

Taylor Middle School

Student & Parent Handbook 2019-20



Chelsey Ellison - Principal

Sean Schobinger - Assistant Principal (A-L)

Yesenia Rodriguez - Assistant Principal (M-Z)

Abigail Gola - Counselor (A-L)

Siobhan Apodaca - Counselor (M-Z)

304 Carlos Parker Drive

Taylor, TX 76574

Phone: (512) 352-2815

Fax: (512) 365-8589

Website: tms.taylorisd.org

Taylor ISD Motto

“Relentless in the pursuit of educational excellence”

Taylor Middle School Student Motto

Taylor Middle School Students...Get Here - Get Engaged - Get a Book - Get Better

Table of Contents

Topic	Page Number
Bell Schedule	3
Awards	4
Breakfast	4
Cafeteria	4
Cell Phones & Electronic Devices	4
Citizenship Breakfast	4
Communication from the School	4
Deliveries to Students	5
Discipline	5
Dress Code	5
Extra Curricular Activities	5
Foods of Minimal Nutritional Value (FMNV)	6
Grading Guidelines	6
Gifted and Talented Enrichment	6
Homework	6
Honors Placement	6
Leaving Campus	7
Library	7
National Junior Honor Society	7
Parental Involvement	7
Progress Reports	7
Prohibited Items	7
Schedule Changes	8
Student Council	8
Summer School	8
Tardy Procedures	8
Traffic	8
Transportation Changes	9
Tutorials	9
Valuables	9
Visitors and Volunteers/Chaperones	9
Appendix - Dress Code, School Procedures, Parent Involvement Guidelines and Student, Parent and School Compact	10+

TMS Bell Schedules 2019-20

Regular Bell Schedule

6th Grade			7th Grade			8th Grade		
1st Period	8:12 AM	8:57 AM	1st Period	8:12 AM	9:01 AM	1st Period	8:12 AM	9:01 AM
2nd Period	9:01 AM	9:46 AM	2nd Period	9:05 AM	9:50 AM	2nd Period	9:05 AM	9:50 AM
FIT Time	9:50 AM	10:16 AM	FIT Time	9:54 AM	10:20 AM	FIT Time	9:54 AM	10:20 AM
3rd Period	10:20 AM	11:05 AM	3rd Period	10:24 AM	11:09 AM	3rd Period	10:24 AM	11:09 AM
Lunch / 4th Period	11:09 AM	12:28 PM	4th Period	11:13 AM	11:58 AM	4th Period	11:13 AM	11:58 AM
Lunch 11:11 AM - 11:41 AM			Lunch / 5th Period	12:02 PM	1:21 PM	5th Period	12:02 PM	12:47 PM
4th Period 11:43 AM - 12:28 PM			Lunch 12:04 PM - 12:34 PM			Lunch / 6th Period	12:51 PM	2:10 PM
5th Period	12:32 PM	1:17 PM	5th Period 12:36 PM - 1:21 PM			Lunch 12:53 PM - 1:23 PM		
6th Period	1:21 PM	2:06 PM	6th Period	1:25 PM	2:10 PM	6th Period 1:25 PM - 2:10 PM		
7th Period	2:10 PM	2:55 PM	7th Period	2:14 PM	2:59 PM	7th Period	2:14 PM	2:59 PM
8th Period	2:59 PM	3:48 PM	8th Period	3:03 PM	3:48 PM	8th Period	3:03 PM	3:48 PM

