS UNITED!

WE are Sadler Means, YWLA



Attendance/Tardies

Regular attendance in all classes is an expectation of all Bertha Sadler Means YWLA students. State law and District policy states 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.

Only serious documented illnesses and emergencies in the immediate family are considered excused absences.

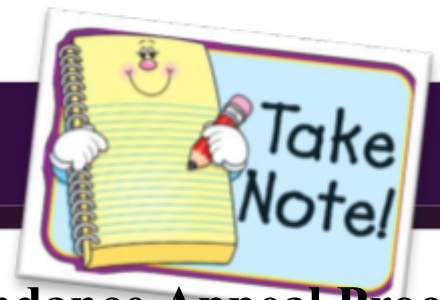
When returning to school after an absence, a student must bring a note to the front office, signed by a parent or guardian, describing the reason for the absence and a doctor's note/receipt, if applicable. Notes signed by the student, even with the parent's or



guardian's permission, will be considered a forgery and the student will be disciplined. Students are expected to provide written documentation for each absence within two school days

after the student returns to school. Failure to provide notes in this time frame will cause the absence to be marked UNE XCU SED in the student's attendance record.

Notification of Absences



An electronic phone message 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 sent home to the parent of the student. After the tenth unexcused absence it is the legal responsibility of the school to file truancy charges against both the parent and 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.

Attendance Appeal Process:

If students have missed more than 90 % of their classes, they will need to follow the appeal process as outlined in District Policy.

Students will be required to make up all absences. For more information regarding this process, please go to:

<http://www.tasb.org/policy/pol/private/227901/po1.cfm>



Permit to Leave School

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

1. Parents must send a written note with their student on the day of the appointment; a written note is required from the parent or guardian.
2. Student must bring the written note to the Main Office, where a staff member will issue the student a Permit to Leave Class (Pink Slip) with the time requested to leave campus.
3. It will be the **student's responsibility** to show the teacher the Permit to Leave Slip, to be allowed to leave the classroom.

- A parent or guardian must sign a student out at the office before leaving campus.
- Please be prepared to provide your **Driver License** or state issued **ID**.
- Upon returning to campus, students should have a signed doctor's note and the Permit to Leave Slip.
- In case of an emergency or an unexpected appointment; parents may call the Main Office to request their student.

- The parent **must notify the Main Office** to arrange an unauthorized person to pick up their student.

Tardy to Class

You are tardy if you are not in the proper room when the bell begins to ring. There will be a minute warning bell. Excessive tardies may result in a referral to administration.

1st
Tardy Warning

2nd
Tardy Parent Phone Call

3rd
Tardy Lunch Detention & Parent Phone Call

4th
Tardy Lunch Detention & Parent Phone Call

5th
Tardy After School Time

Tardy Sweeps

Tardy sweeps will be randomly conducted throughout the school year. Administrators pick a certain period of the day and once the bell rings, teachers are asked to lock their doors and refer all tardy students to the cafeteria. Students will receive a lunch detention if they are tardy during a tardy sweep. If a student has a legitimate excuse to be in the hallway the detention is cancelled. We believe that every instructional minute counts and use tardy



All students assigned detention are expected to be prompt and follow directions the first



Basic Procedures

Things You Need to Know

Closed Campus Philosophy



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 only



Upon arrival at school, no student is to leave the school campus until he/she leaves for home at the end of the school day, or with written permission from the parent and administrators. Any student leaving campus without permission will be counted as truant and subject to disciplinary action. This includes leaving campus in the morning to go to one of the convenience stores. Students are NOT to leave campus for this purpose once a parent has dropped them off at the school. Once a child is on school grounds, they are the responsibility of the school and must remain on campus. If a parent wishes for their child to purchase something at one of these stores, they must drop the student off at the store before coming on campus. Students on campus at the end of the day (after 3:40 p.m.) may not leave campus and then come back on campus. If the student wants to be picked up at the convenience store, they should wait there at the end of the day.



Change of

Important Things to Know

Address or Telephone Number:

Important


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. Furthermore, school policy does not allow students to decorate the outside of lockers with birthday or holiday items.

Dress Code

What to Wear

School staff will make determinations as to the inappropriateness of any student's dress; if the student's clothing is deemed to be a distraction or to have an adverse effect on the educational environment the student will be asked to change. 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. Continual or repeated disregard by any student for the dress code will result in disciplinary action.

