

# KATHERINE STINSON MIDDLE SCHOOL

## 2025-2026 STUDENT-PARENT HANDBOOK

### CAMPUS ADMINISTRATION

**Lourdes Medina - Principal**

Louis Villarreal - Associate Principal

Rick Lane - Academic Dean

Jeannette Rainey - Assistant Principal

### **Section A**

#### **Campus Policy**

**2025-2026**

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## **KATHERINE STINSON**

*Katherine Stinson, born in Alabama in 1891, was the fourth licensed woman pilot in the United States. Although Miss Stinson originally planned a career in music, she had been interested in aviation since childhood. She became a licensed pilot in July, 1912, in order to earn money to pursue her study of music. She began her exhibition flights a year later. By then she had decided aviation was the path for her.*



*As a pilot, Miss Stinson distinguished herself by being the first woman to loop the loop and invent a stunt named the “Dippy Twist Loop” in which the plane loops and flips wing-over-wing. She was also the first woman to practice skywriting, carry air mail, and fly in China and Japan. In 1918 Katherine set a U.S. record for men and women by flying non-stop 610 miles from San Diego to San Francisco.*

*Following an exhibition date in Beaumont, Texas, Katherine settled down in San Antonio using the Fort Sam Houston Army facilities for the winter. When the infant U.S. Air Service was relocated to Fort Sam Houston, the Stinsons had to move. In October, 1915, San Antonio’s Stinson Field (Stinson Municipal Airport) came into being on 750 acres southeast of town. The Stinson School of Flying, financed by Katherine Stinson’s exhibitions, began training pilots graduating its first class in November, 1915. There are many who believe that Katherine Stinson played a key role in shaping San Antonio as a military town.*

*When World War I broke out, Katherine Stinson volunteered her services as a pilot but was turned down because she was a woman. Determined to contribute to the war effort, Katherine flew to raise money for the Red Cross. She eventually raised two million dollars in pledges. Katherine supported the war effort as an ambulance driver serving in France. Katherine Stinson eventually married a former ace flier and settled in New Mexico.*

*As a person who demonstrated true pioneer spirit, leadership, creativity and courage in her pursuit of excellence, Katherine Stinson serves as a fine model for young adults today. It is our hope that all students will aspire to the ideals of this worthy namesake.*

## **FOREWORD**

This Student Handbook has been prepared for your information and guidance. From it, you and your parents will better understand the spirit, ideals, and objectives of Katherine Stinson Middle School.

Stinson Middle School is dedicated to the purpose of training minds and building skills that will be useful and required, now and in the future. Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from the program. This handbook outlines some of the basic policies around which your school functions. Frequent reference will keep you informed of guidelines and allow you to take full advantage of all school offerings.

The 2025-2026 school year at Stinson will see the implementation of programs that result in high levels of student performance. While we will continue to emphasize the basic skills, students will be more involved in higher level thinking skills.

Please feel free to confer with teachers and the administration when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program. Conferences may be scheduled by calling the school.

### **Mission**

Elevate the Learning Experience for Students

### **Vision**

**Every day, every student** will grow in confidence, curiosity, and capability at Stinson Middle School.

### **Core Beliefs**

- Each student deserves a **quality education** which honors their voice and prepares them to engage, contribute, and succeed.
- Students' 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.
- Classroom **teachers** have the most **impact** on student achievement followed by campus principals.
- Public schools are essential to **foster community** and develop engaged citizens.

## **PEOPLE WHO CAN HELP YOU**

### **Principal**

The Principal is responsible to the superintendent of schools for proper administration of Katherine Stinson 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 problems.

### **Associate Principal & Assistant Principal**

The Associate Principal and Assistant Principal work directly with the Principal in the administration and organization of the school. They are in charge of attendance and handle the routine discipline problems. They handle the day by day operation of school and assume the responsibility of the Principal in her absence.

### **Academic Dean**

The Academic Dean can help with instructional issues regarding grades, instructional support, and student success in the classroom. He also helps in the development of all assessment requirements of standardized testing. He assists the Principal with staff development and teacher evaluations.

### **Counselors**

You have a guidance counselor who will be with you for three years. 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, or during a study period. If your counselors cannot see you that same day, they 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.

### **Teachers**

Your teachers are specialists in the fields in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. Your teachers are the classroom leaders and charged with the responsibility of supervising and directing all students in the pursuit of their education.