TMS Pep Rally Schedule

6th Grade			7th Grade			8th Grade		
1st Period	8:12 AM	8:57 AM	1st Period	8:12 AM	9:01 AM	1st Period	8:12 AM	9:01 AM
2nd Period	9:01 AM	9:46 AM	2nd Period	9:05 AM	9:50 AM	2nd Period	9:05 AM	9:50 AM
3rd Period	9:50 AM	10:35 AM	3rd Period	9:54 AM	10:39 AM	3rd Period	9:54 AM	10:39 AM
Lunch / 4th Period	10:39 AM	11:58 AM	4th Period	10:43 AM	11:28 AM	4th Period	10:43 AM	11:28 AM
Lunch 10:41 AM - 11:11 AM			Lunch / 5th Period	11:32 AM	12:51 PM	5th Period	11:31 AM	12:17 PM
4th Period 11:13 AM - 11:58 AM			Lunch 11:34 AM - 12:04 PM			Lunch / 6th Period	12:21 PM	1:40 PM
5th Period	12:02 PM	12:47 PM	5th Period 12:06 PM - 12:51 PM			Lunch 12:23 PM - 12:53 PM		
6th Period	12:51 PM	1:36 PM	6th Period	12:55 PM	1:40 PM	6th Period 12:55 PM - 1:40 PM		
7th Period	1:40 PM	2:25 PM	7th Period	1:44 PM	2:29 PM	7th Period	1:44 PM	2:29 PM
Pep Rally / Assembly	2:29 PM	2:55 PM	Pep Rally / Assembly	2:33 PM	2:59 PM	Pep Rally / Assembly	2:33 PM	2:59 PM
8th Period	2:59 PM	3:48 PM	8th Period	3:03 PM	3:48 PM	8th Period	3:03 PM	3:48 PM

TMS Early Release Schedule

6th Grade			7th Grade			8th Grade		
1st Period	8:12 AM	8:57 AM	1st Period	8:12 AM	9:01 AM	1st Period	8:12 AM	9:01 AM
2nd Period	9:01 AM	9:46 AM	2nd Period	9:05 AM	9:50 AM	2nd Period	9:05 AM	9:50 AM
3rd Period	9:50 AM	10:35 AM	3rd Period	9:54 AM	10:39 AM	3rd Period	9:54 AM	10:39 AM
Lunch / 4th Period	10:39 AM	11:59 AM	4th Period	10:43 AM	11:28 AM	4th Period	10:43 AM	11:28 AM
Lunch 10:41 AM - 11:11 AM			Lunch / 5th Period	11:32 AM	12:51 PM	5th Period	11:32 AM	12:17 PM
4th Period 11:13 AM - 11:59 AM			Lunch 11:34 AM - 12:04 PM			Lunch / 6th Period	12:21 PM	12:51 PM
5th Period	12:02 PM	12:51 PM	5th Period 12:06 PM - 12:51 PM			Lunch 12:23 PM - 12:48 PM		

Welcome to Taylor Middle School for the 2019-20 school year!

Taylor Middle School staff are excited for another year of learning and growth. With the parents support and understanding, we are going to make this year one of the best. Below are a few outlines and reminders to help your child and you have a great year. This handbook cannot cover every possible scenario that may happen throughout the school year. Campus administration will have the final determination on any items not specifically listed. If you have any questions, please let us know so we can address them. Thank you.

AWARDS

TMS will host an awards ceremony at the end of each grading period for students. The date and time will be communicated with parents ahead of time so family and friends can be invited. The awards that will be recognized are: perfect attendance, A Honor Roll (All A's), A-B Honor Roll (More A's than B's in core classes) and other areas of academic improvement. *Students may not be eligible for perfect recognition if the student has excessive tardies for coming to school late or leaving early.*

BREAKFAST

All students will have the opportunity to eat a free breakfast every morning in the cafeteria. Breakfast starts to be served at 7:30am and continues until 8:05am. Students must eat breakfast in the cafeteria and once they pass or leave the cafeteria they may not come back.

CAFETERIA

Taylor Middle School is a closed campus and students are not allowed to leave for lunch. Parents are welcome to eat with their own children, but may not bring food items for other children, for example, no sharing of pizzas, handing out cupcakes, etc. Parents must check in at the office at the beginning of their child's lunch period. Parents should eat with their child in the bottom section of the cafeteria.

