

Lively Middle School Student & Parent Handbook *2024-2025*



Lively Middle School, Austin ISD
201 E Mary Street
Austin, TX 78704

Office: 512-414-3207
<https://lively.austinschools.org/>

***Law, Humanities & Global Studies Magnet
Spanish Dual Language Academy***

This handbook was finalized on August 6, 2024. Any updates made to discipline and campus procedures are subject to change based on district and campus needs updates. Please call 512-414-3207 with any questions.

2024-2025 Bell Schedule

A Day (Blue)

| A Day | |
|------------|---|
| Period | Time |
| Homeroom | 8:20 - 9:15 AM |
| 1A | 9:20 - 10:45 AM |
| 2A & Lunch | (10:50-11:20 A Lunch) 11:25 - 12:50 PM |
| | (11:35-12:05 B Lunch) 10:50 - 11:35 / 12:10-12:50 PM |
| | 10:50 - 12:15 PM (12:20 - 12:50 PM C Lunch) |
| | 12:55 - 2:20 PM |
| 3A | 12:55 - 2:20 PM |
| 4A | 2:25 - 3:50 PM |

A/Blue Days: Monday & Wednesday

B Day (Silver)

| B Day | |
|------------|---|
| Period | Time |
| Homeroom | 8:20 - 9:15 AM |
| 5B | 9:20 - 10:45 AM |
| 6B & Lunch | (10:50-11:20 A Lunch) 11:25 - 12:50 PM |
| | (11:35-12:05 B Lunch) 10:50 - 11:35 / 12:10-12:50 PM |
| | 10:50 - 12:15 PM (12:20 - 12:50 PM C Lunch) |
| | 12:55 - 2:20 PM |
| 7B | 12:55 - 2:20 PM |
| 8B | 2:25 - 3:50 PM |

B/Silver Days: Tuesday & Thursday

NEW for 24-25: Fridays are rotating Blue/Silver days.

The following Fridays will be **A/Blue days**: Aug 30, Sept 20, Oct 11, Nov 15, Dec 6, Dec 20, Feb 7, Feb 28, Mar 28, Apr 25, May 9, May 23.

The following Fridays will be **B/Silver days**: Aug 23, Sept 6, Sept 13, Sept 27, Oct 18, Oct 25, Nov 8, Nov 22, Dec 13, Jan 10, Jan 17, Jan 24, Jan 31, Feb 14, Feb 21, Mar 7, Apr 4, Apr 11, May 2, May 16.

Your Student Schedule

Take some time to write your schedule in your agenda. Use a pencil in case you have any changes.

| A Day / BLUE | | | |
|--------------|-------|---------|--------|
| Period | Class | Teacher | Room # |
| Homeroom | | | |
| 1A | | | |
| 2A & Lunch | | | |
| 3A | | | |
| 4A | | | |

| B Day / SILVER | | | |
|----------------|-------|---------|--------|
| Period | Class | Teacher | Room # |
| Homeroom | | | |
| 5B | | | |
| 6B & Lunch | | | |
| 7B | | | |
| 8B | | | |

Austin ISD Academic Calendar



Legend

- Student / Staff Holiday
- District Staff Development / Student Holiday
- Campus Staff Development / Student Holiday
- Teacher Planning / Student Holiday
- District Closed
- New Teacher Orientation
- First Day / Last Day of Classes
- [] Grading Periods

Important Dates

- July 4** Independence Day Holiday
- July 1-5** District Closed
- August 5 - 7** New Teacher Orientation
- August 9 and 12** Campus Staff Development
- August 13-15** District Staff Development
- August 8, 16, 19** Teaching Planning / Student Holiday
- August 20** First Day of Classes
- September 2** Labor Day Holiday
- October 3** Staff Development / Student Holiday
- October 4** PLED Day / Student Holiday / Rosh Hashanah
- October 14** District Staff Development / Student Holiday / Indigenous People's Day
- November 1** Student / Staff Holiday / Diwali
- November 5** Staff Development / Student Holiday / Election Day
- November 25-29** Fall Break
- December 23-January 3** Winter Break
- January 6** Staff Development / Student Holiday
- January 20** Martin Luther King Jr. Day Holiday
- January 29** Staff Development / Student Holiday / Lunar New Year
- February 17** Staff Development / Student Holiday / President's Day
- March 14** PLED Day / Student Holiday
- March 17-21** Spring Break
- March 31** Student / Staff Holiday / Cesar Chavez & Dolores Huerta Day / Eid al-Fitr
- April 18** Staff Development / Student Holiday / Good Friday
- May 26** Memorial Day Holiday
- May 29** Last Day of Classes
- May 30** Staff Development / Student Holiday / Teacher Last Day
- June 19** Juneteenth Holiday

July 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

August 2024

| S | M | T | W | T | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

September 2024

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

October 2024

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

November 2024

| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

December 2024

| S | M | T | W | T | F | S |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

January 2025

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

February 2025

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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

March 2025

| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | [24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

April 2025

| S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

May 2025

| S | M | T | W | T | F | S |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

June 2025

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Families who have religious or personal obligations who can not meet will be provided an alternative time for a student conference.

Lively Administrative Team

Melissa Rodriguez, Principal – melissa.rodriguez@austinisd.org

Magnet Office:

Shayna Tipton, Magnet Director– shayna.tipton@austinisd.org

Ronaldo Hernandez, Magnet Assistant– ronaldo.hernandez2@austinisd.org

Academic Office:

Nikki Dickerson, Academic Dean– nikki.dickerson@austinisd.org

Daniel Manion, Lead Academic Instructional Coach– daniel.manion@austinisd.org

Assistant Principals:

Karina Ferreira, 8th Grade Assistant Principal, 6th grade last names A - L – lisette.ferreira@austinisd.org

Robert Johnson, 7th Grade Assistant Principal, 6th Grade last names M - Z – robert.r.johnson@austinisd.org

Lively Support Staff

Attendance Specialist: Azucena Ramos– azucena.ramos@austinisd.org

PEIMS Clerk: Alladira Arteaga– alladira.arteaga@austinisd.org

Parent Support Specialist (PSS), Jessica Zamarripa– jessica.zamarripa@austinisd.org

Nurse: Louie Riesch, (512)414-3450 – louie.riesch@austinisd.org

504 Coordinator:

SPED Department Chair:

Counseling Staff:

Michelle Garcia, 7th grade counselor/ 6th grade last names A-L– michelle.garcia@austinisd.org

Miranda Harris, 6th grade counselor/ 8th grade last names M-Z– miranda.harris@austinisd.org

Illeana White, Guidance Secretary– illeana.white@austinisd.org

Community in Schools (CIS) Social Worker, Lindsey Knowles– lindsey.knowles@austinisd.org

Council for At Risk Youth (CARY), Leah Urie– leah.urie@austinisd.org

ABOUT LIVELY MIDDLE SCHOOL

Overview

Lively Middle School is located on historic South Congress Avenue down the street from the Texas Capitol. Lively was founded in 1886 and has been in its current location since 1911. Our vision, "to provide educational opportunities that inspire global thinking and social responsibility," is met through diverse course offerings and rich extracurricular activities. The Lively Humanities and Law Magnet for International Studies offers advanced academic programming and engaging coursework to challenge and support students. At Lively, Magnet students enroll in specialized language arts and social studies courses, where they enjoy accelerated, cross-curricular, project-based learning. Lively's Dual Language Program provides students the ability to become bilingual, biliterate, and bicultural through high-level cognitive instructional practice.