### **Librarian**

The librarian will assist you in the orientation and use of the library. Before, after or during the school day feel free to consult her in order to more efficiently use the library.

### **Police Officer**

The police officer assists students when needed and helps maintain a safe atmosphere. Then the campus officer helps supervise all after school events and helps monitor traffic. The SAFE hotline number is 397-SAFE.

# GENERAL INFORMATION

## **Advisory Period (6th Grade Only)**

Advisory period is a time for students to work with advisors and counselors to solve problems, establish goals and participate in effective development activities. This is the student's home base where they can always go for assistance. Constructive use of this time can greatly enhance students' educational experience.

## **After-School Events**

Stinson often hosts after school events such as athletic events, band or choir concerts or dances. It is extremely important that students be picked up at the designated time that the event ends. Students who are not picked up promptly may be denied the opportunity to attend future after-school events.

## **Attendance Procedures**

Following an absence, students should bring a dated note signed by the parent explaining the reason for the absence. If the student was seen by a doctor, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to school to substantiate absences. Students should bring all notes to the attendance office between 7:55 a.m. and 8:30 a.m.

## High School Credit Class – Attendance Expectations

Stinson students have access to many different high school level classes for which they may earn high school credit. For students to earn this credit, not only must they pass the class with a 70% or better, but they must also attend 90% of the classes. This means that students may not be absent from these classes, for any reason, for more than 17 class periods.

Students enrolled in semester length High School credit classes cannot have more than 9 absences during the fall semester, or 9 absences during the spring semester. If they finish the semester with more than the allowed absences, excused or not, they will not receive High School credit.

## Attendance Retrieval Procedures

Students enrolled in High School credit courses will be able to make up absences by attending Attendance Recovery Sessions either before or after school.

**Arrival and departure procedures**

- The school day starts at 8:40 a.m. and ends at 3:55 p.m.
- Students may enter campus as early as 7:25 a.m.

At the end of the school day, students taking buses home will either sit in the cafeteria to wait for their bus or go through the cafeteria to get to their bus. Students walking home are expected to start going home as soon as they leave the building. Students waiting to be picked up are expected to wait in the designated area for their ride to arrive.

When students arrive on campus each day, they are expected to enter the building as soon as possible. They may not leave campus to go to any other off campus site, such as the nearby Starbucks. In the same manner, when they leave the campus at the end of the day, they are not allowed to leave campus and return with food, for example. This is all done to enhance student safety.

**Awards**

In order that students may be duly recognized for outstanding achievements, awards and certificates will be given in May. These awards may be given in the areas of service, leadership, perfect attendance, athletics and academic or performance achievement.

**Backpacks**

Backpacks may be used to carry books and supplies to and from school. Backpacks may be taken to every classroom including the cafeteria during lunch. There is no specific style of backpack we require.

