

O. Henry Middle School Parent and Student Handbook 2023-2024

Welcome to O. Henry Middle School! We are excited to be working with your middle school student this year. In order for your student to thrive academically, we have created a school organization that attempts to provide a safe, structured learning environment. As we enter our 69th year of existence, we hope that you and your student will become actively involved and enjoy our campus activities. The information presented here is designed to help your student maximize his/her achievement this year. We are pleased that you are a part of the O. Henry Learning Community!

O. Henry Middle School Directory

2610 W. 10th Street

Austin, Texas 78703

Phone: 512-414-3229 Office Fax: 841-4482 Counselors' Fax: 841-4548

Websites: www.ohenry.austinschools.org or www.ohenrypta.org

Principal	Ms. Marlo Malott	ext. 70626
Assistant Principal (A – L)	Mr. Paul Kleiman	ext. 70032
Assistant Principal (M – Z)	Ms. Camie Fillpot	ext. 70611
Campus Secretary	Mrs. Angelica Tagle	ext.70639
Counselor (A - L).	Ms. Ivy Clafin	ext. 70032
Counselor (M - Z)	Ms. Rachel Price	ext.70652

Counselors' Assistant	Ms. Betinna Schmidt	ext.70642
Bookkeeper	Mrs. Teresa Zardiackas	ext.70655
Attendance Specialist	Ms. Veronica Castro	ext. 70664
AP's Assistant/ Registrar	Ms. Lizbeth Rodriguez-Loza	ext. 70661
School Nurse	Vacant	414-7112
School Resource Officer	Officers John Green	414-7139
Librarian	Ms. Robbie Horvath	ext. 70658

Band Hall	ext. 70606	Girl's Gym	ext. 70616
Choir	ext. 70640	Boy's Gym	ext. 70609
Orchestra	ext. 26928	Cafeteria	841-4480

OTHER IMPORTANT CONTACT INFORMATION

AISD North Bus Terminal Phone: 414-6520

AISD South Bus Terminal Phone: 414-6500

AISD South East Bus Terminal: 414-8510

Main AISD Administration Phone: 414-1700

AISD Police: 414-1703

AISD Website: www.austinisd.org

CAMPUS PHILOSOPHY

Motto In Pursuit of Excellence

Vision O. Henry Middle School provides the opportunity and the resources to prepare students to be positive, successful, and constructive members of a global society.

Mission The O. Henry community educates the whole child: academically, socially, emotionally, physically, and artistically.

Beliefs

OHMS commits to:

- create a rigorous educational atmosphere that is developmentally and culturally responsive to the needs of young adolescents: cognitive, emotional, social, and physical.
- build cohesive and successful teams that will become a student's core community for daily knowledge exchange and social growth.
- promote trust, respect and problem-solving skills which our students who are beginning to take responsibility for themselves and decisions about their schooling.
- link our school with the community utilizing strong communication and relationship building.
- value diversity, inclusion and meaningful engagement of all voices as we collaborate to improve our community.

O. Henry Middle School

2023-2024

Monday, Tuesday, Friday - 8 Period Schedule - C Day [No ACES]

Times	Duration	A Day
8:15 a.m.	5 min	<i>First bell to enter school</i>
8:20 - 9:05	45 min	1st Period
9:10-9:55	45 min	2nd Period
10:00-10:45	45 min	3rd Period
*10:30- Attendance		
10:50-11:35	45 min	4th Period
Announcements 10:50-10:55		
A Lunch		
11:40 – 12:10	30 min	A Lunch
12:15 - 1:20	45 min + 20 MM	5th Period
B Lunch		
11:40 – 12:15	35 min	5th Period
12:15 – 12:45	30 min	B Lunch
12:50 – 1:20	15 min+ 15 MM	5th Period
C Lunch		
11:40 – 12:50	50 min+ 20 MM	5th Period
12:50-1:20	30 mins	C Lunch
D Lunch		
1:25 – 2:10	45 min	6th Period
2:15 - 3:00	45 min	7th Period
3:05-3:50	45 min	8th Period

