

# COKE R. STEVENSON MIDDLE SCHOOL CAMPUS HANDBOOK

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## COKE R. STEVENSON MIDDLE SCHOOL ADMINISTRATION

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### Section A Campus Handbook 2025-2026

<b>Welcome</b>	<a href="#">A-1</a>
<b>Coke R. Stevenson</b>	<a href="#">A-1</a>
<b>School Colors</b>	<a href="#">A-1</a>
<b>School Mascot</b>	<a href="#">A-1</a>
<b>Mission, Vision and Core Beliefs</b>	<a href="#">A-2</a>
<b>People Who Can Help You</b>	<a href="#">A-3</a>
Principal	<a href="#">A-3</a>
Associate Principal/Assistant Principal	<a href="#">A-3</a>
Academic Dean	<a href="#">A-3</a>
Counselors	<a href="#">A-3</a>
Nurse	<a href="#">A-3</a>
Police Officer	<a href="#">A-3</a>
 <b>General Information</b>	 <a href="#">A-4</a>
After School Activities	<a href="#">A-4</a>
Attendance Procedures	<a href="#">A-4,A-5</a>
Backpacks / Book Bags	<a href="#">A-6</a>
Breakfast / Lunch Procedures	<a href="#">A-6</a>
Bus Assignments and Transportation	<a href="#">A-6</a>
Campus Operating Hours	<a href="#">A-7</a>
Campus Visitors	<a href="#">A-7</a>
Delivery of Items / Outside Food	<a href="#">A-7</a>
Dress Code- Dress For Success	<a href="#">A-8-A-9</a>
Electronic Devices/Technology	<a href="#">A-10</a>
Grade Reporting Through HAC	<a href="#">A-11</a>
Lockers	<a href="#">A-11</a>
Lost and Found	<a href="#">A-11</a>
Nuisance Items	<a href="#">A-11</a>
Registration / Withdrawal From School	<a href="#">A-12</a>
Technology Acceptable Use Policy	<a href="#">A-12</a>
<b>Stevenson Behavior Expectations</b>	<a href="#">A-13-A-15</a>

## **WELCOME**

Welcome to Wildcat Country. As a student at Coke Stevenson, you will have the privilege and opportunity of being a part of one of the finest middle schools in our nation. Your school facility will offer you many opportunities. In return you will be expected to give your cooperation, interest, and enthusiasm in the classroom and in your extracurricular activities. It is a known fact that you will receive no more from your school than you invest. Keep this thought in mind at all times. You, the student, are the most important aspect of school life at Stevenson Middle School. Be proud of your school. Take good care of it. As a Wildcat, you are expected to act like a middle school student and conduct yourself properly. You will learn necessary and useful skills for the future. New students may find some things unfamiliar at first, but you will soon become accustomed to them. Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at your school.

## **COKE R. STEVENSON (MARCH 20, 1888 - JUNE 28, 1975)**



“Calculating Coke” was what the political writers called him. A self-educated American, Coke R. Stevenson, through hard work and personal drive, rose to the heights of State Speaker of the House, Lieutenant Governor, and finally Governor of Texas. To this point in our state’s history, he is the only person to have held all three of these top state offices.

Governor Stevenson was born in a Texas log cabin on March 20, 1888. Receiving very little formal education, he nevertheless became a well-educated man — reading and studying on his own and developing a practical knowledge of all aspects of life. Through such determination and without the benefit of even an elementary school certificate, he became an outstanding lawyer, banker, and rancher, known widely among his colleagues in these areas.

His public career began as a county attorney for Kimble County, Texas. Then he served as Judge of that county. It was these stepping stones that paved the road to the Texas governorship, which he held from 1941-1947. On June 28, 1975, Governor Stevenson died, leaving a legacy of self-pride, determination, and accomplishment in the face of obstacles. His life remains proof of the opportunity and challenge in our country to become all one can be.