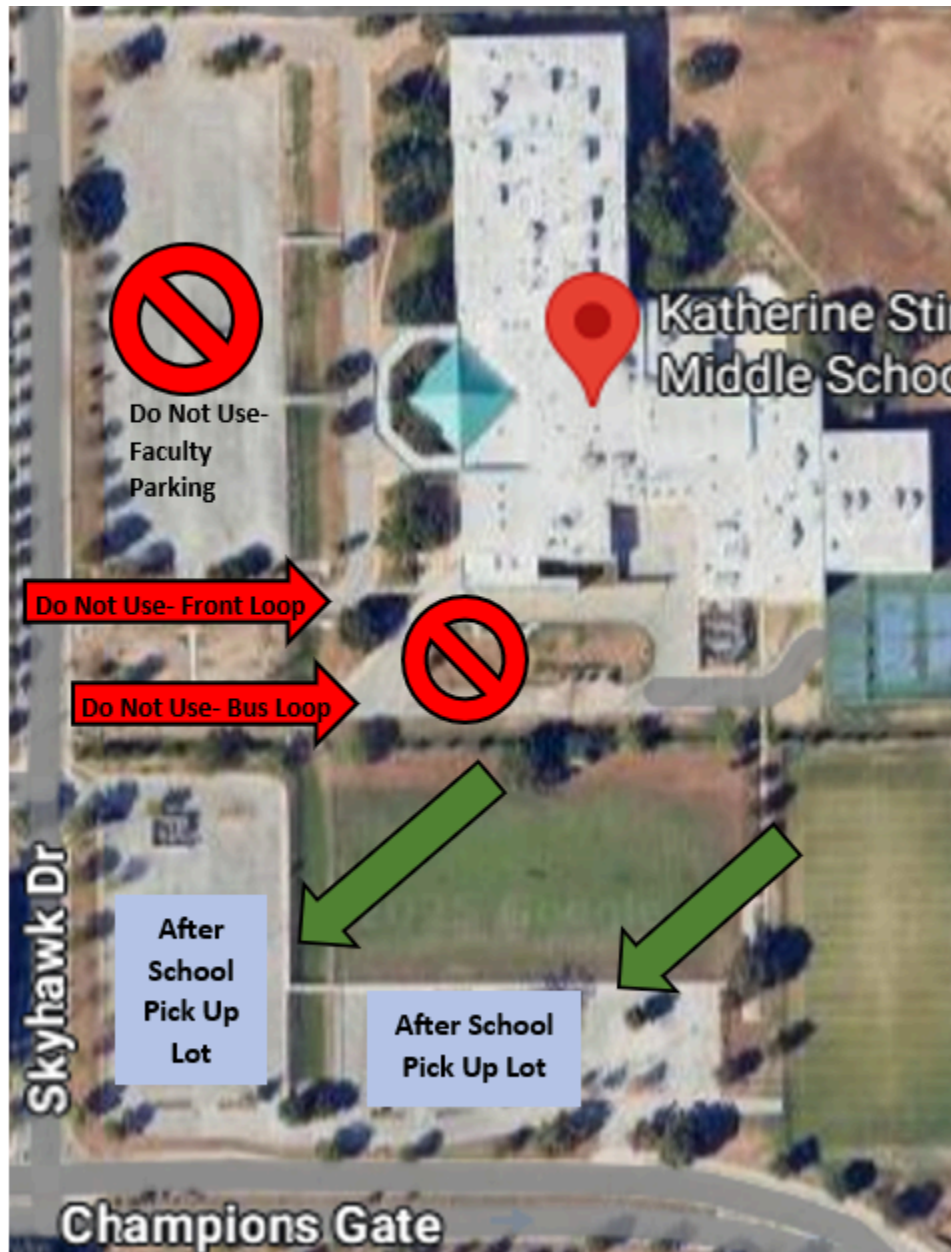
**Breakfast**

The Stinson cafeteria serves breakfast to students from 7:50 a.m. to 8:30 a.m. daily. Students meeting in designated areas for morning entry will not be released to the cafeteria after 8:00 a.m.; therefore, students should proceed directly to the cafeteria for breakfast as soon as they arrive at school.

## Bus Loop- Morning Drop Off/Afternoon Pick-up



Due to ongoing construction on campus this year, our parent pick up will be drastically different. Students will be released from the back of the campus near the football fields. Parents, please park in the Auxiliary parking lot and have your students meet you at your car.





**Bus Procedures – Riding a different bus**

Students are expected to ride the designated bus assigned to them by transportation. In genuine hardship (emergency) situations (e.g., hospitalization of a single parent, parents out of town), the school administrator may approve a temporary assignment to a different bus following these procedures:

1. Students should bring a note from a parent at least one day prior to riding an alternate bus. If this condition cannot be met, all notes must be brought to the Vice Principals' office before 8:30 a.m. on the day the student is to ride the alternate bus. When going home with another student, a note approving this arrangement is required from the other parent as well.
2. The note(s) should include the following information:
  - a) Parent signature
  - b) Phone number of parent for verification of note
  - c) Dates to ride alternate bus
  - d) Type of emergency
  - e) Bus number
3. Administration Approved notes should be shown to the alternate bus driver upon boarding.

Parents should make other transportation arrangements for after school functions, such as working on school projects or personal engagements.

**Bus Behavior**

Riding an NISD bus is a privilege. Proper and safe behavior on the bus is paramount due to safety issues. Behavior that threatens the safe operation of the bus will result in consequences that can include suspension from bus service. Students should expect to have assigned seats on the bus. Food and drinks are not allowed on the bus. Students must remain seated while the bus is in motion. There are more rules, but these are the main ones we see get violated. Please ensure that your child is following *all* the rules to ensure students get to school and home safely.

**Cell Phones/Personal Electronic Devices**

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.