O. Henry Middle School 2023-2024

Wednesday - A Day

Thursday - B Day

Times	Duration	A Day	B Day
8:15 a.m.	5 min	<i>First bell to enter school</i>	
8:20 - 9:50	90 mins	1st Period	2nd Period
Announcements 9:55 - 10:00			
9:55 - 11:30 *10:30- Attendance	95 mins	3rd Period	4th Period
A Lunch			
11:35 – 12:05	30 min	A Lunch	A Lunch
12:10 - 1:40	90 mins	5th Period	6th Period
B Lunch			
11:35 – 12:10	35 mins	5th Period	6th Period
12:10 – 12:40	30 mins	B Lunch	B Lunch
12:45 – 1:40	55 mins	5th Period	6th Period
C Lunch			
11:35 – 12:45	70 mins	5th Period	6th Period
12:45-1:15	30 mins	C Lunch	C Lunch
1:20-1:40	20 mins	5th Period	6th Period
ACES			
1:45 – 2:15	30 mins	ACES	ACES
2:20 - 3:50	90 mins	7th Period	8th Period

SCHOOL FACTS

O. Henry Middle School:

- Opened in August 1953.
- Is named for the author, William Sydney Porter, who lived in Austin at the end of the 19th century.
- Builds school spirit with red and white school colors.
- Uses the Mustang as its mascot.
- Named a Texas School to Watch in 2012, 2015
- Social Emotional Learning Seed Model Campus

ABOUT O. HENRY

O. Henry is the pen name of William Sydney Porter, one of America's most popular writers of short stories. He was born near Greensboro, N.C. in 1862. When he was only three, his mother died, and he was left in the care of his father, a doctor. He grew up under the watchful eye of his aunt, Lina Porter, who conducted a private school attended by Will and the other children of the neighborhood. It was all the education he ever had. He left school at the age of fifteen. Soon he was working in an uncle's drugstore, and eventually he became a registered pharmacist. But life in the village of Greensboro was boring to him, so when he received an invitation to go to Texas, he accepted. At nineteen he was tromping about a huge ranch, which was operated by some friends from North Carolina. In spite of his shy nature, he always had friends. In Austin, he settled down as a bank clerk and was married. He and his wife had one daughter. He ventured a humorous weekly newspaper, *The Rolling Stone*, but it was never successful. Just how it all happened is not quite clear, but at this time his accounts at the bank were found to be unbalanced, and he was charged with embezzlement. To escape trial he sailed to Honduras. When his wife's tuberculosis became worse, he returned to Texas, stood trial, and was sent to the Ohio Penitentiary. There, he began writing in earnest and sold some stories. Upon his release, he resolved to start life anew, and he changed his name. He chose O. Henry as his pen name after a beloved dog, Henry, with whom he shared a back porch in Austin. It is said that he would call the dog, "Oh Henry." He moved to New York and soon became the most widely read author in the nation. His powers of plot invention were spectacular. For instance, during 1904 and 1905, he produced a story a week for the *Sunday World*. Some of his most memorable stories include "The Gift of the Magi," "Mammon and the Archer," "The Ransom of Mack," "Jimmy Hayes and Muriel," and "Two Thanksgiving Day Gentlemen." He died of tuberculosis in 1910 and was buried in Asheville, NC.

GENERAL INFORMATION

(Informational topics are addressed in alphabetical order)

ACES (Academics Curriculum Enrichment Support)

ACES is our advisory period—the students' "home away from home"—which is focused on social/emotional learning, wellness, enrichment, and interventions. It is a smaller group of students (20-25).

ARRIVAL AND DEPARTURE OF STUDENTS

Students coming to school in automobiles should be dropped off on West 10th Street. Due to safety reasons, students should not be dropped off in the campus parking lots. Buses drop off their riders on Wayside Drive. (Remember: It is a crime to pass a school bus when the bus lights are flashing and the stop sign is extended.) Once students arrive in the morning, **they are not permitted to leave campus**. Morning supervision will begin at 7:45 a.m., please do not arrive before that time. At the end of the day, unless they are participating in a scheduled, after-school activity, students must exit the campus by 3:50 p.m. Once a student leaves the school, they are not allowed back to campus. All students remaining on campus for tutorials must be in their classroom by 3:55 p.m.

