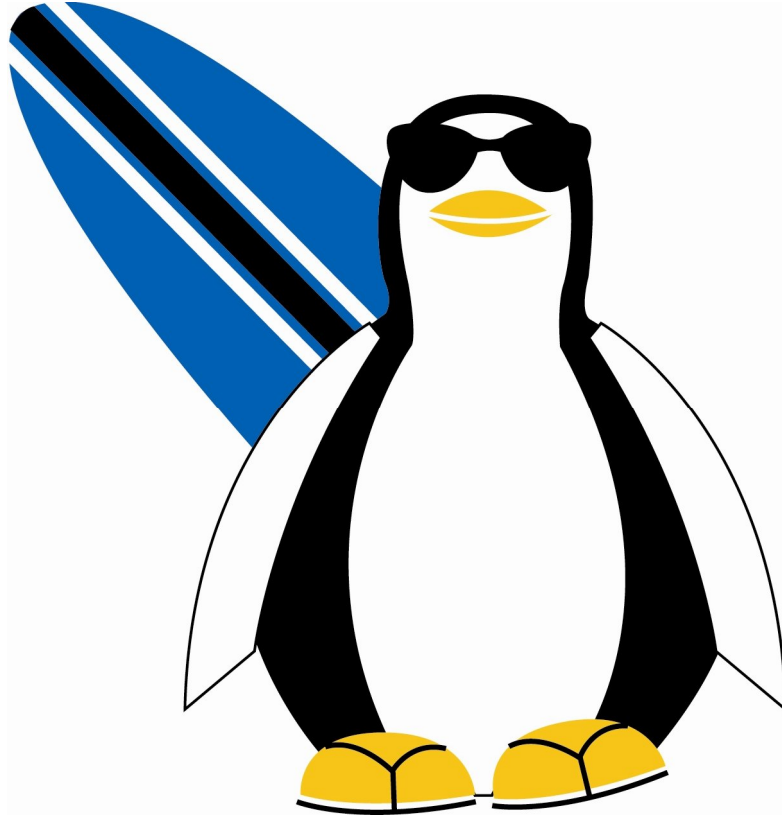


**Seashore Middle Academy
Student Handbook
2011-2012**



15437 South Padre Island Drive
361-654-1134
Fax: 361-654-1139
Website: www.islandfoundation.com

Nondiscrimination Statement

Seashore Middle Academy will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend.

Island Foundation's Philosophy

The Island Foundation operates on a community-based philosophy. Our schools were founded using the values that create great neighborhoods and outstanding schools:

- Our staff and faculty members give their best to the school every day.
- Our families are an integral part of our schools and our community programs; they share their expertise and their time to help make education a lifelong, enriching experience.
- Our students are here for scholastic excellence as well as to become part of the fabric of the community through volunteer work and field experiences.

Please contact our campus leaders for more information about our programs.

Campus directors

Seashore Early Childhood Academy (6 weeks – 5 years)

Jessica Walters

(361) 949-1530

jwalters@seashore.esc2.net

Seashore Learning Center (K-4)

Maria Thompson

(361) 949-1222

mthompson@seashore.esc2.net

Seashore Middle Academy (5-8)

Barbara Beeler

(361) 654-1134

bbeeler@seashore.esc2.net

Campus liaisons

Campus liaisons are Island Foundation board members who, as needed, mediate concerns or disputes on their respective campuses. Preferably, staff members should address concerns to the director and parents should address concerns first with the teacher and then with the campus director. Should staff or parents desire a mediator, however, liaisons are available to help.

Seashore Early Childhood Academy: Lisl Ames: pep.liaison@gmail.com

Seashore Learning Center: Kimberly Grassettonio: slc.liaison@gmail.com

Seashore Middle Academy: Maria Mayden: sma.liaison@gmail.com

Island Foundation Board of Directors

Unless otherwise posted within required time limits, the board meets at 6 p.m. the third Monday of each month at Seashore Middle Academy. Prior to each meeting, the agenda is posted at each campus. Approved minutes are posted on the foundation's website, www.islandfoundation.com. For more information about the role of the board or about becoming a board member, please contact Island Foundation Corporate Director Maryann Carl, (361) 949-0076 or mcarl@seashore.esc2.net.

