

# ADMINISTRATION OF WALLACE B. JEFFERSON MIDDLE SCHOOL

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Joseph Castellanos .....	Vice Principal
Monica Galan .....	Academic Dean
Loryn Windwehen .....	Assistant Principal

## GUIDANCE COUNSELORS

Stacey Griggs .....	Head Counselor
Wendy Gomez .....	Counselor
Justine Gonzales .....	Counselor

### Section A Campus Policy 2019-2020

#### Wallace B. Jefferson Middle School Mission

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

At Wallace B. Jefferson Middle School, where kids come first, our Mission is to assist and empower each student to realize his/her full potential as a life-long learner.

## **FOREWORD**

### **To Students:**

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Northside Independent School District. We urge you to read, understand, and abide by the rules and regulations stated in this handbook.

### **To Parents:**

The purpose of this handbook is to give you and your son or daughter information about Wallace B. Jefferson Middle School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to contact the teachers, counselors, and the administrators when you feel it necessary.

The home is the greatest influence upon your son or daughter during the early years of life; from these influences your son or daughter develops his or her first habits and obtains most of his or her ideals and attitudes. The influence of a good home cannot be duplicated in the school; therefore, it is most important that the home and school work together for the best development of your son or daughter.

Please make every effort to encourage your son or daughter to attend school regularly and on time. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

We look forward to working with you.

## **SAFE SCHOOLS**

We strive to provide a safe and wholesome environment in order to enhance the educational process for the youth and adults at Wallace B. Jefferson Middle School where the focus of student attention is on learning.

All students are expected to follow instructions given by an adult. Students are urged to report to staff members any injuries, law violations, or other questionable behaviors that they observe at school.

Law violations may require involvement of law enforcement officials so that the safety of individuals and property can be maintained.

## **WALLACE B. JEFFERSON**

*Wallace B. Jefferson is a 1981 graduate of John Jay High School and also attended Anson Jones Middle School. After a rewarding and successful career in private law practice in San Antonio, he made Texas History in September 2001 as the first African American to serve as a Justice on the Supreme Court of Texas. On September 14, 2004, Wallace Jefferson again made Texas history when he was named the first African American Chief Justice of the Supreme Court of Texas.*

## **SCHOOL COLORS**

Navy Blue & Silver

## **SCHOOL MASCOT**

Eagles

## **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.

### **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.

### **Vice Principal/Assistant Principal**

The Vice 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 Vice Principal assumes the responsibility of the Principal in his absence.

### **Counselors**

The counselors are in charge of the school's guidance program and student records. You may consult with the counselor on problems having to do with your school work, course selection, group and social problems, or problems of a personal nature. The function of the counselor is advisory, not disciplinary, and all information is confidential. However, counselors and staff are expected to inform authorities and parents about suicide information and law violations.

### **Teachers**

The teachers are specialists in the field in which they teach and are eager to help students get the most out of their classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Trustees and any additional policies set up by the administration.

## **Instructional Assistants**

The instructional assistants work under the direction of the Administration, counselors, and teachers. All of the instructional assistants carry out important, school-related functions and will assist you in matters concerning attendance, report cards, etc., or will refer you to the office where you can obtain the information or assistance which you need.

## **Secretaries**

The secretaries work under the direction of the Administration. All secretaries carry out important clerical functions of the school and will assist you in matters concerning attendance, report cards, parent portal, etc., or will refer you to the office where you can obtain the information or assistance that you need. Any additional task, duties, requests, or assignments must be approved by the Administration.

## **LAW ENFORCEMENT OFFICIALS**

By law, police officers must investigate and enforce ALL alleged violations of law (local, state, federal). This requirement is not optional; it is mandated by law. Students allegedly in violation of local, state and federal laws will receive contact from law enforcement officials. Contact with police may be a result of case investigations and does not automatically mean guilt or innocence.

## **LINE OF COMMUNICATION**

So that we may effectively and efficiently serve you, please direct inquiries and concerns to the appropriate areas listed below. See the following people for all matters pertaining to the listed information.

