

CLINT SMALL MIDDLE SCHOOL



HOME OF THE MIGHTY COUGARS

WELCOME

TO

SMALL MIDDLE

SCHOOL



Clint Small Middle School (CSMS) is located in the heart of Southwest Austin, serving grades 6-8 since 1999, and is the home to the first AISD Green Tech Program. The CSMS campus has innovative course offerings in both environmental studies and career and technology education (CTE), including a strong Science Technology Engineering Arts and Math (STEAM) program using the National Pre Engineering curriculum of Project Lead the Way (Gateway to Technology) and EcoRise Design Innovation curriculum.

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SMALL MIDDLE SCHOOL
AUSTIN Independent School District



PRINCIPAL WELCOME

Welcome to Smallville, where every student shines bright!

Here at Small, we believe in the power of inclusion, fostering positive relationships, and embracing academic excellence with enthusiasm. Our school is more than just a place of learning; it's a community where each student is valued, respected, and encouraged to reach their full potential.

Here, you'll discover a supportive environment that nurtures growth and celebrates diversity. Whether you're passionate about the sciences, arts, sports, or anything in between, there's a place for you to thrive and contribute meaningfully to our school community.

Together, let's embark on an exciting journey of discovery, knowledge, and personal achievement where every day brings new opportunities for learning, friendship, and success!

-Principal Natasha Bedford

**ALL ABOUT THE
COUGARS**

School Colors Purple and Silver

School Mascot Cougar

School Slogan Small School, Big

Heart **Signature Applications**

Programs Green Tech Academy

Dual Language



JUST THE BASICS

Attendance

Regular attendance in all classes is an expectation of all Clint Small MS 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 submit a signed note by the parent that describes the reason for the absence and a doctor's note/receipt, if applicable. Notes signed by the student, even with the parent'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 UNEXCUSED in the student's attendance record.

JUST THE BASICS

Attendance Continued

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 all absences. For more information regarding this process, please contact our campus Attendance Specialist.

AISD District Attendance Information

<https://www.austinisd.org/attendance/compulsory>

JUSTTHE BASICS



Tardy Policy

It is a campus expectation that students are in class on time. A tardy will be documented if a student is not in their assigned classroom at the bell that starts the class period. Excessive tardies may result in a referral to administration.

1st Tardy: Reminder about campus expectation to be on time to all class periods.

2nd Tardy: Second reminder about campus expectations and Parent contact will be made via email or phone call.

3rd Tardy: Parent contact will be made via phone call. Lunch detention assigned

4th Tardy: Referral documented by grade level administrator. Administrator will make parent contact. Applicable detention assigned. Attendance Contract initiated.

5th Tardy: 2nd Referral documented by grade level administrator. Administrator will make parent contact. Applicable detention assigned. Attendance Contract updated. Scheduling of parent conference.

PERMIT TO LEAVE SCHOOL POLICY

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

1. Parents must fill out the early student release form on-line, where a leave early pass will be sent to the student. Alternatively, you can send a written note with your student on the day of the appointment; a written note is required from the parent or guardian., 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.

4. A parent or guardian must sign a student out at the office before leaving campus.

5. Please be prepared to provide your Driver License or state issued ID

6. Upon returning to campus, students must submit a attendance note.

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 doordash or



other outside food to be delivered to students.

CLOSED CAMPUS POLICY

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 the stores, they must drop the student off at the store before arriving to campus.

Students on campus at the end of the day (after 3:30 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.

STUDENT RECORDS AND FILES

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 if the school is given a copy of the court order determining these rights.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are required to submit to the registrar in the counseling office a change of address or telephone numbers. All parents/guardians should give a telephone number where they may be reached during the school day. It is often necessary for the school to contact parents and there must be a way for us to contact you.



DRESS CODE Our campus follows

and adhere's to Austin ISD's student dress code policy that is listed in [AISD's Student Success Guide](#). **You can also find more information about the dress code at the following link: [AISD Dress Code Policy](#).**

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.