Dresscode				
<u>Mon.</u>	<u>Tue.</u>	<u>Wed.</u>	<u>Thur.</u>	<u>Fri.</u>
Standard Dress Day	Standard Dress Day	Full Dress Day	Standard Dress Day or Spirit Dress Day	Dragons Choice Dress Day
<p>Collared shirt in the following colors: Purple, Gray, Black, White</p> <p>Pants or Jeans or Skirts in the following colors: Black, Khaki, Blue</p> <p>* Jeans can not have holes or rips in them.</p>	<p>Collared shirt in the following colors: Purple, Gray, Black, White</p> <p>Pants or Jeans or Skirts in the following colors: Black, Khaki, Blue</p> <p>* Jeans can not have holes or rips in them.</p>	<p>Collared shirt or Button Down in the following color: White only</p> <p>Crossties</p> <p>Pants or Skirts in the following colors: Black or Khaki</p> <p>* No jeans on full dress days</p> <p>* Ties are optional</p>	<p>Collared shirt in the following colors: Purple, Gray, Black, White</p> <p>Spirit Wear can include the following: Sadler Means shirts/sweatshirts, House shirts, Athletic team uniforms, Extracurricular group shirts.</p> <p>Pants or Jeans or Skirts in the following colors: Black, Khaki, Blue</p> <p>* Jeans may not have holes or rips in them.</p>	<p>AISD Dress Code is followed on Choice Dress Day.</p> 

Academics

The Dragon Honor Code



Academic Integrity

We expect that all students strive to learn the subjects they are being taught during their time at Bertha Sadler Means YWLA. 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. The following academic behavior can result in a consequence:

At BSM YWLA we expect all students to be prepared, prompt and to



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.

Consequences for Plagiarism

First Offense- Zero on the assignment (cannot be made up). Parent notified. The teacher will make the determination as to whether an alternate assignment will be offered. Further

Offenses: Referral to the office and further disciplinary consequences.

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. 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 Cheating

First Offense: Phone call to parent, and an office referral. If an electronic device was used, it will be confiscated and the parent will pay a \$15.00 fine to retrieve the item.



Academic Check In's

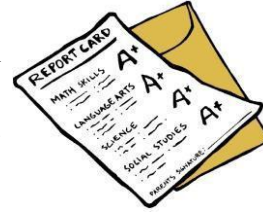
Report Cards

Progress Reports

Progress reports are mailed to parents after the third week of the six-weeks grading period. Teachers are only 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. Parents are encouraged to check Parent Connection via the AISD Cloud throughout the grading period and contact the teacher directly if questions arise.



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



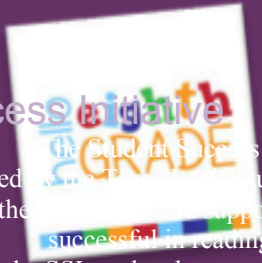


While You Were Out!

Make-up Work

It is the student's responsibility to make arrangements with teachers for make-up work following any absence due to school related activities. **The parent must make arrangements with the attendance clerk for make-up work after the student is out for three days.**

Parents may contact the attendance clerk at 847-380-1234 for assignments must be made by 9:00 AM in the morning or up after 3:30 PM the same day. Make-up work must be completed within **three** days upon returning from absence. Extended illness will be dealt with on an individual basis.



The Student Success Initiative (SSI) was created to ensure that all students receive the support they need to be 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 mathematics tests. If a student does not pass one or both tests, the student will receive additional instruction after each testing opportunity. Parents will be notified if their child does not pass a test that is required for promotion. For more information see: www.tea.state.tx.us/studentassessment and the Student Success Initiative.

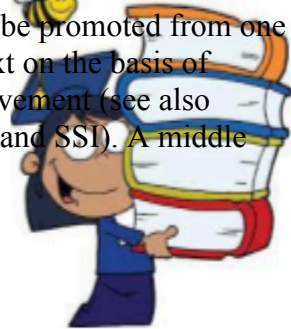


Striving for Excellence Dragon Academics

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

Promotion, Retention, and Placement

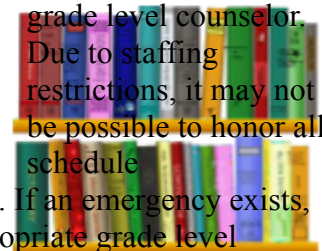
A student shall be promoted from one grade to the next on the basis of academic achievement (see also attendance law and SSI). A middle school student must have an overall average of 70 or above for all classes enrolled, as well as an average of 70 or above in at least three of the following subjects: English/language arts, mathematics, social studies, and science.



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 within ten (10) days of the request.



opening of school. **No schedule changes**
after the 10th day of school.