1. **Teachers** (397-3700)
  - academic performance
  - classroom behavior
  - progress reports
  - curriculum questions
2. **Coaches and Co-Curricular Sponsors**  
(397-3775 girls / 397-3770 boys)
  - athletic or co-curricular performance and participation
  - P.E. questions
3. **Counselors** (397-3732)
  - school work
  - course selection
  - group and social problems
  - personal problems
4. **Vice Principal's / Assistant Principal's Office** (397-3724)
  - matters unresolved with teachers
  - discipline issues
  - textbook, bus and locker concerns
  - spring scheduling of baseball fields
5. **Principal** (397-3705)
  - all issues unresolved after aforementioned chain of command has been followed
  - policies and practices of school operations on the campus and district level
  - community relations
6. **Academic Dean**
  - Grading Policy Questions
  - Academic Procedures
  - Teacher Gradebook Questions
  - Schedule Changes
  - Unresolved Teacher/Student Academic Issues
  - Academic 504 Plans

### **Additional Support Staff**

Attendance: 397-3708

Nurse: 397-3709

Campus Police: ..... 397-3745

School Receptionist: ..... 397-3700/3701

# GENERAL INFORMATION

## OFFICE HOURS

Wallace B. Jefferson Middle School is available to the community Monday through Friday, 8:00 a.m. - 4:15 p.m. To increase our efficiency of operations, we ask patrons to make appointments. SPECIAL ARRANGEMENTS CAN BE MADE BY PRIOR APPOINTMENT OUTSIDE OF THE REGULAR OFFICE HOURS.

In cases of emergency, please call NISD Police at 397-5600.

## ACADEMIC AND ACTIVITIES INFORMATION

### Academic Day

Classes begin each morning at 8:40 a.m. and end each afternoon at 3:50 p.m. Students are not supervised until 8:00 a.m. Once a student arrives on campus, they are not allowed to leave campus unless a parent or guardian signs them out in the front office. Any student caught leaving campus after they arrive, regardless of the time they arrive, will be considered truant and will be subject to disciplinary action. Students are asked not to block any entrances to the buildings. We ask students not to loiter at the front of the main building, or to be in the classroom areas before or after school. Students are not to be in the parking lot at any time. Students are not allowed to walk down the street where our buses enter to drop off students. There is no sidewalk located on that road. Parents are also not allowed to use the street (located behind ward) to drop off students at the bus loop. During the school day, students should make sure they follow their individual class schedule and report to all classes on time. It is the students' responsibility to make sure they bring the necessary materials to class and that they are adequately prepared for each class.

Students who remain after school or come back to school in the evening for any reason (assigned detention, tutoring, clubs, extra-curricular activities, etc.) are expected to leave the building promptly following the activity in which they were involved. STUDENTS NEED TO MAKE ARRANGEMENTS AHEAD OF TIME WITH THEIR PARENTS TO INSURE THEY HAVE A PROPER WAY HOME AS SOON AS THEIR SCHOOL BUSINESS HAS BEEN COMPLETED. After hours students may be admitted into the building by custodial staff provided that they are accompanied by a parent/guardian. REMINDER: Staff members supervise students from 8:00 a.m. to 4:00 p.m. and at all scheduled extra/co-curricular activities. Arrangements must be made for students to be picked up no later than 15 minutes at the conclusion of scheduled extra/co-curricular activities. No adult supervision is available at any other time. To ensure student safety, please limit your student's time on campus to supervised hours only.

### Academic Tutoring

Academic Tutoring will be offered at various times throughout the day. Students may be assigned to specific tutoring programs to assist the students with their academic skills.

### Advisory Period

Advisory Period will be held each school day for sixth graders. Attendance is mandatory for all students. Advisory Period activities will be implemented by the advisory teacher.

### After School Activities/Dances

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 at after school events (including objectionable dancing styles, yelling, using profanity, or other inappropriate behaviors as deemed by school officials) may 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. All school dances will require students to submit a signed parent permission slip in order to attend school sponsored events and dances, including sporting events. Students choosing to attend school related events (ex: athletic events) after school should go home then return at the start time of the event. Students are not permitted to wait at school in between dismissal and a scheduled after-school event.

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

- non-completion of ISS the day of the event
- suspension (in school or out of school) 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 Jefferson Middle School (athletic events O.K.)

### Assemblies

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. REGARDLESS OF THE TYPE OF PROGRAM, COURTESY DEMANDS THAT THE STUDENT BODY BE RESPECTFUL AND APPRECIATIVE. Talking, whispering, whistling, stamping of feet and booing are discourteous.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly areas quietly and promptly. Find your seat quickly.
3. When the chairperson of the assembly asks for your attention, give it to the chairperson immediately.
4. Be courteous to the speaker and to your neighbors. Do not use an interval of applause or the short time between numbers to start conversations.
5. Applaud in keeping with the occasion. Applause should be generous and courteous.
6. Leave the assembly quickly and orderly when dismissed. Appropriate directions will be given.

