

# **WALLACE B. JEFFERSON MIDDLE SCHOOL**

## **CAMPUS HANDBOOK**

### **ADMINISTRATION OF WALLACE B. JEFFERSON MIDDLE SCHOOL**

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### **Section A**

#### **Campus Handbook**

#### **2025-2026**

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## **WELCOME**

Welcome to the Eagle Nation! As a student at Wallace B. Jefferson Middle School, you have the opportunity of continuing the traditions and standards of excellence that started with our first classes in 2007-2008. Students are expected to do their best and to demonstrate respect and courtesy at all times. This Student-Parent Handbook has been prepared for your information and guidance.

Keep in mind at all times that you, the student, are the most important aspect of school life at Jefferson Middle School. Be proud of your school, this is your home away from home. Respect it and take care of those within your school. As an Eagle, you are expected to conduct yourself with dignity. You will be challenged in the classroom to excel, will be given opportunities to grow as a young adult and to enjoy a variety of experiences associated with middle school e.g. dances, games, clubs and concerts.

Wallace B. Jefferson Middle School is dedicated to the purpose of teaching students to use their minds as well as build skills that will be useful and required, now and in the future. We are focused on the whole child-mentally, physically, and emotionally. Therefore, it is necessary to have certain rules to ensure each individual has the opportunity to benefit from their educational opportunity. 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.

Please feel free to contact teachers and administrators 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 at the following number, 397-3700.

## **WALLACE B. JEFFERSON MIDDLE SCHOOL MISSION STATEMENT**

### **SCHOOL COLORS**

Navy Blue & Silver

### **SCHOOL MASCOT**

Eagles

### **MISSION, VISION, AND CORE BELIEFS**

If we build meaningful relationships and provide a dynamic learning environment, all students will grow and experience success.

#### **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.

## **WALLACE B. JEFFERSON**

Wallace B. Jefferson is a proud student of Northside ISD, first at Anson B. Jones Middle School and then at John Jay High School. After graduating from John Jay High School in 1981, he attended James Madison College at Michigan State University where he earned a bachelor's degree in political philosophy. In 1988, he received his Juris Doctor (J.D.) from the University of Texas Law School. Since that time, Chief Justice Jefferson has served the State of Texas in many capacities, earning numerous awards.

Chief Justice Jefferson has had an exceptional career beginning right here in San Antonio with a law firm in which he argued and won two cases in front of the United States Supreme Court, all by the age of 35. In 2001, former Governor Rick Perry appointed Mr. Jefferson to the Texas Supreme Court, making history as the first African American Chief Justice in the state's history. He retired from his post in 2013. Chief Justice Jefferson currently works in Austin for Alexander Dubose Jefferson & Townsend law firm. Some of his awards include Jack Pope Professionalism Award in 2014, the University of Texas Presidential Award in 2016, and in 1999 he was honored as a Northside's Pillar of character for Fairness.

## **PEOPLE WHO CAN HELP YOU**

### **PRINCIPAL**

The Principal is responsible to the Superintendent of Schools for proper administration of Jefferson Middle School. It is the Principal's duty to organize, supervise and administer all of the affairs of the school as they affect students, teachers, and patrons.

### **ASSOCIATE PRINCIPAL/ASSISTANT PRINCIPAL**

The Associate Principal and Assistant Principal work directly with the Principal in the administration and organization of the schools. They are in charge of attendance and handle the routine discipline problems. They also assist the principal in supervision of personnel, instruction, and the implementation of the campus and district goals and mission. The Associate Principal assumes the responsibility of the Principal in his 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 contact the front office and schedule an appointment.

### **ACADEMIC DEAN**

The Academic Dean shall report and work directly with the Principal in the administration and organization of the schools. They assist the principal in supervision of all personnel, instruction, curriculum, budget, parent relations, and public information. The Dean monitor's and assists teachers in the planning and implementation of curriculum, goals, and objectives to provide effective learning experiences for each student on our campus and to raise student achievement.

### **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.***

### **SCHOOL 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.

### **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](mailto:safe@nisd.net).

## **GENERAL INFORMATION**

### **CAMPUS OPERATING HOURS**

- Classes begin for Wallace B. Jefferson Middle School students at **8:40 a.m.** and end each afternoon at **3:55 p.m.** each day, Monday through Friday.
- Campus doors will remain locked all day, visitors must enter at the front foyer by ringing the doorbell. All visitors must have a picture ID to enter the building.
- The cafeteria foyer doors will be opened 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 report to the designated areas.
- Students are supervised from 7:45 AM - 4:15 PM, all students will be asked to wait outside of the building and are not allowed back into the campus.
- Students are expected to adhere to the Student Code of Conduct upon arrival and at all times while on school property
- Front Office Hours are from 7:45 AM - 4:30 PM.
- Students will not be allowed to be checked out after 3:30 PM due to dismissal procedures.