## **SCHOOL COLORS**

Maroon and White

## **SCHOOL MASCOT**

Wildcat

## **Mission, Vision and Core Beliefs**

### **Stevenson Mission**

Create a transformative learning experience developing a student-focused community.

### **Stevenson Vision**

Every day, every student grows in confidence, curiosity, and capability.

### **Stevenson Core Beliefs**

- Each student deserves a quality education that honors their unique voice and prepares them to engage, contribute, and succeed.
- Nurturing the whole student (health, safety, engagement, challenge, and support) is directly linked to their academic achievement and future success.
- Meaningful relationships among students, families, educators, and the community are vital to student success and developing engaged citizens.
- Classroom teachers have the most impact on student achievement followed by campus administration and support staff.

## PEOPLE WHO CAN HELP YOU

### The Principal

The Principal is responsible to the Superintendent of schools for proper administration of Stevenson Middle School. It is her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. She will be glad to help you with any of your concerns. Conferences can be scheduled by calling 397-7300.

### The Associate Principal/Assistant Principal

The Associate Principal and Assistant Principal work directly with the principal in the management and organization of the school. They handle the day-by-day operations of the school and assume the responsibility of the Principal in her absence.

Due to morning duties and responsibilities on campus, administrators are not available for conferences prior to 8:40 a.m. We strongly suggest that if you wish to speak to an administrator, or have a conference with them, that you call 397-7300 to schedule an appointment. If you are unable to reach an administrator directly by phone, please leave a message and a campus administrator will return your call within 24 hours.

Anthony Allen, Associate Principal- [anthony.allen01@nisd.net](mailto:anthony.allen01@nisd.net)  
Hilary Pilaczynski, Assistant Principal- [hilary.pilaczynski@nisd.net](mailto:hilary.pilaczynski@nisd.net)

### The Academic Dean

The Academic Dean works directly with the Principal in the instructional processes of the school to improve student performance at Stevenson Middle School. She is in charge of all campus testing, both at the district and state level. She handles the day to day operations of the school that address academics and may assume the responsibility of the Principal in her absence. Conferences may be scheduled by calling 397-7320.

### The Counselors

All students are assigned a guidance counselor. Your counselor will be happy to assist you with problems concerning both school and your personal life. If you want an appointment with your counselor this can be arranged with the secretary in the guidance office before and after school. Parents can refer their child by contacting the counseling office and students can refer themselves through the online referral system posted in every classroom, hallway, and restroom. If your counselor cannot see you that same day, he/she will make an appointment with you for the next day. Conferences with students receive first consideration of the counselor's time. ***The function of the counselor is advisory, not disciplinary, and all information is confidential.***

### The Nurse

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the main office. Please notify the school nurse of any medical conditions that may be of concern. The school nurse is unable to administer over-the-counter medication to your child and can only administer prescriptions in their original container.

### The Police Officer

The Police Officer assists students when needed and helps maintain a safe environment. He/she helps supervise after school events and helps monitor traffic. The SAFE hotline number is 397-7233 or email [safe@nisd.net](mailto:safe@nisd.net).

## **GENERAL INFORMATION**

### **After School Activities**

All school and U.I.L. rules apply to conduct and dress code for students who attend after-school activities. Written permission and/or an admission fee may be required for many events. Transportation to and from school is the responsibility of the parents for these activities; parents are expected to pick up their child immediately at the conclusion of each activity. Children should not have to wait longer than 15 minutes for parents to pick them up after a school event. If a parent or guardian does not pick up their child in a timely manner, the protocol and procedure set forth by NISD in the Crisis Handbook could be followed by the administrator or staff member if they deem it necessary. Students who are not picked up in a timely manner after a school event or school function could be denied the right to attend future after school functions for the remainder of the year. Students who exhibit inappropriate behaviors will be removed from the activity. Formal attire and/or limousine transportation are not appropriate for these events. Any clothing deemed inappropriate or suggestive is not permitted.