## Attendance

Students who have been absent should bring a note to the Jefferson front office between 8:00 a.m. and 8:30 a.m. Failure to bring a note to the office following an absence will result in the absence being documented as unexcused. All absence notes must be submitted to the office within 3 school days upon return in order for the absence to be counted as excused. Absences for dental appointments will not be counted as full day excused absences without written authorization from your dentist. 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)
4. Date the student will be able to return to school
5. Reason for absences, and nature of illness or injury
6. Signature of parent/guardian, or doctor
7. Phone number where a parent can be reached

The following are examples of acceptable excuses and those that will be noted as unexcused:

### UNEXCUSED ABSENCES

- Car trouble / flat tire
- Missing the bus / ride
- Oversleeping
- Renewing a driver's license
- Caring for a sibling
- Court appointments for traffic violations
- A confirmed truancy
- A family vacation or travel
- Family celebrations (ie. birthdays, weddings, etc.)

### EXCUSED ABSENCES

- Personal illness
- Immediate family funerals
- Medical appointments
- Court appointments with a subpoena
- Church/religious trips with appropriate notice and documentation
- Family emergencies with valid explanation
- NISD School sponsored functions

Absences that fall under the acceptable excused business guidelines allowed under 19 TAC 75.411 rule

These are not intended to be exhaustive lists, but serve as examples. Please refer to Section D, (District Policies), in this handbook for further clarification regarding attendance.

Students who have a doctor's appointment during the day need to bring a note from the doctor's office to the attendance office before school upon their return to school the following day or upon their return from the appointment. It is imperative that you give yourself plenty of time to make your appointment, as your child will not be called out of class until you arrive to pick them up for their appointment.

It is sometimes necessary for the attendance office to contact the parent/guardian for important information regarding attendance. Please be sure your student's address, telephone number and guardian information is updated on the medical release card and the AGR card when there is a change, so that we can have the most accurate and current information.

Students who are absent from school will not be allowed to participate in extracurricular activities that fall after school on the same day of the absence. However, if a student has a doctor's appointment and is checked out for the appointment and returns to school, they may still participate in the event, assuming that they have a note from the doctor that clears them to participate in the activity and allows them to return to school. There may be an extenuating circumstance that arises that is unforeseeable, and in those instances participation may be cleared by the Principal or his designee.

When requesting work for your child when they are absent or suspended, teachers have a 24-hour window to collect the assignments and provide them to the front office staff so that the parent or guardian can collect for their child.

## Before School Procedures

We discourage students from arriving on campus before 7:30 a.m. in that there is no adult supervision earlier than this. Staff members do not begin morning duty until 8:00 a.m., therefore students arriving to school earlier than this time will need to enter through the cafeteria doors no earlier than 7:30 a.m. and wait in the cafeteria. Beginning at 8:00 a.m., students should report to their grade level locations unless they are going to eat breakfast first. Grade Level locations are as follows:

6th grade – Auxiliary Gym

7th grade – Competition Gym

8th grade – Cafeteria

Beginning with 6th grade, students will be dismissed by the teachers on duty from their location to go to their first period class by grade level.

## Buses/Transportation

All reasonable rules of conduct will apply to students riding buses. Parents are encouraged to wait with their children at their designated stop in the morning, as there is no adult supervision at those stops until the bus arrives to collect those students. Students riding buses are to be respectful and cooperative with the school bus driver at all times. The drivers are responsible for the safety of our students. Any action that compromises the safety of the bus and its occupants could result in administrative action being taken in the form of a referral. Students who receive a referral could face

disciplinary action, depending on the nature of the referral. Persistent misbehavior on the bus could result in the loss of bus riding privilege for the student. Parents will be notified of such action by a school official.

Students riding buses will be expected to enter the building immediately upon arriving on campus in the morning, and will be expected to wait for their bus in the designated area in the afternoon. Failure to do either will result in disciplinary action and may cause the student to lose bus riding privileges.

Only students who have bus riding privileges are allowed in the bus loading/unloading areas. Students that are not bus riders and are found in the bus loop area either before or after school will receive consequences for being in an unauthorized location, and will be subject to disciplinary action. Special requests for a student to get off the bus at a stop other than their designated stop or to ride a different bus must be requested in writing and authorized by an administrator before school. Also, in order for a student to ride a different bus, the student must qualify for bus riding privileges, as space is limited. Those requests are handled in the Vice Principal's office through the secretary. The note must contain a parent phone number so that the request can be verified by administration with a phone call. If there is more than one student making a request to get off at a different stop or to ride a different bus, each student must have their own note. A parent may not make this request if they are not the legal guardian of record for that student.

