

Shackelford Junior High

Home of the PATRIOTS



Ready... Respectful... Responsible

Student Handbook

2024 - 2025

Strong. Honest. Adaptable. Committed. Kind.

Shackelford Uniform Policy

Students are required to adhere to dress code on campus. The AISD Board policy states that parents have twenty days from enrollment to request, in writing from the principal, an exemption from the Shackelford uniform policy for a religious or philosophical reason.

Students who arrive at school not properly dressed in Shackelford uniform may call home to have parents bring uniform clothing if the parent can arrive within ten minutes. Students not in uniform will be provided Shack clothes to wear to class. An unexcused tardy or

Principal

Mrs. Kelli Smith

Academic Dean

Ms. Lesley Young

Assistant Principal

Mr. Kyle Durr (7th grade)

Mrs. Jannie Nelson (8th grade)

Counselors By Last Name

Mrs. Serena Howcroft (A-L)

Ms. Nancy Walker (M-Z)

Attendance Clerk

Mrs. Carla Cromeens

Nurse

Ms. Nikki Ingram

Family Engagement Liaison

Mrs. Yahadira Rodriguez

Contact Information

2000 N. Fielder Road, Arlington Texas 76012

682-867-3600 Fax 817-801-3605

Website www.aisd.net/shackelford-junior-high/

Facebook www.facebook.com/shackpatriots/

Attendance/Absences:

It is the responsibility of the parent or guardian to call or email the School Attendance Clerk, Mrs. Cromeens at 682-867-3600 or ccromeen@aisd.net each day of absence by **10:30 a.m.** to report the absence of the student. Nine absences or more, whether excused or unexcused, per semester exceeds the 90% attendance requirement. If a student fails to attend 90% of the days, credit can be lost and promotion to the next grade may be in jeopardy. Refer to the Student Code of Conduct handbook for a further explanation of absences.

Before & After School:

Students dropped off at school prior to 8:15 a.m. will wait in the front courtyard of the school and will not be supervised by school staff until 8:15 a.m. At 8:15 a.m. all students eating breakfast will be brought into the cafeteria. All other students will go to the gym to wait for school to start. All students who arrive after 8:15 a.m. should go directly to the gym or cafeteria upon arrival. All students will proceed through metal detectors upon entering the building at the start of school.

School Begins at 8:45 a.m. School Ends at 4:10 p.m. Buses depart from campus at 4:17 p.m.

All students need to be off campus by 4:45 p.m. unless they are attending detention, a tutoring session, or participating in extracurricular activities.

Early Pick Up:

We ask that you keep early pick-ups to a minimum. It is crucial that students remain in class for all instructional purposes. All parents/guardians must be listed as a person able to pick up a student. Parents/guardians are required to come inside the school, show a state or government issued picture ID and sign out a student. In addition, please do not pick up students from the office after 3:30 pm.

Leaving School After Arriving:

Shackelford Junior High is a closed campus. Once students arrive on campus, they are required to stay on school grounds until dismissal time, unless signed out by their parent/guardian with the permission of the office. Students may not leave campus after they are brought to school to go to area businesses or eating establishments. If a student leaves the campus at the end of the school day, they are not allowed to return to campus, unless accompanied by a parent or guardian.

Tardy Policy:

There is a four-minute passing period for students between classes. This time is for addressing restroom and water needs while moving to the next class. Student tardies are tracked each class period. The tardy count will reset after each six weeks. Consequences for tardiness will start with lunch detentions but can escalate to on campus suspension.

After-school Tutoring:

After school, tutoring schedules vary by teacher. Please contact your teacher for times and days.

Breakfast Procedures:

Breakfast is served in the cafeteria from 8:15 a.m. to 8:45 a.m. each morning. Students may use their food account number to pay for breakfast as well as lunch. Students eating breakfast will sit at designated tables for eating in the morning. Upon finishing their food, students are expected to clean up after themselves and then remain in their seats until dismissed to begin the school day.

Cell Phones:

Cell Phones must be off and not visible during class and passing period. Students may bring their cellphones to school. Cellphones may be used during class only for instructional purposes with teacher permission. The school or district assumes **no responsibility for damaged, lost or stolen cellphones**

Students on campus who need to make calls for emergency purposes may ask permission to use

Second Offense: Group II Misbehavior Two days (ISS), confiscation of the device until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a \$15 return fee/fine is paid for telecommunication device.

Third Offense: Group II Misbehavior Two days In-school suspension (ISS), loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a \$15 return fee/fine is paid for telecommunication device.

Fourth Offense: Group III Misbehavior Assignment to CHOICES, loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a \$15 return fee/fine is paid for telecommunication device.

Fifth Offense: Group IV Misbehavior Assignment to Disciplinary Alternative Education Program (DAEP), loss of privilege to have possession of any device on campus,

School Events / Activities:

There are many extracurricular activities and events that take place outside of the school day in junior high. Attendance at these events is encouraged to promote school spirit and become actively involved on campus. Attending these events is a privilege. Students are not required to wear the school uniform to these events, but they are still required to be in clothing that meets the standard AISD dress code. **The expectation is that students be picked up from school events within 15 minutes of the event end time. Students who are not picked up within 30 minutes after school events will lose the privilege of attending the next school event(s). After the third time of not being picked up in the 30 minute window, students may lose the privilege of attending after school events.**

Students who wish to attend sporting events must have a supervising adult present with them at all times who is also responsible for taking that student home.

School Information / Communication:

The school website has a calendar on the main page that is kept up to date with current and upcoming events. Please visit www.aisd.net/shackelford-junior-high/. You will see the Campus News that has our live Facebook feed. Then the calendar of upcoming events is towards the bottom of the main page.

Teacher email addresses are all available on the school website on the Staff Directory tab. Please call the main office at 682-867-3600 if you need assistance contacting a teacher or staff member.

Parent Self-Serve is a program you can sign up for to monitor student grades, attendance, and email teachers online. You will use your login and password from registration to access parent self-serve. The website is linked to www.aisd.net/district/resources/self-serve-portals/. Please call if you need help with this service.

Follow our Facebook page @ shackpatriots

Parents/Guardians, please make sure that your email address is updated on TEAMS so that you can receive the principal update emails. Call or email the data clerk for assistance.

PTA:

There is an active PTA at Shackelford. Information is available at Shackelford for joining the PTA. The PTA website is <https://shackelfordpta.digitalpto.com/>. The PTA also has a Facebook page <https://www.facebook.com/profile.php?id=100085217354963&mibextid=LQQJ4d>. Parent involvement is encouraged and welcomed at Shack.

Other Resources:

If you have questions about student behavior, AISD dress code, technology, attendance, bullying, harassment, or dating violence, along with other topics, please see the Arlington ISD Student Code of Conduct. You can access the current copy online at https://drive.google.com/file/d/1Y4V1sVovceziNoaRsi0JTy_yHk_pFxl/view.

If you have questions about graduation, classes, grade point average or guidance and counseling, please see the Course Description Handbook. You can access the current copy at www.aisd.net/student-support/ click the Course Description Handbook square.

If you have questions about the Bell Schedule it is linked to our Shackelford website at www.aisd.net/shackelford-junior-high/. Click the About tab and then click Attendance and Schedule.

If you have questions about lunches, bus transportation, district calendars or need technology help go to www.aisd.net/family-support/.