### **Club LT (Learning Tree)**

Club LT is the after school program for middle schools. The program provides homework time, enrichment, student choice clubs, monthly family events and community service projects in a safe and fun environment. Club LT is open every day that school is in session. Program hours are 4:05 pm - 6:40 pm on regular school days. There is a one-time registration fee per child per year. There is a tuition fee with discounts for additional siblings in Club LT or Learning Tree. Families who qualify for free and reduced lunch under the Federal Income guidelines may be eligible for reduced rates. For additional information please visit the website at [nisd.net/learningtree](http://nisd.net/learningtree) or call the Learning Tree office at 397-8108.

### **Corridor Passes**

Students out of any class will be charged with the responsibility of having in their possession a corridor pass signed by a member of the faculty or staff. Time leaving class and returning to class will be noted on the pass. Students in the halls without a pass may be subject to disciplinary action.

### **Delivery of Items**

Deliveries of any kind will not be accepted on the campus. This includes, but is not limited to food, flowers, or balloons. These and any other type of delivery are a safety and security concern and will not be permitted on the campus.

### **Detention Hall**

A supervised detention hall will be held at Stinson Middle School. Detention hall will be assigned during a student's lunch period. Parents will be notified the day before a student is scheduled to attend Lunch Detention. Students are assigned to the detention hall for minor disciplinary purposes.

### **Dress Code**

The district's dress code is implemented (Section D page 7); 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, nor footwear that is unable to be securely fastened. 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.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent, or unusual as to detract from the classroom environment. 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 not complying with the dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Similarly repeated violations of the dress code, even when rectified, may result in disciplinary actions.

Final determination of acceptable dress code and grooming rests with the principal or his/her designee.

### **Graffiti**

Book cover, folder, book bags, school property, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Stinson Middle School. These items will be confiscated and documented in the student's discipline record. Students are not allowed to have Sharpies or other permanent markers in their possession.

**Guidance and Counseling**

Counseling services are provided for the students at Katherine Stinson Middle School. Students and parents may schedule conferences with the counselor in the counseling office during the day. Parents may telephone for appointments. All conferences are kept CONFIDENTIAL.

Counseling services include, but are not limited, to the following:

1. Social and personal counseling are provided to assist the student in working out solutions for their personal and social problems.
2. Educational guidance is provided to assist the students in understanding their abilities and interest through testing, scholastic and appraisal and interest inventory questionnaires in order that he/she may make appropriate decisions.
3. Educational guidance is also provided to give parents information about the total school program, including special programs available and to assist students in the preparation of a four-year high school plan.
4. Orientation is provided every year to help students promoted to a new level (5th graders to Stinson, 8th graders to high school) to adjust to the new school environment and to inform students about the school policies, procedures, requirements and problems experienced when a child moves into a new environment.

For more information please contact the Stinson Counseling Department at 397-3632.

Students are encouraged to come in to see their counselor at any time for an appointment even if it is just to meet the counselor.

**Internet Acceptable Use Policy**

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

**Library**

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading.

Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials.

In order to administer the library efficiently, a set of regulations has been formulated.

1. Library hours each day are from 8:00 a.m. to 4:00 p.m.
2. Students may arrange for additional time if needed.
3. All books taken from the library must be charged to a student's name. The student is responsible for the prompt return of library books. Students must pay for the loss or damage of library books.
4. Students may use the library during the school day with an appropriate pass from their teacher.
5. Students are urged to be quiet in the library so as not to disturb others. The librarian has the right to report any student to the Vice Principal/Assistant Principal whose conduct is in any way improper.
6. Chewing gum, candy, and other foods are not allowed in the library.

### **Lockers**

To promote productive transitions, Stinson Middle School does not issue school lockers. Gym and elective lockers will be used. We encourage students to keep lockers locked at all times; a student should not divulge the combination to another student. Sharing lockers is not permitted. The student assigned the locker is considered the owner of the locker contents. Coaches and elective teachers will provide more information regarding lockers and issues with lockers should be directed toward the assigning teacher.

### **Lost and Found**

Found items should be turned in to the Front 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, and students should carefully label each article, such as clothing, books, and supplies for easy identification. If you accept an item that is not yours or are in possession of an item that is not yours, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of the six weeks grading period will be donated to charity.

