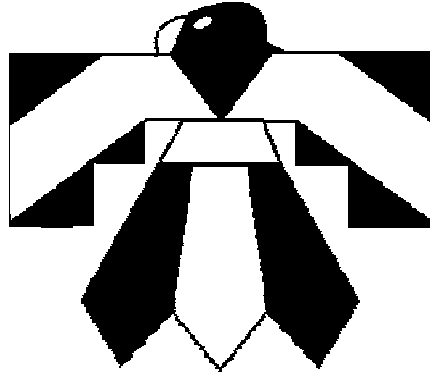


Taylor Middle School

“Home of the Thunderbirds”

2011 – 2012



STUDENT HANDBOOK

MIKE BATESON
PRINCIPAL

8200 Guadalupe Trail NW
Albuquerque, NM
87114

Telephone Numbers

Main Number	898-3666
Fax Number	897-5165
Cafeteria	898-2898

Taylor Middle School web site:
<http://www.aps.edu/aps/taylor/>

This agenda belongs to:

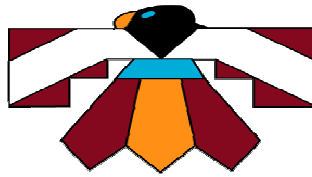
NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT ID NO. _____ STUDENT LOCKER NO.: _____



TAYLOR MIDDLE SCHOOL
8200 Guadalupe Trail NW
Los Ranchos de Albuquerque, NM 87114
505-898-3666

August 9, 2011

Dear Students, Parents, Grandparents, and Guardians,

I am proud to welcome you to Taylor Middle School. You will find that our staff is caring, hard working, and devoted to your child's success. At Taylor we believe that all students will achieve success by working together in a safe environment with an engaging and rigorous curriculum. Our motto is "Believe - Achieve – Succeed". To support this mission, as your principal I am available to listen to parent and student concerns. I encourage you to stop by Taylor and visit with me at any time. My door is always open!

Middle school years can be a scary time for children (and parents) moving from the protective nest of a self-contained elementary classroom. As your child faces a challenge or problem, it is critical that we communicate with and support each other in providing age-appropriate guidance for your student. Working together, we can help your child develop essential resiliency factors, enhance their decision making skills, and remove barriers to learning. I also believe it is our mutual responsibility to establish and reinforce a common set of core values that support ethics and character including respect, caring, responsibility, trustworthiness, fairness, and citizenship. I invite you to join us in our efforts and belief that character and educational excellence count!

We are making only one major change this year that is reflected in this handbook and it concerns student cell phones on campus:

- **Cell Phones:** Our primary mission is to educate our students. Cell phones, while wonderfully convenient, have become a major distraction to this mission. We have therefore changed our policy to be more consistent with other APS middle schools. Cell phones must now be powered off and out of sight from the time the first bell rings at 8:15 am until the dismissal bell rings at 3:05 pm. Failure to follow this policy will result in confiscation of the phone.

I am very excited to be a Thunderbird. I have high expectations for our school: students, staff, parents, and especially myself. I invite you to join us as we strive to make Taylor the best middle school in New Mexico. Please do not hesitate to call me anytime if there are questions or concerns.

Sincerely,

Mike Bateson

Principal
bateson@aps.edu

Mission Statement

Believe--Achieve—Succeed

We believe that all students will achieve success by working together in a safe environment with an engaging and rigorous curriculum.