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, 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

All About that Basic Food Groups

Dragon Meals, Snacks and Other Nutrition Tips



National School Meal Program

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

AISD Middle School Cafeteria Menu In

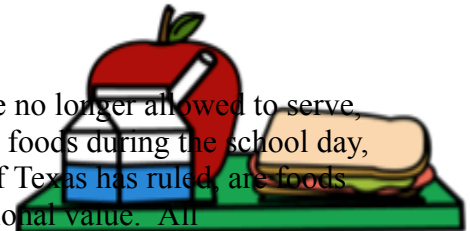
AISD participates in the Eat Smart program of the Approach to Child Health (CATCH) program. All meals meet the standards of CATCH providing mostly "SLOW" food and only rarely "WHOA" foods. The menus are designed to meet one-third of the Recommended Dietary Allowance of middle school students for iron, calcium, Vitamin A and Vitamin C. Average meals also contain less than 30% of calories from fat and 10% calories from saturated fat. Efforts are made by providing whole wheat breads whenever possible and fresh fruits and vegetables daily.

Foods of Minimal Nutritional Value (FMNV)

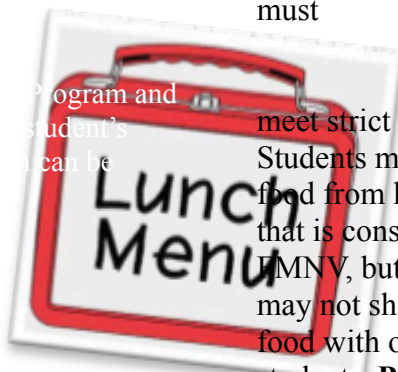
Update



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.

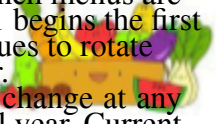
Students may bring food from home that is considered FMNV, but they may not share this food with other students. **Parents**

may no longer

send foods for parties and birthdays. Parents may bring food from outside sources only for consumption by their child.

Guidelines

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. The lunch menus are on a 2-week cycle; Week 1 begins the first week of school and continues to rotate throughout the school year. Menus may be subject to change at any time throughout the school year. Current



Menus and nutritional information for each menu item can be found at:

www.austinisd.org/schools/menus/ms.phtml.

What to Eat?

You eat your meals in the cafeteria. You should sit down at a table while eating and drinking. Once you have selected a place to sit, you must remain seated for the duration of the lunch period. There will be designated tables for eating breakfast. You may only sit at one of these designated tables if you are eating. If you need to go to the bathroom, obtain a pass from the teacher station to leave the Cafeteria.

You may also eat in a designated area at the invitation of a teacher or administrator.

Students may be asked to sit in assigned seats at any time during the school year.

Go, Slow & Whoa Guidelines:



GO foods consist of those lowest in fat, no added sugar, and are less processed than other foods in the same food group. Go foods



SLOW foods consist of fruits, vegetables, whole grains, lean meats, fat

free and low fat dairy products with no added sugar. Slow foods are higher in fat, sugar, and more processed. Slow foods

include reduced-fat plain milk and dairy products, reduced-fat meats, refined grains

and Go foods that are prepared with added fat or sugar.



WHOA foods are highest in fat, sugar, and most processed. Whoa foods include whole milk, fried foods, and foods prepared with large amounts of added fat and sugar.

A healthy diet consists mostly of GO foods, fewer SLOW foods, and rarely WHOA foods. All foods can be eaten in moderation, and some foods can become a WHOA food if eaten in large quantities



BSM YWLA Cafeteria

MEALS AND SNACK POLICIES

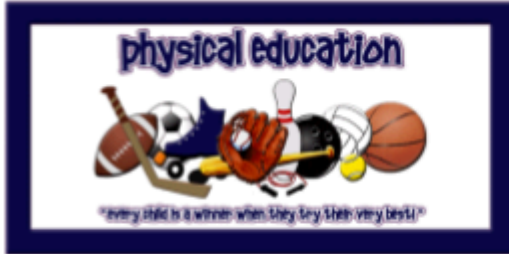
The cafeteria serves both breakfast and lunch. Breakfast is served between 7:45 and 8:05 AM. Students are assigned one of three lunch periods. Students are not allowed off campus for lunch.

Lunch Time Expectations

1. Treat all adults and students with thoughtfulness and courtesy
2. Walk, Don't Run. Going to, within and leaving the cafeteria!
3. Clean your lunch area by separating waste into the designated compost, recycle, or land field containers.
4. Follow all instructions given to you by the adults in the cafeteria during lunches (administrators, counselors, teachers, the School Resource Officer, custodians, cafeteria staff, and parent volunteers)
5. During lunch, you may not leave the cafeteria to go into the academic wings or library without a pass from a teacher, librarian, administrator. You must stay seated and you may not wander around the Cafeteria.