### **Lunch procedures**

Students are allowed to bring their backpacks to the cafeteria for lunch. However, they cannot bring their backpack through the lunch lines. Therefore, they should first place their backpack on the chair they will be sitting on. No other student is allowed to move another student's backpack. Students will be given ample time to eat. If students need to use the bathroom, passes are available to control the number of students leaving the cafeteria.

While parents can drop lunch off for their students, **state law prohibits parents from providing food or drink to students other than their own. This includes pizza and birthday cakes.** We do not allow the delivery of food (such as lunches) through outside food delivery services such as Uber Eats. This is to ensure the safety of our students.

Every effort will be made to give students time to transition outside to the recess area after they have had time to eat lunch. This privilege may be revoked if student behavior is deemed to be putting themselves or others at risk of injury.

### **Nuisance Items**

Any item not related to school can be considered a nuisance and is not to be brought on campus. Examples: blankets, toys, laser pointers, and stuffed animals. Any other items that are considered nuisances by the principal are also not permitted.

*WHITE OUT (LIQUID PAPER), PERMANENT MARKERS, PAINT PENS AND FOUNTAIN/CARTRIDGE PENS ARE NOT ALLOWED FOR STUDENT USE.*

These items will be confiscated and held in the vice principal's office for parents to pick up. Students bringing nuisance items on campus are subject to disciplinary action.

### **Offices**

The offices of the principal and the vice principal are open from 7:55 a.m. until 4:20 p.m. each school day. All school business should be transacted during these hours.

### **PTA**

All parents have an opportunity to participate in and become members of the Parent-Teacher Association.

### **Public Display of Affection ( PDA)**

Any display of affection such as holding hands, hugging, or kissing is not permitted on campus, and may result in disciplinary action being taken.

### **Physical Education**

All students are required to take physical education. Students can take Dance as an alternative to PE. Students are required to dress out during physical education classes. Any student not able to dress out and participate for a prolonged period of time because of injury or illness must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity.

### **Prep Day**

Prior to the first day of school, students and parents will have the opportunity to attend Prep Day. During Prep Day, students have the opportunity to purchase PE uniforms. They will also be able to set up lunch accounts, join the PTA, and determine transportation arrangements. All families will receive notification of Prep Day via the campus website and a callout reminder.

Prep Day is not mandatory. Prep Day procedures will adhere to the current health and safety guidelines from the district and CDC at the given time.

### **Regular Class Periods**

Students will be expected to attend all regularly scheduled classes assigned to them. Students will be expected to bring all of the necessary materials to class each day and will be expected to participate in all class activities and complete all assigned school work. Students will be expected to conduct themselves in a proper manner and follow all classroom regulations. Eating candy and other foods or consuming drinks (with the exception of water in spill proof containers) will not be allowed in the classrooms or hallway. If a student misses more than 1/3 of the class period they may be counted absent.

### **Removal from School during the School Day**

If your child has a doctor's appointment or must leave early for any reason, please send a note with your child identifying the time you plan to pick him/her up and the reason for the early release. This note should be taken to the attendance office prior to 8:40 am on the morning of the appointment. However, students will not be called down to the office until the parent has checked into the front office.

After 3:45 p.m., requests to sign-out students to leave campus will not be taken due to the amount of time that it will take to bring a student to the office. The end of the day is often a very busy time and asking for students to be signed-out at the last minute puts an undue burden on our staff. If you are planning to sign-out your student early, please plan accordingly.

### **Schedule Changes**

Schedule changes are rare. Schedules will not be changed unless unique and extenuating circumstances exist. Parents exploring a schedule change should meet (in person) with their child's teacher in order to develop a plan for success. A student's schedule will not be changed because of low grades or individual differences.

Occasionally, at the beginning of the year, class changes may be made in order to equalize teacher class sizes. Every effort will be made to minimize these changes.

### **School Day**

Classes begin for Stinson Middle School students at 8:40 a.m. and end each afternoon at 4:05 p.m. each day, Monday through Friday.

Breakfast will start being served at 7:40 a.m. Students arriving before 7:45 will be required to wait outside the building in the picnic area. If the weather is bad, then students will be allowed in earlier. At 7:55 a.m., those students waiting in the cafeteria can proceed to their hallway (or tutoring) to wait for the 8:30 a.m. bell. Teachers will be on morning duty at 7:55 a.m. Students will not need a pass from a teacher to attend morning tutoring.