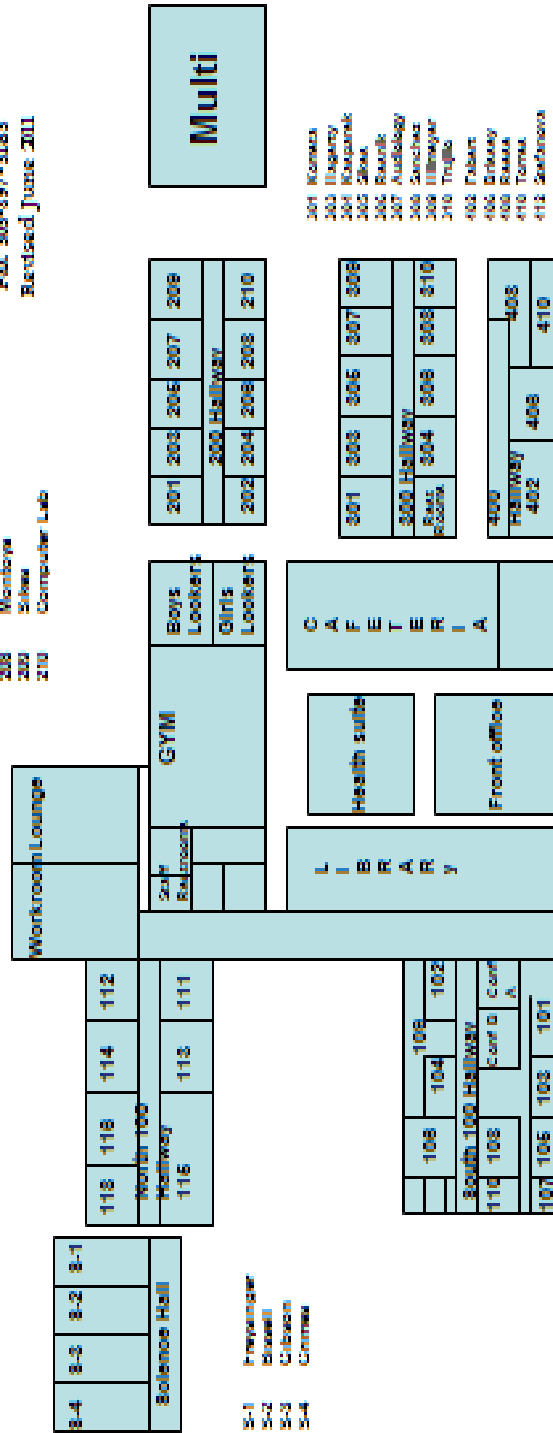
TABLE OF CONTENTS

<u>Topic</u>	<u>Page number</u>
• School Map	4
• School Schedules	5
• 2011- 2012 Calendar	5
• Agendas	6
• Athletics	6
• Attendance policy	6
• Backpack Mail	6
• Buses	6
• Cafeteria	7
• Cell phones	7
• Clothing bank	7
• Conferences with teachers	7
• Counselor	7
• Crime Stoppers	8
• Discipline policy	8
• Dress code	8
• Dress down policy	9
• Early pickup from school	9
• Financial aid	9
• Fire drill rules	9
• Hall passes	10
• Harassment	10
• Health and nurse's office	10
• Identification cards	10
• Late arrivals	11
• Library	11
• Lockers	11
• Lockdown rules	11
• Make-up assignments	11
• Mediation program	11
• Parent Teacher Organization	11
• Personal property	11
• Public Displays of Affection	12
• Schedule changes	12
• School property/textbooks	12
• School telephone service	12
• Student check-out	12
• Taylor-on-the-Web	12
• Technology and computers	12
• Withdrawals and Transfers	12
• Visitors	12
• Yearbooks	12
• Curriculum-course patterns	13
• Required-elective courses	13
• Accelerated Classes and Accelerated Contract	14
• Discipline matrix	15-16

TAYLOR MIDDLE SCHOOL
 8200 Guadalupe Trail NW
 Los Ranchos de Albuquerque, NM
 87114-112
 Phone 505-897-3665
 Fax 505-897-5165
 Revised June 2011

201 Roberson
 202 Miller
 203 Winchell
 204 Hewbs
 205 Muzeworthy
 208 Salter-Hudgins
 207 Icard
 206 Montoya
 200 Stone
 210 Computer Lab

111 Beckstrom
 112 Hudgins
 113 Casella
 114 Green
 115 Smith
 116 Santos
 118 Lodge



8-4 8-3 8-2 8-1
 Science Hall

5-1 Freytag
 5-2 Shwartz
 5-3 Gibson
 5-4 Green

401 Dwyer
 402 Baumrose
 403 Reinman
 404 Molloy
 405 Jansveld
 406 Tranchica
 407 Lovasa
 408 Dolan
 409 Vaccaro

P-3 Cunningham
 P-3 Garcia
 P-4 Dwyer
 P-5 Anderson
 406 Humphries
 401 Lechner
 401 Vaccaro
 B-1 Schrybender
 B-4 Child find
 B-3 Johnson
 B-1, 5, 6 Vaccine

P-2 P-3 P-4 P-5 400
 Child Find storage #01 #02 B-8
 B1 B-2 B-3 B-4 B5

SCHOOL DAY SCHEDULE:

Taylor has a six-period school day and each student meets with each core teacher every day and elective teachers alternate days. Classes are sixty minutes long with the exception of “skinny” classes which are 45 minutes long. Because of the size of the student body compared to the size of the cafeteria, we divide the school into two lunch periods. The daily bell schedule for each lunch is as follows:

<u>A Lunch</u>	<u>B Lunch</u>
8:00 Cafeteria serves breakfast	8:00 Cafeteria serves breakfast
First Bell 8:15	First Bell 8:15
First period 8:15-9:20	First period 8:15 – 9:20
Second period 9:25 -10:25	Second period 9:25-10:25
Third period 10:30-11:30	Third period 10:30-11:30
LUNCH 11:35-12:05	Fourth period 11:35-12:10
Fourth period 12:10-12:55	LUNCH 12:25-12:55
Fifth period 1:00-2:00	Fifth period 1:00 – 2:00
Sixth period 2:05 – 3:05	Sixth period 2:05 – 3:05
Dismissal 3:05	Dismissal 3:05

ABBREVIATED DAY SCHEDULE:

The abbreviated schedule is followed whenever severe weather makes travel during the early morning hours inadvisable; the determination is made by the Albuquerque Public Schools and announced widely by the broadcast media after 6:00 am. School will start two hours later and buses will run two hours behind their regular schedule. Classes will be reduced from 60 to 40 minutes in length on these days. Please note that the order of classes is altered with the skinny period (normally 4th period) shifting to 3rd period for this day only. Breakfast is not served on abbreviated schedule days.

<u>A Lunch</u>	<u>B Lunch</u>
First Bell 10:10	First Bell 10:10
First period 10:15 – 10:55	First period 10:15 – 10:55
Second period 10:58 – 11:38	Second period 10:58 – 11:38
LUNCH 11:41 – 12:11	Fourth period 11:41-12:11
Fourth period 12:14 – 12:44	LUNCH 12:14 - 12:44
Third period 12:47 – 1:27	Third period 12:47 – 1:27
Fifth period 1:30 – 2:10	Fifth period 1:30 – 2:10
Sixth period 2:13 – 2:53	Sixth period 2:13 – 2:53
Dismissal 2:53	Dismissal 2:53

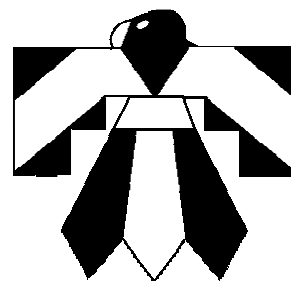
2011 –2012 Calendar

- August 8 6th Gr. & New student registration 11-5
- August 9 7th/8th Gr. registration 1-5
- August 10 1st Reporting Day for Teachers
- August 11 6th Gr. Jump Start 1-3 pm
- August 12 Teacher professional development
- August 15 Teacher preparation
- August 16 **First day of school for students**
- August 25 Meet the Teachers Parent Night & PTO elections – 6:00 - 7:30 pm