Things That All Dragons Should Know!

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 request from the parent/guardian or physician. Excessive absences will require a note from the doctor and students will be required to complete a TEKS-based written assignment,

if appropriate. The physical education department will provide you with information regarding athletic guidelines and policies.

Extracurricular Activities Athletic Events



All students are encouraged to participate in a club or organization, which appeals to individual interest. 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 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 the day of an event to be eligible to participate.**

Eligibility Requirements: 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.

Rules for Student Behavior at Athletic Events:

*Student behavior at athletic events is governed by the AISD student code of conduct. All rules, including dress code, that apply during the school day, also apply at athletic events.

*Students attend athletic events for the purpose of cheering on the Dragons 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 asphalt 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.

*There are NO foods or drinks allowed in the gym. Students must eat and drink in the designated area by the concession stand.

*Once students have exited the building during an event at Sadler, they should not come back into the building.

*Students should make arrangements for rides from the game to coincide with the end of the game and should be picked up **no later than 15 minutes after game time**. *Students who violate the pick-up rule will not be allowed to attend the next few upcoming games or after-hours events.

Remember that we represent our school when we are at athletic events and we want everyone to

Athletics Events After the Game



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 15 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 will be called and students will be asked not to attend the next few upcoming after-hours events at the administrator's discretion.

Athletics



Only 7th and 8th graders are permitted to participate in AISD athletics per UIL rules. 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.

School Dances



School dances are provided for currently enrolled students. No guests or visitors are allowed at school dances, unless previously announced by the school administration. Special conditions must apply for a student to receive permission from the school principal to bring a guest or visitor to the dance. Students may not attend a school dance or social event if they:

1. Have served a consequence resulting from a discipline referral the week of the school dance.
2. Attended the In-School Suspension classroom or was suspended to home the week of the dance.
3. Have financial obligations to the school, including overdue library books.
4. **Are absent from school the day of the dance.**



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 8:05-8:15 passing period.

School Lockers and Desks

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. The campus principal will retain a master key to the lockers for such searches.

Similarly, school desks are school property and may also be searched for contraband, overdue or missing books, stolen items, and spoiled food. Since the lockers and desks are school property, the student and parent are on notice that there is a diminished expectation of privacy in the use of the lockers and desks. ***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 in plain sight will be confiscated and the student may be subjected to disciplinary action.



Dragons Are On the Road Again

How Do You get Here & Where We are Going

TRANSPORTATION

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. Bike racks are located on the school grounds and must be used to park bicycles. Please remember to lock your bike.

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, follow the directions of administrators, teachers, and staff to ensure the safety of all students. Students arriving for the school day should be dropped at the front of the school entering the drive. The use of school district transportation is highly recommended if it an option.

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

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 eligible bus rider ride a different bus, 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 before 9:00 a.m. on the day of the request. The office will call to verify requests, if the bus is full. *Non-emergency requests cannot be filled and District transportation is not to be used for parent convenience or Friday sleepovers.*

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 Lane / Staff Parking: *Students should not be dropped off in the bus lane or the staff parking lot area. All students attending athletics, or early morning classes or events should be dropped off in the front of the school.*

FIELD TRIP POLICY

Students at Bertha Sadler Means YWLA have the opportunity to participate in a number of educational and extra-curricular field trips throughout each school year. Each grade level will explain the trips and an enrichment fee will be collected at the beginning of the year to pay for the trips. 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.



Regular school rules and expectations apply.

Be prepared: You must turn in your permission slip by the due date posted on the permission slip provided by the field trip sponsor. 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. Students failing a class or experiencing discipline issues may be required to stay at school at teacher discretion.

Accept Responsibility



Students attending any school related trips are responsible for making up any work missed during their absence from school. Failure to make up work in a timely manner may result in enforcement of late policy or no credit. For extracurricular field trips, 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.

SCHOOLWIDE GUIDELINES FOR SUCCESS

“I will not use hands or words for hurting myself or others”

DISCIPLINE

We encourage you to be a responsible student and to follow school rules. Teachers 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 AISD Student Code of Conduct and sign that you understand and will comply with the rules. Bertha Sadler Means Young Women's Leadership Academy is a Positive Behavior Support Campus and we follow our school-wide guidelines for success.

Acceptable Use Policy: Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes and in accordance with AISD regulations.

Access to the Internet at school is a privilege, not a right. Inappropriate use of the school's Internet access (which includes printing inappropriate material) or altering the settings on any campus computer will result in administrative consequences, including loss of access privileges.