#### **Circumstances that restrict students from attending after-school events are the following:**

- out of school suspension/in school suspension assigned for the day of the event
- other disciplinary actions that may warrant non-attendance of the event
- absence from school the day of the event
- repeated misconduct at after-school events
- assignment to an alternative educational campus
- withdrawal from Stevenson Middle School (athletic events may be permitted)

### **ATTENDANCE PROCEDURES**

Parents are charged with the responsibility of ensuring their child comes to school and attends all classes. Students are expected to attend school and be on time to their classes. State law and school policy requires attendance every day that school is in session. Illness, doctor/clinic visits, death in the family, court appearances, religious holidays, and school-sponsored activities are the only excusable reasons for non-attendance. Absences for reasons other than those stated above will be determined excused or unexcused by the Principal or her designee.

The first rule of success for a student is to “show up” on time. Attendance is one of the Principal’s top priorities in managing the school’s population. Students cannot learn if they are not present in school; teachers cannot teach empty seats.

1. Notes must be turned in to the Attendance Office immediately upon student’s return to school. The note must include the following: a) date of note, b) student name, student school id#, grade level of student, c) date(s) of absence(s), d) specific reason for absence(s), e) parent signature, and f) telephone number(s) where parent can be reached. \*Third party notes are accepted (i.e., doctor, dental, funeral, family court) and need to meet the same criteria as listed above.

#### **The following are all excused absences with proper documentation:**

- Observance of a religious holy day
- Attending a required court appearance
- Appear at a governmental office to complete paperwork required in connection with the student’s application for United States citizenship
- Participation in United States naturalization oath ceremony
- Service as an election clerk
- Any activity ordered by the court (only DFPS conservatorship)
- Temporary absence for health (both mental and physical) appointments

2. Students without a note will be issued an unexcused absence. The student must bring a note within three school days to the attendance secretary for the record to be amended.

3. Students with 3 or more unexcused full or partial day absences, in accordance with state law, will be issued an attendance warning notice (AWN). Students with additional absences after issuance of AWN may be routed to truancy court.

**NOTE:** Please refer to the District policy on Attendance in Section D of this handbook.

#### 1 OR 2 DAYS A WEEK DOESN'T SEEM LIKE MUCH BUT...

IF YOUR CHILD MISSES...	THAT EQUALS...	WHICH IS...	AND OVER 13 YEARS OF SCHOOLING THAT'S...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 1/2 years
1 day per week	40 days per year	8 weeks per year	Over 2 1/2 years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

#### HOW ABOUT 10 MINUTES LATE A DAY? SURELY THAT WON'T AFFECT MY CHILD?

MY STUDENT IS ONLY MISSING...	THAT EQUALS...	WHICH IS...	AND OVER 13 YEARS OF SCHOOLING THAT'S...
10 mins per day	50 mins per week	Nearly 1 1/2 weeks per year	Nearly 1/2 year
20 mins per day	1 hr, 40 mins per week	Over 2 1/2 weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 1/2 years
1 hour per day	1 day per week	8 weeks per year	Over 2 1/2 years

#### EVERY DAY COUNTS

IF YOU WANT YOUR STUDENT TO BE SUCCESSFUL AT SCHOOL THEN, **YES**, ATTENDANCE DOES MATTER!

### **Tardies**

Students should be in their classrooms when the tardy bell rings. Unexcused tardy accumulations in any one class during a grading period will result in the student being referred to the office for disciplinary action. **If a student is more than five minutes late to class this will result in an unexcused absence.**

## **BACKPACKS/BOOK BAGS**

Any appropriate backpack is acceptable to be used to carry school supplies to and from school.

## **BREAKFAST AND LUNCH PROCEDURES**

All students will enter the cafeteria in an orderly manner. There are specific rules on how students sit in the cafeteria and the majority of the time students will be allowed to sit with their friends, as long as cafeteria rules are followed. Students must raise their hand for permission to leave their seat. Duty teachers will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to keep their area clean. While in the cafeteria line, students are to only touch the food items they intend to buy.