Mission

The mission of Lively Middle School is to create meaningful, challenging learning environments to increase student achievement and foster positive relationships.

Campus Website: <https://lively.austinschools.org/>

ACADEMIC INTEGRITY POLICY

The Mission of Lively Middle School is to create meaningful, challenging learning environments to increase student achievement and foster positive relationships. Lively Middle School upholds the highest standards of behavior and expects all students to contribute to a **safe and inclusive community**. The following Student Behavior Policy outlines the behavioral expectations for students enrolled in our programs, as well as the responsibilities of parents or guardians in supporting their child's success.

Respect:

- Treat all members of the school community with respect.
- Use appropriate language and gestures.

Responsibility:

- Attend all classes and arrive on time.
- Complete assignments and bring the necessary materials.
- Communicate proactively to address individual needs.

Integrity:

- Uphold academic honesty.
- Avoid plagiarism and provide proper citations.

Safety & Citizenship:

- Follow school safety rules and the AISD student code of conduct.
- Report safety concerns promptly to a counselor, teacher, or administrator.
- Contribute positively to the school and community.
- Participate in extracurricular activities that promote personal and social development.

Magnet/Transfer Student Consequences for Violations:

Austin Independent School District Board Policy states that "The parents and students accepting a transfer must agree to abide by the school's standards for academic progress, attendance, discipline, and parental cooperation. The principal can deny or revoke the transfer at the end of the semester if these conditions are not met." Violations may result in disciplinary actions, including verbal/written warnings, detention, and, if needed, transfer revocation.

ADVANCED COURSES FOR FALCONS

Advanced courses are offered in 6th, 7th, and 8th grade English, Mathematics, Science, and Social Studies. At Lively, we believe all students are capable of doing advanced coursework with the right scaffolds and support. Advanced, Accelerated, and Magnet courses develop critical thinking, reading and research skills, writing, and have advanced performance expectations. Students will spend more time outside of class reading, writing, and completing group or independent assignments based on more challenging concepts or content. Magnet-level English Language Arts requires above grade level skills and students apply for the program by meeting rigorous application requirements. Students with accommodations through Section 504 or Special Education are supported to achieve at the highest level and are fully included in our academic programs.

ATTENDANCE GUIDELINES

Regular attendance is essential for a student to be academically successful. Daily attendance is mandatory by the State of Texas. Attendance is taken and recorded for each class period. The compulsory attendance law applies for each class period. **Students who display exceptional or outstanding attendance records will be recognized for their diligence!** Students must attend at least **90% of classes each semester**. Students who exceed the absence limit will be required to attend summer school and may be denied course credit.

Absence from School: When a student is absent, he/she must give a written excuse from his/her parent or guardian stating the reason for the absence to the attendance clerk in the main office.

Excused absences are only allowed for the following:

1. Illness of the student.
2. Illness or death in the student's immediate family.
3. Emergencies or extenuating circumstances as recognized by the principal or her designee.

The student will be given three days to bring a written excuse from the parent/guardian or a doctor's note for an absence. After three days, the absence becomes unexcused.

Penalties for Excessive Absences:

- Students with 3+ unexcused absences in a month or 6+ unexcused absences in a grading period will automatically be placed on a **Mandatory Attendance Contract**
- Excessive unexcused absences may incur the following additional penalties:
 - Mandatory parent/administrator meeting
 - Address verification; Magnet/Transfer Growth Plan (as applicable)
 - Referral to AISD Truancy Officer

What to do when your child is absent

1. Please do **not** call the office to inform us.
2. Email a note to Lively@austinisd.org explaining the absence. The note becomes a permanent part of school records and must include the student's first and last name, grade, date(s) of absence, reason for missing school, and daytime phone number.
3. Handwritten notes and emails are accepted within two days of the student returning to school.
4. A medical professional note may excuse the absence, this is always preferred over a parent/guardian note.

What to do when your child needs to leave early

1. A parent/guardian picking up a student that needs to leave during the day may call the main office 512-414-3207. **No early check-out will be allowed after 3:20 pm.**
2. The parent/guardian must show their ID and be on the student's pick up list.
3. When returning to campus, the student should come to the office to sign in and to bring a note from the parent/guardian or a medical professional.

What to do when your child is late to school

1. Check in through the front office.
2. If a student comes in late because of a late AISD school bus, they will receive a late bus pass and an excused tardy is recorded.
3. If a student comes in late with a note from a parent or accompanied by a parent, then the student receives an unexcused tardy slip from the Attendance Clerk.

BUSES & AFTER SCHOOL CLUBS

Riding the bus to school is a privilege that may be revoked if safety rules are not observed. Students must go directly to the buses as soon as they are dismissed from school. If your child misbehaves on the bus, she/he may be suspended from riding the bus for a period of time. A student may only ride his/her assigned bus, and get off at their assigned bus stop, there will be no exceptions.

Late buses may be provided for students who stay for after-school clubs and tutoring. At 5:15 p.m.. students will be released from their activity to wait for the bus. Late buses are available at 5:15 p.m. and are scheduled to depart at 5:30 p.m. All students are expected to remain on campus until their departure home. **Students who leave the campus during this time may not ride the late bus home.**

If any Lively student disrespects the rights of Lively neighbors before or after school, APD will be contacted. This includes unauthorized trespassing or any other inappropriate behavior that could reflect poorly on the school.

Please call transportation services (Northeast office: 414-6520; Southwest office: 414-6500, Southeast office, 414-8510) to learn if your child is eligible and which late bus to ride and the closest stop to your home. Bus schedules and stops are posted on the AISD website at www.austinisd.org.

The **Bus Stop finder system** will be back online with the 2024-25 school year route information starting the 1st week in August. Also make sure to download the **Where's the Bus App!** [AISD Transportation](#)

CAMPUS ADVISORY COUNCIL (CAC)

The Campus Advisory Council, or CAC, is a group of teachers, parents, staff, community leaders, and the principal, who meet monthly to discuss the school's Campus Improvement Plan and to make recommendations to the principal that improve the educational opportunities at Lively. The CAC, not to be confused with the PTSA, is mandated by state law, and it acts as an advisory board to the principal on issues such as the Campus Improvement Plan (CIP), the budget, curriculum, staff development, staffing patterns, and school organization. All meetings are open to the public, and brief comments may be presented by guests at the beginning of each meeting.

CAFETERIA

Breakfast & lunch are provided free of cost to all students at Lively Middle School. The cafeteria provides breakfast and lunch for all students. Breakfast is served from 8:00 a.m. to 8:20 a.m., and students attend a 30-minute lunch period according to their schedule. In the cafeteria, students are expected to behave appropriately.

Students should:

- Walk into the cafeteria, take a seat, or head to a lunch line.
- Sit as they eat, one student per seat.
- Clean up when they have finished eating.
- Cafeteria clean up the last 5 minutes of lunch.
- Do not throw food, sit on tables, cut in line, or run in the cafeteria.
- Leave only with adult approval and a signed pass/agenda.
- Take a seat and wait for dismissal by an assistant principal at the end of lunch.
- No food or beverage will be taken out of the cafeteria.

