
TOMMIE and BOBBIE CLACK
MIDDLE SCHOOL



Campus Guide

Address: 1610 Corsicana Ave, Abilene, TX 79605

Phone #: (325) 692-1961 / Fax # (325) 794-1371

Website: <https://www.abileneisd.org/clack-middle/>

Social Media

Facebook: www.facebook.com/ClackCards

Twitter: @ClackCardinals

Instagram: @ClackCardinals

Faculty and Staff

Principal	Jon Patrick
Assistant Principal (6 th Grade)	Monica Ford
Assistant Principal (7 th Grade)	Joshua Parker
Assistant Principal (8 th Grade)	Justin Rosenquist
Instructional Facilitator	Kristi Smith
Principal's Secretary	Kayla White
Attendance Secretary	Christin Harper
Counselor (A-L)	Betsy Mosley
Counselor (M-Z)	Sonja Williams
Registrar	Wendy Cripps
Nurse	Marla Bunnell
SRO	Austin Williams
Boys Athletic Coordinator	Nicholas Gonzales
Girl's Athletic Coordinator	Jamey Willis
Band	Pearl Gonzales & Jett Lowrance
Choir	Shalesia Brown
Orchestra	McKenzie Rangel
Theater Arts	Lindsey Harlan
LRC	Jennifer Rodman

Welcome to Clack Middle School! Whether you are a newcomer to our school or a returning Cardinal, we hope you will find the 2023-2024 school year to be a memorable, dynamic, and educationally profitable one. Clack has established a reputation for excellence and high achievement. Academic success is our goal and we expect each student to continue to raise his/her standard of excellence. Effort, Attitude, and Good Attendance will ensure your success. We want to continue the accomplishments we have enjoyed the past thirty years. At Clack you will have many opportunities to participate, learn, achieve, and excel during this school year.

The policies and procedures contained in this handbook have been prepared to help you adjust to the rules and to become an important part of Clack Middle School. You will find it helpful to keep this handbook as a ready reference throughout the year.

We look forward to working with you and your parents to make this the most rewarding year of your school career. Please, let us know if we can help you in any way!

Clack Faculty and Staff

Clack Middle School (& AISD) Vision:

Equipped Learners. Brighter Futures.

Clack Middle School (& AISD) Mission Statement:

Clack Middle School will equip learners to make a positive impact in their world through relevant, innovative, and challenging learning experiences.

School Colors:

Red & Black

School Mascot:

Cardinal

Cardinal Character Traits

C - Class

A - Attitude

R - Responsibility

D - Dependability

S - Safety

The School Day:

The school office is open from 7:30am until 4:00pm. The student tardy bell rings at 8:15am and dismissal is at 3:40pm.

Student Behavior Management:

At Clack, our goal is to help students learn to work with staff and students as young adults in a professional setting. Language, dress and conduct should reflect professional expectations. In addition, we believe that a growth mindset for oneself and others allows students and staff to grow and become better through effort in all areas of school: academic, athletic, musical, relational or personal. We strive to help each other grow by expecting, communicating and applying excellence in all our endeavors. Foul language and in-appropriate behavior will be addressed, redirected and may have disciplinary consequences. Behavior that causes a student or adult to feel physically or emotionally unsafe is not acceptable at Clack.

Bullying of any kind will not be tolerated at Clack Middle School. It is each person's responsibility to create a safe and inclusive learning environment. We encourage students to report bullying through the online form or to any campus adult.

Anyone can report harassment or bullying anonymously through this link:

<https://tinyurl.com/ClackBullyReport>.

To access the full Abilene ISD Student Code of Conduct, visit

<https://www.abileneisd.org/for-parents/student-code-of-conduct/>

Behavior Coordinators

6th Grade: Monica Ford

7th Grade: Joshua Parker

8th Grade: Justin Rosenquist

School Resource Officer:

Officer Austin Williams serves as the Student Resource Officer for Clack Middle school. He supports a positive and safe learning environment for all students and is available any time to any student who may feel unsafe or would like to visit about campus safety.

Student Cell Phone Use

It is recommended that students leave cell phones at home as to not distract from the learning environment. If a student brings a cell phone to campus, it must be turned off and stored away in the student's backpack or checked in at the front office throughout the instructional day. If a student is caught accessing his/her cell phone during the instructional day, it will be confiscated and turned in to the front office. A parent/guardian must then pick up the phone from the front office and a \$15 fee will be assessed. If a student needs to contact a parent/guardian during the school day, he/she may ask the teacher to go to the front office to call. If a parent/guardian needs to deliver a message to a student, he/she may call the front office and the staff will deliver the message.

