

KATHERINE STINSON MIDDLE SCHOOL ADMINISTRATION

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Section A

Campus Policy

2019-2020

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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 an aviatrix, 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 2019-20120 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.

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.

Vice Principal/Assistant Principal

The Vice 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 his 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 counselor 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. They help supervise all after school events and help 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 affective 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 band or choir concerts or dances. It is extremely important that student 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.

Sporting Events hosted in our gym

Due to the limited seating capacity of our gym and the large number of family members that turn out for our basketball and volleyball games, we have needed to impose expectations on the students that attend these events. Students who will be attending these game must be accompanied by a parent or guardian who will be responsible for taking these students home. This expectation also applies to students from other campuses who are attending games at Stinson.

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.

In the event that a student reports to school following an absence without a note, he/she must report to the Attendance Office. **NOTE:** Please refer to the District policy in Section D of this handbook.

Following an absence, parents have no more than 3 days to bring a excuse note to our attendance secretary. Notes that come in after the 3rd day may not be accepted and the absence will remain coded as unexcused. Students who accumulate 3 or more unexcused absences (full days or parts of days) over a 4 week period will have an Attendance Warning Letter issued to them. After an Attendance Warning Notice has been issued, we will no longer

accept parent notes for illness related absences. Following an AWN, if a student is ill, we will only excuse an illness related absence if a doctor's note is sent to the school. Parents are subject to Court interventions for failing to ensure their child is attending school.

High School Credit Class – Attendance Expectations

Stinson have access to 9 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, more than 18 class periods.

Students enrolled in semester length High School credit classes cannot be have more than 9 absences during that semester. If they finish the semester with more than 9 absences, excused or not, they may 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

School starts at 8:40 and ends at 3:50. To enhance our school security, students will not be allowed to enter the building until 7:40, when we have staff members on duty. At the end of the school day, student taking buses home will either sit in the cafeteria to wait for their bus or go through the cafeteria to get to their bus. Student 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 front of the school in the picnic table area.

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 the 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 7:40 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 and Parent Pickup

The Stinson Bus Loop is on the side of the school (see image below). Parents may pickup/drop off students using the parent loop located in front of the school. To prevent a student from injury, please pickup/drop off students next to the curb nearest the school. Students are not allowed to cross traffic to get to a car.



As an alternative to the parent pickup loop and to parking on Skyhawk Drive, we also recommend using the parking lot located just south of the school at the corner of Skyhawk Drive and Champions Way. Students may walk from the school towards this parking lot without

having to cross Skyhawk Drive. Simply inform your child that you will be waiting for them at this location.

Note: The staff parking lot is not as safe a pickup/drop off area as the parent pick up loop and the parking lot at the corner of Skyhawk drive and Champions way.

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, 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 you child is following *all* the rules to ensure students get to school and home safely.

Cell Phones/Personal Electronic Devices/BYOD

Bringing a cell phone to school is a privilege. Personal Electronic Devices (PED's) must be turned off and not visible during the school day, unless students are in a school designated 'electronic device zone' or using the device for 'teacher approved' instructional purposes.

Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow the guidelines for PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources. Specifically, students are not allowed to be taking photos/video of school staff or other students without that individual's permission. They are not allowed to be texting. They are not allowed to be making phone calls unless under the direction of school staff.

As student electronic devices become more capable and more ubiquitous, our school is looking for ways to leverage the power inherent in these devices. **BYOD** stands for **Bring Your Own Device**. This means we encourage students to bring these smartphones and tablets to school so that we can help them learn how to use these machines for academic purposes. This does not mean you must go and buy a device for your child just because we are a BYOD campus. But if they already have such a device, as many students do, then we are looking for ways to use them in the classroom to enhance our teaching and student learning. Nevertheless, teachers will determine with it is appropriate for students to have their PEDs out or in use. Students are expected to manage their battery power, so that they have ample power for school related uses. Charging over 1000 phones would put an unreasonable load on our electrical systems so generally, teachers are not required to allow students to plug their phones into school outlets. Also, while we will make every reasonable effort to find a lost or stolen phone, the school is not financially responsible for lost or damaged phones.

PEDs are allowed to be in use in the school building prior to the 8:30 am bell, while students are waiting in the cafeteria or in their grade level hallway. Other electronic device zones will be designated at the Principal's discretion. We also allow students to use their PEDs during lunch. However, for safety reasons, students shall not be using their headphones while passing from class to class.

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 3:55 pm - 6:40 pm on school days and the program is available extended hours on early release days at no additional cost. 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/learning-tree 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

Due to the number of requests, it is not practical to deliver non-emergency items (e.g. homework, school supplies or other belongings) to students. We will deliver, lunch money, house keys or glasses. Lunches may be dropped off at the front office, but please notify your child that their lunch is waiting for them, so they can pick it up in the front office.

Should your child call to request that you bring a forgotten item to school, please let your child know that the item will be left in the front office. The child may then stop at the office between classes to pick up the item.

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 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 the following guidelines will be enforced.

Pants:

- Pants and skirts must be worn at the waist, no loose waistbands or oversized pants are permitted.
- No yoga pants, bicycle pants, and leggings will be permitted.
- No clothing with inappropriate holes, ripped, tears, purposely torn, frayed, or tear-away pants ABOVE THE KNEE will not be allowed. An inappropriate hole is a hole larger than 3.5 inches in diameter. This is about the size of a baseball. Paper shall not be used to cover holes. Students must use either leggings or shorts to cover holes.
- No oversized clothing sagging, bagging, and dragging pants. Pant legs secured at the cuff with rubber bands or other devices will not be permitted.
- Shorts are prohibited for boys and girls.
- Capri pants should be no less than 4" below the kneecap.
- Skirts with slits must be no more than 4" above the knee (this applies to the slit also).
- No writing on the back side of pants

Tops:

- Inappropriate, indecent, suggestive, low cut, excessively tight, or distracting clothing (some examples: sexual slogans, gangs, tobacco, alcohol/drug products, weapons, violence or writing

across the buttocks) will not be allowed. This includes patches, drawings, or writing on clothing.