Give Me Five:

All staff may ask for the audience/students to “Give Me Five” – this means you should:

- Immediately stop what you are doing
- Eyes on the speaker
- Mouth is silent/no talking
- Ears are listening to the speaker



BERTHA SADLER MEANS
YOUNG WOMEN'S
LEADERSHIP ACADEMY

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.



Things to Be Left at Home



Due to the possibility of theft, damage, etc., for which the school cannot be responsible we are requesting that the following items, or other similar items, be left at home.

Disciplinary consequences will result for possession of some items on the list, which constitute a danger to school safety and security (e.g. toy guns, fireworks, lighters, matches). These items will not be released to students. In some cases, items will be returned to students if parents have provided a written request for the item to be returned or make arrangements to

- Skateboards and roller blades
- I-Pods, MP3 and tape players
- Chewing Gum
- Electronic games, personal TV's, playing/trading cards
- Permanent Markers
- Cellular phones, pagers, laser pointers, shock pens
- Water guns, airsoft guns and pellets, or any other toys
- Distasteful reading materials
- Poppers, fireworks, stink bombs, matches, and lighters
- X-acto knives, utility knives, or box cutters
- Any item that can be used as a weapon
- Items for sale, such as candy or gum that is not part of a school approved fundraiser

If students bring items to school that are on the list of things to be left at home the item is stolen while at school, neither the SRO nor the Administrative Staff will investigate the offense. It is strongly advised to leave all expensive electronic devices at home.

PROTOCOL FOR HANDLING PARENT CONCERNS

Classroom/Teacher Concerns: Academic and Disciplinary

Parent/guardian should first discuss any concern with the classroom teacher.

If a parent brings a concern to the Principal or Assistant Principal without first consulting with the teacher, the Principal or AP will ask the parent to first confer with the classroom teacher. If the teacher and the parent/guardian are unable to resolve the concern, the Principal or Assistant Principal should then be contacted. If after discussing the concern with the Principal and the concern is not resolved, contact the Associate Superintendent for Middle Schools. A Concerns Form is posted to the school website and can be submitted electronically to the Assistant Principal or Counselor or parents may come in and fill the form out in person.

Discipline Concerns: Assistant Principals

Parents/guardians should first discuss their concern with the appropriate Assistant Principal. If the Assistant Principal and the parent are unable to resolve the concern, the Principal should then be contacted. After discussing the concern with the Principal, if the issue is not resolved the parent should then contact the Associate Superintendent for Middle Schools.





Campus No No's

Read Carefully

Drug and Alcohol Abuse

Any student, who intentionally sells, gives, possesses, uses, or is under the influence of illegal drugs, narcotics, 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. Furthermore, students are not allowed to have over-the-counter medication on their person while at school.

Zero Tolerance

In AISD, zero tolerance means: 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.

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.

Social Media

Parents are highly encouraged to monitor the use of social media (Facebook, Instagram, SnapChat, etc.) by their minor children. Students who use social media after hours and off of school campus to engage in cyberbullying, sexting, and other inappropriate uses can have disciplinary consequences given at school when the online behavior has a negative impact on members of the school and community.

Parents are highly encouraged to place parental controls on electronic devices and several parent education sessions related to Internet safety are provided throughout the school year on parent nights. Parents and students may seek assistance from the counseling staff or Assistant Principals if they have questions or concerns about use of social media.

Harassment/ Bullying

BSM YWLA 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 sexual harassment toward another student or District employee. Students shall not commit dating or sexual violence toward another student. All reports of this type of behavior will be thoroughly investigated by the campus administration and campus police officer. A substantiated charge of harassment or bullying against a student or District employee shall result in disciplinary action. Students and parents are required to report any incidents of these types of behaviors to the campus administration immediately. Students are required to report any and all continued bullying incidents to a teacher, counselor, or administrator. See the "Concerns Form" posted online and more information on the Counselor's Page of the BSM YWLA website.

Over-the-counter and Prescription Drugs

Parents may fill out the form in the nurse's office to leave over-the-counter and/or drugs that have been prescribed to the student for the nurse to dispense. Students may not carry these drugs on their person while on school grounds and buses. Over the counter medications can be left on campus with parent authorization for 2 weeks only. If the medication is needed for an extended period beyond 2 weeks, a physician's note will be required.

Public Displays of Affection

All students are prohibited from engaging in public displays of affection anywhere on campus or at campus sponsored events.

Nurse's Information

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. 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**, including over-the-counter medicines, at school, 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.***



Miscellaneous Information

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.



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 BSM YWLA 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.



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. 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

EQUAL OPPORTUNITY

ASD 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

expenses to be used on a given day. Likewise, students are discouraged from bringing bracelets, purses, expensive or valuable items, etc. **The school accepts no responsibility for personal items.**