Prices:

For the most up to date prices, please see the Taylor ISD Student/Parent Handbook.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Electronic devices (cell phones, iPads, tablets, watches that send/receive messages, etc.) are not allowed during the school day for any reason. All electronics, including earbuds, headphones, and speakers must be turned off and out of sight.

Student consequences for having electronics visible, heard or in use will be:

- 1st offense - Returned at the end of the school day with a student signed warning
- 2nd offense - Returned at the end of the school day with student and parent signed warning
- 3rd offense - Returned at the end of the school day with student and parent signed warning and a \$15 fine
- 4th offense - Returned at the end of the semester with student and parent signed warning and a \$15 fine
- 5th offense -Returned at the end of the school year with student and parent signed warning and a \$15 fine

CITIZENSHIP BREAKFAST

TMS will recognize students from each grade at least once per month at our Citizenship Breakfast. Students will be selected by the grade level teachers. Notifications will be sent home with students to notify parents their child has been selected and to communicate the date and time of the breakfast.

COMMUNICATION FROM THE SCHOOL

There are many ways to stay in contact with the school and updated on school information

- Sign up for Remind
- Check the school website
- Check the school website calendar
- Have a correct email address and phone number on file with the school
- Follow us on social media through Facebook and Twitter
- Stay in touch with child's teachers through phone, email, Remind or conferences
- Ask your child about his or her day and follow up with the appropriate teacher

DELIVERIES TO STUDENTS

Due to the negative impact of interruptions during instruction, no deliveries will be allowed directly to students. All items must be brought to the office. Balloons, flowers, mums, invitations, gifts, food deliveries and other non-academic items should not be sent to the school at all. Please remember it is difficult for students to carry these items from class to class and to ride on district transportation. Any non instructional items will be collected by administration.

DISCIPLINE

TMS staff will follow the Taylor ISD Student Code of Conduct while utilizing positive behavior supports throughout the school including:

- Teaching and reinforcing the campus expectations
 - Be safe, be respectful and be responsible
- Establishing classroom expectations through CHAMPs
- Following common area expectations through PRIDE
- Instituting a school wide reward system through
 - Duck bucks, PRIDE days and citizenship awards

When students make choices that in need of a consequence every effort will be made to resolve the concern and return the student to class as quickly as possible to ensure student learning continues. Classroom teachers will handle most discipline concerns so questions regarding discipline should start by speaking with the teacher. In the event the student misbehavior is repeated or severe, an administrator will be involved. *It is imperative parents work with the school for students to be successful throughout this process.*

DRESS CODE

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the rules that follow. All rules and violations cannot be addressed in this document; therefore violations are at the discretion of the administration. Note: If a student wears inappropriate clothing and a parent is unavailable or cannot provide a change of clothing in a timely manner, the student will change into appropriate clothing if available from the nurse or receive a consequence for the day.

Please see the appendix for the dress code guidelines

EXTRA CURRICULAR ACTIVITIES

Participation in school-sponsored extracurricular activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL); a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student, who receives at the end of an evaluation period, a grade below 70 in any academic class, may not participate in extracurricular activities for the time period outlined in the Eligibility Chart below.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for the time period outlined in the Eligibility Chart below.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

For the most up to extra curricular eligibility timeline, please see the Taylor ISD Student/Parent Handbook.

Each extracurricular activity will have its own set of guidelines, constitution, participation and other requirements that must be followed. Parents and students should talk with those sponsors to get copies of those. Each student clubs and performing groups such as the band, choir, dance, athletic teams, etc. may establish standards of behavior, including 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 *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. [See policies at FM and FO. For student-organized, student-led groups, see Meetings of Non-curriculum-Related Groups.]

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

According to the Texas Public Nutrition Policy, all public schools must follow the state nutrition policies. A potential consequence for the FMNV policies not being followed could result in our school having to pay the reimbursed costs of all the students on free and reduced lunch. More information can be found at www.squaremeals.org. Here are some highlights for us to be aware of:

- FMNV is a food that provides little or no nutritional value (ex. popsicles, hard candy, marshmallow based candy, soda).
- FMNVs are not allowed during the school day until the last class has ended or under certain exceptions.
- Parents may only bring food and snacks for their own child unless it is a nutritional snack that follows the FMNV policy and is approved by the principal.