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 themselves or others.

THE COUGAR HONOR CODE

ACADEMIC INTEGRITY

We expect that all students strive to learn the subjects they are being taught during their time at CSMS. 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:

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

Cheating/Copying: Getting answers from another student or giving answers to another student on homework, tests, quizzes, or any other assignments is unethical and is considered cheating. A common infraction is borrowing and copying the answers to homework assignments. 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.

AT CSMS we expect all students to be prepared, prompt, and participate.

ACADEMIC CHECK IN'S

PROGRESS REPORTS & REPORT CARDS

Progress reports are posted to the AISD Portal, after the 4th week of the nine weeks. Report cards are posted to the AISD Portal, after the nine week period has been completed.

If you have any questions regarding grading, please contact individual teachers or grade level counselor for more information.

For more information about accessing the AISD Portal please use review the following the link:

[https://www.austinisd.org/technology/parent-portal/parent-self serve](https://www.austinisd.org/technology/parent-portal/parent-self-serve)

TUTORIALS

Before and After School tutorials are offered daily. Please check with your teacher about when you can attend tutoring for additional academic support.

MAKE UP WORK

It is the student's responsibility to make arrangements with individual teachers for make-up work following any absence, including school related activities. The parent may make arrangements with the attendance clerk to pick up work after the student is out for three or more days.

Parents may contact the attendance clerk at 841-6702. Requests for assignments must be made by 9:00 AM in order to be picked up after 3:30 PM the same day. Make-up work is expected to be completed within three days upon returning from the absence. In case of extended illness, please contact your grade level counselor for more information.

CAMPUS LIFE

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 may purchase lunch or bring lunch from home.

Students are not allowed off campus for lunch. You may prepay a lunch account for your child at <https://www.schoolcafe.com/austinisd>

The cafeteria does not accept personal checks. For more information about menus, and free and reduced lunch applications please use this link:
<https://www.austinisd.org/nutrition-food-services>.

LUNCH ROOM 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 throwing away all trash in the proper container.

4. Follow all instructions given to you by the adults in the cafeteria during lunches.

5. During lunch, you may not leave the cafeteria to go into the academic wings or library without a teacher sponsor from your lunch bunch group. from a teacher, librarian, or administrator.

6. You must stay seated and you may not wander around the Cafeteria.

CAMPUS LIFE

LUNCH ROOM EXPECTATIONS CONTINUED

Once you have selected a place to sit, you must remain seated for the duration of the lunch period. 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.

Students must have a teacher sponsor present to leave the cafeteria for any lunch group or meetings.

OUTSIDE FOOD SOURCES

Parents may bring food from outside sources only for consumption by their child.

Parents are not allowed to send food to students using food delivery services (*DoorDash, UberEats, Favor, etc.*). Parents must bring food from outside sources to the front office to drop off for students.



ATHLETICS

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 aligned with their program mission, vision, and protocol.

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.



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 a physical, Rank One, and parental permission for participation.

For more information on our campus athletic program, please contact our Athletic Director Coach Joe Moore.

ATHLETIC EVENTS

REMINDERS

Students attend athletic events for the purpose of cheering on the Cougar Athletes, therefore, students are expected to sit and watch the game and show support for our team.

Students may not taunt or use inappropriate language at any time.

Students should not be wandering or loitering in the hallways at athletic games or standing.

Students are expected to sit in the bleachers and watch the game. Students who violate this rule will be asked to leave the game and campus.

Once students have exited the building during an event at Small, 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 10 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. We want everyone to have fun and cheer our Cougars on to victory! Go Cougars!

CAMPUS LIFE

AFTER SCHOOL ACTIVITIES/EVENTS

School activities are provided for currently enrolled students. No guests or visitors are allowed at school activities, 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 activity.

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 activity.



CAMPUS LIFE

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 and follow the directions of administrators, teachers, and staff to ensure the safety of all students.