ATTENDANCE

The single biggest factor for school success is regular attendance. Therefore, in Texas, students under the age of 18 are required by state law to attend school 90% of the time the class is offered. Students are considered absent for each class if they miss more than half of the class period. Parents will receive an automated phone call from the district when their student is absent from class. Students who miss more than 10% of any course may be retained in the same grade level the next school year. Students have the opportunity to make up attendance by attending Tutorials, Homework Club or Twilight Credit Recovery, Monday thru Thursday, 3:50 – 5:00 p.m.

A student must be in each class 90% of the time to receive credit for that class.

More information is available from this website:

<https://www.austinisd.org/everydaycounts/compulsory-attendance>

or go to austinisd.org and in the upper right search type in “90% rule”

The method of credit approval or recovery is unique to each student. Example of actions under the Principal's Plan for recovery may include, but are not limited to:

- Additional work is assigned,
- Tutoring/study hall time is assigned,
- Practice on SAT/ACT skills (must occur outside of school day, but at the school site),
- NHS/PALS/AVID tutoring (must occur outside of the school day),
- Any combination of the above, or
- Other academic activities as assigned.

What to do when your child is absent

1. Email the office at ohenry@austinisd.org or bring a note when your student returns 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.
2. Handwritten notes and emails are accepted within two days of the student returning to school.
3. A medical professional note may excuse the absence, this is always preferred over a parent/guardian note.
4. The attendance form can be accessed with the following link or by clicking the QR code. You will also be able to upload all supporting documents.

<https://forms.gle/NDPdnZNK8JYnvJPV6>



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 512-414-3229 when they are on their way. A note can also be sent with the student, and they can turn that into the office.
2. The parent/guardian must show their ID and be on the student's pick up list. The parent/guardian will come to the office to pick up the student in person.
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

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 Monday- Thursday. Students may receive a wristband to indicate that they have legitimately stayed for an after-school activity. At 5:00 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, will have their wristband taken and may not ride the late bus home.

If any O. Henry student disrespects the rights of O. Henry 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.

CAMPUS ADVISORY COUNCIL

(Referred to at O. Henry as the **Mustang Council**)

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 O. Henry. The CAC, not to be confused with the PTA, 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

The cafeteria provides breakfast and lunch for all students and staff. Breakfast is served from 7:55 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.
- Not throw food, sit on tables, cut in line, or run in the cafeteria.
- Leave only with adult approval and a signed pass.
- 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.

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

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

ITEM	FULL PRICE	REDUCED PRICE	FREE
Lunch	\$3.25	\$.40	0
Adult Lunch	\$4.40		
Breakfast	\$1.50	\$.30	0
Adult Breakfast	\$2.75		
A la carte	Varies		

A new meal application is required each school year. Online meal applications can be submitted by creating an account at schoolcafe.com. A paper application is also available in our office.

CARE OF THE BUILDING

Everyone should take pride in the school building and school grounds to ensure a clean and attractive learning environment. Students are expected to pick up all paper and litter from the classroom at the end of each class period. Please encourage your student to be a thoughtful citizen and to contribute to the physical well being of the campus.

Students marking on or damaging school equipment/property in any way will be required to clean the article and pay for the damage done. The law specifically provides that students and parents are responsible for damage to school property or materials loaned to the students.

CHANGE OF ADDRESS

In order to ensure your child's safety and wellbeing 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 414-3229.

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, cheerleading, athletics, and various book clubs.