- September 5 **Labor Day**
- September 13 Picture Day
- October 7 **Fall Break**
- Oct. 31-Nov. 1 **Parent – Teacher Conferences- no school**

- October 28 Halloween Band Concert-both lunches
- November 8 Picture retakes
- November 11 **Veteran’s Day—NO SCHOOL**
- Nov. 23-25 **Thanksgiving Break**
- December 16 Last day of 1st semester
- Dec. 19-Dec. 30 **Winter Break**
- January 2 **Teacher in-service- no school**
- January 3 1st day of Spring semester
- January 16 **Martin Luther King Jr. Day holiday**
- February 20 **President’s Day holiday**
- March 12-16 **Spring Break**
- March 19-23 Spirit Week
- April 6 **Vernal Holiday**
- April 16-17 **Parent – Teacher Conferences – no school for students**

- May 21 Cliff’s Field Trip
- May 22 Yearbook distribution and signing
- May 24 Celebrate 8 ceremony – 9-10:30 am
- May 25 **Last Day of School for students**
- May 28 Memorial Day
- May 29-June 1 **Snow make-up days**



AGENDAS

PTO provides agendas to all students at the beginning of the school year at a minimal cost to parents. All students are required to carry an agenda with them at all times.

ATHLETICS

Students at Taylor are invited to participate in intramural and competitive sports including volleyball, basketball, soccer, tennis, and track and field. They will be offered throughout the school year. You will need a sports physical to be able to participate in intramural practices or games. In order for students to participate in athletics, a 2.0 grade point average (GPA) must be maintained. Students are also expected to follow the APS Code of Conduct.

ATTENDANCE POLICY

Parents and guardians are required to notify Taylor in **writing or in person** each day their child is absent. Parents will have **five (5) days** to notify our attendance secretary. **Phone calls will not be accepted.** Forms are provided at the front office and are available on the Taylor website.

ARRIVAL AND DISMISSAL TIMES

Parents are requested not to send their children to school before 8:00 a.m. This request is made for safety reasons as there is no supervision on the school grounds until this time. Students are permitted in front of the science building and basketball area only and may not enter the halls/classrooms until 8:10 a.m. Students may enter the cafeteria at 8:00 am to eat breakfast but are not allowed in the rest of school until 8:10. School is dismissed at 2:53 p.m. Students should leave campus as soon as school is dismissed unless they are participating in an activity.

ATTENDANCE PROCEDURES

New Mexico law dictates that students between the ages of six (6) and eighteen (18) years of age are mandated to attend public school, private school, home school, or a State institution. Daily attendance is mandatory for students to benefit to the fullest from the instructional program. The District recognizes, however, that there are situations that dictate a student's absence. Therefore, in accordance with District guidelines, absences may be excused for the following reasons:

- ❖ Illness
- ❖ Medical appointments
- ❖ Family emergency
- ❖ Religious commitment

An unexcused absence is any absence that does not adhere to the prescribed District guidelines (listed

above), is not school-related, or is not reported within five (5) school days. Excessive excused or unexcused absences (defined as 4.5 per semester) or more absences per semester may result in a recommendation for retention and/or disciplinary action. Students who have excessive absences will be referred to Children's Court.

STUDENT SIGN-OUT PROCEDURES

Parent permission is required if a student leaves school during the day; students must first report to the attendance office. Parents must pick up their child(ren) in the administration office.

TARDINESS

Students arriving late to school must report to the office. Students detained in the office or by a teacher during school hours need a pass before going to the next class. Repeated tardiness will result in disciplinary consequences.

BACKPACK MAIL

The school will send out a one sheet backpack mail each Friday. It will keep you updated on upcoming events and activities. You can also find our current and past issues of backpack mail on the Taylor website <http://www.aps.edu/aps/taylor/> Backpack Mail is also available via email. If you want to receive Backpack Mail via email please sign up for it at registration or send an email to the principal: Bateson@aps.edu or librarian.

BUSES

Student safety management is integral to bus transportation. The driver, bus supervisor and Taylor administration shall have full authority for discipline on buses. The school bus is seen as an extension of the school day and the consequences will be in accordance with the Taylor Discipline Matrix. Students are not to ride any bus other than the one to which they are assigned, and may only get on or off the bus at their designated stop. No friends can ride the bus home unless they live in the busing area. Bus service is provided for students living over 1.5 miles from school. Riding the bus is a privilege. All rules, which apply at school, apply on the bus as well. A school Transportation Handbook for Students and the Taylor Middle School Bus Rules will be given to each bus student within the 1st weeks of school. Failure to comply with these regulations will result in the loss of bus privileges. If a parent chooses not to have their student ride the bus on any given day, you must request the office assist you in getting information to your student rather than trying to find the student at the bus stop. Please come to the office before 2:45 p.m. so that your child can be given the message to meet you out front.

Specific questions regarding bus service need to be addressed with the bus company or APS Student Transportation (880-3989) or the contractor at:

Durham Bus Co. 898-8301
Gonzales Bus Co. 877-1901
Herrera Bus Co. 877-4560
Lovato Bus Co. 898-1128
Lucero Bus Co. 898-1454

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. Cafeteria services include breakfast, prepared tray, and snack bar services. Lunches can be paid for in cash, by prepaid lunch ticket, or by acceptance into the free lunch program. There is no charging for middle school lunches. It is recommended that you prepay for your student's lunches. If you pay for lunches by check, please make the **check payable** to Taylor Middle School Cafeteria. The cafeteria is separate from the school and has a different bank account. You must put the student's name and their student ID on the check to assure proper credit. If your student is in the free or reduced meal program, we encourage parents to complete the application during student registration. Applications must be renewed annually. Only one form per family is required. Due to the volume of applications at the first of the school year, it may take as long as 7-10 days to be processed. Please be sure your student has either a lunch or lunch money until you have received notification that you have been approved. An application can be filled out anytime during the school year. You do need to notify the cafeteria of any changes in income during the year. The cafeteria number is 898-2898.