Daily Procedures

Morning Arrival:

Student supervision will be available beginning at 7:40am each school day. All students eating breakfast will report directly to the cafeteria. 6th grade students will report to the cafeteria. 7th and 8th grade students who arrive early will go to the gym. The main doors by the office on the east side and the cafeteria doors on the west side will be the only doors open for morning entry.

School Dismissal:

Students should vacate the building immediately after the 3:40pm bell unless they are attending tutorials, detention, athletics, or fine arts activities. At 3:40pm, all students riding the bus will remain in their 7th period classroom to wait for their bus numbers to be called. Students walking home should exit the front door of the campus and continue to walk on the sidewalks to be off campus by 3:45pm. For student safety, students who are car riders must wait at the front of the building and use designated crosswalks to enter cars.

Staff will supervise students at the front of the building until 4:00pm. Please arrange for students to be picked up as close to dismissal at 3:40pm as possible and call the office if there is an emergency that we need to communicate to your child.

If you are a parent who picks up a child after school in the front circle drive, please pull all the way forward. Cars should line up at the farthest right lane available and the left lane should be for passing only. Do not block the drive or others passing to the left. Please observe students crossing in front of the school and yield to them.

Visitor Procedures

Visitors & Guests:

When visiting campus, please park in one of the designated parking spots for visitors and enter the building through the main entrance by the main office. To maintain safety, anyone entering the building that does not attend Clack Middle School will be asked to present identification and undergo a safety verification. The visitor's driver's license will be held at the office while they are on campus. A visitor's pass will be issued and must be worn while on campus. Visitor passes must be turned into the office upon leaving, and the driver's license will be returned. Anytime during the school day, visitors must first report to the front office. Visitors may be limited due to health concerns at any point throughout the school year.

Visits to individual classrooms during instructional time are permitted only with approval of an administrator and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct.

Absences and Tardies

Reporting Absences:

Regular school attendance is essential for the student to make the most of their education - to benefit from teacher-led and school activities, to build each day's learning on the previous day, and to grow as an individual. When a student must be absent from school, parent contact is essential - please call the school office with the reason for the absence. When a student returns after a doctor's appointment, please provide a note from the doctor's office to ensure accurate attendance coding.

Tardies:

Students have the responsibility to be on time to all their assigned classes. Integrity of instruction is important at the beginning of class and being late disrupts learning for the student who is tardy and those participating in class. Repeated failure to be on time to class will result in progressive disciplinary consequences set forth by the campus principal and assigned by campus administrators.

Students who are late to the first period of the day must come to the front office and get an admit slip before they will be allowed to enter their first period class. Following the state 90% rule, students who are more than 10 minutes late for the start of the school day will be considered absent for that class period unless they have a doctor's note. First period tardies will affect state attendance laws and students may be assigned Saturday School or other actions by the attendance committee.

Release and Return of Students During the School Day:

All persons arriving on campus before 3:40pm to take a student from campus must provide a valid ID and sign out the child before the student will be asked to leave class.

To ensure student safety and provide maximized learning time, a student will not be called out of class until the parent/guardian arrives at the attendance office to sign him or her out. Please plan on time to allow for the front office to do a required ID check and for the student to travel to the office once you are on campus. We will not send for a student to get out of class after 3:30 p.m.

No student may leave school without first securing a permit to leave from the office. If a student becomes ill during the school day, the student should receive permission with a written pass from the teacher before reporting to the school nurse. If the nurse identifies a medical condition requiring further medical attention or removal from school (fever, diagnosed illness) she will contact parents and assist the student in obtaining a permit to leave school from the attendance office. If the nurse sends a student home, it is recorded as a medical absence.

School Communication

Clack Middle School seeks to communicate with parents through multiple mediums. You can expect to hear from teachers and administrators via email, Remind messaging app, and phone calls to receive updates on student progress. You can also learn about campus activities and special events through the campus social media platforms outlined at the beginning of this Campus Guide.

LUNCH PROCEDURES

Lunch:

Each student will be assigned a lunch period daily. These lunches will be assigned on student grade levels. During their lunch period, students are to be in the cafeteria. No students will be permitted to leave the cafeteria area or school grounds without permission. Students will not be permitted to enter the academic wing during lunch unless a teacher escorts them from the cafeteria. Below is the lunch schedule for the school year.