Board President: Colleen McIntyre

VP Vision and Planning: Garrett Dorsey

Treasurer: Cheryl Standifer

Secretary: Lisa Sheerer

VP Public Relations: Linda Sharlow

VP Fundraising, Capital: Gayle Mantello

VP Fundraising, Operations: Sunshine Moore

Community Programs: Sharon Watkins

Seashore Early Childhood Academy Liaison: open position:

Seashore Learning Center Liaison: Kimberly Grassettonio:

Seashore Middle Academy Liaison: Kassandra Taylor:

Seashore Middle Academy Student Handbook

Policies and Procedures

SMA School Day

5th grade – 7:50 – 3:10

6TH -8TH grade – 7:50-3:20

Absences

In accordance with state law, students in grades 6-12 are required to attend 90% of the days a class is offered in order to receive course credit. If a student's absences (both excused and unexcused) exceed 10%, credit may be denied. The student may appear before the Director to make an appeal for credit. The Committee may grant credit if extenuating circumstances contributed to excessive absences. The decision of the committee may be appealed to the Board of Directors.

An **excused absence** is defined as any absence resulting from personal illness, illness or death in the family, observance of a religious holiday, or for a cause which is determined to be "uncommon or unavoidable" by the Director or a designee. **For an absence to be appropriately classified as excused, the reason for the absence must be stated in writing and signed by the parent or other person standing in parental relation to the student.**

An **unexcused absence** is defined as any absence which is not excused, in accordance with the definition cited above. Absences involving family trips, participation in non school activities or other similar absences will be classified as unexcused in accordance with Education Code 25.087. For this category, makeup work is allowed for major grades and any other assignment deemed necessary by the teacher. All previously assigned major projects and tests must be completed upon the date of return.

Additionally, students may not participate in any school related activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than five times during each semester of the academic year.

If a student is absent, the parent is required to notify the attendance office. **On the morning following the absence, the student is required to bring a note signed by his parent explaining the reason for the absence.** The student must check in at the attendance office to receive an "Admit to Class." The student is required to present the "Admit" slip to his teachers at the beginning of each class period.

If a student is absent from school, they may not participate in extra curricular or athletic events on the day of their absence.

Backpacks

Backpacks must be kept in the student's locker during school hours. They must not be left in a teacher's classroom or in the hallway. Athletic equipment and bags may be left in the gym with the coach's permission.

Checking Out of School .

If a student has to leave school for an appointment or emergency, the parent is required to **send a note with the student on that day**, stating the reason and time the student needs to leave. A parent may come into the office to check out a student for an appointment but it is not necessary. The student must bring the note to the attendance office to receive a "Release from Class." This slip should be presented to the teacher. At the time of release, the student should stop by the attendance office to sign out. If the student returns to school, he should sign back in at the attendance office. Because our funding is based on attendance, please try to make appointments that will allow the student to be in class at 10:00 am. If a student does not have a note the parent must come in and sign the student out of school.

Code of Conduct

As required by the State of Texas, Seashore Middle Academy has a written Discipline Management Plan, now called the Code of Conduct. The Code of Conduct may be found on-line at the Seashore Middle Academy website, www.islandfoundation.esc2.net. It outlines policies as well as consequences for violations. Parents and student are required to read the Code of Conduct and sign an acknowledgement that they have read and understood this document. This acknowledgement must be returned to school.