COMPUTER EQUIPMENT

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 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. When students vandalize or otherwise damage school computers, the discipline matrix will be as such:

- 1st. offense: conference with student and parent contact
- 2nd offense: fee depending on the severity of the damage, starting at \$20
- 3rd offense: loss of computer privileges

Fee matrix:

Destroyed or Lost Charger	\$30
Damaged Keyboard	\$80
Cracked screen	\$215
Water Damage - Keyboard and Screen replacement	\$287
Destroyed or Lost Device	\$500
Additional/Miscellaneous Damage-varies	\$20-200

COUNSELORS

School counselors are available to every student in the school. At O. Henry, 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 online or ask a teacher for permission to come to talk to the counselor.

DANCES

O. Henry sponsors school dances throughout the year. Each dance lasts two hours and will be after school from 4:00-6:00 p.m. Only eligible O. Henry 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 at the designated times (6th grade—20 minutes before the end of dance; 7th grade—10 minutes before the end of dance; 8th grade—end of dance). 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.

DISCIPLINE

A safe, orderly, and supportive environment is essential for learning to occur. School safety is the top priority at O. Henry. 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, Behavior Modification Center (ISS), Home School Suspension (HSS), Expulsion, and/or removal to the Alternative Learning Center (ALC). In addition to disciplinary referrals and consequences, O. Henry 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

Discipline at O. Henry 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
- Withdrawing or restricting bus privileges
- Stay Away Agreement
- Criminal Trespass Warning (CTW)

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 consequences will be enforced:

1. GENERAL DISRUPTIVE CONDUCT

*Any conduct which disrupts the educational process, constitutes a health or safety hazard, is in violation of state or municipal law, or is in violation of specified school rules. Items that are considered disruptive and not limited to: stink bombs, caps, poppers, etc. *Severity of offense may affect the level of consequences applied.*

- 1st. offense: 1-3 days lunch detention, parent contact
- 2nd. offense: 1-2 days ISS, parent contact
- 3rd. offense: 1-2 days ISS, parent conference
- 4th. Offense: 1-2 days home suspension, possible citation and/or possible discipline hearing which may lead to ALC.

2. REFUSAL TO OBEY / DEFIANCE OF SCHOOL PERSONNEL / AUTHORITIES

Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

- 1st. offense: 1-3 days lunch detention, parent contact
- 2nd. offense: 1-2 days ISS, parent contact
- 3rd. offense: 1-2 days ISS, parent conference
- 4th. offense: 1-2 days home suspension, possible citation and/or possible discipline hearing which may lead to ALC.

3. PROFANITY / VERBAL ABUSE / RACIAL SLURS

Use of profanity in conversation, singing, etc.

- 1st. offense: redirection, parent contact
- 2nd offense: redirection, 1-2 days lunch detention, parent contact.
- 3rd offense: 1-2 ISS, parent contact, possible citation.

If directed toward a peer.

- 1st. offense: peer mediation, 1-3 days lunch detention, parent contact.
- 2nd. offense: 1-2 days ISS, parent conference, possible citation.
- 3rd. offense: 1-2 days home suspension, possible citation.

If directed toward a staff member.

- 1st. offense: 1-3 days lunch detention, parent conference with teacher and administrator
- 2nd. offense: 1-2 days ISS to 1-2 days home suspension, parent contact, possible citation.
- 3rd offense: 1-2 days home suspension, possible citation and possible discipline hearing which may lead to ALC.

4. FIGHTING / ASSAULTS

Play Fighting /Physical Aggression/Verbal confrontation

- 1st. offense: 1-5 days lunch detention, parent contact.
- 2nd. offense: 1-2 days ISS, parent contact.

Physical Aggression/Fighting

- 1st. offense: 1-2 days in school or home suspension, parent contact/conference, mediation, further consequence depending on the severity of the incident
- 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: 1-3 days lunch detention, parent contact.
- 2nd offense: 1-2 days ISS, parent contact.

5. HARASSMENT

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

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 an adult on campus, by anonymously submitting the bully's name in the counseling center or by submitting the name electronically on our website at www.oheny.austinschools.org/.

Toward Adult:

1-2 days home suspension, parent contact/conference, possible citation

Toward Student:

Minor offense:

1st offense: Mediation with counselor, detention.