GRADING GUIDELINES

For the most up to date grading guidelines, please see the Taylor ISD Student/Parent Handbook.

GIFTED & TALENTED ENRICHMENT

The GT Enrichment Program is designed to extend and enrich the curriculum and challenge students to promote critical thinking and problem solving skills.

- Students must be identified as Gifted & Talented.
- Students will be assigned to a Gifted and Talented activity time to receive enrichment instruction.
- Projects and classwork will incorporate exploration, critical thinking and problem solving.
- Honors classes in each core content area area available for students to enroll in.

HOMEWORK

Homework is an important component of academic success. Students will be expected to complete their daily homework assignments prior to coming to class the next day. It is the expectation that parents will monitor their children and provide an environment that allows the student to complete their homework assignments at home.

HONORS PLACEMENT

Courses are taught using curriculum, materials, and strategies that will prepare students to take more challenging courses in high school. Success requires that students commit to the behavioral and academic expectations of the program. A student's performance is evaluated for consideration according to a campus matrix. Students must re-qualify each year.

For students not meeting matrix standards, TMS practices open enrollment through a waiver process. Following a parent's written request that their child be placed in the program, a conference will be held with the parent, student, TMS staff and a signed letter kept as documentation. If a student falls behind or has a class average below 70, the teacher will meet with the parent requiring the student to attend tutorials. If the student does not attend or if his/her grade does not improve, s/he will be moved from Honors to the on-level class. Students who are failing due to lack of effort will be reviewed to ensure proper placement; an academic committee will decide to remove or to continue the student in Honors.

Honors Courses Offered

Math Honors: 6th, 7th and 8th grade (8th grade=Algebra)

LEAVING CAMPUS

Students may only leave campus when an approved adult that is 18 years or older checks the student out or if the student is with a staff member on a school sponsored activity. Student may not be counted absent from TMS in order to participate in campus activities at other Taylor ISD campuses.

LIBRARY

The library is a place for learning with books, computers, magazines and other materials available for classroom assignments, projects, listening or reading. Students may check out two books at a time. The materials checked out, are due in two weeks from the check out date and may be renewed two times. All students are responsible for returning library materials by the due date. Lost or damaged materials should be reported to the librarian as soon as the damage is noticed. A damage fine will be assessed at this time to the responsible party. If a book is lost or totally destroyed, students will be responsible for the full price of the book.

NATIONAL JUNIOR HONOR SOCIETY

The Taylor Middle School National Junior Honor Society promotes academic excellence and provides an opportunity for its members to work together for the good of the school. Students are eligible for membership at the end of the fall semester during their 7th year. Selection for membership is by the NJHS sponsors and is based on outstanding scholarship, character, leadership, service, and citizenship. If students are interested in this they should begin working on the above characteristics as soon as they enter middle school. The scholarship requirements are determined in the following manner:

- An average of 93 or above in the four core classes (ELA, math, science, social studies)
- Those students taking honors courses will have bonus points added to the average:
 - One point for each honors course enrolled

New members will be honored during an induction ceremony in the Spring Semester.

PARENTAL INVOLVEMENT

Communication: To ensure student success at school it is imperative parents and TMS staff work together. If at any time you have questions or concerns please contact the staff member directly. If your concern cannot be resolved with that staff member directly, please contact a campus administrator. Many times, students will not have all of the facts or information about a particular situation so the parents must work with the school to ensure we are all on the same page. TMS staff are expected to return parent phone calls and emails within 24 hours of receiving them.

Conferences: We have designated conferences times for each teacher and team of teachers that will allow them to meet with students and parents. Please contact your child's teacher(s) to set up a time to meet.