There are usually many questions concerning school bus transportation at the beginning of the school year. If you have school bus route questions, please call our school's Receptionist, or call the NISD Transportation Office at 397- 0900.

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

## **Cafeteria Services**

Our school cafeteria provides hot breakfasts and hot lunches for all students. Breakfast is served from 7:45 a.m. until 8:20 a.m. Meal accounts can be updated between 7:45 a.m. and 8:20 a.m.

In accordance with federal regulations, the school cafeteria service offers "free" and/or "reduced-price" meals. Applications are available in the school's Main Office. Only one application for "free" or "reduced-price" meals is required per family unit. The cafeteria personnel keep and control all student breakfast and meal accounts. If you need information regarding the individual meal prices, please call the school's cafeteria manager. You can reach the Cafeteria Manager at 397-3735.

## **Campus School Rules**

1. Be Respectful.
2. Be Responsible.
3. Be Safe.

## **Candy/Gum/Selling of items**

The consumption of candy and/or gum may be prohibited, and are strictly prohibited in both school gyms and locker rooms. The selling of candy, trinkets, or items on school property that are not part of a school fundraiser or sponsored directly by the school, is strictly prohibited by the school and the school district. Selling of any non-school sponsored items during the school day is strictly prohibited. Anyone referred to the office for selling items on school property could face disciplinary action.

## **Class Periods — Scheduled**

Students will be expected to attend all regularly scheduled classes assigned to them. Students will be expected to bring all of the necessary material 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.

## **Cell Phones / Electronic Devices**

Between the hours of 8:30 a.m. to 3:40 p.m., cell phone use is restricted to academic purposes as directed by an adult. At no time while on campus are students authorized to photograph or video other students with their personal devices. Students who bring their own personal electronic devices are doing so at their own risk. The school will not assume liability over lost or damaged items. Furthermore, school officials may restrict the use of any such devices from student(s) as they deem appropriate.

## **Corridor / Hall Passes**

Students who are out of any class must have in their possession the classroom hall pass signed by a faculty member or a staff member. The time the student leaves the classroom and then returns back to the classroom will be noted on the pass. Students in the halls without a pass will be subject to disciplinary action.

## **Deliveries**

Items brought to school after the day has begun will not be delivered to classrooms, unless the item is required for school purposes. This type of interruption can be a major distraction to the academic environment. These items will be held in the front office, and a notice will be sent to the student informing him/her that the item may be picked-up during lunch in the front office.

## **Drop-off/Pick-up**

Parents/Guardians may begin dropping students off at 8:00 am. The outermost right lane in the front of the school is designated for drop-off. Drivers are asked to yield caution to pedestrians and stop before the crosswalk when motioned to do so by the crossing guard. Drivers are asked to pull completely forward to the edge of the sidewalk to provide efficiency and safety for each student and parent. Students should not be dropped off in the bus loop or near the gyms.

Parents/Guardians may pick up their students from either lane. For efficiency and safety, please communicate to your child whether you will pick them up from the inner or outer lane. Drivers are asked to pull forward completely on both sides, to the edge of the sidewalk, to expedite the process safely. Students ready for parent pick up should wait behind the blue line (above the crosswalk). For safety reasons, parents are allowed to pick them up from this area only, not before. Should your child not be ready for pickup, we ask that you park in the front parking lot. Side parking lots are designated for staff only. Students are not permitted to walk to Ward Elementary to wait for their ride, and we discourage parents from parking at Ward Elementary or other places off campus for pick-up purposes.

## Detention Halls

1. Held Tuesday -Thursday 3:50 p.m. - 4:450 p.m.

Students must be on time and bring ample work and supplies. Students will be expected to study and remain quiet during this time, follow all school rules, and abide with all Detention Hall expectations carried out by the adult in charge.

2. Each student's parent will be notified by the teacher or administrator when the d-hall is assigned. Students who miss an assigned detention are subject to further disciplinary action, which could include adding an extra day of detention or suspension.
3. For excused absences, detentions may be rescheduled with sufficient, written notification from the parent/guardian. Detention Hall will only be rescheduled at the request of a parent and approved by campus administration.

## Discipline Management

Consequences for misbehavior are assessed after investigation and are determined by the incident and the discipline history of the student. Every case is judged on its own merit. Violations of law are investigated, and citations/tickets may be issued when violations of law have occurred. The most common example is the issuing of citations for fighting. For minor infractions, a range of techniques are applicable:

- Withdrawal of privileges
- Detention
- Restitution (monetary and/or community service)
- Suspensions, both IN and OUT of school suspensions

All policy violations will result in a referral to Pupil Personnel for a hearing. For additional information, turn to Section "C" of this handbook.