Food, Candy & Gum:

All food and drinks should be consumed in the cafeteria and are forbidden in the hallways/classrooms without prior administrative approval. No opened bottles or containers are allowed in the building. Candy from home may only be consumed in the cafeteria.

****AISD does not allow students to bring food (i.e., cupcakes, pizza, cake) to share with other students during lunch.****

****Lively does not allow food delivery services to deliver food to students. Examples of this include Favor, Door Dash, UberEats, and other businesses that provide these services.***

CELL PHONE & TECHNOLOGY POLICY

Cell Phones and Technology Expectations

1. **Students will not be permitted to use smart devices during the school day.** Smart devices include cell phones and wearable technology such as smartwatches, earbuds, and other personal devices. The school day is defined as the period from when students enter the building in the morning until dismissal time at the end of the day. (8:00 am - 3:50 pm).
2. Students will review appropriate cell phone use and digital citizenship at the beginning of each school year or upon enrollment. **Students will sign a cell phone contract.**
3. Any device that is brought to campus will be turned off and stored in a backpack out of sight. Students are not permitted to have cellphones during school hours, **8:00 a.m. to 3:50 p.m.** Phones should be turned off, out of sight and not in use.

CONSEQUENCES

- **1st Offense** - A staff member gives the phone to the Assistant Principal (AP). AP calls home, reviews policy, and returns the phone to the student at the end of the day.
- **2nd Offense** - Staff member gives the phone to AP, AP calls home, reviews policy, and parent must pick up the phone.
- **3rd Offense** - Staff member gives the phone to AP, AP calls home, 48-hour hold, a parent/guardian must pick up the phone. A fee of \$15.00 or community services.
- **4th Offense** - students' phone is picked up in the office daily and returned at the end of the school day.

LINK: [Cell Phone Contract](#)

Other Electronic Equipment

Item(s) such as personal gaming systems, speakers, tablets, and other technology will be confiscated if they are being used by students without permission. Earbuds or headphones must be stored away before entering the building, or they will be confiscated as well. Parents or students may pick up the item(s) from the office.

The [SCOPE Act](#) is fully in effect as of September 1, 2024, including parental consent for student use of digital tools. The district considers parents as partners in cybersecurity and online safety. In accordance with state and federal law, including the SCOPE Act - [House Bill 18](#)

CHANGE OF ADDRESS

In order to ensure your child's safety and well-being at school, we need to know where the parent(s)/ guardian(s) live and how to reach them. Parents are requested to submit to the office any change of address or telephone numbers. All parents should provide a telephone number where they may be reached during the school day. If your telephone number changes during the school year, please call the main office at 414-3207.

CLUBS, ORGANIZATIONS, AND ACTIVITIES FOR STUDENTS

Students are encouraged to participate in school activities and should check with their teachers, counselors, or administrators for information about joining a club or organization. Some of these activities include the following: National Junior Honor Society, Student Council, Art Club, Model UN, gaming, photography, cheerleading, athletics, and various book clubs.

COMPUTER EQUIPMENT

Lively Middle School is a 1:1 Chromebook campus and as such, all students will receive a Chromebook device for the year. Students must bring Chromebook devices fully charged everyday for instruction.

Students are expected to care for the school computers and peripherals. If students cause any damage to school property, willfully or through negligence, they may be assigned community service, receive additional consequences such as ISS, HSS, pay a fine or be charged with a criminal offense. As a result of damage, consequences and/or restitution may be recommended. Access to school computers is a privilege and therefore, students will lose the opportunity to use them.

LINK: [Chromebook Contract](#)

COUNCIL FOR AT-RISK YOUTH (CARY)

CARY is a 501(c)(3) non-profit organization based in Austin, Texas with the mission of helping high-risk youth and promoting safe schools and communities. In collaboration with Austin ISD for 16 years, CARY has served about 7,000 students with disciplinary problems. The purpose of CARY is to address the needs of at-risk youth by establishing intensive support programs and services in public schools. The program focuses on social skills development in small groups and provides individualized coaching to teach critical social skills necessary to reduce instances of youth violence, drug abuse, and delinquency. Typically, participants receive *Aggression Replacement Training (ART)* in small groups on a weekly basis during the first semester of the program. In the second semester of the program, participants receive individual counseling from CARY staff. The combination

of these two program components lay foundational skills for students to manage aggressive behaviors and provide individual support from a licensed social worker.

COMMUNITIES IN SCHOOLS (CIS)

Communities in Schools (CIS) is the nation's largest and most effective dropout prevention organization. Lively has partnered with CIS for over 20 years. CIS provides Lively families with individual student support, mentoring, clothing, social services, and family resources. Please contact Lindsey Knowles, CIS Coordinator at 841-4385 or lknowles@austinisd.org

COUNSELORS

School counselors are available to every student in the school. At Lively, our counselors follow students through their three years of middle school and form relationships with students and parents to help navigate and support them through the middle school years. Counseling services include: assistance with school planning, academic counseling and support, course selection process, career and college readiness, group and individual counseling and guidance, support with study and organizational skills, assistance with home, school and/or social issues, parent support and assistance and much more. Counselors are available for any student concern and maintain students' privacy, unless there is a possibility of potential harm. If there is an emergency, students or parents should contact the counselor immediately. Otherwise, the student may fill out a *Request to See the Counselor* form in the office between passing periods or before/after-school, or ask a teacher for permission to come to talk to the counselor.

Michelle Garcia, 7th grade counselor/ 6th grade last names A-L– michelle.garcia@austinisd.org
Miranda Harris, 6th grade counselor/ 8th grade last names M-Z– miranda.harris@austinisd.org
Illeana White, Guidance Secretary– illeana.white@austinisd.org

DANCES

Lively sponsors school dances throughout the year. Each dance is scheduled from 4:00 p.m. to 5:15 p.m. Only eligible Lively students may attend. Students may be ineligible to attend a school dance if they have received an office referral or served a suspension the week of the dance, or have been previously barred from attending school activities, including having a criminal trespass warning. Dances are normally held on Friday afternoons or evenings. We expect students to be picked up no later than 15 minutes after the dance at 5:45 p.m. Any student who remains on campus 30 minutes after scheduled pick up time may lose the privilege to attend dances for the remainder of the year.

DETENTION

Teachers and Administrators may assign detention to students as a consequence for failing to follow campus expectations. Other methods, such as private conversations with students, parent contact, and parent conferences will be used prior to assigning students detention. Detention will be scheduled during lunch times. If a detention is necessary after school, the family will be notified in advance.

DIGITAL RESOURCES

Digital resources are available to all students, teachers, parents, and administrators at Lively Middle School. Contact our Device Manager, Eric Pinon, at eric.pinon@austinisd.org for assistance.