Computer Access (Technology Acceptable Use Policy)

Only students who have been authorized by the school and who are under direct supervision of a teacher or administrator are permitted to use school computers or to access any local network or outside resource such as the internet. Students are prohibited from accessing inappropriate websites, downloading unauthorized software, or external data (including images), changing screensavers or other settings, pretending to be someone else, transmitting obscene messages or pictures, revealing personal addresses or telephone numbers (their own or others), sharing passwords, or using the network in any way that would disrupt use by others. **Student and parents received and signed the Acceptable Use Policy in the registration packet. Students violating the Acceptable Use Policy will have their computer privileges denied and will be subject to school discipline.** Repeat offenders will lose computer privileges for an extended period of time that may be for the semester or the year.

Violations include:

- Games not authorized by the teacher are a violation of our policy.
- Mishandling of a computer. Examples include but are not limited to: carrying a computer by the top of the screen, setting a computer on a non-horizontal surface, peeling rubber strips or feet from the computer, poking the computer screen, or banging on the keys or keyboard. These actions are unacceptable and will be construed as vandalism.
- Touching another person's computer for any reason without their permission is expressly forbidden.
- Students may never perform a forced shut-down of a computer.
- Using another person's password.

Student Deliveries and Messages

In order to avoid classroom interruptions, please bring deliveries and messages to the office. Students may come to the office to pick them up between classes.

Discipline

Students who violate the Code of Conduct are subject to disciplinary action. The severity of the offense will determine the consequences. The range of consequences could include: Teacher detention, before and after school detention, lunch detention or duty, in school suspension, out of school suspension, alternative educational placement, and expulsion. Any teacher or staff member may assign a detention for inappropriate behavior.

Driving- For the safety of all students, no student is allowed to drive or park in the school parking lot. If they have a valid driver's license, they make park on Palmira.

Dress Code

The following expectations are required of all students:

- All clothing must fit and be worn appropriately (no underclothes may show)
- All clothing must be able to stand alone in meeting the dress code requirements.
- Pajamas are not allowed.
- Beachwear is not allowed (including board shorts)

Pants/Shorts/Skirts/Slits

- "Bag and sag" pants (oversized pockets, oversized crotch, and oversized legs) are not allowed.
- Jeans, slacks, walking shorts, and skirts must be appropriately sized for the individual and may not be oversized or undersized in whole or part. **Pants and shorts must be hemmed and fray free (ends of pants cannot be torn/cut). There may be no holes in articles of clothing. Sweat pants and athletic shorts may only be worn during a PE class. Pants must cover the backside even when seated or bending.**
- Biker shorts and other skin-tight or tight fitting apparel are not appropriate.
- Clothing must be no shorter than one-dollar bill's width above the kneecap.
- Students are required to wear long pants for science lab.

Shirts/Tops/Sweaters/Jackets/Coats

- Shirts that are designed to be tucked in shall be tucked in.
- Garments will not show the midriff or underclothes. No low cut fronts showing cleavage.
- If wearing the layered-look, all layers must comply with dress code.
- Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene, or inflammatory (e.g., alcoholic beverages, sex, tobacco, drugs, gangs, etc.) are also prohibited.

The following four items of clothing are not appropriate for school wear:

- Muscle shirts
 - Tank tops
 - See-through, backless, bare-midriff, cut-out tops and/or strapless attire
 - Tops with thin shoulder straps
- No ALL-BLACK clothing or trench coats are permitted.
 - No sweaters or coats will be allowed to cover inappropriate dress.

Hair

- Male students will be clean shaven
- Hair must be neat and clean. It must not cover the eyes.
- No distracting arrangements: Colors, Designs, Styles

Symbols

Any article of clothing that displays alcohol or drug slogans or other suggestive or inappropriate designs, including, but not limited to, those that promote (suggest) sex, violence, or anti-social behavior will not be allowed.