2nd. offense: 1-2 days ISS, mediation, parent contact.

3rd. offense: 1-2 days home suspension, depending on the severity of the offense; possible citation, parent contact/conference.

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.

Toward Adult:

1-3 days home suspension, parent contact, possible citation and/or discipline hearing which may lead to ALC/Long Term ISS.

Toward Student:

Minor offense: 1-2 days ISS, mediation, parent contact.

Serious offense: 1-2 days home suspension, parent contact, possible citation, possible discipline hearing which may lead to ALC.

6. THEFT OR THE POSSESSION OF STOLEN MERCHANDISE

Felonies (any criminal mischief with a monetary value that exceeds \$1,500.00):

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

Non-felonies: Depending on offense, possible consequences include 1-2 days ISS or home suspension, parent conference, loss of school privileges, restitution, possible citation/arrest, discipline hearing.

7. GANG-LIKE ACTIVITY / ITEMS

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.

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.

8. VANDALISM OR TAGGING/GRAFFITI

Reckless damage or destruction of property.

Student's property

1st. offense: Detention, parent contact, restitution, filed with SRO.

2nd. offense: 1-2 days ISS, parent conference, restitution, filed with SRO.

3rd. offense: 1-2 days home suspension, restitution, discipline hearing which may lead to ALC, filed with SRO.

School property

1st. offense: 1-2 days home suspension, parent conference, restitution, possible citation/arrest.

2nd. offense: 2 days home suspension, restitution, discipline hearing which may lead to ALC, ISS, possible citation/arrest.

9. 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 weapons.

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.

10. POSSESSION / USE TOBACCO, JUUL POD, 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.

Tobacco/e-cigarette/JUUL Pod, use/possession: 2 days home suspension, parent conference, citation.

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

Drugs, drug paraphernalia, use/possession: 2 days home suspension, parent conference, filed with SRO, citation/arrest, discipline hearing, ALC/JJAEP.

Incendiary devices: Possible consequences include 3 days home suspension, parent conference, citation/arrest.

11. TRUANCY (Ditching/Skipping)

Unexcused absence during any part of the school day:

1st offense: Detention, possible citation, parent contact/conference.

2nd offense: 1 day ISS, citation, parent contact/conference.

3rd offense: 1-2 days ISS, citation, parent contact/conference.

12. TARDIES

Students are expected to arrive at each class on time. If they do not, they are marked tardy by the teacher.

[The full OHMS Tardy Policy is linked here.](#) Excessive tardies will result in detention, in-school suspension and/or possible action by the courts. Grade levels will hold tardy detentions each week.

Individualized consequences and supports for excessive tardies may include parent conference, counselor support, LMHP Services, referral to truancy court.

13. DRESS CODE

All offenses: Student conference, warning, parent contact, change clothes or ISS for the remainder of the day.

14. CELL PHONES and Technology Expectations ON CAMPUS

1. Students will review appropriate cell phone use and digital citizenship at the beginning of each school year or upon enrollment.
2. Students are required to have teacher permission to use cell phones and other technology inside the building between 7:55 a.m.-3:50 p.m. Phones should stay out of sight and not in use.
3. Not allowed: social media; pictures/videos of students/teachers that are not class related.
4. Phones should remain in backpacks during hallway transitions, restrooms, cafeteria, and ACES outside time. Headphones, airpods, or speakers are not allowed on campus.
5. Should an Administrator or Security Guard be called to a classroom to retrieve a phone, then the student's cell

phone will be confiscated and held for a two day waiting period, fine, and a discipline consequence for insubordination.

Consequences

A staff member will collect the device and give it to the student's Assistant Principal in the Front Office. The AP will contact the parent/guardian.

1st offense - Documentation by front office, notify the parent/guardian, review of policy and consequences, student may retrieve the device at the end of the day at 3:40 pm in the front office and take it home.

2nd offense - Documentation by Admin., phone call home, review of policy and consequences, 48-hour hold, parent/guardian will need to pick up the device. Devices picked up on a Friday will be released to the parent/guardian the following Monday at 3:50 pm.