The Austin ISD Portal allows our community to access applications, resources and information that pertains specifically to them. The Austin ISD Portal provides a 'single sign-on' experience to our applications. This means that, after logging into the Portal, no other sign-in is required; the doors to all applications linked to your role are now unlocked. The Portal can be accessed from within the district as well as from home. The display will adjust itself to the device it is viewed on. You can use your tablet or phone to quickly check in. The URL to access the Austin ISD Portal is the same for staff, students and family: <https://portal.austinisd.org>

DISCIPLINE OVERVIEW

A safe, orderly, and supportive environment is essential for learning to occur. School safety is the top priority at Lively. General expectations for behavior are outlined in this handbook. If student behavior disrupts the education of others, or if they behave in a dangerous manner toward themselves or others, then a discipline referral may be written to an assistant principal. The discipline referral will be placed in the student's discipline folder, and a record of the action taken will be recorded. Consequences may include student conference, After School and/or Lunch Detention, In-School Suspension (ISS), Home School Suspension (HSS), Expulsion, and/or removal to the Alternative Learning Center (ALC). In addition to disciplinary referrals and consequences, Lively staff will work with students and their families to teach students behaviors necessary for success. All parents/guardians are given the [AISD Student Code of Conduct](#) at the start of the school year and are strongly encouraged to read it. Parents should encourage their children to make positive choices about conduct at school.

DISCIPLINE TECHNIQUES & CONSEQUENCES

Discipline at Lively is designed to correct misconduct and to encourage all students to be responsible citizens of the school community. Disciplinary action draws on the professional judgment of teachers and administrators and on a range of discipline techniques. Factors considered include the seriousness of the offense, the frequency of misbehavior, the student's attitude and abilities, the effect of the misconduct on the school environment, and requirements of law. As a result of these factors, discipline for a particular offense (unless otherwise specified by law) may vary.

The following techniques may be used alone or in combination:

- Verbal correction
- Opportunity to use self-directed control strategies
- Parent-teacher conferences
- Mediation
- Backpack/student searches
- Confiscation of items that disrupt the educational process
- Sending the student to the office or other assigned area
- Counseling/mediation/mentoring by teachers, counselors, SRO and/or administrative personnel
- Assigned school duties other than class tasks
- Withdrawal of privileges, such as participation in extracurricular activities
- Detention(s)
- Seating changes in the classroom
- Behavior contracts

- Assignment to another classroom; change of schedule
- School administered probation
- Withdrawing or restricting bus privileges
- Stay Away Agreement
- Criminal Trespass Warning (CTW)

INTERPERSONAL BEHAVIORS

Bullying: Any aggressive behavior or intentional harm-doing; can be physical, verbal, emotional, or cyber and is carried out repeatedly over time or creates an imbalance of power.

Examples of bullying include name calling; racial slurs; unauthorized, unwanted or inappropriate touching; making fun of a person's appearance; telling mean jokes or rumors about someone; threatening to hurt a person; shoving or elbowing someone; making threatening gestures, postures; derogatory comments texted or on social media. Students and /or parents can report bullying directly to **melissa.rodriguez@austinisd.org**. Students may report incidents at school by completing an incident report in the front office or counseling office.

Sexual Harassment: Any unwanted or unwelcome sexual behavior, which interferes with a student's right to get an education or to participate in school activities. Sexual harassment may result from someone's words, gestures or actions that make another person feel uncomfortable, embarrassed, offended, demeaned, frightened, helpless or threatened.

Examples of sexual harassment include touching, pinching and grabbing body parts; being cornered; sending sexual notes or pictures; sexting; writing sexual graffiti on desks, bathroom walls; making suggestive or sexual gestures, looks, jokes or verbal comments; spreading sexual rumors or making sexual propositions; pulling off, down, or lifting someone's clothes; pulling or/lifting your own clothes; or being forced to kiss someone or do something sexual.

Consequences will be determined in alignment with [Title IX protocols](#).

FIGHTING / ASSAULTS

Physical Aggression/Fighting/Play-Fighting/Verbal or Written Threats

1st. offense: 1-2 days home suspension, parent contact/conference, mediation, further consequences depending on the severity of the incident, possible citation.

2nd. offense: 2 days home suspension, possible citation and/or discipline hearing which may lead to ALC.

Encouraging or inciting violence/videotaping, distributing or posting video of a physical altercation

1st offense: 1-2 days ISS, parent contact, phone checked-in daily

2nd offense: 1-2 days HSS, parent contact.

DESTRUCTION OR THEFT OF PROPERTY:

Theft of valuable items or the possession of stolen property: taking or possessing the property of another person without their permission or the knowledge of the other person.

Vandalism/Tagging: Reckless damage or destruction of property.

Consequences:

Felonies (monetary value that exceeds \$1,500.00):

Discipline hearing: Mandatory Removal, possible citation and/or arrest

Non-felonies:

Depending on offense, possible consequences include community service to the campus, mediation, detention, parent contact, 1-2 days ISS or home suspension, parent conference, loss of school privileges, possible citation/arrest, discipline hearing which may lead to removal.

GANG-LIKE ACTIVITY

Gang-like activity: Gang-like activity is the action of three or more persons having or displaying a common identifying sign or symbol and includes emulating or mimicking gang behavior. Items often identified with gang activity could include the following: bandannas, shirt draped over the shoulder, hand signals, use of particular scripts/fonts, etc.

Consequences:

1st and 2nd offenses: student conference, confiscation of any offending item

3rd offense: student entered into AISD gang database; conference with parents and SRO; confiscation of any offending item

4th offense: discipline hearing which may lead to ALC, confiscation of any offending item

WEAPONS

Possession/use not limited to: a firearm, any type of gun, knife, boxcutter, razor blade, club, explosives (including fireworks, poppers, stink bombs), slingshots, blackjack, knuckles, or other item that may cause or is intended to cause injury or death, includes look alike.

Consequences:

Parent contact, possibility of filing with SRO, citation, discipline hearing (ALC), arrest

Knife-legal: (blades under 5 1/2 inches long): 1-2 days in school or home suspension, parent conference.

Knife- illegal : (blades over 5 1/2 inches long): MANDATORY EXPULSION, ALC / JJAEP.

Firearms: Federal and state law require that a student be EXPELLED for one year from the regular classroom, arrest, ALC / JJAEP.

POSSESSION / USE TOBACCO, DRUGS, ALCOHOL, INCENDIARY DEVICES

The possession or use of tobacco/e-cigarette; drugs; drug paraphernalia; alcohol or incendiary devices, including lighters, matches, fireworks, and flammables such as CO₂ cartridges and aerosol containers, is prohibited on campus.

Consequences:

Tobacco only/e-cigarette/JUUL Pod/VAPE, use/possession: Parent conference, citation, referral to counseling/CIS

1st Offense: 1 day of in-school suspension and an anti-vaping course (completed in ISS).

2nd Offense: 2 days of in-school suspension and an anti-vaping course (completed in ISS).

3rd Offense: 10 days of ALC and an intensive Intervention Program (completed during alternative placement).

4th Offense: 15 days of ALC

Alcohol, use/possession: 2 day home suspension, referral to counseling/CIS, parent conference, filed with SRO, citation/arrest discipline hearing, ALC.

Drugs, drug paraphernalia, use/possession (including VAPES with THC): Referral to counseling/CIS, parent conference, filed with SRO, citation/arrest, discipline hearing, ALC/JJAEP.

1st Offense: 10 days of ALC and a substance abuse intervention course.