- All Shirts/Tops must be worn appropriately – baggy & long shirts below the buttock area are not acceptable. The top of the shirt (shoulder) must be no less than 2 ½” wide (approx... 3 fingers wide) and must come to the edge of the shoulder.
- No exposed midriffs, backs, or underpants. No tank tops, halter tops, spaghetti straps, strapless, tube top, camisole type, see though are not allowed. Jackets are not allowed to cover dress code violations.

Other:

- Trench-style coats are not permitted.
- Wallet chains, dog chains, dog collars, spike and leash type jewelry is prohibited.
- Undergarments are not to be visible, nor should they be worn as outer garments (for example: plain white T-Shirt, muscle shirts), including pajama tops or bottoms. All undershirts must be tucked inside trousers.
- Flip flops, house shoes/slippers/shower shoes/slides are not permitted. (Shoes with no back strap will not be allowed)
- Body piercing other than ears is not permitted. Ear rings, like all jewelry must be school appropriate, and earlobe spikes and/or “spacers are prohibited. No other body piercing jewelry is allowed.
- 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. Unconventional colored, multi-colored or spiked, Mohawk or Fohawk hairstyles are not permitted.
- Insignias or initials, lines, designs etched in the eyebrows, hair or any part of the scalp are not permitted.
- No headgear (caps/hats) while in the building. This includes wearing the hood of a hoodie.

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 will be removed from the regular school setting until the parent is able to provide appropriate attire. 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 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.

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.

Honor Roll

At the end of each grading period, students with outstanding scholastic and citizenship records receive special recognition by having their names placed on the Honor Roll. In addition, students will have a choice of two or more special treats (such as an honor roll ribbon, ice cream, Stinson pencil, etc.) when they are on the "All A" honor roll or the "A-B" honor roll (all A's and no more than three B's). The exception will be the final six weeks. The exception will be the final six weeks, where the honor roll is not posted.

Any student who receives an "N" or "U" in citizenship is not eligible for Honor Roll recognition during that particular grading period.

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 7:55 a.m. to 4:10 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

Individual locker assignments are made during the first week of school. School hallway lockers are optional for all grade levels. Lockers should be kept locked. A student should not divulge the combination to another student. Direct all locker problems to the Vice Principal's office. Sharing lockers is not permitted. Students are held responsible for anything that might be found in their locker.

Students should observe the following practices:

1. Valuable items should be left at home, not kept in a locker.
2. Locker problems should be reported to the Vice Principal's Office.
3. Abuse of lockers will result in disciplinary action.

Regarding gym lockers, every student is assigned a gym locker with a combination lock provided by the coaches. Items left unattended in the locker room, not in a locked locker, have the potential for being stolen. Please ensure your student is securing their items in the locker room. Valuable items should be left at home, not kept in the gym locker.

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. Student 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 are encouraged to visit during lunch hours, **state law prohibits parents from providing food or drink to students other than their own. This includes pizza and birthday cakes.**

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.

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.

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 4:10 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.

Planner

Planners are required for all 6th grade students to help them keep track of daily and long-term assignments. Planners are optional for 7th and 8th grade students. Planners may be purchased in the front office throughout the year.

Public Display of Affection

Any display of affection such as holding hands, hugging, or kissing is not permitted on campus.

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

Two weeks prior to the first day of school, students and parents have the opportunity to attend Prep Day. During Prep Day, students have the opportunity to purchase a school planner and 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.

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 3:30 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 3:50 p.m. each day, Monday through Friday.

Breakfast will start being served at 7:40 a.m. Students arriving before 7:40 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. Planner – Planners are required for all students to help them keep track of daily and long-term assignments.
2. 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 5th 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.

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 to three classes (below 70) for the year. Additionally, state law requires that 8th grade students must pass both math and reading STAAR tests regardless of class grades in order to be promoted to ninth grade. Summer school is required for all 8th grade students if they do not pass both the Math and Reading STAAR tests before the end of school.

Student Council Advisory Representatives

Student representatives will be selected to attend student council meetings. Care should be taken in the selection of these representatives, as these students will be your source of information in regard to school activities.

Seventh and eighth grades will elect the following officers:

- | | | |
|-------------------|--------------|---------------------|
| 1. President | 3. Secretary | 5. Parliamentarian |
| 2. Vice-President | 4. Treasurer | 6. Sergeant-at-Arms |

Tardies

The efficient student is not tardy. Sufficient time is provided to pass from one class to another. If you are not in your seat 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 six 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.

Telephone

The telephone in the office is for school business and emergencies only. However, the front office phone is available for student use from 4:00-4:15 daily. Due to the size of the school, it is not practical to deliver messages to students other than for emergencies.

Visitors on Campus

Visits from parents and patrons are encouraged by Stinson staff. We welcome you, but all parents and visitors are required to register in the Administrative Office and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all parents and visitors should receive a Visitor's Pass.

Older siblings are not allowed to visit unless accompanied by a parent. For classroom visitation policy, see **Section B**.

While parents are encouraged to visit during lunch hours, state law prohibits parents from providing food or drink to students other than their own. This includes pizza and birthday cakes.

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 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