3rd offense - Documentation by Admin., 48-hour hold, parent conference, \$10 pick-up fee*. Devices picked up on a Friday will be released to the parent/guardian the following Monday at 3:50 pm. **Student will be put on a phone contract.**

**The \$10 fee will go toward activities and resources that promote student learning.*

15. OTHER ELECTRONIC EQUIPMENT:

All offenses: Item(s) such as personal gaming systems, earbuds, speakers, and other technology will be confiscated if they are being used by students without permission. Wireless airpods/headphones are not permitted on campus. Parents or students may pick up the item(s) from the office.

16. FORGING NOTES, PASSES AND OTHER DOCUMENTATION

1st. offense: Detention, parent conference.

Additional offenses: 1-2 days ISS; parent contact.

17. CHEATING / PLAGIARISM

1st offense: *Teacher behavioral consequences for the first offense; parent contact. Student will have the opportunity to redo the assignment or receive an alternate assignment for credit.*

2nd offense: Office referral, parent contact, detention.

3rd offense: Parent conference, 1-2 days ISS.

18. BUS REFERRAL

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 1-2 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.

+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.

DRESS CODE FOR STUDENTS

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.

Accessories that are distracting to the educational process.

Dress Code 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.

2. Students Must Wear, while following the basic principle of Section 1 above:

- 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, sweat-pants, leggings, a dress or shorts), AND Shoes.

3. 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, ears to be visible to staff any 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

4. 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).

The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

EMERGENCY DRILLS

Fire Alarms – O. Henry is equipped with a fire alarm system and smoke detectors for everyone’s safety and security. Emergency drills will be held monthly. Map and evacuation instructions are posted in each classroom.

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.

Weather Emergencies – 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 - Locks, lights out of sight. Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active shooter, lockdown uses classrooms and school security actions to protect students and staff from threat. Examples of when a school or emergency dispatch might call for a lockdown: intruder, angry or violent parent or student, active shooter.

Secure - Get Inside. Lock outside doors. Lockout is when there is a threat or hazard outside the school building. Whether it's because of violence or criminal activity in the immediate neighborhood, or a dangerous animal or the playground, lockout uses the security of the physical facility to act as protection. Examples of when a school or emergency dispatch might call for a lockout: unknown or unauthorized person on the campus, dangerous animal on school grounds, criminal activity in the area.

Hold - In your classroom. Clear the Halls. 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.

Evacuate - To the designated location. Evacuate is called when there is a need to move students from one location to another, usually outside.

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.

FOOD, CANDY, AND 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. Candy is not sold on campus.

GENERAL CLASSROOM EXPECTATIONS

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

GRADING SYSTEM

Each grade level department establishes its own grading policy. Copies of the policies will be sent home with students during the first week of school and posted on teachers' websites. Grades are assigned based on the work the student does during four, nine-week grading periods. Report cards should arrive in the home via email approximately five to seven days after the end of the nine weeks.

Students who are failing, or close to it, may also receive a progress report after the third week of each grading period. The reports arrive on the fourth week of the grading periods. Thus, students need to respond immediately to the areas needing improvement while there is still time for them to improve their grades. Teachers provide tutorials a minimum of one time per week. If your child is having difficulty understanding and completing assignments, please encourage him/her to ask the teacher for help and attend tutorials.

Students and parents are able to track academic progress using the Parent Cloud. Log-in information may be obtained through my.austinisd.org. You may contact the school office for additional information.

Late Work Policy

Our "late work" policy reflects the unique characteristics of middle school students and support the whole child:

- Students must be given a reasonable opportunity to redo failing assignments. The grade in the gradebook will be adjusted to reflect the student's current understanding.
- Late work will be accepted for all assignments, including homework, formative assessments, and summative assessments.
- A maximum of 10 points (10% credit) may be deducted for assignments submitted late.