### **ATTENDANCE**

Following any absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes should be turned into the attendance office when students return to campus. Students should bring all notes to the attendance office between 7:55 and 8:40 a.m. A note for a student's absence may also be faxed to the attention of the Attendance Secretary to 210-257-4988 or can be emailed through the CONTACT SCHOOL link on the Jefferson website. Please add your child's ID number on the note to ensure that the absence is appropriately processed.

The note should contain the following information:

1. Student's name and school ID number
2. Date(s) of absences
3. Date(s) they were under doctor care, (if they received doctor care) and date the student will be able to return to school
4. Reason for absences, and nature of illness or injury
5. Signature of parent/guardian, or doctor
6. Phone number where a parent can be reached

### **TARDIES**

Students will be counted tardy if they are not in their classroom when the class period begins. Habitual tardiness may result in disciplinary action. Students tardy after 15 minutes may be considered truant or absent.

### **BACKPACK/BOOK BAGS**

Backpacks and/or book bags may be used to carry books and supplies to and from school, and may be taken to classes during the school day. Rolling backpacks are only allowed if there is a documented medical need.

### **BREAKFAST AND LUNCH PROCEDURES**

Breakfast will begin at 7:45 am and be served until 8:30 am. Duty teachers will direct students where to sit. 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.

Breakfast/Lunch Money - Students will no longer receive free breakfast and lunch. 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. We also ask that students only purchase items for themselves due to other student allergies or restrictions.

Parents will be permitted to eat lunch with students this school year at a designated table/area. Parents can not bring food for other students.

#### **Jefferson Lunch Procedures**

1. When dismissed for lunch, students walk to the cafeteria and enter through the closest designated doors.
2. Lunch monitors will direct students to designated seats and through the lunch lines.
3. Students must raise their hand if they need to get out of their seats.
4. Students are encouraged to access the restrooms before the lunch period is completed.
5. Lunch monitors will dismiss students by tables to discard their food items.
6. Students will be dismissed by lunch monitors or sent to wait in a designated area.

#### **BUSES/TRANSPORTATION**

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. It is the student's responsibility to walk to the bus loop and get on to the bus at dismissal. Students may be assigned a specific seat on their bus. 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 Associate 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 Associate 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.

**Limousines will not be allowed on our campus property to pick up, or drop off students before, during, or after school, including special events.**

#### **AFTER SCHOOL AND SATURDAY 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
- parent/guardian signed after school event(s) permission slip
- repeated misconduct at after-school events or failure to pick up within 15 minutes of the end of any campus event WILL result in removal of participation in future campus events and/or games.
- assignment to an alternative educational campus

## CAMPUS VISITORS

Our campus will remain locked during operational hours. Parents and visitors are asked to ring the front doorbell to enter the building. All parents and visitors are required to be listed as a current student contact, and present an ID before visiting our campus or signing out a student. Visitors are required to register in the Front Office with staff 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 white 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. The background check may be done on-line through the NISD website. Please remember, in order to shadow your child, you must request permission from an administrator, 24 hours prior to being allowed to visit a classroom. This is done so that teachers can plan accordingly with regards to the visit.

## 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 food deliveries will be accepted at the campus for students. This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. **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.**

Parents will be permitted to eat lunch with students this school year. Parents eating with students will be directed to a designated area to eat with their child only, and away from the general student population. Only adults listed as a student contact may sit with and provide a student with lunch, no sharing with friends or bringing lunch for a friend, even with parent permission.

## 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. Students are to follow the district dress code. More information will be sent in the Summer Newsletters.

1. Shorts of mid-thigh length may be worn at all school levels. Suggestive and/or indecent shorts will be prohibited. Students are only allowed to wear the PE/Athletic uniform/shorts/shirt during PE/Athletic class.
2. Mid-thigh length skirts, skorts, and dresses may be worn at all levels. There should not be a cut, fray or slit in the clothing that extends above the mid-thigh. Suggestive and/or indecent styles will be prohibited. These requirements also apply to school uniforms.
3. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited. **No house shoes/slippers, slides or backless footwear.**
4. Hair must be neat and clean. Unconventional hairstyles that distract from teaching and learning will be prohibited. No hats, headgear or hoods on when inside of the building. No sunglasses inside the building.
5. Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. Specifically, oversized clothing, sleeveless/ tank tops, muscle shirts, halter/crop tops, spaghetti straps, **exposed backs, shoulders, or midriffs**, and see-through garments are prohibited.
6. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited. Undergarments must not be visible.
7. All pants are to be worn at the waist (no "sagging") Tight fitting pants (e.g. tights, spandex, biker pants/shorts, etc.) are also prohibited. **Frays or holes above the knees are prohibited. No pajama pants except on approved spirit days.**
8. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry. Any piercing that distracts the teaching and learning environment will be prohibited.