6th Grade Lunch	7th Grade Lunch	8th Grade Lunch
11:03am - 11:33am	12:02pm - 12:32pm	12:58pm - 1:28pm

Lunch Delivery & Visitors:

Clack Middle School welcomes family members to eat lunch with their child on most days. The campus will be closed to visitors on campus-wide testing days. All lunch-time visitors should follow campus check-in procedures and the front office staff will assist you in attending lunch. If you would like to bring outside lunch for your child, you may do so, however no food may be brought for other students. Lunch visitors may be limited due to health concerns at any point throughout the school year.

Contacting Teachers/Conferences

Contacting the Teacher:

Frequent communication with teachers is a great way to maintain academic progress. Please reach out to teachers via email or phone call any time that you have questions regarding class instruction. You can also expect to receive frequent communication from your child's teachers about class activities and assignments.

Conferences:

To request a conference with your child's teachers, contact the front office and the front office will connect you with the school staff to help you with this request.

School Nurse

Below are some guidelines to follow for determining student attendance when ill.

- Your child should be free of fever (without using medication) for 24 hours before returning to school.
- If your child has been vomiting and/or has been having diarrhea s/he needs to stay home for 24 hours after the last episode.

Please help protect your child and the other children at school by following these guidelines. We appreciate your call when your child is home due to illness or accident. If you have any questions, please feel free to call the front office and they will connect you with the school nurse.

Children who are on medication that must be taken at school are required to have a written request form filled out by the parent or guardian with the full instructions on how the medication is to be administered. The medication must be in a container labeled by the pharmacist and marked with the patient's name, directions concerning dosage, and the name of the drug. These medications must be kept in the clinic and will be dispensed by the nurse or, if she is not available, a trained designee.

Learning Resources

Learning Resource Center:

- The Learning Resources Center (LRC) is designed to promote learning and to enrich the lives of students. The LRC houses both print books and magazines and non-print materials, such as computer software and audio-visual software. The LRC should be the first place you go for additional information about your studies as well as for recreational reading materials. The following guidelines will help make the LRC an important part of your school life at Clack.
- LRC hours are from 8:15 to 4:00 each day. The librarian and eighth-grade library aides are available to assist students. Students who come to the LRC with a pass must sign in and sign out.
- Students will use their student ID number to check out books.
- Sixth-grade students are limited to two books during the first six weeks. Other students may check out as many as four items at one time.
- Books are checked out for at least two weeks. CD's, MP3's, and E-Books are also available for some books and are checked out for two weeks. Magazines are checked out for one day and are in a folder; they must be returned in the same folder.
- Fines will not be charged for overdue items. However, a student who has an overdue item cannot check out any other items until his/her record is clear. If additional time is needed, books should be renewed.
- If a student loses or damages a library item, he/she must pay for the item. The charge for a lost or badly damaged book is the cost of the book. The charge for a lost or badly damaged magazine is the cost of the magazine. The cost will be refunded if the item is found and in satisfactory condition.
- Students may participate in several reading programs and can find more information about these programs by visiting the LRC.

Student Email Account:

Each student will be issued a school email account through Google for school related communication. For password support, students may ask any of their classroom teachers.

Online Grade Reporting:

Visit abileneisd.org website and click on the “Grades” button to view grades online. Students can ask any school staff for support with online grade reporting.

Xello:

Xello is an online program that helps both middle and high school students plan for future success. Xello allows students to take in-depth career, personality, and learning-style assessments, explore a comprehensive database of careers, schools, and programs, participate in interactive lessons, and utilize high school course planning tools to make course selections and develop four-year plans.

Parent Involvement**PTO/PTA/Booster Clubs/Volunteering:**

Parental involvement is critical to the Clack Community. Please visit the front office or the activity sponsor of the organizations your child is a member of to get involved in supporting your child.

CLACK Middle School

2023-24 *Regular Bell Schedule*

Period	6 th Grade	Period	7 th Grade	Period	8 th Grade
1	8:15 – 9:08	1	8:15 – 9:11	1	8:15 – 9:11
2	9:11 – 10:04	2	9:14 – 10:07	2	9:14 – 10:07
3	10:07 – 11:00	3	10:10 – 11:03	3	10:10 – 11:03
Lunch	11:03 – 11:33	4	11:06 – 11:59	4	11:06 – 11:59
4	11:36 – 12:29	Lunch	12:02 – 12:32	5	12:02 – 12:55
5	12:32 – 1:25	5	12:35 – 1:28	Lunch	12:58 – 1:28
6	1:28 – 2:41 (2:21 – 2:41 Advisory)	6	1:31 – 2:44 (2:24 – 2:44 Advisory)	6	1:31 – 2:44 (2:24 – 2:44 Advisory)
7	2:44 – 3:40	7	2:47 – 3:40	7	2:47 – 3:40