Our cafeteria can be a pleasant place to eat if all students behave courteously and thoughtfully.

- Students will wait in an orderly manner in cafeteria lines. (no cutting in line)
- Students will clean up their eating area.
- Students will obey person on duty.
- Students are not to stand in the area between the 300 and 400 halls.
- Students are not allowed in the halls during the lunch periods without a pass.
- Students are encouraged to purchase or carry their own lunches.
- Students are discouraged from returning to the cafeteria once they have left the building during the lunch period.

- Students will not solicit money in or out of the cafeteria from other students.
- Students who bring a lunch may purchase milk or juice and eat in the cafeteria.

Students may have food only in the cafeteria or east patio outside. Students may purchase lunch at the snack bar, and the food must be eaten in the snack bar area.

No food allowed in building! (This includes hallways, gym, or classrooms.)

CELL PHONES (new policy for 2011-12 SY)

Students are not allowed to have cell phones on or visible during the school day. The school day begins with the first bell at 8:15 and ends with the dismissal bell at 3:05 pm. Phones that are visible will be confiscated by a staff member. Students are discouraged from bringing cell phones to school because we cannot guarantee their security from theft on campus. **The school assumes NO responsibility for the theft or recovery of cell phones from backpacks or lockers.** Consequences for having a visible or powered on cell phone are as follows:

- **1st offense** – confiscation and phone returned to parent at the end of the school day.
- **2nd offense** – confiscation and phone returned to parent after seven days.
- **3rd offense** – confiscation and phone returned to parent at the end of the current semester.

CLOTHING BANK

Taylor Middle School requires all students to wear the standard uniform as described in the Dress Code Policy. We offer a clothing bank to those families needing assistance. We accept good, clean, used uniforms that your students may have outgrown. We gladly accept shirts, pants, jackets, skirts, and any other uniform items.

CONFERENCES WITH TEACHERS

Parent, student, and grade team conferences may be requested by calling your child's teachers or secretary.

COUNSELOR

The counselors are here to help students in the academic setting. Their purpose is to assist with problems of school studies, personal relationships and with class schedules. Please make an appointment to see a counselor by filling out appointment slips that are available in the counseling office. The counselor may be contacted at 898-3666 x 22157.

CRIMESTOPPERS

Taylor MS is working with Campus Crime Stoppers to prevent crime at our school. You can report a crime and still remain anonymous. You can also earn up to \$1,000. All you have to do is Call, Text or Email. Call 843-STOP (7867); text "APD" + your tip to "274637"; or visit APD at www.crimestoppersnm.org

DISCIPLINE POLICY

APS Leadership and The Board of Education maintain an official policy statement in the form of a standardized discipline policy each year within the APS Student Behavior Handbook. Copies of the handbook are made available at the beginning of each year. The policy is also posted on the district's web site at www.aps.edu. Taylor Middle School has discretion to supplement the standard policy and provide more school specific guidelines. All efforts will be made to inform parents in a timely manner if a discipline infraction occurs.

Student Conduct

Order and discipline are necessary for teaching or learning to take place in a classroom. Students are reminded that good behavior is necessary for their own benefit and for the benefit of others as well. All staff in the school has the authority to correct student misconduct at any time or place and may refer students to the office.

Unacceptable behaviors are outlined in the *Taylor Discipline Code* and the *APS Student Behavior Handbook*. You will receive a copy of these with your registration packet. Discipline consequences are outlined on the Taylor MS Discipline Matrix. Repeated infractions may justify the use of more severe responses which are progressive. APS Police will be involved if necessary. Taylor Middle School has a Bernalillo Co. Sheriff on site.

School Rules

- Students will respect the rights and safety of others. No running, shoving, pushing or horse-play in the halls.
- Students will be prepared for class by bringing pencil, paper, textbooks and assignments.
- Students will keep a clean environment and use proper containers for the garbage.
- Students will be in assigned areas at the right time or have an official hall pass and be aware of off-limit areas, such as the halls during lunch periods.
- Students will obey all verbal and written instructions made by school personnel.

- Students may eat or drink only in assigned areas. Students may not have food or drink in classrooms or in the halls.

Please refer to the APS Student Behavior Handbook for more details.

DRESS CODE

The goal of the Taylor Middle School Dress Policy is to promote a positive, safe, and healthy atmosphere within the school. The dress policy was enacted by a vote of the Taylor parents. Changes in the dress code may take place to address situations and concerns as they arise by vote of the parents.

Shirts: Polo shirts must be of a solid color. Polo shirts must come with collars, be buttoned appropriately, be standard fitting, and not show cleavage. Jackets, sweaters, and sweatshirts may not be worn over your polo shirt as long as the polo collar shows. Shirts may not be worn over the polo. No midriff may show. Logos are allowed in front only, no bigger than 2-inch square, and must conform to the Logo policy as stated below. Cleavage should not show.

Pants/Belts: Dockers' style pants of cotton or corduroy in any solid color worn at waist level and must be standard fitting. Cargo pockets are permitted. Belts may not hang more than 3 inches. No sagging will be allowed. **Blue jeans are allowed every Wednesday on Denim Wednesdays.**

Pants Not Allowed: Blue jeans (except on Wednesdays), pajama pants, sweats, workout pants, nylon pants, carpenter, skater, coveralls, and overalls. Pants cannot have leg zippers, fasteners, or metal objects. Pants cannot be baggy, extra wide, or sagging.

Shorts, Skirts and Skorts: Shorts, skorts, and skirts should be within 3" of the knee. Fishnet stockings are not permitted.