**\*\*Final decisions on dress code will be determined by the campus principal or designee.\*\***

## **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 a progress report in the middle of each nine weeks grading period. The progress reports are designed to inform parents and students of current classroom performance and grades.

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. There is a special comments section on the report card. The teacher's comments help parents and students understand more fully the current grades. We encourage you to make sure that you receive a report card every six weeks. 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 grade level counselor or Academic Dean. A student's schedule will not be changed because of low grades or individual differences. Every effort will be made by the school to facilitate parent conferences and staffing's with the teacher and parent before any schedule change will be considered. After exhausting every avenue to remedy the concern, the parent may request to meet with the Academic Dean to see if a schedule change will be granted.

## **JEFFERSON CODE OF EXCELLENCE**

- Show respect for yourself and others
- Our integrity matters
- Always be present, punctual, and prepared
- Responsibility for your words and actions

## **LOCKERS/GYM/ELECTIVE LOCKERS**

To promote productive transitions, Jefferson does not issue school lockers. Textbooks are in the classroom for students to use and will not be carried throughout the day. Students may carry their backpacks throughout the day and are encouraged to bring only necessary school supplies. Gym and elective lockers will be used. Students are required to keep lockers locked at all times to ensure safety of all valuables; 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**

Students are encouraged to take every precaution to protect their possessions, as the campus assumes no responsibility for lost or stolen items. Any article of value that is found on campus should be turned in to the front office or to a staff member immediately. Failure to turn in found items in a timely fashion could result in disciplinary action.

## **NUISANCE ITEMS/ELECTRONICS**

Students are prohibited from bringing personal electronic devices or nuisance items that would be a distraction to the instructional environment. If they are brought to school and deemed a distraction to the instructional environment by administration, they may be taken up and held in the front office. Students who bring their own personal electronic devices, including cell phones, are doing so at their own risk. The school will not assume liability over lost or damaged items. As trends can change radically, items may be deemed a nuisance item at any time by the principal or his/her designee.

## **ELECTRONICS/CELL PHONES POLICIES**

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

Students will be held responsible for maintaining their district provided technology while in class or if checked out. Students may be required to pay for lost or damaged items.

## **REGISTRATION/WITHDRAW 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 - Students that are withdrawing from the campus must return all district issued devices, books, instruments, performance uniforms or any other campus property. Any fines owed to the school need to be paid before records may be released.

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

## **BRING YOUR OWN DEVICE (BYOD) GUIDELINES**

Northside ISD recognizes that mobile phones and other digital devices are an integral part of our culture and way of life and can provide considerable value, particularly in relation to individual safety. It is also recognized that such technology will play a significant part in the education of the 21st century student, but this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties. Northside will allow students and staff to bring personally owned mobile technology devices to school to support educational or district related goals.

## **RESPONSIBILITY OF STAFF, STUDENTS AND PARENTS**

Anyone bringing a personally owned mobile device to a campus or department must abide by the guidelines outlined in this regulation. Failure to follow these guidelines may subject the owner of the device to the District's Code of Conduct or loss of use of the device.

It is the parent's decision to allow their children to bring a mobile device to school and they need to be aware when their child has the mobile device with them.

Responsibility for the mobile device rests with the owner of the device and the District accepts no financial responsibility for damage, loss or theft. The mobile device should be kept secure when not in use. Mobile devices should not be left in any open area unattended.

Understand that mobile devices with data or Internet access plans have the capability of accessing unfiltered Internet content through the data plan.

All costs for data plans and fees associated with mobile devices are the responsibility of the mobile device owner.



## **ACCEPTABLE USE OF BYOD DEVICES**

Specific acceptable use of a mobile device will be determined by each campus. These guidelines will be stated in the campus' portion of the Student Handbook

Each teacher has the right to allow or disallow the use of devices that support student achievement during instructional time as appropriate.

Devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.

Devices should not be used in any manner or place that is disruptive to the normal routine of class/school.