Students arriving for the school day should be dropped off at the front of the school entering the circular drive on the north side and exiting on the south side. In the afternoon, cars should line up in the front parking area as far to the right as possible to allow for through-traffic to pass on the left. Do not drop off or pick up students from the bus lane area until after all buses have left for the day. Use of school district transportation is highly recommended if it is 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.

Parents please be mindful of your speed and be mindful of all traffic signage in all areas surrounding the campus.

CAMPUS LIFE

TRANSPORTATION CONTINUED

Bus Riders :

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

subject to disciplinary action.

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

1.A conference involving the Principal or Assistant Principal, the student passenger, the driver, and the parent may be required.

2.The Principal or designee may suspend the student's bus riding privileges. If such a suspension occurs, the parent/guardian will be notified prior to the time the suspension takes effect.

3.In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance; the Principal and parent/guardian shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

CAMPUS LIFE

Students at Small Middle School 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

Students failing a class or experiencing discipline issues may be required to stay at school at teacher or administration discretion.

Accept Responsibility: Students attending any school related trips are responsible for making up any work missed during their absence from school. Failure to makeup 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.

GUIDELINES FOR SUCCESS

SMALL MS DISCIPLINE PROCEDURES

We encourage all Cougars to be responsible students and to follow school rules. Teachers and Administrators will review class and

campus expectations at the beginning of the year.

Students and families are asked to review
[AISD Student Code of Conduct.](#)

Our P.A.W.S Commitment

P

Prepare Yourself

A

Accept Responsibility

W

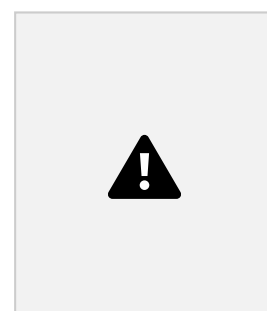
Work Towards Excellence



Seek Help When Needed

GUIDELINES FOR SUCCESS

SMALL MS DISCIPLINE



Clint Small, Jr. Middle School is a Positive Behavior Support

Campus and we follow our school-wide guidelines for success.

HARRASSMENT/BULLYING

Clint Small, Jr. Middle School is a “Bully-Free Zone” and no bullying or harassment of students is tolerated.

Students shall not engage in harassment motivated by race, color, religion, national origin, sexual orientation, gender, or disability and directed toward another student. Students shall not engage in 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.

AT CSMS we expect all students to follow all campus expectations.

GUIDELINES FOR SUCCESS

DRUG AND ALCOHOL ABUSE

Drug and Alcohol Abuse: Any student, who intentionally sells, gives, possesses, uses, or is under the influence of illegal drugs, narcotics, or alcohol on 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.

OVER THE COUNTER/PRESCRIPTION MEDICINE

Parents may fill out the form in the nurse's office to leave over-the-counter medicine 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.

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.

GUIDELINES FOR SUCCESS

PERSONAL BELONGINGS

Due to the possibility of theft, damage, etc., **for which the school cannot be responsible**, we request that personal, high-value, sentimental, or other similar items, be left at home. All items brought to school by students will be the student's responsibility. The administration and SRO may choose not to investigate stolen items if items have not been stored properly.

PROHIBITED ITEMS

Disciplinary consequences will result for possession of items , 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 make arrangements to pick up the item themselves.

The following items are prohibited on campus. Failure to adhere to our campus policies for these items will result in disciplinary actions from the administration:

- Water guns, airsoft guns, and pellets, or any other toys
- Poppers, fireworks, stink bombs, matches, and lighters
- X-acto knives, utility knives, or box cutters
- Any item that can or is being used as a weapon
- Items for sale, such as candy or gum that is not part of a school-approved fundraiser
- Laser pointers, shock pens
- Permanent Markers (Sharpies, etc.)

GUIDELINES FOR SUCCESS

PUBLIC DISPLAYS OF AFFECTION

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

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.

OVER THE COUNTER/PRESCRIPTION MEDICINE

Parents may fill out the form in the nurse's office to leave over-the-counter medicine 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.