2nd Offense: 15 days of ALC and an intervention program (completed during alternative placement).

3rd Offense: 20 days of ALC and an intensive Intervention Program (completed during alternative placement).

Incendiary devices: Possible consequences include 2 days home suspension, parent conference, citation/arrest, removal to ALC

BUS REFERRAL

Conduct that disrupts the safe operation of a school bus, thus causing the bus to return to campus may result in a citation being issued by campus SRO or other assigned consequence.

1st. offense: Conference with student. Parent notified and warning statement of future consequences given. Suspension from the bus may occur.

2nd offense: Suspension from the bus may occur for 1-3 days. Parent notified and a warning statement of a long term suspension for future violation will be given.

3rd offense: Suspension from the bus for 4-10 school days. Parent notified.

4th offense: Student will be suspended from the bus for the remainder of the semester.

DISCIPLINE MATRIX

Our campus' discipline policies are designed to maintain a positive learning environment for all students. The discipline matrix is designed as a guide for establishing clear and consistent consequences for specified offenses. The administration reserves the right, from time to time, to deviate from the stated consequences depending on the uniqueness of the situation. When behavior is inappropriate the following guidelines will be used:

| | <u>Tier 1 and 2 Behaviors</u> Teachers create and follow teacher classroom management plans. Communication with parents throughout behavior processes is documented in eCST. Referrals may be submitted for persistent patterns of behavior from the 'Tier 1 and 2' column after documented interventions which must include at least one teacher assigned consequence or intervention, parent phone call, and parent conference. | <u>Tier 3 Behaviors</u> Teacher submits a referral and notifies the parent. The office must be contacted immediately for any offenses that may result in self-harm, bodily injury, or threaten the safety of a student, staff and/or campus. |
|--|---|---|
| Self-Impacting | -Not prepared (no pencil, no homework, etc.) -Work refusal -Sleeping -Off-task behaviors -Tardies | -Skipping/Leaving class w/o permission/Off campus (this includes leaving before the bell) |
| Disruption | -Talking w/out permission -Making noises that disrupt other student's learning -Calling out -Out of seat -Inappropriate noises -Breaking pencils -Throwing items | -Throwing or kicking chairs, etc. -Throwing objects aimed at someone |
| Defiance/ Disrespect/ Non-Compliance | -Failure to follow classroom/school-wide expectations -Poor behavior for substitute -Talking back -Not following technology's Acceptable Use Policy | -Multiple offenses of defiance/disrespect/non-compliance -Technology: hacking, attempts to alter computer equipment or websites, viewing obscene websites -cyber-bullying |
| Inappropriate Language | -Inappropriate word/phrase not aimed at someone | Inappropriate phrase aimed at someone (student or staff member) with the intent to hurt or harm |
| Dishonesty | -Petty theft (gym, erasers, pencils, candy, etc) -1st offense of cheating | -Stealing property -Forgery (notes/passes/etc.) -Violation of Academic Integrity Policy |
| Physical Contact/ Aggression | -Friendly horseplay (brief shoving/pushing) -Accidental contact | -Pushing or shoving with intent to hurt or intimidate -Biting -Hitting, kicking, or fighting -Spitting at someone -Inappropriate physical contact -Pantsing |

| | | |
|--------------------------------------|---|---|
| Property Damage | -Unintentional (accidental) ruining of other people's belongings | -Graffiti/defacing of school property -Vandalism -Throwing furniture - Unintentional/intentional damage to Chromebooks |
| Harassment/ Bullying*/ Threat | Inform office of situation and/or refer situation or student(s) to the office immediately | -Name calling including racial slurs with intent to hurt or intimidate -Threats directed at someone, student or staff member -Sexual harassment |
| Illegal Activities | Inform office of situation and/or refer situation or student(s) to the office immediately | -Weapons -Drugs/Alcohol/Vaping devices -Assault with bodily injury -Terroristic threat -Arson -Public lewdness |
| Interventions and Consequences | <p><u>Suggested Classroom Interventions:</u></p> <ul style="list-style-type: none"> -Individual private conference with student -Parent contact via phone -Develop intervention plan including meeting with parent and teacher documented in eCST -Referral to counselor/CIS -Restorative practice (apology note, community service, reflective essay on misbehavior, mediation) -Teacher assigned detention -Redo alternative assignment -Team detention <p>64 Things to Do Before Writing a Referral</p> | <p><u>Administrator Interventions Include:</u></p> <ul style="list-style-type: none"> -Conference with student and parent -Detention -Assign In School Suspension -Community Service -Mediation or circles -Behavior contract -Stay away agreement -Counseling/CIS referral Home suspension -Removal to Alternative Learning Center <p>Details of consequences for specific Tier 3 infractions are listed below.</p> |

DRESS CODE

Lively Middle School follows the AISD Dress Code. Austin ISD's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, or any other basis prohibited by law, that adversely affects the student. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

General Guidelines

1. Basic Principle: Certain body parts must be covered for all students at all times.

- Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts and nipples are fully covered with opaque fabric.
- All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear

- A shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

Students May Wear (as long as these items do not violate Section 1 above)

- Religious headwear
- Hats facing straight forward or straight back and must allow the face and ears to be visible to staff and not interfere with the line of sight

- Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff)
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps
- Halter tops
- Athletic attire

Students Cannot Wear

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited under FNCF (LEGAL)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (waistbands and straps excluded)
- Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance or as necessary to accommodate medical needs)

 [Read the full Dress Code](#)

FOOD & LUNCH POLICY

As part of a Title I school, free lunch is available to all students regardless of need. Students may eat the free lunch provided by AISD or bring their own lunch from home. Students are **not allowed to order food** to be delivered to Lively from any delivery service. Parents are also not allowed to use delivery services to deliver food to Lively for students. Food delivered to Lively will not be delivered to students. **Parents or guardians may hand-deliver lunch** to Lively students and are encouraged to stay and eat lunch with their child. Food dropped off at the front desk by online delivery services will not be delivered to students.

GRADING POLICY

Lively Middle School uses Standards Based (Mastery) grading, so all students are assessed on their mastery of the TEKS.

Grading Policy Overview:


All grades measure student mastery of the identified essential TEKS for each grading period.

Students must be given a reasonable opportunity to redo TEKS based assignments to achieve mastery.

- ▶ Multiple attempts for the 9 weeks
- ▶ Alternative assessments that cover the same TEKS
- ▶ Students have **only 2-weeks** to demonstrate a new level of mastery from when they were initially assessed/evaluated.