Hats: Cold weather head coverings such as beanies are allowed outside during cold weather but must adhere to the Logo policy. Baseball caps are not allowed on campus. Hats are never allowed inside school except on specially designated dress-down days.

Outerwear: Logos of any size allowed but must conform to the Logo policy as stated below. Hooded jackets and sweatshirts allowed but hoods may not to be worn indoors. Flannel jackets/shirts (plaid) are not allowed

Logos Not Allowed: Logos which suggest, advertise, display or promote drugs, alcohol, tobacco, sexual activity, violence, profanity, negative behaviors, disrespect, gang related, and/or bigotry are not acceptable.

Make-Up: Make-up that presents a potential for disruption or distraction to the instructional program.

Accessories: No facial or body piercing jewelry (other than earrings) allowed. Metal facial piercing jewelry must be replaced with a clear end while on campus. No chains, fasteners, metal objects, studs, sweatbands, spiked jewelry, sunglasses, hairnets, and bandanas. Belt buckles which distract from the educational setting must be removed.

Dress Code Violations

Students in violation of the Dress Policy will be sent to the office to change. Their parents may bring them a change of clothes or they may borrow items from our clothing bank. The first offense is a warning. Continuing violations will receive progressive discipline consequences. Clothing assistance may be available to those families in most need.

DRESS DOWN POLICY

Dress down days will be allowed periodically based on school activities and as an incentive-reward for good behavior. Dress downs will be announced in advance.

Shirts: No flannel (plaid), tank tops, halter tops, tube tops, spaghetti straps, and strapless. No midriff showing when arms are raised. Shirts must have sleeves.

Pants: Pants must be worn at waist level.

Dresses: No spaghetti straps and no strapless.

Shorts, Skirts and Skorts: No less than 3" above knee length and worn at waist level.

Hats: No baseball hats except when announced.

Outerwear: Logos of any size allowed but must conform to the Logo policy as stated below. Jackets or sweatshirts hoods may not to be worn indoors. No gang related clothing, hairnets, bandanas, and sunglasses. Transparent or sheer materials on clothing are not allowed. No facial or body piercing jewelry (other than earrings) allowed.

Logos: Logos shall not suggest, advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, profanity, negative behaviors, disrespect, gang related, and/or bigotry towards any group.

Students in violation of the Dress Down Day Policy will receive an office referral and will have to wait in the office until their parents bring them a change of clothes or may borrow from the clothing bank.

EARLY PICKUP FROM SCHOOL

If a child must leave early during the school day for any reason, the parent/guardian must sign him/her out through the main office. **Please do not call ahead of time to have your child pulled out of class prior to your arrival.** The person signing the student out must be an authorized person listed on the student's enrollment card; must be at least 18 years of age and must provide a picture ID every time the student is signed out of school. **(NO EXCEPTIONS!)**

EMERGENCY, LOCKDOWN, EVACUATION DRILLS

Fire, lockdown, and disaster drills at regular intervals are required by law, and are an important safety precaution. It is essential, when the first signal is given, everyone obey orders promptly. The teacher in each classroom will give instructions. During these drills, students should not talk, run or wander away from their classmates. They may not use their cell phones during a lockdown. It is imperative that all students have a current emergency phone contact listed on their enrollment form. **If this phone number changes, please let the office know as soon as possible.**

FINANCIAL AID

If you are in need of financial help with lunches, agendas, PE uniforms and school uniforms, please contact the principal, counselor, principal's secretary, or the cafeteria manager at 898-3666.

FIRE DRILL RULES

Please follow these rules during a fire drill:

- Fire alarm will sound continuously.
- Students are to form a line quickly, quietly, and are to proceed to the designated area.
- Teachers will close classroom doors, windows, and turn off lights.
- Students are not to stop to get clothes or books.
- Students are to remain together in class groups so the teacher may take roll.

- All clear will consist of three consecutive bells for students to return to class.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their authorized Agenda Book. This applies to all students. There are pages for hall passes in the Agenda Book and must be signed and dated by the teacher or staff member to allow any student to be in the hallway during classes. Passes to restrooms during class are strongly discouraged.

HARASSMENT

Taylor believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, staff members, or any other individuals will not be tolerated. Harassment may take many forms including but not limited to the following:

- A. **Bullying:** This includes any speech or action that creates a hostile, uncomfortable, intimidating, or offensive environment.
- B. **Sexual Harassment:**
 - Verbal or written sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other school guests
 - Nonverbal, the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting sounds, staring, whistling, and the like to other students, staff members, or other school guests
 - Physical contact, threatening or causing unwanted touching, attempts at patting, pinching, pushing the body of another student, staff member, or school guest
- C. **Gender/Ethnic/Religious/Disability Harassment:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or school guest.

Incidents of harassment should be reported to a teacher, counselor, educational assistant, or the principals. Students who harass others are subject to school discipline according to the school Discipline Matrix.

HEALTH SERVICES / NURSE'S OFFICE

The health room is located across from the main office. Students seeking health care must obtain a pass from the classroom teacher during class time. All accidents are to be reported immediately to the nurses' office. Students are never excused to go home unless the school contacts a parent or guardian. A parent or guardian must sign out students in the front office before picking up student in nurse's office. Picture ID is required for anyone taking a student, and that person must be listed on the registration, emergency contact or nurse's card.

Medications

Albuquerque Public Schools has a Procedural Directive and Medication Policy that all School Nurses and Health Assistants must follow. This policy is used "...to ensure that students who require medication at school receive them in a safe and timely manner according to their physician's orders and with maximum protection to all who are involved."

Students who take medication need to have a physicians order for their medication on file in the health room. This applies to medications being:

1. Carried by the student
2. Self administered by the student
3. Supervised by the health assistant
4. Administered by the nurse

APS medication forms can be picked up in the school health office at anytime.