Visitors must sign in and receive a visitor's pass before coming into the cafeteria. **Parents may bring lunch to their children; however, parents may not bring lunch for other students.** No celebrations are permitted in the cafeteria (e.g. birthdays). To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks should eat lunch with their children at a designated table in the cafeteria.

Breakfast/Lunch Money - Go to <https://www.nisd.net/schools/menus> to access your student's cafeteria account and add money as needed. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases.

## **BUS ASSIGNMENTS AND TRANSPORTATION**

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus. Only a family emergency would warrant assignment to a different bus. (Staying overnight with a friend is not an emergency.) In order to ride a different bus home, and receive an official bus change form, **a note must be sent by a parent/guardian the day prior to or the morning of** and be brought to the vice principal's office for administrative approval. **This approval must be obtained prior to the end of the school day** (these will not be approved after school in the bus loop) for a student to ride a different bus. Students will be given a note from the Vice Principal's office that needs to be given to the bus driver. The number of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. All bus routes and assignments of students are done through the district's transportation offices. To check if you qualify for a bus and to see the bus number please visit the following link. <https://boundariesandbuses.nisd.net/Home>

## **CAMPUS OPERATING HOURS**

- School starts at **8:40 a.m.** and ends at **3:55 p.m.**  
Use following link for the district calendar <https://www.nisd.net/schools/calendars>
- The doors will be opened to all students at 7:30 a.m. and supervision of students will start at 7:30 AM. Students will wait in the cafeteria before being released to their designated areas at 8:00 a.m. Students who arrive at school before 8:30 a.m. are allowed to eat breakfast (if they choose).
- Front Office Hours are from 7:45 - 4:15 PM.
- Students will **not** be allowed to be checked out **after 3:30PM** due to dismissal procedures.

## **CAMPUS VISITORS**

All Parents and Visitors are required to register in the Front Office with the Principal's secretary regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass, and must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus or field trips. We encourage parents to get a background check at the beginning of the school year so if you ever would want to volunteer or come to school to help the background check is already completed.

The background check may be done on-line through the NISD website using the following link.  
[Background Check Form](#)

## **DELIVERY OF ITEMS/ OUTSIDE FOOD ITEMS**

In an effort to minimize interruptions and maximize instructional time, **we do not deliver items directly to students**. However, we also recognize that students will sometimes forget an item at home. We will deliver glasses, school items (books, assignments, etc), house keys, and lunch money. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery, food delivery services). This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. **Parent/Guardian dropping off food needs to be an emergency contact listed in HAC. The student needs to be aware food is being delivered and are not permitted to share food.** Flowers, balloons, birthday presents etc. will not be delivered and will be held in the office until the end of the day when students can pick them up to be taken home.



## **Dress Code - Dress for Success**

The district's dress code is implemented (Section D ); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus. In an effort to promote a safe and positive school environment which is conducive to learning, students should wear appropriate clothing that will not cause disruptions in learning or safety. Inappropriate, indecent, suggestive or distracting clothing will not be allowed. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

**Students out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Students will be asked to change into school issued clothing if parents cannot be reached.** Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Stevenson Middle School. These items will be confiscated and documented, if necessary, in the student's discipline record.

**Final determination of acceptable dress code and grooming rests with the Principal or his/her designees.**

## **Dress Code Quick Reference Guide**

\*refer to the Stevenson MS student/parent handbook for additional information\*



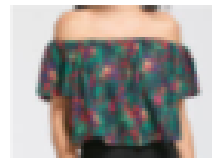
**Hats, caps, hoods, and non-religious headgear are not permitted.**



**Hairstyles deemed disruptive to the learning environment are prohibited.**



**No flip flops, slides, or slippers of any kind.**



**No low cut, off-shoulder, or strapless blouses.**

**No Crop Tops - Make sure the blouse/top is long enough to cover the waist when sitting in a chair, standing, walking, etc...**