2 Weighted Gradebook Categories:

Non-Negotiables:

- ▶ Minimum of 9 grades per grading period (1 per week).
- ▶ Assignment names in Teams include TEKS assignment description. (Example below )
- ▶ Late points are not deducted.
- ▶ All final grades below 60 require documentation and intervention plan in eCST.

| | | | | | |
|--|---------------------|---------------------------|-----------------------------------|---------------------------------------|-------------------------|
| <ul style="list-style-type: none"> ● 60%- Evidence of Mastery Learning ● 40%- Organization | Week 6 quick writes | 6.10C Typed/Revised Essay | 6.10Di Complex sentences in essay | 6.10Dii Verb-tense agreement in essay | Essay submitted on time |
| | ▲ □ ▼ | ▲ □ ▼ | ▲ □ ▼ | ▲ □ ▼ | ▲ □ ▼ |
| | 100x1 | 100x1 | 100x1 | 100x1 | 100x1 |
| | Organizati | Evidence o | Evidence o | Evidence o | Organizati |
| | Sep 22 | Sep 29 | Oct 06 | Oct 06 | Oct 12 |

| | |
|---|---|
| <p>9-week Final Grade Codes:</p> <p>I = Incomplete (average below 60%)</p> <ul style="list-style-type: none"> ▶ You may use an "I" for a final grade. Students are given 1 week after final grades to submit evidence of mastery to increase their grade. Grade reverts to earned grade after 1 week. <p>NG = No Grade (0%)</p> <ul style="list-style-type: none"> ▶ NG will generate if all assignments are MSG for a student. <p>Reminders:</p> <ul style="list-style-type: none"> ▶ Do not finalize the gradebook with any NG or PND. ▶ Final grades below 60 require documentation and intervention plan in eCST. | <p>Proficiency Scales & Gradebook Codes:</p> <ul style="list-style-type: none"> ▶ 60-69 → Tutoring Required (no mastery) ▶ 70-79 → Emerging Proficient ▶ 80-89 → Proficient ▶ 90-100 → Mastery or Sophisticated <p>PND - pending- does not calculate into average. EXC - excused- does not calculate into average. MSG - missing- calculates into average as a zero</p> <p>Interventions can include, but are not limited to:</p> <p>Team meeting, tutorials, student conference, alternative assignment over same teks, communication with counselor, communication with parents/guardians, and/or communication administration.</p> |
|---|---|

HALL PASSES & PASSING PERIODS

Hall Passes:

Students cannot leave class during the first and last 10 minutes of class.

Students must always carry a hall pass when in the hallway, during class time for any reason. The teacher or administrator in charge completes a hall pass. Students found in the hallway without a hall pass will be sent back to class and disciplinary action may follow.

Passing Periods: Students are allotted 5-minute passing periods between each class. Students arriving to class after the passing period has ended will be subject to our class tardiness policy.

Tardies: Students will be allowed 3 tardies per semester.

- **1st Offense** - Teacher reviews policy with student.
- **2nd Offense** - AP reviews policy with student and send parent/guardian note.
- **3rd Offense** - AP meets with parent/guardian, student on Tardy Contract (log with teacher signature).
- **4th Offense** - Lunch detention

EMERGENCY DRILLS

Evacuate (to a location)/Fire Drills – Evacuation drills are conducted consistently throughout the year so that staff/students are familiar with quick, consistent, safe exit procedures. Lively staff members are trained to leave the building quickly and ensure that all students are accounted for.



Students tampering with any part of the fire/security/smoke systems will be subject to suspension by the school administration and consequences by the AISD Police and Austin Fire Department. Tampering with a fire alarm is a felony.



Shelter - In the designated location. Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include responses to threats such as a tornado, flood, earthquake or hazardous materials.

Weather Emergencies: When weather emergency situations occur, Lively administrators and staff members will use their best judgment for the safety of everyone. In the event that severe weather conditions prevent the opening of school, parents and students should listen to announcements via local radio and television stations.



Lockdown - A campus lockdown is called when there is something dangerous inside of the building. The staff is trained to recover any students in the hallway as quickly as possible, lock the classroom door, turn off the lights, and move away from sight. Lockdown drills can only be ended by the school administrator over the intercom or law enforcement.

Secure- Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and outside doors are locked. The campus will operate as “business as usual” with the outside doors locked until the matter is resolved.



Hold - Teachers will clear the hallways, lock the door, remain in the classroom, and continue instruction. There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may demand keeping students out of the halls until it is resolved. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe. “Business as usual” will be conducted in the classroom but no one will be allowed to leave until the hold is lifted.

FALCON FATHERS

Falcon Fathers is a Lively parent organization for fathers, grandfathers, and uncles of Lively Students. Falcon Fathers provide mentoring, organized community service, and support to students. Students receive mentorship with attendance, academics, and social skills. If we want to make an influence in the lives of our students we cannot neglect the power of a mentor and a good role model. To find out more about Falcon Fathers contact the Lively Front Office at 414-3207.

GENERAL CLASSROOM EXPECTATIONS

I will be punctual. I will be prepared. I will be positive. I will be polite. I will be productive.

GIFTED & TALENTED

AISD recognizes giftedness in Humanities (English Language Arts &/or Social Studies) and STEM (Math &/or Science). Once a student is identified in any areas, they must be in an advanced class in their area of giftedness. The GT identifications guarantees students access to these courses and ensures that they are in classes with peers of their ability, which is important for their academic and social-emotional well-being.

Lively offers many High School level courses such as Health, Spanish and CTE. Other Advanced courses include Career and Technology Education (CTE) courses such as Automation and Robotics, Design & Modeling, Web Design, Graphic Design, and Digital Media. Finally we offer the high school level Mathematics courses of Algebra I, Geometry, and Algebra II.

The GT designation stays with the student throughout their educational career. AISD also has the Talent Explore Program. This program is for high achieving students who did not qualify for GT services. The TE Program identifies these students to ensure they pursue advanced classes and are prioritized for GT screening in their future. These students are also highly encouraged to attend Lively's After School GT Club, which is open to any Lively student who would like to participate.

HONOR ROLL

The honor roll system recognizes and rewards notable academic achievement. Honor roll recognition is based on scholarship achievement only. It has no relationship to National Junior Honor Society requirements, which include factors in addition to scholarship. We recognize students who have earned A Honor Roll after each grading period.

IMMUNIZATIONS

Texas State law mandates that immunizations be up to date prior to your student entering middle school. If you have any questions regarding your child's record, please call the school nurse at 414-3450. The nurse will send out notification if your student has a delinquent record. Failure to update immunization records may prevent your student from attending classes.

ITEMS NOT ALLOWED ON CAMPUS

Laser pointers, permanent markers, rubber bands, any item resembling a weapon, BB guns, air horns, and water balloons will be confiscated by teachers and staff and turned in to the assistant principal. Parents may pick up items on the first offense. A second offense will result in the items being kept until the last day of school. Administrators and Campus SRO will not investigate the loss of the aforementioned items.

LEADERSHIP TEAM

The Lively Leadership Team is composed of department coaches, team leaders, CAC members, librarian, Advisory coordinators, assistant principals, and principal. This group discusses curriculum, instruction, and school operations. If you are interested in participating on the leadership team please email campus principal melissa.rodriquez@austinisd.org

LIBRARY

The library is open to students each school day from 8:00 a.m. to 3:50 p.m.

Students may use the library before school from 8:00 – 8:15 a.m. with a pass they get from the teacher on morning duty at the front entrance of the school. During the school day, students must be accompanied by a teacher or show a signed agenda to the librarian. Students may check out a maximum of 2 books for a 2-week loan period; books may be renewed once for an additional 2 weeks. Students are responsible for returning books promptly and in the condition in which they were borrowed. Bills for lost or damaged books must be paid before additional books may be borrowed. Students who have overdue, lost, or damaged books are placed on the obligation list, which could alter participation in certain activities. If a student withdraws any time during the school year, they must return all library books before the necessary paperwork can be completed.