Accessories

- Beads, earrings, wristbands, or other items, which symbolize anti-social group membership will not be worn. This includes spiked rings, other spiked jewelry, wallet chains, or other gang related jewelry.
- **Head coverings - (for example, hats and caps) will not be worn or displayed at any time on campus during the school day unless the student is participating in a school-sponsored outdoor activity. The only exception is for religious purposes. On the second offense, the head covering will be confiscated until the end of the year.**
- Oversized necklaces will not be permitted (i.e., dog chains).
- Sunglasses are not to be worn in the building unless needed for medical purposes.

Shoes

- Shoes or sandals must be worn at all times.
- All shoes must fit appropriately
- It is required for the students to wear tennis shoes or sports shoes to activities such as P.E./Athletics or recess. Students are required to wear athletic or closed toe shoes for science lab.
- Platform, high heel or stacked sole shoes more than one inch high are not permitted.
- Steel toe shoes/boots are not allowed.
- Shoes with wheels connected are not permitted.
- Bedroom slippers are not allowed.

Body Markings/Tattoos/Earrings/Piercing

- Students will not be allowed to display tattoos while in school dress.
- Earrings are not allowed to be worn by boys.
- Earrings and studs may be worn only in the earlobes.
- No other body piercing is permitted.

The campus principal/director has the final authority to determine whether a student's dress is within requirements of the Seashore Middle Academy dress code. The director's judgment will determine whether any items of dress, mentioned or not mentioned in the campus dress code, will be considered inappropriate school attire. Students in violation of the dress code will be required to call home for a change of clothes, or they may wear clothes provided by the school (uniform clothing).

If the students have not adhered to the standards, the board will consider returning to uniforms.

Homework

Home study is necessary for success in school. Some assignments are long-range and require planned study time for their completion. Incomplete classroom assignments will also become homework. Failure to do homework will result in zeroes, which can quickly lower a student's six-week average. Student failure to do homework can also result in loss of elective time and group lunch time.

Late Arrivals/Tardiness

Students are expected to be on time to all classes. If the student arrives late to school, he or she must bring a note from home and check in at the office. Because the student has already been counted absent, he or she will need to obtain an "Admit to Class" to present to the teacher. All tardiness (excused or unexcused) is recorded on the student's attendance record. An excused tardy is classified as an illness, medical appointment, religious holiday, or death in the family. All others are unexcused. Because promptness is a life skill necessary for employment and social situations, excessive unexcused tardies to school and individual classes can result in detentions. Three tardies will result in a detention.

Semester/Final Exams

5th and 6th graders will take six-week tests. 7th and 8th graders will take semester exams. 6th graders taking 7th and 8th grade classes will be required to take the exam. The exam dates are set in advance. If the student misses an exam, he or she must contact the office to schedule a make-up exam. The fall make-up exam will be administered upon the return to school for spring semester. The spring make-up exam will be scheduled for the week after school ends unless there are extenuating circumstances. Camp and family vacations are not extenuating circumstances.

Late Work Policy

5th grade- Any late work will be graded on a pass/fail basis.

6th grade, 7th grade, and 8th grade – Each instructor will establish a late-work policy for his or her class. This policy will be published for parent and student signatures at the beginning of the school year. **All** work must be completed and turned in. Teachers may give lunch detentions to students who need to complete their work.

No Put-Down Policy

In an effort to deal with bullying and to ensure student safety, Seashore Middle Academy is establishing a "No Put-Down Policy." This policy will be addressed in Advisory where students will be instructed in some strategies to prevent bullying, whether physical, verbal, or electronic. Teachers will help initiate this policy in their classrooms. Students who violate this policy will be subject to disciplinary action.

Parties/Dances/Social Events

The Code of Conduct and the Dress Code apply to all activities held outside the regular school hours. A student attending a party or social event may leave early only with a parent or with another adult who has written permission from that child's parent or guardian.

Posters

Administration must approve posters and signs that a student wishes to display. Unapproved posters will be removed.

Physical Education

While students may wear a variety of shoes to school, they will need to keep a pair of non-marking athletic shoes in their lockers for physical education class. This is a safety issue as well as necessary for optimum participation. Failure to wear appropriate footwear will be reflected on the student's conduct and participation grade.