The medication must be in a prescription labeled container that matches the physician's orders. **At no time will a student be allowed to carry a medication classified as a controlled substance.** The medication label cannot be used in place of a physician's written order.

Students who take over the counter medications while at school must have a parent authorization form on file in the health room. Students carrying any medication should only bring to school the dose necessary for that school day. For the protection of all students, APS does not allow whole bottles of medication to be carried by the student. For further information regarding the complete APS Medication Policy, or any other questions, contact the school nurse at 898-3666.

IDENTIFICATION CARDS

ID cards must be in possession of students at all times. ID cards are distributed after school pictures have been taken early in the school year. IDs are needed for lunch,

equipment check out, library books, dances, basketball games and bus transportation. There will be a \$10.00 charge for replacement of IDs.

LATE ARRIVALS TO SCHOOL

If you bring your child to school late you must and sign him/her in at the main office or the absence will be unexcused. Students are responsible for requesting any work that is missed.

LIBRARY

The library has books, magazines, pamphlets, films, slides, and other instructional aids for assigned study and recreational reading. It is open for use for most of each school day and a short time before and after school. Passes are required.

LOCKDOWN RULES

If a direct or implied threat is received by the school, a lockdown may be required per district directive. The school must adhere to law enforcement procedures.

- Lockdown will be announced.
- Students are to remain in the classroom and follow teacher's instructions.
- Teachers will follow district instructions regarding critical incidents.
- Do not, under any circumstance, open the classroom door to admit anyone prior to All Clear.
- **Students are not to use cell phones.**
- An **ALL CLEAR** will be announced when Lockdown is over.

LOCKERS

Students may sign up for a locker during registration free of charge. The student will provide his or her own combination lock and will register the combination with the front office. Students must sign a locker usage agreement to receive a locker.

MAKE-UP ASSIGNMENTS

Students who miss school will have a number of days equal to the days absent to make up missing work. Grading on work later than that will be at teacher discretion. Report cards are issued within two weeks of the end of the grading period given in the APS calendar. Students who have been absent are responsible for contacting teachers for their assignments. Teachers may request students to come in before and/or after school for the assignments and/or to make up a test. Suspended students may request their make-up work upon returning to school. Parents may request

assignments through the attendance office; teachers have until 3:00 p.m. the next day to submit the requested assignments.

MEDIATION PROCESS

Life is filled with conflict. Children as well as adults are regularly faced with situations that involve conflict. At our school, we accept the responsibility of helping students to learn the skill of solving conflicts in a positive manner. If a student is having a problem, the situation will be referred to an administrator, counselor, or School Resource Officer. Students may refer themselves or a peer who is having a problem with another student. If a problem is referred for mediation, an administrator, counselor, and/or school resource officer will sit down with the two involved students to address the problem and come up with agreeable solutions.

Unfortunately, sometimes students decide not to follow proper methods of conflict resolution and often end up in a fight. **Remember, no matter who is at fault, both participants are usually given the same consequences in accordance with APS Discipline Policy.** Please notify a counselor or principal for any concerns you have with your child.

PARENT-TEACHER ORGANIZATION

The parents of Taylor Middle School meet once a month to participate in school activities. PTO is the official voice of Taylor parents and as such represents all parents on Instructional Council. PTO also represents parents in policy matters such as student dress code. The PTO helps with fundraising used to sponsor many activities throughout the school. The PTO also offers volunteer support for many school activities like the Celebrate 8, awards celebrations, field trips, in-class volunteers, office volunteers, and all the end of the year celebrations. If you are interested in becoming a part of the PTO please contact the office. For information, contact PTO president Tanya Lattin 319-1438.

PERSONAL PROPERTY

Students should not bring iPods, MP3s, CD players, CDs, skateboards, rip sticks, Gameboys and other handheld games, recorders, cameras, toys, expensive jewelry and large sums of money or any other non-school related to school. The school is not responsible for the loss of any such items. If an item disrupts the educational process, a student may receive an office referral and face possible confiscation of the item.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are disruptive to the educational setting and are inappropriate for middle school students. **Students will not engage in any inappropriate display of affection including kissing or holding hands with members of the opposite sex.** Such displays may result in an office referral.

SCHEDULE CHANGES

Schedule changes may be requested in the counselor's office and must be requested within the first two-weeks.

SCHOOL PROPERTY AND TEXTBOOKS

Students are responsible for the proper care of all books, supplies, and furniture, which belong to Taylor. Textbooks are issued through individual classes. Students are responsible for these and any other books issued by school personnel regardless of circumstances of vandalism and/or theft. Students responsible for damaged or missing books will be fined to pay for repair or replacement of the book.

SCHOOL RESOURCE OFFICER

Taylor has a full-time school resource officer from the Bernalillo Co. Sheriff's Office posted on campus. He provides campus security.

SCHOOL TELEPHONE SERVICE

School phones are available for students in an emergency. Messages will be delivered to students in the case of a family emergency.

SKATEBOARDS AND BICYCLES

Skateboards, scooters, roller blades, rip sticks, roller shoes (e.g. Heelys) are **not permitted** on campus. Students must provide locks for bicycles kept in the school bike rack. **The school assumes no responsibility for the theft of any of the above items.**

STUDENT CHECK-OUT FROM SCHOOL

Only parents or guardians listed on the enrollment card may check students out through the office. A picture ID is required. Please report any changes regarding this information to the office as soon as possible. We cannot call or notify you of a problem, if we do not have the correct phone numbers. If you need to add or remove a name of the person who may pick up your child, changes must be done prior to the day the person will pick up the student. All changes must be made in person with proper ID.

TAYLOR ON THE WEB

The internet address for Taylor Middle School is: <http://www.aps.edu/aps/taylor/>. You can view School Policies and Procedures, Dress Code information, Student Internet Acceptable Use Policy at the site and there are links to Class Web Pages where students can obtain or confirm assignments and grades.