**No inappropriate wording or pictures on clothes.**

## **Dress Code Quick Reference Guide**

\*refer to the Stevenson MS student/parent handbook for additional information\*



**Sleeveless shirts must be 3 fingers in width. No spaghetti straps allowed.**



**Skirt/dress must be minimum finger tip length, even with leggings/tights.**



**No tank tops, sleeveless, or muscle shirts permitted.**



**Legging pants can only be worn with an appropriate length dress, skirt, or blouse. Legging pants must be thick and not see-through. (No sheer or cut outs in leggings.)**



**NO sagging/baggy pants, shorts/skirts/dresses bottom must be lower than your finger tips. Length must be no more than 4 inches above the knee or pajama pants will be permitted.**

**No torn or ripped clothing above the knee.**

**Shorts will be permitted provided the shorts are a minimum below your figure tips. (Bicycle shorts, form fitting, and skin tight shorts are prohibited)**

## ELECTRONIC DEVICES / TECHNOLOGY

### Personal Communication Device Policy

In compliance with state law, the use of personal communication devices by students is not allowed at any NISD campus during the school day, from the first official bell to the last official bell. Usage of these items will also not be allowed during passing periods or lunch periods.

Personal communication devices include cell phones, smart watches, earbuds, tablets, or any other similar items.

Devices of this nature should be powered off and placed into student backpacks and kept in a designated location in each classroom. Students without a backpack will be required to place their device(s) into an identified storage container in the classroom.

Students in violation of this State law and district policy will be subject to progressive disciplinary consequences, to include possible confiscation of the device. Confiscated items will be released to the student's parent/guardian.


- Personal electronic devices cannot be used between 8:40-3:55
- Social media and camera use is not allowed on campus
- Personal electronics can be used by students before school in their grade level areas or the library
- While using electronics during designated times, students must use headphones or keep the device on silent. Speakers are not allowed.
- During passing periods, personal electronics must remain put away, this includes phones, earbuds, headphones, video game devices, etc...
- Stevenson MS is not responsible for lost or stolen items.



Cell phone and other electronic devices will be confiscated and a parent or guardian will be required to pick up the item if students are found in violation after receiving first warning. **First violation-** a warning is given and device is collected and turned into VPO for student pick up afterschool. **Second violation** - device is collected and turned into VPO for **parent** pick up afterschool. **For repeated violations** - students will be asked to turn in device to VPO upon arrival on campus everyday for the remainder of the school year.

## **GRADE REPORTING THROUGH HOME ACCESS CENTER (HAC)**

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing

[NISD's on-line Parent Portal](#). You can also use an app like Gradeway  to get instant access to student grades. The login for Gradeway is the same as your student's login to their chromebook.

Students will receive two progress reports in each grading period. The progress reports are designed to inform parents and students of current classroom performance and grades. The teacher may require the students to have you sign and return each progress report sent home to verify that you received your child's report. If the teacher deems necessary, you may be contacted by phone to make sure you received the report. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average.

**Report cards** will be issued at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you receive a report card every grading period. If a parent did not receive their child's report card, please contact the counselor's office for assistance. If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher, then if the question or concern is not answered/resolved, then contact the counselors' office and administration.

## **LOCKERS**

No lockers will be utilized.

## **LOST AND FOUND**

IF YOU FIND ANY ARTICLE OF VALUE, PLEASE TURN IT IN TO THE OFFICE IMMEDIATELY.

As the school assumes no responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school. Students should carefully label each article, such as clothing, books, and supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of school year maybe donated to charity.

## **NUISANCE ITEMS**

Items that cause a distraction from the school's academic atmosphere are not permitted. The school cannot be held responsible for any of these lost or stolen items. Confiscated items will be returned to the parent only. Students who bring these items to school are subject to disciplinary action.