Involvement: TMS Will host several parent involvement days throughout the school year. The dates, times and activities will be communicated in advance so parents can make every attempt to participate with the school

PROGRESS REPORTS

Progress reports will go out during the third week of each six week grading period.

PROHIBITED ITEMS

In addition to "Prohibited Items" listed in the Student Code of Conduct, all highly caffeinated beverages are not allowed on campus (ex. Rock Star, Monster, Red Bull, etc.). Items such as slime, toys, fidget spinners, stuffed animals, pillows, blankets, etc are not allowed on campus. Administration has the final say in determining if an item is prohibited from campus to ensure there is no disruption in student learning.

SCHEDULE CHANGES

Request for schedule changes must be made in writing by the parent and administrative approval will be based on academic need and in the best interest of the individual student. An open schedule change period will be communicated at the beginning of school. After a deadline, schedule changes will not be allowed unless approved by campus administration.

STUDENT COUNCIL

The Taylor Middle School Student Council promotes student involvement with such activities as teacher appreciation, welcome/spirit, service, education and fund-raising. Elections for officers (president, vice-president, secretary, treasurer and historian) are held each spring for the following school year. Four representatives are elected from each grade. In the fall, any student may join as a member-at-large. Students must maintain an 80 overall average and have a good conduct record. All members will participate in all Student Council sponsored activities. The TMS Student Council Constitution is available upon request. A student may be removed from the Student Council for the following reasons in accordance with the student council constitution.

SUMMER SCHOOL

Students not meeting the state attendance requirements or the district promotion/retention policy may be required to attend summer school. Eighth graders not meeting the standard on the STAAR Math and/or Reading tests will be required to attend summer school. When a student is assigned to summer school, attendance is mandatory. The principal, in deliberation with the grade placement committee will make the determination for placement in summer school. A fee for summer school may be assessed.

TARDY PROCEDURES

Parents will be notified of each tardy through the TEAMS notification process. Beginning on the third tardy, an additional phone call home will be made by the office. The tardy process is cumulative across all classes and starts over every grading period. The counselors will conference with students at the beginning of the year to ensure students understand the importance of getting to class on time and ensure the students schedule is not preventing the student from getting to class on time.

- 1st thru 2nd tardy – Warning
- 3rd & 4th tardy – 1 day ISS lunch detention
- 5th & 6th tardy – 2 days after school detention
- 7th+ tardy - Mandatory parent conference and additional consequences assigned

TRAFFIC

Please follow all posted signs for speed, parking drop off/pick up and traffic flow. These signs are designed to keep students, staff and visitors safe.

Car Riders: Car rider students should be dropped off and picked up in the car rider line on the north side of the TMS campus, near the front entrance. Cars should enter the car rider entrance on Bill Pickett Drive and exit onto Carlos Parker Blvd staying the left or right designated lanes. When parents do not follow these expectations they put students in danger. *Parents are strongly discouraged from asking car rider students to not follow the car rider expectations because this creates a very unsafe situation with a large number of students overwhelming the area and students crossing the road in unsafe ways.*

Walkers and Bike Riders: Walkers are asked to stay on the sidewalk near the pond and in the KB neighborhood. Students should only cross when the crossing guard instructs them it is safe and should always use the designated crosswalks. Students should stay alert, keep headphones out of their ears and never assume a car sees you, always keep the car the benefit of the doubt and wait for it to pass.

TRANSPORTATION CHANGES

Please notify the school in writing when there are any changes to how your child goes home from school. Transportation changes will not be made after 3:15pm because there is not a guarantee we will get the information to the student in time before dismissal. To make a transportation change you may send an email to: tmstransportationchange@taylorisd.org

TUTORIALS

Classroom tutorials will be available each morning from 7:45am-8:05am. A schedule will be posted for students and parents at the beginning of the school year. Tutorials are also available after school by contacting the teacher.

VALUABLES

Please do not allow your child to bring valuable items, excessive amounts of money, toys, electronic devices or other items to school. Students are responsible for all personal possessions. The school will not be liable for or spend time investigating any theft, loss or damage of personal valuables.