TECHNOLOGY AND COMPUTERS

At Taylor Middle School, we have two stationary computer labs and two mobile laptop labs. All students have access to these labs through one of their teachers. Students are responsible for any damage that may occur while they are using the equipment or software. This includes misuse or damages. Students will also be expected to follow the APS Internet Use Policy.

WITHDRAWALS AND TRANSFERS

Parents must notify the counseling office 24 hours prior to withdrawal or transfer. Students must return textbooks, library books, and other assigned materials to the appropriate teacher, receive an interim grade, clear possible fines with the library, and resolve any other outstanding problems with the school. The withdrawal or transfer will not be completed until all of the procedural steps are satisfied. ALL transfer requests are processed by the APS Transfer office.

VISITORS

Adult visitors are always welcome to Taylor. School visits by students' friends or relatives who are not adults are never allowed because it can result in disruption to our educational environment. For the safety of our students and staff, it is **mandatory** to stop at the reception desk to sign-in and receive a "visitors" badge. Failure to comply may result in a legal charge. **At no time are parents/guests permitted to go directly to an inside classroom portable classroom, or other areas of the school without permission. If you need to meet with a teacher or other staff member, an appointment must be scheduled! Classroom visitation is permitted only by making an appointment with the teacher or approval of the principal.**

YEARBOOKS

Yearbooks are sold each year with the announcement of purchase deadlines made over the intercom and in Back Pack Mail. The yearbook is published by Jostens and may be purchased over the internet at the Jostens website.

Taylor Curriculum and Course Patterns:

Mathematics: Educational research shows that students who do not master the mathematical concepts in depth in middle school do not do well in high school math. Students who take Algebra I in middle school do NOT necessarily do better in higher level high school math than their peers who do not take Algebra I in middle school.

Students who take Algebra I in middle school can apply for high school Algebra I credit. **(See Procedures Below)** Your math teacher is best qualified to assist you in the decision to take Algebra I in middle school and/or the decision to apply for high school Algebra I credit. Based on the research, we recommend the following **course taking patterns** for middle school math:

6th Grade

- Ramp-up, Regular or Accelerated Math – Parent/Student Choice and/or Teacher recommendation

7th Grade

- Ramp-up, Regular or Accelerated Math – Parent/Student Choice and/or Teacher recommendation

8th Grade

- Ramp-up, Regular Math or Algebra I ---- Parent/Student Choice; **ALGEBRA I REQUIRES MULTIPLE METHODS OF TESTING AND FOLLOWS A SCREENING PROCESS FOR TEACHER RECOMMENDATION.**

Note: CONSIDER TAKING ALGEBRA I HONORS IN HIGH SCHOOL AND NOT APPLYING FOR ALBEGRA I CREDIT FROM MIDDLE SCHOOL. YOU WILL LEARN THE MATERIAL MORE DEEPLY AND YOU WILL BE MORE READY FOR HIGHER LEVEL MATH.

Applying for High School Algebra I credit:

1. See Algebra I middle school teacher for application form.
2. Complete application for (including Algebra I teacher signature).
3. Take form to High School registrar in August of your freshman year.
4. Registrar will enter Algebra I course onto your high school transcript.
5. Algebra I course cannot be removed from high school transcript once it is entered onto transcript.

*Caution: If you have a B, C, or D grade in middle school Algebra I, you should consider not transferring the credit and taking Algebra I in your freshman year in high school instead. Remember any grade lower than an A will lower your GPA.

GRADE LEVEL REQUIRED COURSES

HEALTH

This semester long course is required for 7th grade students. Students will learn the health triangle. The physical body systems, mental health, self-esteem and social health in the areas of conflict resolution will be some of the areas covered.

PHYSICAL EDUCATION

This yearlong course is required for 6th grade students. The year will be spent on improving and maintaining students, fitness levels, knowledge of how their bodies work, exercise as a stress reliever, developing sports skills, learning how to compete, and developing leadership skills.

Accelerated Classes at Taylor Middle School 2011-2012

Students at Taylor have the option to select either accelerated or standard languages arts courses for next school year. Both classes follow the NM Department of Education grade level standards, yet the instructional strategies utilized within the classroom will allow students to foster greater critical thinking, reading and writing skills. The primary objective in an accelerated course is to prepare students for the rigor of honors and AP English classes in high school.

In keeping with Albuquerque Public School and College Board philosophy, accelerated classes should be open to any interested student, so there are no formal pre-requisites for Accelerated classes. However, we would like students and parents to make informed decisions while considering an accelerated course. Students and parents who commit to a rigorous, accelerated course should consider that the following attributes are helpful to student success:

- Self- motivation
- Organization
- Class participation
- Strong independent reading skills
- Commitment to completing work outside of the classroom
- Willingness to work with a team of students
- Desire to take Honors/AP courses in high school
- Commitment to stay in the class for the entire year
- Student desire to enroll in course

Commitment is vital to success in an accelerated class. For this reason, we ask parents and students to sign a contract to remain within the class for the full academic year. Accelerated course teachers set an expectation that students will push themselves, and there may be times when the course becomes quite challenging. It is significant that the students commit to persevering through these times in order for them to experience the reward of growth in the program.

Taylor 2011-2012 Accelerated Course Parent/Student Contract

I have chosen an accelerated language arts course at Taylor Middle School for next school year.

I have read and now understand my commitment and agree to the challenge.