## Dismissal Procedures

Students are dismissed at 3:40 p.m. They are to go to their lockers and leave school in a timely manner. Walkers, students being picked up, and bus riders should all follow the exit procedures as deemed by school officials. Buses depart from school promptly at 3:50 p.m. Students who walk or ride bicycles should always follow the rules of safety on the roadways and sidewalks. Once a student leaves campus, he/she is not allowed to return to campus for any reason unless a parent accompanies the student. This includes after school activities. Students who are in PE during last period are not allowed to leave the building in their PE shorts. Also, students are not allowed to change on campus into shorts at the end of the day. All students are expected to be off campus by 4:15 p.m., unless they are staying after school for an extra-curricular activity, assigned administrative discipline, or have tutoring. In those cases, all students will be dismissed no later than 4:45 p.m. and should have made arrangements to be picked up in a timely manner. (No later than 15 minutes after dismissal) All other students waiting for parents must be picked-up by 4:15 p.m.. In the event that students are waiting after these designated times, parents will be contacted and informed of district policy with regards to leaving students after hours. Students must use designated sidewalks to exit the campus. Under no circumstances are they to cross through parking lots or grassy areas to get to their destination. Students are to utilize sidewalks and crosswalks while on campus. Failure to comply could result in disciplinary action.

## 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 the following will be enforced:

- Trench-style coats are not permitted.
- Jackets and coats should not be worn tied at the waist.
- Undergarments are not to be worn as outer garments (for example: muscle shirts), including pajama tops or bottoms.
- Pants and skirts must be worn at the waist, no loose waistbands or oversized pants are permitted. No sagging allowed.
- Skirts with slits must not be more than 4 inches above the knee (the slit must meet the same requirement).
- Ripped or torn jeans that are distracting or indecent as deemed by the principal or his/her designee.
- No oversized clothing, sagging, bagging, dragging pants are permitted. Pant legs secured at the cuff with rubber bands or other devices will not be permitted.
- Capri pants should be no less than four inches below the bottom of the kneecap.
- Wallet chains, dog chains, dog collars, spike and leash type jewelry is prohibited.
- Inappropriate, indecent, suggestive, low cut, excessively tight, excessively short, or distracting clothing (some examples: sexual slogans, gangs, tobacco, alcohol products drugs or violence) will not be allowed. This includes patches, drawings, or writing on clothing. Clothing or accessories deemed inappropriate or indecent by campus administration is not permitted.
- All Shirts/Tops must be worn appropriately – baggy & long shirts below the buttock area are not acceptable.
- No exposed midriffs, backs, or underpants. .

- No exposed midriffs, backs, or underpants. No tank tops, halter tops, spaghetti straps, strapless, tube top, camisole type, or see through shirts. Shirts that expose undergarments and are indecent are not permitted.. Jackets are not allowed to cover dress code violations.
- House shoes, slippers, and steel toe shoes are not permitted. Students are encouraged to wear closed toe shoes for safety reasons.
- Body piercing other than ears is not permitted. Earrings, like all jewelry, must be school appropriate.. No other body piercing jewelry is allowed. Earrings that are considered to pose a safety issue, or are considered to be a distraction will not be allowed. Gauged type earrings must be plugged for safety reasons and the plug must be appropriate.
- Tattoos should be covered at all times.
- Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is prohibited.
- Hair must be neat and clean. Unconventionally colored, multi-colored or spiked, Mohawk hairstyles are not permitted. Hair must not cover the eyes. Insignias, initials, lines, or designs etched in the hair or eyebrows may not be permitted if deemed inappropriate or distracting by a school official.
- Hats, caps, hoods, bandanas or other head gear is not permitted.

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 distract from the classroom or school 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. The students will wait in our ISS classroom until the parent can bring the change of attire. If change of attire cannot be provided, students will have their class assignment brought to the ISS room for completion.

We acknowledge that students form close association/friendships. When those associations/friendships are expressed outwardly by the wearing of specific colors or displaying of jewelry or accessory items that stand out from the general student body disciplinary action may ensue.

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

### **Early Departure from School**

Due to the potential disruption of the academic environment, students will not be removed from classrooms after 3:15 p.m. Unless an emergency situation exists, or a note from a parent is provided at the beginning of the school day, students will be expected to remain in class until the regular afternoon dismissal. (For early release days, because of the augmented schedule, students will not be removed from class prior to dismissal).