# REGISTRATION/~~W~~ITHDRAWAL FROM SCHOOL

## **Registrations**

To register your student, please go to <https://www.nisd.net/schools/registration> and complete the pre-registration. A counselor will contact you and schedule an appointment to complete the registration process.

## **Withdraw of Student**



When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks, library books, and chromebook including charger and case must be returned. Any fines owed the school need to be paid before records may be released. On the day of withdrawal, the student should report to the Counselor's office and pick up a check-out form which must be signed by each teacher. Textbooks must be returned to the Textbook administrator. The check-out form must be returned to the Counselor's Office before a final clearance can be granted. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.



## **TECHNOLOGY ACCEPTABLE USE POLICY**

Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy.

# Stevenson Middle School Behavior Expectations

**Student IDs-** It is a campus expectation, that once student IDs are given out, students will wear their ID badge visibly every day they are at school.

	<b>Stevenson Wildcats have PRIDE in the CLASSROOM</b>	
<b>P</b>	<b>BE RESPECTFUL OF OTHERS FEELINGS AND PROPERTY WHILE ALSO RESPECTING MYSELF.</b>	
<b>R</b>	<b>ALLOW OTHERS TO LEARN.</b>	
<b>I</b>	<b>BE PREPARED.</b>	
<b>D</b>	<b>ACTIVELY PARTICIPATE</b>	
<b>E</b>	<b>USE TECHNOLOGY APPROPRIATELY</b>	

	<b>Stevenson Wildcats have PRIDE in the HALLWAYS</b>	
<b>P</b>	<b>HAVE A HALL PASS.</b>	
<b>R</b>	<b>USE APPROPRIATE LANGUAGE.</b>	
<b>I</b>	<b>PICK UP TRASH.</b>	
<b>D</b>	<b>KEEP WALKING AND STAY ON THE RIGHT.</b>	
<b>E</b>	<b>KEEP HANDS TO YOURSELF.</b>	



**Stevenson Wildcats have PRIDE at  
EXTRACURRICULAR EVENTS**



<b>P</b>	<b>HAVE A PICK UP PLAN.</b>
<b>R</b>	<b>USE APPROPRIATE LANGUAGE</b>
<b>I</b>	<b>CLEAN UP AFTER MYSELF.</b>
<b>D</b>	<b>POSITIVE CHEERING.</b>
<b>E</b>	<b>BE ON MY BEST BEHAVIOR AND BE KIND</b>



**Stevenson Wildcats have PRIDE in the  
RESTROOMS**



<b>P</b>	<b>LIMIT TIME IN THE RESTROOMS</b>
<b>R</b>	<b>RESPECT PRIVACY.</b>
<b>I</b>	<b>KEEP CLEAN.</b>
<b>D</b>	<b>WASH HANDS.</b>
<b>E</b>	<b>SEE SOMETHING, SAY SOMETHING</b>



**Stevenson Wildcats have PRIDE in the  
CAFETERIA**



<b>P</b>	<b>ONLY EAT MY OWN FOOD.</b>
<b>R</b>	<b>USE AN INDOOR VOICE.</b>
<b>I</b>	<b>PICK UP TRASH.</b>
<b>D</b>	<b>STAY IN MY SEAT AND RAISE MY HAND</b>
<b>E</b>	<b>BE KIND.</b>





Please find the District Student Code of Conduct using the following link.

[District Student Code of Conduct](#)

### **Bark System**

Any electronic device that is logged onto the NISD network or logged in using NISD credentials is monitored using our bark system. Any inappropriate web searches, content viewing, conversations via google doc, google slide, email, etc... is flagged for the administrator to investigate and followup with the student. Please make sure you are using your school issue device appropriately.

If you see something on campus, social media, etc... that goes against the student code of conduct please let an adult know immediately. See something, Say something.

**\*\*Note: As policies and procedures change, administration reserves the right to update the campus handbook.\*\***

[Back to the Top](#)