### **Sixth Grade Transition**

In an effort to assist sixth graders with a smooth transition into middle school, we have some special practices and procedures in sixth grade. These procedures, which will be discussed fully at orientations, include:

1. Three-ring binder/supplies – sixth graders are required to maintain a notebook with dividers and supplies throughout the year.
3. Advisory program – throughout the year, the 6th grade students will receive special information and help through advisory on such matters as using their lockers, organizing their notebooks, etc.
4. Skyhawk Flight Camp– Students will attend our Flight camp when they are 5<sup>th</sup> graders. The camp will familiarize them with Stinson Middle School procedures and expectations.

### **Student Activity Program (School Clubs)**

The aim of our student activity program is to provide students an opportunity to participate in worthwhile experiences which normally will not be found in regular classwork.

The following criteria apply to all activities in our program:

1. The organization must be sanctioned by the principal.
2. The organization must be composed entirely of Stinson students and must have a faculty advisor.
3. Membership in clubs is open to all qualified students.
4. Club constitutions may limit membership by grade averages, conduct, and special activities.
5. Membership dues or fees will not be charged.
6. Club officers will be elected using the criteria set forth in the club constitution.
7. Club sponsors may place a time limit on the enrollment in each club.
8. Club meetings will be coordinated through the principal.
9. Field trips and fund raising activities will be coordinated through the principal.

### **School Club Membership**

1. Members of the club must meet standards which are set up by the organization.
2. Some criteria should be set up where membership in the club is restrictive to some extent. For example, a student making very low grades should not be allowed



membership in any club where members should have a satisfactory scholastic standing. Citizenship should also be considered in club membership.

3. There should be evidence that the individual has a genuine interest in the club.
4. If the membership totals more than 50 pupils, co-sponsors will be needed.
5. Students may join more than one club.
6. Students wishing to join a club must have a signed permission slip from their parents.

### **Meetings**

1. Club meetings will be held before or after school. All clubs will meet at least once a month.
2. Meetings will be supervised by faculty sponsors. Sponsors should not leave until all members have left the school grounds after a meeting.

### **Schedule, Activities, Etc.**

1. All scheduling, activities, etc. must receive approval from the principal.
2. All activities must be on the main calendar. After approval has been given, the sponsor must see to it that it is on the calendar.
3. Sponsors will be responsible for the action of their organization.

Proper dress and behavior should be expected when the organization is representing Stinson Middle School.

### **Student Council**

The student council officers shall consist of a President, Vice-President, Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms. The President shall be an eighth grade student.

### **Summer School**

Summer school is required for students that fail two or more core classes (below 70) for the year. Additionally, state law requires that 8<sup>th</sup> grade students must pass both math and reading STAAR tests regardless of class grades in order to be promoted to ninth grade.

### **Tardies**

The efficient student is not tardy. Sufficient time is provided to pass from one class to another. If you are not in the classroom at the end of the passing period, the teacher may consider you tardy. Excessive tardies will be subject to a penalty.

Should a student be detained by a teacher, the student should secure a note from that teacher and present it to the teacher in charge of the class they are entering. For such an occurrence, the student will not be charged with an unexcused tardy.

1. Tardiness to class

If a student is tardy to class, he/she should report directly to his/her teacher, who will evaluate his/her reason for tardiness and assess an appropriate consequence.

2. Arriving to school late

If a student arrives on the campus more than five minutes late, he/she will report immediately to the attendance office for a class admittance slip. Students who arrive late on the campus repeatedly, may be subject to a consequence.

### **Tardy Policy (per nine weeks)**

Students tardy to class receive:

1. Verbal warnings for Tardy #1 and #2.
2. Teacher assigned detention halls for Tardy #3 and #4.
3. Office referral for each additional tardy.

### **Withdrawal from School**

The withdrawal process will take no less than 1 business day to complete. The first step is for the parent or legal guardian to fill out a pre-withdrawal form. In certain circumstances, this form may be filled out by office personnel via phone. No withdrawals will be made until the Attendance office receives the pre-withdrawal form.

Grades must be gathered from all the student's teachers. The teachers must indicate if items (money or materials) have been turned in or replaced. The librarian must verify that the student does not have any books checked out. The Front office needs to verify if there are any. The parent or legal guardian will be responsible for paying all debts owed when finalizing the withdrawal.

No withdrawal is final until the parent or legal guardian comes in to sign the official withdrawal forms