### **“Fast” Foods**

Food brought in from a restaurant or “fast food” chain may not be delivered to students. The school does allow for parents/legal guardians and their child to enjoy their lunch in a designated area in the cafeteria. Persons other than legal guardians, including emergency contacts, are not authorized to eat with or bring food to students. Only the parent(s) and their child will be allowed to eat the food that was brought by their parent. Under no circumstance will any other student be allowed to eat or sit with you and your child in the designated area during the time that you are here to eat lunch with your child.

### **Fine Arts**

We are proud to have an excellent Fine Arts program at Jefferson. Our Fine Arts courses include Art, Band, Choir, Theatre Arts and Orchestra.

#### Art

Painting, drawing, and crafts are emphasized in these classes. Students’ work is exhibited at school, NISD Central Office, and at the Northside Art Festival.

#### Band /Choir /Orchestra

Our musical performing groups at Jefferson include A-1, A-2, Beginning, and Intermediate Bands, 6th, 7th and 8th Grade Choirs, and Beginning, Intermediate, and Advanced Orchestras. These groups perform for the community and participate in various contests. There are also beginning classes offered in band, choir, and orchestra. All members of any musical performing group at Jefferson will be graded on participation in required co-curricular performances.

#### Theatre Arts

Students may take Theatre Arts in both seventh and eighth grades with opportunities to become involved in contests and plays. Theatre Arts students will be graded on participation in a number of acting projects.

### **Hallway Expectations**

1. Keep hands/feet off other people/things, i.e., walls, bulletin boards, doors, fire alarms, etc.
2. Be considerate by not yelling, cursing, or peeking in to classrooms, slamming locker doors, or pounding on doors.
3. Walk on the right of hallway facing front and moving forward — do not run.
4. Stay in your grade level hallway, there is no loitering in common areas, i.e. water fountains, restrooms, etc.

### **Homework Center**

- Students with missing or incomplete assignments are encouraged to attend Homework Center to make up work.
- All school rules apply during Homework Center.
- Students may attend on a voluntary basis.



## Homework Center Guidelines

1. Students must be in the room by 3:55 p.m.
2. Students can sign out and leave when they are finished with their assignment.
3. Students are expected to come in, sign in, and have ALL necessary materials needed to work.
4. Students are expected to behave and be quiet when working on their assignments. If they are waiting for a teacher to help them, they must sit quietly or move on to another problem until that teacher can get to them.
5. Students must have permission to work together on an assignment. If permission is given, they must do it quietly. If there is a disruption, students will be asked to separate and work alone.
6. Students are expected to respect the teachers assigned to work HWC as well as the students around them.

## In School Suspension (ISS)

Students who cannot conduct themselves appropriately on campus as well as in their regularly scheduled classes may be assigned to the ISS class.

Students who are assigned to ISS must report with all their textbooks/material to the ISS room by 8:30 a.m.

Upon entering the ISS classroom students will surrender their cell phones and any other electronic devices to the ISS teacher. These items will be secured by the ISS teacher, and will be returned to the student at the end of the day.

Tardiness and lack of materials may result in further disciplinary action. Students who are assigned to ISS may not attend or participate in after school activities until after 3:40 p.m. on the final day of the assignment.

While in ISS the student will continue all class work by completing specially prepared packets from each teacher.

If students are unable to get themselves back in control after the assigned period of time, more restrictive recommendations will be initiated by the administration. Students will be sent home to serve the remainder of their suspension if they cause a disruption that warrants removal from the ISS classroom, or are not compliant with the directives of the ISS teacher to the point that a referral needs to be written. Further administrative action could also result, depending on the nature of the offense that caused the removal.

## Late Arrivals

When students arrive on the campus after classes have started, they are to report immediately to the Main Office with a parent note. If the student does not have a parent note, they could be considered tardy or absent to class depending on the time they arrive.

Students will receive an unexcused tardy for any late arrival that does not meet the criteria for an excused absence. Also, the student may be marked absent for the class that they are late to depending on the time the student arrives on campus.

## 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. If library materials are lost or damaged the student is expected to pay for them.

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

1. Students will be permitted into the library only with an acceptable pass.
2. Students will conduct themselves appropriately in the library.
3. Keep the library, books, and all materials clean and neat.
4. Have all materials you take from the library charged to your name.
5. Return books promptly. Lost books will be paid for.