Magnet Program Overview

The **Lively Humanities and Law Magnet for Global Studies** offers advanced academic programming that provides engaging coursework and that both challenges and supports students. The three strands of humanities, law and global studies provide the basis for a wide array of unique academic and award-winning fine arts electives that are found exclusively at Lively. Magnet students enroll in a specialized language arts course, where they enjoy accelerated, cross curricular project-based learning. As one of the few law and government magnet programs in the country, we focus on civics education and inspire our students to be active citizens who can create positive change in their communities.

MAGNET COURSE PATHWAYS:

6th Grade

Magnet Courses:
World Cultures

Magnet Electives:
Intro to Law

7th Grade

Magnet Courses:
Texas History

Magnet Electives:
Mock Trial
Criminal &
Constitutional Law

8th Grade

Magnet Courses:
US History

Magnet Electives:
Mock Trial 2
Criminal &
Constitutional Law

MAGNET PROJECTS:

Magnet students are asked to participate in at least **10 hours of service** to their communities per year. Our 8th-grade students participate in our unique **Capstone Project**, which is a problem-based learning project

where students choose their topic. These activities build a sense of civic responsibility, engage students in the Lively community, and support students in building strong resumes. Lively Magnet students also participate in **summer reading projects** that intertwine the history and reading themes they will study the following year.

MAGNET DIGITAL PORTFOLIOS:

Every student enrolled in the Lively Magnet program will compile a digital archive documenting their academic journey over the course of three years. Each student will construct a personal website to showcase their growth, accomplishments, and reflections on their learning journey. This reflective exercise aids students in their readiness for the challenges of high school, college, and future careers, while also aligning with the application process for high school admissions.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society is a student organization dedicated to service through scholarship, leadership, character, and citizenship. At Lively, students apply for NJHS in the spring semester of sixth grade. NJHS members must maintain a 90 or higher non-weighted grade point average during their 7th and 8th grade years. Our NJHS Chapter also votes for student officers and is student led with faculty members serving as advisors. We have our induction ceremony in the late fall. As campus leaders, members are expected to attend meetings, serve on committees, and volunteer their time to improve both their community and school.

OFFICE HOURS

The main office will be open from 8:00 a.m. to 4:30 p.m. each school day.

PARENT/GUARDIAN ENGAGEMENT

We encourage parents/guardians to be active and involved on campus. Parents/guardians may make appointments or conferences with grade level teachers or administrators by emailing the teacher or grade-level principal directly. It is necessary for parent to confirm and commit to the agreed upon date and time of any scheduled conference with team leaders or administrators.

Our primary form of communication at Lively Middle School is email. It is very important for parents to have a current email address on file with our registrar. Our weekly newsletter, Lively Updates, goes out to all parents via email at the end of each week. Teacher email addresses can be found in the Staff Directory of our school website (<https://lively.austinschools.org/>). Our campus policy requires that teachers return emails from parents 48 hours after the email is received. If you experience any delay in response from a teacher, please reach out to your child's grade level Assistant Principal and/or Administrative Assistant.

- 7th Grade/ 6th Grade last names A-L Assistant Principal: Robert Johnson
- 8th grade/ 6th grade last names M-Z Assistant Principal: Karina Ferreira

PASSING PERIODS

There is a 5-minute interval between class periods with a 1 minute warning bell. During this interval, large numbers of students are moving between rooms. Students are expected to walk at all times; keep their hands, feet, and objects to themselves; and walk on the right side of the hallway. Food and drinks are allowed in the

cafeteria only—not in the hallways. Students cannot leave class the first and last 10 minutes of class. Students must have a pass to be present in the hallway once class is underway.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The Lively Middle School Parent Teacher Student Association (PTSA) is an organization consisting of parents, teachers, students, and other school personnel. The following purposes are set out in the bylaws:

1. To promote the welfare of children and youth in home, school, community, and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts will secure the highest advantages in physical, mental, social, and spiritual education for all students.

We encourage all Lively parents, students, and educators to join this organization and attend our meetings. For more information about the activities of the PTSA at Lively, please check the [Lively PTSA website](#).

PARENT SUPPORT SPECIALIST

Jessica Zamarripa is Lively Middle' School's parent support specialist. For questions about family assistance, volunteering, parent events, etc. please reach out to jessica.zamarripa@austinisd.org. Additionally, Lively offers parent coffees every month in person or by zoom. Contact Ms. Zamarripa for more information.

Austin ISD Parent Support Specialists are charged to identify, develop, and engage parents in their child's education by:

- **Providing Parent and Family Support**
Organize and conduct parent training sessions to help parents navigate school systems and the District; organize meetings for parents to disseminate information and to gather input from them; and provide resources and referrals for academic, social service and other support.
- **Conduct Communications and Outreach**
Connect schools to parents via multicultural outreach efforts.
- **Create Parent Leadership Opportunities/PTA**
Identify, develop and engage parents in their child's school(s) community and connect them to leadership role opportunities at the school and within the District such as: Parents & Family as Co-teachers, Parents & Family as Co-trainers, Parents & Family as Resources, Parents & Family as Decision Makers.

PERSONAL PROPERTY AT SCHOOL

Coats, book bags, band instruments, and other articles of value should be labeled. It is best not to bring anything of value, especially expensive jewelry, electronics, or large amounts of money. Claim lost items promptly from the office or cafeteria LOST & FOUND areas. Unclaimed items are donated to charity at the end of each grading period. Lively is not responsible for any lost or stolen items. Students should make reports of any suspected theft to the campus SRO.

REPORT CARDS & PROGRESS REPORTS

Report Card Dates: 1st 9-weeks: Nov 06; 2nd 9-weeks: Jan 17; 3rd 9-weeks: Apr 09; 4th 9-weeks: Jun 18

Progress Report Dates: Sept 17, Oct 08, Nov 20, Dec 16, Feb 05, Feb 25, Apr 22, May 13

**Note: ALL report cards and progress reports are electronic. Parents and students can access grades through the AISD portal.*

SCHOOL HOURS

Students may enter the building through the Mary Street entrance beginning at 8:00 am. Bus riders may enter the building through the Leland Street entrance beginning at 8:00am.

- Breakfast is served in the cafeteria from 8:00-8:20 on school days.
- Students arriving after 8:20 am are tardy. If a student arrives after 8:20 am, the parent must come into the building and sign the tardy log located in the front office. Once the parent has signed their child in, they will get a pass to go to class.
- School is dismissed at 3:50 pm. Students who are not staying for afterschool activities must be picked up by 4:00 pm.
- We offer late activity buses for all after-school clubs, tutoring, and activities. Students who qualify, may ride the late activity bus, which departs campus at 5:30 pm. Contact Assistant Principal Robert Johnson at robert.r.johnson@austinisd.org to find out more.
- Lively Middle School is a closed campus. Once a student has arrived on campus, he/she may not leave. Parent/guardian must come to the front office to check out their student.

SCHEDULE CHANGES

Students are expected to request schedule changes in the spring or summer before the fall semester begins.