- Late work will be accepted until progress reports of the following grading period. If students re-do, or turn in late assignments, teachers should initiate grade change, which will be approved by registrar ([instructions for initiating a grade change, linked here](#)).
- Grades for assessments given in the last week of the grading period, should be entered into the next grading period.

Parent Cloud Info

When an assignment is not submitted to the teacher because the student didn't submit it or the student is absent, it will be recorded in the Parent Cloud as Missing (MSG). When Missing is entered for an absent student, a short note will be recorded in Parent Cloud (i.e., "student absent"). Missing (MSG) will count as a zero in the average, but will be amended with a new grade once the assignment is submitted. An assignment turned in after the due date, but the student was present in class, is considered late. Late assignments will be marked "Late", next to the assignment in the Parent Cloud. Assignments that are still being graded or are not yet due, will have the grade box left blank or mark pending (PND) in Parent Cloud.

Homework Make-Up Policy

Make-up work is the student's responsibility. Students who are absent due to illness are not expected to complete schoolwork during their illness. Upon returning to school, students are expected to make arrangements with teachers for make-up work. If a student is absent for one or two days, please do not contact the teachers for make-up work. Students have up to two (2) days to make up work for one absence, plus an additional day for each additional absence. If a student is absent for three or more days, parents may request homework from the Counseling Office at 414-3229 by 10:00 a.m.. Assignments may be picked up after 24 hours.

Frontline SIS Gradebook Guidelines 2023-2024

All O. Henry Middle Gradebooks are set up under the same basic guidelines. There are two basic categories that all assignments will fall under, Major Summative (60%) and Minor Summative/Formative (40%). The first chart below includes a description for the categories. The second chart has a list of the Frontline SIS gradebook codes that the teachers have available to use instead of entering in a numerical grade. The first six codes will average into the grade on the 100 point scale. The last five will either average in as a zero or will not calculate as any value.

Categories	Weight/Percentage	Examples
<p>Major Summative</p> <p><i>At least 3 assignments in this category.</i></p>	60	Unit Tests Projects Research Papers Final Drafts Essays Presentations Common Assessments Lab Practical Written Proposal Performance Tasks
<p>Minor Summative/Formative</p>	40	<p><u>Minor Summative:</u></p> Quizzes Graphic Organizers Rough Drafts Short Pieces of Writing Oral Questions in Class Exit Tickets Learning Logs Journal Entries Performance Tasks Laboratory Write-Ups

		Cornell Note Summaries Tutorial Request Forms <u>Formative:</u> Daily Practice Classroom Assignments Homework
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HALL PASSES

Students are not permitted outside the classroom during class periods unless they are accompanied by a teacher or have a signed O. Henry hall pass in their possession. Hall passes must be signed and have departure time, destination, and correct date noted by the teacher. If a student needs to see a teacher before school or at lunch, the student must get a pass from that teacher the day before. Students will not be allowed to leave the cafeteria unless they have a hall pass signed and dated from a teacher.

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 414-7112. 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, pepper spray, 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 O. Henry Leadership Team is composed of department coaches, team leaders, librarian, CAC liaison, ACES coordinators, instructional specialist, assistant principals, and principal. This group discusses curriculum, instruction, and school operations.

LEARNING WALKS

The principal invites parents to accompany them on short, organized, classroom visits. After a brief orientation the visitors head out and observe the classrooms. Following observations, staff will provide opportunities to debrief and answer any clarifying questions. Please check our website for dates and times these are offered and to reserve a slot.

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.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society is a student organization dedicated to service through scholarship, leadership, character, and citizenship. At O. Henry, students apply for NJHS in the spring semester of seventh grade. Seventh grade pledges must maintain a 90 or higher non-weighted grade point average during their 7th grade year. Eighth grade members must also maintain high scholastic achievement to remain active. As campus leaders, members are expected to attend meetings, serve on committees, and volunteer their time to improve both community and school.

OFFICE HOURS

The main office will be open from 7:45 a.m. to 4:10 p.m. each school day.

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 must have a signed pass to be present in the hallway once class is underway.