ZERO TOLERANCE POLICY

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.

GUIDELINES FOR SUCCESS SMALL MS DISCIPLINE PROCEDURES

TECHNOLOGY USE

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.

Please view the district [Acceptable Use Policy](#) for technology for more information.

AT CSMS we expect all students to follow all campus expectations.

GUIDELINES FOR SUCCESS

C.E.L.L PHONE POLICY

COUGARS *ENGAGING IN LIFE AND LESSONS*

To ensure students are less distracted, engaged with others, developing communication skills, and present.

We aspire to provide a safe haven from social media during school hours.

Clint Small, Jr. Middle School is a cellphone and smartwatch free zone. We all cellphones are required to be in student backpacks and not visible. Smartwatches may be worn, but may not be used for texting, web browsing, or phone calling on campus.

Procedures for Misuse of Cellphones & Personal Electronic Devices

1. **FIRST OFFENSE** - Teacher/Staff takes earbuds/phone/smart watch/personal electronic device **URNS IT INTO THE OFFICE, DOCUMENTING INCIDENT** with parent contact.
2. **SECOND OFFENSE** - Teacher/Staff takes earbuds/phone/smart watch/personal electronic device and **URNS IT INTO THE OFFICE** and ADMIN will talk with student and document/return device.
3. **THIRD OFFENSE** - Teacher/Staff takes earbuds/phone/smart watch/personal electronic device and **URNS IT INTO THE OFFICE** and ADMIN will talk with student and document/return device. **Phone/smart watch is checked in at the start of school and picked up at the end of school for (3 consecutive days)**
4. **FOURTH OFFENSE** - Teacher/Staff takes earbuds/phone/smart watch/personal electronic device and **URNS IT INTO THE OFFICE** and ADMIN will talk with **PARENT** to schedule **PICKUP** (Fees for cellphone violations will be decided by the board at a later date. **PHONE IS NOW BANNED FROM CAMPUS.**
- Students are not allowed to have personal electronics out of their bag during the day. The expectation is that they remain in their backpack. We ask that the phone is **ALWAYS** on **SILENT** or **OFF** when in the building. Violation of this rule can result in consequences listed above. Student's refusal to give the teacher or staff the phone when asked will result in disciplinary action.

GUIDELINES FOR SUCCESS STUDENT TRANSFER EXPECTATIONS

Based on AISD district policy, A parent and student who accepts a transfer shall agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation.

The principal of the receiving school shall be authorized to deny or revoke the transfer if these conditions are not met.

Failure to maintain Small Middle School's standard for academic progress, attendance, discipline, and parental cooperation will result in the principal initiating a transfer revocation.

Students who receive transfer revocation warning letters will have their student profile reviewed by the principal at the end of the Fall semester and end of the Spring Semester.

After the principal review, students who have not shown significant academic, attendance, or behavior improvement from the date of the warning letter initiation will have their transfers revoked for the following semester.

STAY CONNECTED

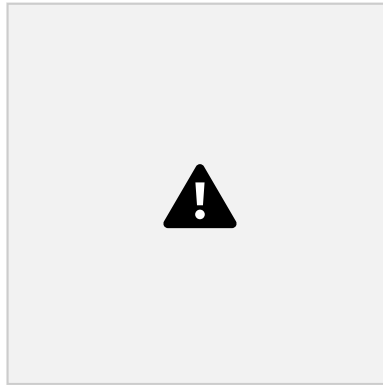
Parents and students may contact our leadership team with any of their questions or concerns.

Parent/guardian should first discuss any concern with the classroom teacher. If the teacher and the parent/guardian are unable to resolve the concern, the grade level Assistant Principal and Counselor will be contacted.

Weekly Newsletter

In order to stay up to date for all things Small make sure to check out our weekly newsletter, Cougar News!

[Cougar News Link](#)



Small Middle School Website

<https://small.austinschools.org/>