Profanity and inappropriate language and gestures

Students are not allowed to use profanity and acronyms for profanity on campus at any time. Although popular culture in music, movies, and television may lead students to believe this language is appropriate, it is not acceptable in school. Detentions will be issued for infractions.

Public Displays of Affection

Student should respect each others personal space. In middle school, many students have their first boy friend or girl friend. School is not the appropriate place to show affection. This includes holding hands, touching, hugging, and kissing anywhere on school property or at a school event.

Student Parent Complaints and Concerns

Student/parent complaints should be addressed in the following manner:

- Step 1: Student conference with the teacher.
- Step 2: Parent/student/teacher conference.
- Step 3: Parent/student/teacher/director conference.

Student Records

Federal and state law safeguards student records from unauthorized inspection or use. All academic and disciplinary records are considered confidential education records. Release of this information is restricted to: parents – unless parental rights have been legally terminated; district staff members with “legitimate educational interest”; some governmental agencies; and a school to which a student transfers or enrolls.

The law specifies some information as “Directory information” and it can be released to anyone who follows procedures for requesting it. This information includes: name, address, telephone number, date of birth, photograph, grade level, dates of attendance, and honors and awards. A students name, address and phone number may be omitted from the directory if the parent so chooses.

Student's Right to Pray

Each student has the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other school activities. The school will not require, encourage, or coerce a student to engage in or refrain from prayer or meditation.

Telephones/ Cell Phones/ Gaming Devices/Music systems/and other electronics

There will be a telephone available in the office and in the classroom for use by students with permission from a teacher or staff member. Students are allowed to bring cell phones to school; however, they must be turned off during school hours and stored in a locked locker. They may use them before and after school. Cell phones used during the school hours or that ring in class or other areas of the building during the day will be confiscated and will only be returned to a parent. Gaming devices must also be left at home, and music systems may be allowed with teacher permission for school related activities. Electronic equipment found on school grounds or seen in the student's clothing will be confiscated. A fine of \$15 will be charged to return any confiscated device.

Textbooks

State law requires that textbooks be covered at all times. The student is responsible for lost, stolen or damaged books. The student should write his name in the appropriate place in the inside front cover. If the book is lost, stolen, or damaged beyond repair, the student must pay for the book before another will be issued. If the book is found, the payment will be refunded. Students with unpaid textbook fines will not have records released to new schools and will not be eligible for enrollment in Seashore Middle Academy in the next school year. Many textbooks cost in excess of \$50.00. Please be responsible.

Travel/Field Trips (School Sponsored)

Students are to follow the Code of Conduct and the Dress Code (unless otherwise instructed) on all field trips and school-sponsored travel. **A student with excessive disciplinary referrals or incomplete or failing grades will be denied the privilege of participation in the field trips.** In order to be eligible for a reward field trip, a student must be currently passing all of his or her classes, and the cumulative average for each class must also be above a 70.

Valuables/Lost and Found

All "Lost and Found" items will be held in the office. Please encourage your child to check for lost items. Unclaimed items will be donated to charity at the end of each semester.

Students are responsible for all personal possessions; therefore the following guidelines are suggested:

- Do not bring valuables, credit cards, or large sums of money to school.
- Never leave personal property unattended.
- Make sure a name appears on and in everything.
- Use the hall lockers to secure your belongings.

Vandalism

Students are expected to treat the school and the grounds with respect. If a student vandalizes school property, the punishment will range from in-school suspension to expulsion and financial liability for the damages.

Visitors

For the safety of your child and to avoid unnecessary interruption to instruction, all visitors, including parents, must report to the office, sign in, and get a visitor's badge.