PARENT TEACHER ASSOCIATION (PTA)

The O. Henry Middle School Parent Teacher Association (PTA) is an organization consisting of parents, teachers, 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 as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

We encourage all O. Henry parents and educators to join this organization and to attend our meetings. For more information about the activities of the PTA at O. Henry, please check the PTA website at www.ohenrypta.org.

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.

ADVANCED and ACADEMIC LEVELS

ADVANCED

Advanced level courses are offered in 6th, 7th, and 8th grade English, Mathematics, Science, and Social Studies. These courses are geared for students who are performing above grade level expectations. In 6th and 7th grade Math, the upper level course is called Accelerated.. Any interested student may select these courses on the choice sheet. Advanced courses emphasize critical thinking, reading, research, writing, and, as appropriate, advanced performance expectations. Students who select the Advanced designation will spend more time outside of class reading, writing, and completing group or independent assignments based on more challenging concepts or content. Occasionally, grade level curriculum will be “compacted” for Advanced students so that they can explore another aspect of the curriculum in greater depth. If students are unsuccessful in the Advanced level for two consecutive grading cycles, they may be placed in the Academic level.

ACADEMIC

Academic level courses, or “on grade level” courses are offered in English, mathematics, science, and social studies. In addition, all electives are considered academic courses, and therefore, do not receive weighted grade points. In academic courses, students will experience independent and cooperative learning, hands-on activities, discussions, projects, and technology-aided instruction designed for students who are progressing through the curriculum at an appropriate rate for each grade level. Reading, writing, and critical thinking are emphasized in all subject areas. All students at O. Henry can expect homework and projects to be assigned on a regular basis. Modifications, tutorials, and other interventions are offered to students who are struggling or performing below grade level expectations.

STUDENT, PARENT, TEACHER CONFERENCES

Our teachers are available to discuss academic strengths and challenges of your student. If a parent would like to schedule a meeting with an individual teacher, please contact your child's teacher to set up a conference.

SCHEDULE CHANGES

Students are expected to request schedule changes in the spring or summer before the fall semester begins. Students may request to move to an Academic or Advanced class during the school year.

“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. Students enrolled in high school credit courses will be closely monitored. A teacher or counselor phone call/conference will precede the class change. Students who fail an Advanced course after the first semester may be moved to an Academic section.

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 on the AISD website at www.austinisd.org and at the AISD main telephone line: 414-1700.

SCHOOL NURSE and 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 label, 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

O. Henry Middle School Resource Officer (SRO) is an AISD police department officer who patrols the O. Henry 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 414-7139 or by calling the AISD PD Headquarters at 414-1703.

SCHOOL STORE

The school store, Mustang Mall, is operated by PTA volunteers. It is open on select days during lunches. The Mustang Mall inventory includes a wide 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, calculators, and flash drives. Mustang Mall cards may be purchased to hold a balance for your child.

SELLING ITEMS ON CAMPUS

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

SKATEBOARDS

Skateboards are prohibited on school grounds at all times for safety reasons. All skateboards need to be secured in the bin located by the front school doors located next to the office.

TAGGING and VANDALISM

O. Henry prohibits tagging (graffiti) on any items including notebooks, backpacks, books, binders, clothing, homework, or any other object that is brought to school. Damage or destruction of school property is a punishable offense and will be dealt with severely (home suspension, restitution, possible citation/arrest, discipline hearing which may lead to ALC).

TELEPHONES

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

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 also available online to all students by steps below:

- 1.) Log on to www.myaustinsisd.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 O. Henry 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 and on his/her Blend page. 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 5:00 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. A student riding the late bus must have a wrist band signed by the teacher to board the bus.

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 O. Henry. 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 O. Henry including the school store, library, main office, tutoring, and substitute teaching. The PTA 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, Teacher and Staff Appreciation, Publicity, New Parent Orientation, Mustang Round-Up, Fine Arts Showcase, 8th grade Recognition 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 ohenry.austinschools.com or the PTA website at www.ohenrypta.org.