## Lost and Found

Any article of value that is found on campus should be turned in to the Principal's Secretary in the front office or to a staff member immediately. Failure to turn in found items in a timely fashion could result in the student being in possession of another person's property and could result in disciplinary action. AS THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST ARTICLES, WE URGE STUDENTS TO TAKE EVERY PRECAUTION TO PROTECT THEIR POSSESSIONS. Mark carefully all personal items, such as wearing apparel, books, and supplies in order that each may be easily identified. At the end of each month, the Lost and Found will be cleared of all lost clothing articles. Lost textbooks are returned to the issuing teacher. Students should check with their teacher(s) for lost textbooks. A penalty may be assessed for repeat offenders.

## Lunch Procedures

1. When dismissed for lunch, students are to **walk quietly through the hallways to and from the cafeteria**. It is imperative that students refrain from talking or being loud as they leave the cafeteria and courtyard area as other classes are in session during all lunches.
2. Lunch monitors will direct students through the lunch lines and to their assigned tables.
3. Lunch monitors will dismiss students by tables to discard their food items. Students will then return to their table. Once the table is clean, then the class may be dismissed to their teacher.
4. Students must raise their hand if they need to get out of their seats.
5. Students are encouraged to access the restrooms before the lunch period is completed.
6. Students will line up a few minutes before the dismissal bell and will be escorted to the courtyard area outside. Students will be assigned to sit in a designated area in the courtyard area while they wait for dismissal. During this time they may visit quietly and wait to be dismissed by the lunch duty teachers to return to class.
7. Students arriving late to lunch without an excuse or pass or in violation of other expectations may be assigned lunch detention or receive further consequences.

## Money and Valuables

Students are cautioned not to bring large sums of money or valuables to school. Bring only the money needed for each day's expenses and items necessary for success at school. The school will not assume liability over lost or damaged items. If, for some reason, students must bring a large sum of money to school, they should leave the money in the office.

Students are cautioned NEVER to give locker combinations to a friend or any other student. Students must never leave anything of value unattended in the classrooms, restrooms, library or cafeteria, locker rooms, lockers, or school grounds. Students should never share lockers with friends. Students found sharing lockers could forfeit their right to use lockers for the remainder of the year.

## **Nuisance Items**

Students are encouraged not to bring personal electronic devices such as cell phones, CD players, MP3 players, iPods, radios, toys, trading cards/game cards, fidget spinners and cubes, etc. to school. If they are brought to school, they may be taken up and held in the administration office. Students may also receive a disciplinary consequence. Students who bring their own personal electronic devices 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.

## **Offices**

The offices of the administration and counselors are open from 8:00 a.m. until 4:15 p.m. each school day. All school business should be transacted during these hours. Parents wishing to meet with an administrator or school official after hours should schedule an appointment with the designated secretary for each office.

## **Physical Education**

All students are required to take a physical education class unless there is a physical or religious exception. P.E. requires that the student "suit up" in an authorized P.E. uniform each day and participate appropriately. A note from a parent will be required for medical exemptions of three or fewer days. A medical doctor's note is required for physical or medical exemptions longer than three days. Religious exemptions must be supported by written authorizations. On the last school day of each week students are required to take their P.E. uniform home to be washed and brought back to school the next school day. Failure to return with a clean P.E. uniform is NOT an excuse for missing P.E.

1. Physical Education uniforms (shirts, shorts, & socks) will be available to purchase from the school for the convenience of the parents. If a uniform is lost or stolen, a solid white T-shirt and solid shorts can be used temporarily until replacements can be purchased.  
The uniforms are to be marked with a permanent black marker.  
Students are expected to wear tennis shoes (safety reasons).
2. Students cannot wear cut-offs or shirts other than T-shirts. No special savings or pictures may be on them.
3. All students are provided a combination lock to protect their belongings during the P.E. period. It is imperative that students lock their belongings

## **Progress Reports**

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line Parent Portal.

Students will usually receive Progress Reports on the 3rd week of each six weeks grading period. The Progress Reports are designed to inform parents and students of current classroom performance and grade. 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. If your child does not bring a Progress Report on one of the designated days listed on Parent Portal, please contact their Advisory teacher and another report will be sent home.

## **Registration**

To register your student, please call 397-3732 to schedule an appointment.

## **Report Cards**

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. Students must return the parent-signed report card stub to the school each grading period. We implore you to make sure that you receive a report card every six weeks.

## **Schedule Change**

Schedule loads are done with the intent to maximize instruction and to facilitate equitable class sizes throughout each discipline. Every effort is made to honor requests made on course cards, but sometimes due to class size and other extenuating circumstances students receive the requested alternate choice for electives. 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 Principal, Academic Dean or the Principal's designee to see if a schedule change will be granted.