Student Signature_____ **Grade Level Next Year**_____

**Parent
Signature**_____

TAYLOR MIDDLE SCHOOL DISCIPLINE MATRIX 2011-2012 SCHOOL YEAR

<u>INCIDENTS</u>	<u>1ST Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Dress code – uniform infraction referral	Parents called for change of clothes or student gets change from closet	Parents called or student gets change from closet, 1 day detention	Parents called or student gets change from closet. 3 days lunch detention
Cheating, forgery, plagiarism	Student receives 0 on work	Student earns 0, 3 days detention	Student earns 0, 5 days detention
Conflict with another student (non-physical)	Conference, warning, referral to counselor-behavior contract	Referral to counselor for behavior contract and SRO– 1 day detention	Referred to counselor for behavior contract and SRO – 3 days detention
Verbal teasing	Office conference	1 day detention	3 days detention
Inappropriate or obscene language/gesture toward classmate	1 day detention	3 days detention	5 days detention
Cell phones and electronics- confiscated items will be logged, stored in locked cabinet, returned only to parent.	1 day lunch detention and device returned only to parent after school that day	3 days lunch detention and device returned only to parent after 7 days.	5 days lunch detention and device returned to parent at the end of the current semester
Mistreating classroom equipment	1 day lunch detention	3 days detention	5 days detention
Disruption / uncooperative	1 day lunch detention	3 days detention	5 days detention
Tardies – office referral for the 4th, 7th, and 10th tardy to your class.	1 day lunch detention after 4 tardies per semester	3 days lunch detention after 7 tardies per semester	5 days lunch detention after 10 tardies per semester
Defiance that disrupts class	3 days detention	5 days detention	7 days detention
Trespassing, unauthorized presence	3 days lunch detention – SRO referral	5 days lunch detention – SRO ref.	7 days detention– SRO referral
Tobacco use or possession	3 days lunch detention, parent contact	5 days lunch detention, PIP	7 days detention, counselor, confiscation, PIP
Graffiti / Vandalism	3 days lunch detention, restitution, clean up graffiti. If gang related, SRO	5 days lunch detention, restitution, clean up graffiti, SRO	7 days detention, restitution, clean up graffiti, SRO
Truancy ON Campus – Ditching	3 days lunch detention – SRO referral	5 days detention – SRO referral	7 days detention – SRO referral
Truancy off campus	5 days detention	7 days detention	10 days detention
Overt defiance of school staff	3 days detention	5 days detention	7 days detention/ 1 day OSS
Obscene materials distribution	3 days detention	5 days detention – possible OSS	7 days detention – possible OSS
Inappropriate use of Internet	9 week suspension from computers	One semester computer suspension	Computer suspension for school year.
Breaking a mediation contract	3-5 days of lunch detention	5-7 days lunch detention	1 day OSS
Threatening/taunting another student	5 days lunch detention or 1 day OSS depending on severity of offense	1 day OSS	3 days OSS
Extortion	5 days lunch detention, SRO	1 day OSS, SRO	3 days OSS, SRO
Theft/ robbery	1 day OSS, possible referral to legal action, refer to SRO	3 days OSS, possible referral to legal action, refer to SRO	5 days OSS, referral to legal action, refer to SRO
Harassment of Student - including racial, ethnic, disability, or other speech including drawings	1 day ISS, referral to counselor, parent conference. Consider referral to EEOC.	3 days ISS, referral to counselor, parent conference. Refer to EEOC.	5 days ISS, referral to counselor, parent conference. Refer to EEOC.
Harassment of Staff member including obscenity/profanity	5 days detention	7 days detention	1 day OSS
Sexual harassment including inappropriate physical	1 day OSS, referral to counselor, parent	3 days OSS, referral to counselor, parent conf.,	5 days OSS, referral to counselor, parent conf.,

touching or gestures	conference	possible legal action	possible legal action
Assault/Bullying - Physical aggression (one student slapping, hitting, or throwing objects at another student)	1 day OSS, referral to counselor	3 days OSS, referral to counselor,	3-5 days OSS, referral to counselor,
Battery/Fighting (two or more students hitting each other)	3 days OSS for all involved, referral to counselor and SRO	3-5 days OSS, referral to counselor and SRO	5 days OSS and consider long term suspension hearing
Cyber bullying (one or more students using electronic or social media to bully or threaten to injure another student)	1 day OSS, referral to counselor	3 days OSS, referral to counselor,	3-5 days OSS, referral to counselor,
Bullying – one or more students using power aggressively against another	1 days OSS, referral to counselor and SRO, parent conference	3 days OSS, referral to counselor and SRO	5 days OSS, referral to counselor and SRO
Gang related activity	1 day OSS, parent conference, SRO, refer for legal action	Long term suspension, legal action	
Bomb threat and/or false alarm	Long term suspension, legal action		
Lighter possession	1 day OSS	3 days OSS	5 days OSS
Arson	1-3 days OSS	Long term suspension hearing	
Arson II	Long term suspension hearing	Expulsion	
Assault / battery toward staff member	Long term suspension, legal action		
Aggravated assault- battery – w/ weapon	Long term suspension, legal action		
Sexual battery or assault	Long term suspension,		
Controlled substance use-under influence	5 day suspension reduced to 3 days if family does PIP, possible legal action	Long term suspension hearing, legal action	
Controlled substance possession including look-alikes	5 day suspension reduced to 3 days if family does PIP, legal action	Long term suspension hearing, legal action	
Controlled substance sale or distribution including look-alikes	Long term suspension hearing, legal action		
Weapon possession (including firecracker)	5 day OSS, legal action	Long term suspension, legal action	
Weapon use	Long term suspension, referral to legal action		
Firearm possession	Expulsion		

Glossary: ISS – In school suspension; OSS – Out of school suspension; SRO – School resource officer; PIP – Parent Involvement program; and EEOC – Equal Employment Opportunity Commission.

Note: Please note that consequences for listed infractions are in compliance with the APS Student Behavior Handbook. If a listed consequence differs from the APS Handbook the APS consequence will supersede the Taylor Matrix. Definitions of infractions are included in Student Behavior Handbook.