“Change of mind” schedule changes will not be honored. Only scheduling errors will be addressed. If necessary, students’ schedules will be changed to achieve balanced numbers in classes. If possible, all schedule changes will be completed by the end of the third week of the school year. Students enrolled in high school credit courses will be closely monitored. A teacher and counselor conference and parent contact will precede any high school credit class change.

SCHOOL CLOSING INFORMATION

In the event of inclement weather, school-closing information will be provided to all Austin area television stations. Information will also be available via schoolmessenger, on the AISD website at www.austinisd.org and at the AISD main telephone line: 414-1700.

SCHOOL NURSE & MEDICATIONS

The nurse or the Seton Health Assistant is available the majority of the school day for students with medical emergencies and problems arising during school hours. If a student needs to take medication while at school, a parent/guardian must come into the school, fill out and sign a **Student Medication Request Form** and bring the medication in a current prescription bottle directly to the nurse. This procedure includes prescription and over the counter medication (Tylenol, aspirin, etc.). The school does not provide any medication. Only medications provided by parents/guardians with a written request by the parent or guardian and in some cases by the physician will be given by the nurse. The written request should include the student's name, name of medication, the purpose and dosage, and expiration date, when it should be taken and how. All medicines should be sent in the original container, with appropriate labels, and must be kept in the school's health office. Any student in possession of a prescribed medication on their person will have administrative consequences. **With the exception of inhalers and diabetic supplies, students may not store any medicine in their backpacks.** Students with inhalers should still notify the school nurse when they use them.

The sale of prescription medication is a mandatory removal to the Alternative Learning Center. This includes ADHD medication. Possession of prescription medication that is not prescribed to the possessor is a mandatory hearing.

Always notify the nurse if your child has any major medical condition, such as asthma, epilepsy, severe food allergies, sickle cell anemia, etc.

SCHOOL RESOURCE OFFICER

Lively Middle School Resource Officer (SRO) is an AISD police department officer who patrols the Lively Campus to promote safety and to provide security for our faculty and students. All AISD officers are certified Texas officers, not security guards, and they have the authority to make arrests on or off AISD campuses. You may contact the campus SRO at 414-0426 or by calling the AISD PD Headquarters at 414-1703.

SCHOOL STORE

The school store, Falcon Store, is operated by PTSA volunteers. It is open on select days during lunches. The Falcon Store inventory includes Lively Spirit wear and a variety of school supplies available at very reasonable prices: pencils, pens, markers, grips and sharpeners, lead refills, erasers, tape and glue, pencil pouches, rulers, protractors, 3-hole punch, paper, index cards, memo pads, notebooks, organizers, book covers, poster-board, and calculators.

SELLING ITEMS ON CAMPUS

Students are not permitted to sell items on campus. Students selling items will face consequences.

SKATEBOARDS

Skateboard use is prohibited on school grounds at all times for safety reasons. Students may ride skateboards to school but may not use the skateboards on school grounds. Students that bring any skateboard to school must keep the skateboard in the Lively Front Office. Skateboards can be picked up at the end of the school day.

SCHOOL TELEPHONES

Students may use the school telephones with the permission of a teacher or office staff.

STUDENT DISCIPLINE

At Lively Middle School, we believe that relationships are at the center of all learning. To that end, any behavior that damages relationships must be addressed, which is why we use a restorative practice. The goal of our approach is to teach our students that their behavior affects others. When students make a poor choice, they are expected to take responsibility for that choice and to find a way to make it right.

One of the main features of our restorative practices are circles. Our circles take two forms: *Community circles*, which take place every Monday in Homeroom; and *Healing circles*, which are used to address a specific problem or issue. Ultimately, all students at Lively Middle School are expected to abide by the policies outlined in the AISD Student Code of Conduct.

[Austin ISD Code of Conduct](#)

STUDENT, PARENT, TEACHER CONFERENCES

Our teachers are available by grade level and content teams to discuss academic strengths and challenges of your student. If a parent would like to schedule a meeting with an individual teacher, we highly recommend a meeting with the entire academic team, so that information can be shared with everyone. Please contact your child's grade level counselor to set up a team conference.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Writing, tagging, drawing, or any other damage to the textbook is unacceptable and will result in fines and/or replacement fees. Lost textbooks must be paid for immediately. Money is accepted in the office. Any student withdrawing during the year must return all textbooks before the necessary paperwork will be completed. All books must have the student's and issuing teacher's name inside the front cover of the book.

Textbooks are available online to all students by steps below:

- 1.) Log on to www.myaustinsd.org
- 2.) Click on the myTextBooks icon
- 3.) A list of textbooks should appear.

TOBACCO, ALCOHOL, DRUGS

State law forbids possession, smoking, or use of any kind of tobacco, alcohol, and/or drugs on campus. (See Discipline Matrix.)

TRANSFER EXPECTATIONS

Any student on a transfer to Lively Middle School is required to meet the terms of the transfer. Parents and students are to assume responsibility for satisfactory attendance, discipline, achievement of the student, and cooperation with the school staff while at the transfer school. If these expectations are not met, the transfer may be revoked (F311 SR).

TUTORING

Teachers help students outside normal class time by offering tutorials a minimum of one time per week. Class tutorial times will be posted in each teacher's room. If the student is to meet with a teacher before the start of school, s/he must go to the front office with a pass signed by the teacher. For after school tutorials students must remain on campus and be in their tutorial classroom by 3:55 p.m. Students must remain in tutorials until 5:15 p.m. Once a student leaves the building, s/he is not allowed back in the building. Late buses are available at 5:15 p.m. and are scheduled to depart at 5:30 p.m.

Lively Tutoring Schedule

Monday - No Tutoring

Tuesday - Math/Science

Wednesday - English/Social Studies

Thursday - Electives

UIL ELIGIBILITY & EXTRACURRICULAR ACTIVITIES

Students who wish to participate in school-sponsored extracurricular activities must follow the rules listed below which govern participation.

1. A student must meet academic eligibility each nine weeks as set forth by the University Interscholastic League (UIL).
2. Failing grades may not be changed to make a student eligible for participation unless there is a computational error by the teacher or computer.
3. Students who violate the Student Code of Conduct may be excluded from extracurricular events.

VISITORS & GUESTS

Adult visitors are welcome and encouraged to visit Lively. Visitors must check in at the front office, show appropriate ID, and receive a visitor's badge to wear while on campus. Visitors to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Only adults listed on the student's Approved Contact List will be permitted to visit with the student. The campus is closed to all student visitors unless approved by an administrator and accompanied by a staff member.

VOLUNTEER OPPORTUNITIES

There are numerous volunteer opportunities at Lively including the school store, library, main office, tutoring, and substitute teaching. The PTSA has organized a number of standing committees which work to support the students and school: Honor Roll Assemblies, Tutoring, Enrichment, Grant Writing, Building and Grounds, Lunch/Hallway Monitoring, Falcon Fathers, Teacher and Staff Appreciation, Publicity, New Parent Orientation,

Evening of Wonder, Fine Arts Showcase, 8th grade Celebration Ceremony, etc. We need parents to help with all of these committees.

WEBSITE

Regularly updated information about school events, calendar, PTA activities, and volunteer opportunities may be found at <https://lively.austinschools.org/> or the PTA website at <https://my-site-105818.square.site/>