## **Social Behavior**

Embracing or kissing is not an accepted practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment. This includes over-familiarity such as petting, caressing, or placing hands on another in an over-affectionate way. Lack of cooperation regarding this policy may result in disciplinary action.

## **School Nurse/Health Services**

The Clinic is located in the administrative area. The nurse is on campus daily. The clinic is reserved for students who are truly ill, usually with temperature of 100° or more. Parents will be contacted to pick up their child if the student cannot return to class. Students, especially with headaches and other discomforts which cannot be treated at school, will not be allowed to remain in the clinic for long periods of time. The school nurse administers first aid only. The nurse does not diagnose illness, but takes note of symptoms and notifies the parent/guardian of the observations.

All medications, prescription or over the counter, must be taken in the office of the school nurse while on campus. At no time should your child be sent to school with medication on his or her person. Please read closely the NISD Policy for dispensing medications clearly delineated in the NISD Secondary School Handbook. During the year, the Health Services Department provides presentations on Growth Development and Sexually Transmitted Disease to science classes. If parents do not want their child to participate in such presentations, a letter reflecting this desire must be presented to the principal. Otherwise, all students will participate in the health services programs. Medications: as per NISD Policy.

## **Sports**

Any boy or girl who is interested in participating in sports will be given instructions in his/her physical education class when tryouts will be held. Students are required to comply with NISD policy and state UIL rules governing sports events. FOR ANSWERS TO QUESTIONS ABOUT ATHLETICS, PLEASE CONTACT THE SCHOOL'S ATHLETIC PHONE LINE AT 397-3770. Schedules will be announced as soon as they are received from the NISD Athletic Office. All parents are encouraged to attend these activities. FOR MOST ATHLETIC EVENTS THERE IS AN ADMISSION CHARGE PER PERSON.

## **Student Council**

The Student Council is composed of one representative and one alternate elected from each advisory. All Student Council officers, representatives, and alternates must NOT have F's or U's and NO MORE than two N's in any given subject area for the current year. (Refer to the Student Council Constitution for any additional qualifications.) Qualifications for president and vice president are to be currently in 8th grade, with no failing grades or unsatisfactory citizenship in any subject, maintaining an overall "B" average. All other officers are to be currently in 6th or 7th grade, with no failing grades or unsatisfactory citizenship in any subject. They should maintain an overall "C" average. The Council participates in many worthwhile projects. Members should be willing to devote time during their advisory period as well as before and after school to work on Council projects.

## **Tardies**

Students will be counted tardy if they are not in their assigned seat when the class period begins. Students will be assigned to D-hall on the 3rd tardy per six weeks. Habitual tardiness will result in an office referral. Students tardy after 15 minutes may be considered truant or absent.

## **Telephones**

The telephone in the office and classrooms are for school business and emergencies; they are not for general use by the students. Students will not be called from classes to answer telephone calls except in extreme emergencies. \*All phone requests during the normal school day will be handled in the front office on an individual basis. Please understand that sometimes teachers may try to contact you during their conference time with questions, concerns, or to schedule a conference. Please refrain from calling or texting your child during school as this becomes an AUP violation and could result in disciplinary action for your child. The same applies to your child using their cell phone to contact you during the school day.

## **Textbooks or Calculators**

Each student will be issued appropriate subject matter textbooks and/or calculators. Students MAY NOT LOAN their textbooks to other students. Students are responsible to replace all lost/damaged textbooks and calculators. Please consider that a full set of textbooks for one student could be worth over \$200.00. Payment arrangements can be made through the school as needed. Please pay for lost books immediately so learning will not be interrupted.

## **Unauthorized Location**

Students in the hallway without a pass may be subjected to a disciplinary consequence for being in an unauthorized location. Students are not allowed in the building after school unless they are attending a scheduled school sponsored event, and must have a pass from a teacher if they are attending a tutoring session before or after school. Students are to report directly to the cafeteria if they arrive prior to \*8:00am, and to their assigned locations in the morning after 8:00 am, if they are not eating breakfast in the cafeteria. Students are not allowed to wait/loiter at the bus loop or any other common or unsupervised area before or after school.

## **Visitors**

All Parents and Visitors are required to register in the Administrative 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 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. Parents wishing to shadow their child must go through a background check prior to requesting the necessary forms to shadow their child. This background check typically takes 3 days to be processed. 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 fill out a form 24 hours prior to being allowed to visit a classroom. This is done so that teachers can plan accordingly with regards to the visit. Parents that are on campus for an extended period of time may be required to wear a different color Visitor's Pass.

## **Withdrawal from School**

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.