Facilities and Services

Building Hours

The building hours are generally 7:30-3:30 Monday thru Friday. **The building is off limits at other times unless the student is attending an activity supervised by a staff member. Students should be picked up promptly; it is dangerous for them to be left unsupervised after hours.** Students are encouraged to attend tutoring sessions held by staff members after school. However, students not attending tutoring are required to be out of the building after school.

Bicycle Racks

Bicycle racks will be available in the rear of the building. Bicycles should be locked. Students on bicycles or who walk to school are encouraged to enter campus via the Palmira sidewalk entrance.

Cafeteria

Lunches will be available for all students who wish to participate in the school lunch program. Food will be catered in daily. Students will have two choices each day. Those wishing to participate may pay monthly or every two weeks. Students may bring their lunch. Students who do not send in payment before the first of the month will not have a lunch ordered for them. State forms for free and reduced lunch are available.

Medicine Policy

Designated personnel will dispense medication to students with a completed request form filled out by the parent and as prescribed by doctors and directed by parents/guardian. All medicines must be in their original containers. Prescribed medications must bear the original label showing the student's name, dosage, physician's name, pharmacy and date filled.

All medicines, including over-the-counter, are to be brought to the office immediately upon arrival to school, accompanied by a note or the form from our website from the parent requesting administration of medication. Parents may request that a student carry inhalant medication(s). This request must be given to the office and filed with the student's medical records.

If the student needs over the counter medications such as Tylenol, aspirin, cough medications, etc., they must be furnished by the parents- clearly labeled with the student's name. A small bottle can be kept in the office for their use as requested. The school will not provide medication.

Parents are encouraged to schedule the administration of student medicine so that medication brought to school will be kept at a minimum.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, varicella, hepatitis A and B series, Meningococcal, and any additional immunizations required by the state. Proof of immunization from a licensed physician or public health clinic (with signature, rubber-stamp validation, titer levels) must be provided to Seashore Middle Academy. In the case of varicella (chicken pox), a signed statement is required from the parent indicating the approximate month and year in which the student had the illness.

Students have 30 days from their first day of enrollment to provide their proof of immunization to the school, or 30 days after new immunizations are required. On the 31st day, students will not be allowed to attend school until the immunizations are current.

Lockers

A locker is issued to all students for storage of school materials and personal belongings. Combinations must be kept confidential, and locks must be kept locked. Lockers remain the jurisdiction of the school even when assigned to individual students. The school reserves the right to search or inspect lockers at any time. For this reason, students may not bring their own locks. Unauthorized locks will be cut off the locker. There will be a \$5.00 fee replacement fee if the lock is not returned at the end of the year. Students must keep all personal belongings in a locked locker, they may not be left in the hallway or a teacher's room. Purchase a back pack or school bag that will fit in the locker.

Safety

Student safety is a high priority. There will be regular safety drills. To ensure safety of all students and staff, the Code of Conduct will be strictly enforced. Additionally, most of the outside doors of the building are locked to incoming traffic during the school day and all visitors are required to check/sign in with the office.

Tutorial

Tutorials will be during advisory and after school for those students needing extra assistance.

Academics

Student Curriculum Overview

The core academic curriculum for Seashore Middle Academy is set by the requirements of the State of Texas and the Texas Education Agency. The curriculum reflects the needs of the middle school student and the preparation needed for success in high school. Seashore Middle Academy will offer a program that is challenging and developmentally appropriate. Students will have daily physical education and elective options that include foreign language, fine arts, enriched math and science, and journalism.

Special Services

As required by state law, Seashore Middle Academy will offer special programs to meet the needs of gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities.

Credit by Examination (Advanced Placement)

As per state law, the school provides advanced placement exams in the four core areas in which a student has not had prior instruction. In order to skip a grade level, students must score 90% or above on each test.

Athletics and Co-Curricular Activities

Athletics

Seashore Middle Academy will offer athletics as student populations grows to numbers necessary to field competitive teams. For 2009-2010, we have scheduled boys' and girls' basketball, and girls' volleyball for the fall. We will schedule tennis and soccer for the spring. Students will be required to meet the UIL "No pass, no play" standard to participate. Students must maintain a "70" average in all classes.

