

# COKE R. STEVENSON MIDDLE SCHOOL CAMPUS HANDBOOK

## COKE R. STEVENSON MIDDLE SCHOOL ADMINISTRATION

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### Section A Campus Handbook 2023-2024

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

# **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**

“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**

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

## **Vision**

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

## **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.

### **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 text 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) name, id#, grade level of child, 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.

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.

**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.

### **BACKPACKS/BOOK BAGS**

Any appropriate backpack is acceptable.

### **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> 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.

### **CAMPUS OPERATING HOURS**

- Classes begin for Coke Stevenson students at **8:40 a.m.** and end each afternoon at **3:55 p.m.** each day, Monday through Friday.
- The doors will be opened to all students at 7:30 a.m. and supervision of students will start at 7:45 AM. Students who arrive at school before 8:30 a.m. are allowed to eat breakfast (if they choose) and to report to the grade level designated areas.
- Front Office Hours are from 7:30 - 4:15 PM.
- Students will not be allowed to be checked out after 3:45 PM 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. The background check may be done on-line through the NISD website.

### **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 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.**

## **ELECTRONIC DEVICES / TECHNOLOGY**

School districts throughout the country, including Northside ISD, have moved into the "Information Age" by providing network and Internet access for students. Technology will be used abundantly at Stevenson Middle School. Everything from testing reading levels of students to accessing the Library's card catalog database requires the use of networked computers. With this privilege comes responsibility. Students must use the Northside network and the Internet in a responsible, efficient, ethical, and legal manner in accordance with the Northside ISD Acceptable Use Policy. At the beginning of each school year there are two forms that must be signed and returned to the school before your child will be able to use a networked computer at Stevenson Middle School or have their work published on the Stevenson website.

**TO FUNCTION EFFECTIVELY IN THIS ENVIRONMENT, STUDENTS MUST ASSUME PERSONAL RESPONSIBILITY TO BEHAVE ETHICALLY, EVEN WHEN TECHNOLOGY PROVIDES THEM THE FREEDOM TO DO OTHER- WISE. THE USE OF NORTHSIDE NETWORK AND THE INTERNET IS A PRIVILEGE, NOT A RIGHT, WHICH MAY BE REVOKED AT ANY TIME FOR INAPPROPRIATE BEHAVIOR. USERS ASSUME RESPONSIBILITY FOR UNDERSTANDING THE ACCEPTABLE USE POLICY AND GUIDELINES AS A CONDITION OF USING THE NORTHSIDE NETWORK AND THE INTERNET. USE OF NORTHSIDE NETWORK OR THE INTERNET THAT IS INCONSISTENT WITH THIS POLICY MAY RESULT IN LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.**

## **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.

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/solved, 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 each grading period will be 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/WITHDRAWAL 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 and library books 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.

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