VISITORS and VOLUNTEERS/CHAPERONES

TMS welcomes visitors and volunteers to our campus. All visitors must check in through the Raptor program with a state approved identification. Visitors that are not able to produce an ID or do not pass the identification process will not be allowed on campus or be allowed to visit with a student on campus. Volunteers and chaperones must pass the district background check. The background check is completed online and our office staff can assist with this process.

Taylor Middle School Dress and Grooming 2019-20

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards provided that they comply with the rules that follow. All rules and violations cannot be addressed in this document; therefore violations are at the discretion of the administration. Note: If a student wears inappropriate clothing and a parent is unavailable or cannot provide a change of clothing in a timely manner, the student will change into appropriate clothing if available from the nurse or receive a consequence for the day.

<ul style="list-style-type: none">● Dress will be neat, clean, and modest. Undergarments will not be visible.
<ul style="list-style-type: none">● Students will keep their heads uncovered.<ul style="list-style-type: none">○ No hats, caps, jacket hoods, bandanas, masks, or sunglasses.
<ul style="list-style-type: none">● Hair must be neatly groomed, clean, a natural shade, and worn out of the eyes.<ul style="list-style-type: none">○ No unusual hair colors, styles, or accessories, (examples - pink hair, Mohawks, long bangs, picks), or cuts or shaved lines in the eyebrows.
<ul style="list-style-type: none">● Jewelry or accessories will be free of pointed parts. Earrings may be worn in the ears only.<ul style="list-style-type: none">○ No heavy chains or chains attached to wallets or pants, "Grills" over the teeth. Piercings beyond the ears, look-alike piercings, plugs, gauges, or extra large earrings. Covered piercings are prohibited.
<ul style="list-style-type: none">● Students are only permitted to wear eyewear that has been prescribed to correct vision deficiencies.<ul style="list-style-type: none">○ No sunglasses, plain or colored lens glasses, worn for fashion only that do not contain a corrective vision lens, and colored contacts worn for fashion only that do not contain a corrective vision lens.
<ul style="list-style-type: none">● Females: The neckline of clothing must touch the upper chest along its entire edge. The front and back of shirt must cover the student's stomach and lower back when the student is seated or arms are raised. Shoulder straps must be at least 2 inches wide.<ul style="list-style-type: none">○ No see-thru or overly tight garments, sleeveless shirts with large armholes, revealing garments, halter-tops, strapless or spaghetti strap tops, etc.
<ul style="list-style-type: none">● Males: All shirts must have sleeves, and all buttons, except the top collar button, must be buttoned. The front and back of shirt must cover the student's stomach and lower back when the student is seated or arms are raised. Shirts extending below the fingertips must stay tucked in.<ul style="list-style-type: none">○ No facial hair will be allowed; students will be clean-shaven.
<ul style="list-style-type: none">● Students' clothing and bodies should be free of writing and/or drawings in ink and/or marker. Tattoos, including temporary tattoos, must be covered before the student arrives on campus and will remain so.
<ul style="list-style-type: none">● Hemlines of shorts, skirts, and dresses will reach below the student's extended fingertips while standing.● No bicycle shorts, boxer shorts, wind shorts, running shorts, see-thru shorts, cutoffs, or pajamas will be allowed.● The crotch of a garment must be worn higher than mid thigh. Belts are to be worn at the waist with the end of the belt through the belt loops.● No sagging or over-sized pants, cuff/ hemlines of pants dragging the floor, pants with see-through holes, or holes above the fingertips. No large holes will be allowed in garments.
<ul style="list-style-type: none">● The District prohibits any pictures, emblems or writing on clothing that are lewd, offensive, vulgar, violent, obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (LOCAL) and prohibits any clothing or grooming that in the principal's (or designee) judgment may reasonably be expected to cause disruption of or interference with normal school operations. This also applies to all of a student's possessions, e.g. backpacks and binders.<ul style="list-style-type: none">○ Clothing and accessories, as well as manners of dress, associated with unauthorized groups are not permitted. Examples include bandanas, colored shoestrings, towels or T-shirts thrown over the shoulder or neck, etc. Only one piece of camouflaged clothing is allowed at a time.
<ul style="list-style-type: none">● Students must wear shoes, if shoes lace, they must be tied.<ul style="list-style-type: none">○ No house shoes or house slippers.