Co-Curricular

These are extensions of classroom activities that relate directly to the curriculum through participation, demonstration, illustration and observation. Certain state-approved courses require performance before an audience as part of the instructional process, and performances are part of the student's grade. This would primarily include music and drama. As in sports, students must maintain a "70" average in all classes and acceptable conduct. Some co-curricular activities may require teacher approval and/or a student contract. Some co-curricular activities may require after-school participation.

Publications

Yearbook/Newspaper

Students may enroll in journalism elective if approved by the teacher. The sponsor seeks students with writing, computer, artistic ability, and photography skills. Students must be self-motivated and self-disciplined. Some after school hours may be required.

Assessment

Assignment Sheets for Students Who are Ill

Students may contact classmate to obtain assignments. If a student is absent more than three days, the parent may contact the teacher on the 4th day for a list of assignments that may be picked up in the office or e-mailed home. Parents may also access the Parent Portal for assignments and grades. Many teachers have assignments posted on their websites.

Cheating and Plagiarism

Seashore Middle Academy believes in the importance of honesty and integrity. Students must not plagiarize or copy from others and present the work as their own. The work of others must be appropriately documented.

Students should not:

- Use any books or materials that do not meet with the teacher's approval.
- Communicate verbally or otherwise with other students during exams.
- Communicate with other students about exams that have previously taken.
- Copy another student's homework.
- Steal another student's property in order to prepare for an exam.
- Present or represent someone else's ideas or work as their own.

Students should:

- Consult the teacher if there are any questions regarding the honesty or appropriateness of any test preparation materials.

The consequence for cheating or plagiarism will result in a ZERO for 1st offense and may result in ISS, (in school suspension) if behavior continues. The student will still be required to complete the assignment.

Credit by Exam (After Failing a Course)

If a student fails a course in which he has had direct instruction, he may take a Credit by Exam (CBE) test to receive credit. The exam is available through The University of Texas or Texas Tech University. The student must score 70% or higher to receive credit. This may not be used if the student fails because of excessive absences. Parents will be required to pay for these tests.

Exams

5th and 6th graders will take six-weeks tests. 7th and 8th graders, as well as 6th graders taking a 7th or 8th grade course, will take exams at the end of each semester covering the entire semester's work.

Grades

Grades 6-8: Report cards are issued every six weeks. A numerical grading system will be utilized; grades will be rounded to the nearest whole number. The lowest passing grade is 70. Citizenship grades will be given.

Honor Roll

In order to be listed on the honor roll, students must have an average of 90 or higher with no individual course grade below 80.

Progress Reports

Progress reports will be issued at the end of the third week in a grading period.

Make-up and Incomplete Work

Students are permitted to make up work, tests and projects due in class because of an absence. It is the student's responsibility to check with the teacher concerning make up work. He has the period equivalent to the number of days missed to turn in the work without penalty. For example, if the student missed two days, he gets two additional days to turn in the work. If the assignment is not completed within that time, a grade of zero will be recorded. NOTE: a one day's absence does not excuse students from the responsibility of pre-assigned work or a test on the day of their return.

Promotion/Retention

To be eligible for promotion to the next grade level, a 6th – 8th grade middle school student must have a combined overall average of 70 or above in all courses and the student must pass both language arts and math and either science or social studies. The courses may be made up in summer school. Tuition will be charged for summer school. 5th -8th grade students must also pass any state required TAKS standards for promotion. Excessive absences can result in a student losing credit for classes and thus not being promoted to the next grade.

Food/Candy/Gum

Candy, food, and drinks are only allowed in the classroom with the permission of the teacher or in the cafeteria. Gum is not allowed at school. Unfortunately gum frequently ends up on the furniture and carpet and food and candy attract bugs.