TMS SCHOOL PROCEDURES 2019-20

MORNING ARRIVAL PROCEDURES

- Students enter the building at 7:30am.
 - Only students eating breakfast report to breakfast line.
 - All other students report to grade level hallway and remain seated until dismissed to 1st period.
 - 7th grade boys and girls athletics reports to the gym
- Students eating breakfast walk directly to a breakfast line upon entering building. If a student does not go directly to the cafeteria then he/she has skipped breakfast for the day.
 - Students eating breakfast sit in cafeteria by grade level.
 - 6th grade – bottom level
 - 7th grade and 8th grade – top level
 - Students eating breakfast remain in cafeteria until they have finished eating or are dismissed by cafeteria monitor to grade level hallway.
- Students not eating breakfast report to the following hallways.
 - 6th Grade 100 Hall, 7th Grade 200 Hall, 8th Grade 300 Hall, 7th grade boys and girls athletics gym.
 - Students sit in hallway – Boys on one side and girls on the other.
 - Students may only get up with staff permission
 - Students may only go to another hallway if they have a pass. The student must stay in that teachers classroom until the bell for dismissal rings at 8:09am
 - All students will go into their 1st period class when the 8:09am bell rings.
- Students arriving on campus after the tardy bell must check in at front office and receive a tardy slip.
 - The tardy bell for all grades rings at 8:12am

AFTERNOON DISMISSAL PROCEDURES

- Students will stay in their 8th period class until they are instructed to dismiss. Students will inform their 8th period teacher how they go home on the first day of school. Students will be dismissed based on this dismissal choice unless a note from the front office is given to the teacher. Students will follow appropriate hallway expectations when leaving the building.
- The bell will ring at 3:48pm for walkers and bike riders to be dismissed. Walkers and bike riders are expected to dismiss directly out of the building on the east side. Students needing to get a band instrument or athletic gear may walk directly to get these items and then out the east exits.
 - Students needing banding band or athletic gear that are not walker or bike rider will be dismissed at this time and will stay in the band hall or gym until their dismissal group is called.
 - Students may not ride bicycles or skateboards on school property.
- Parent pick up students will be dismissed and are expected to dismiss directly out of the south exit near the front office.
 - Students must be off campus by 4:10pm. Students remaining after 4:10pm will be escorted back in building and remain outside front office until parent arrives.
- Bus students will be dismissed from the classrooms as the bus arrives and the hallways clear. Students are expected to dismiss directly to bus pick up area on the west side or north side of the building depending on the bus number.
- Students being dismissed for after school events: tutorials, extra curricular practices, etc. will be dismissed separately after a sponsor and administrator has approved the activity.

LUNCH PROCEDURES

- Students will walk with class and teacher to assigned lunch tables in the cafeteria. Students will start off with assigned seating and will earn the privilege to have open seating.
- When entering the cafeteria to alleviate congestion students will enter the following ways:
 - 6th girls enter the ramp near the counselor's office and 6th boys enter down the steps by the stage
 - 7th and 8th girls enter the ramp near the counselor's office and 7th and 8th boys enter the ramp near the serving line
- Students will be dismissed to lunch lines by cafeteria monitors.
- Students need to purchase all items and gather all utensils while going through line the 1st time.
- Students will raise hand and ask for permission if they need assistance
 - Examples: additional napkins, paper towels for a spill, need to go to restroom
- Students will throw lunch trash away when a trashcan is brought to each table. Students need to clean up any spills and ensure table/floor is clean before leaving.
- Students will remain seated at table until they are dismissed back to class.