

# **E.M. PEASE MIDDLE SCHOOL CAMPUS HANDBOOK**

## **E.M. PEASE MIDDLE SCHOOL ADMINISTRATION**

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### **Section A Campus Handbook 2023-2024**

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# WELCOME BULLDOGS!

As a Pease Bulldog, you have the opportunity of continuing traditions, standards of excellence and exemplifying Pease P.R.I.D.E.! Bulldogs are expected to do their best and to demonstrate respect and courtesy at all times. This Student-Parent Handbook has been prepared for your information and guidance. Keep in mind at all times that you, the student, are the most important aspect of school life at Pease Middle School. Show pride in your school, always. You will be challenged in the classroom to excel and will be given opportunities to grow as a young adult and to enjoy a variety of experiences associated with middle school, such as games, clubs, dances etc. Pease Middle School is dedicated to inspiring, empowering and preparing students for their future endeavors beyond high school.. Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Please feel free to contact teachers and administrators when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program. Conferences may be scheduled by calling the school at the following number, 210- 397-2950. Once a Bulldog, ALWAYS a Bulldog!

## ELISHA MARSHALL PEASE

Pease Middle School in the Northside Independent School District proudly bears the name of Elisha Marshall Pease, a former Texas governor and an ardent supporter of public education. E. M. Pease was born in Connecticut in 1812. Early in 1835 he came to Texas, settling at Bastrop, where he began to study law. Pease was outspoken in favor of Texas Independence. He took part in the Battle of Gonzales, but held non-military positions during the rest of the Revolution. After holding various minor offices during the period of the Republic and serving in the state legislature, 1849 to 1859, Pease was elected governor in 1853 and again in 1855. The foundation of the present public school system of finance was really laid in 1854 when Pease led the way for the passage of legislation which provided that \$2 million of the \$10 million received by Texas for the sale of lands to the United States be set aside as a permanent endowment for the maintenance of the common school. Under Governor Pease's leadership, state institutions were established for the care of the insane, the deaf, and the blind; \$100,000 was set apart for a State University; and steps were taken to put the university in operation. During the Reconstruction, Pease was appointed provisional governor in 1868 by General Sheridan; however, he resigned in 1869 because of a difference in opinion between the commanding general and himself in regard to the reorganization of the state government.

For nearly fifty years from the eve of the Texas revolution to the day of his death in 1883, Elisha Marshall Pease was an outstanding figure in the history of the republic and the state.

## SCHOOL COLORS

Royal Blue & Gold

## SCHOOL MASCOT

Bulldogs

## MISSION STATEMENT

Transform the classroom experience to enrich the learning environment.

## VISION

Our students are inspired, empowered, and prepared for the future.

## CORE BELIEFS

- EACH STUDENT DESERVES A QUALITY EDUCATION WHICH HONORS THEIR VOICE AND PREPARES THEM TO ENGAGE, CONTRIBUTE, AND SUCCEED.
- STUDENTS' HEALTH, SAFETY, ENGAGEMENT, CHALLENGE, AND SUPPORT ARE DIRECTLY LINKED TO THEIR ACADEMIC ACHIEVEMENT AND FUTURE SUCCESS.
- MEANINGFUL RELATIONSHIPS AMONG STUDENTS, FAMILIES, EDUCATORS, AND THE COMMUNITY ARE VITAL TO STUDENT SUCCESS

## **PEOPLE WHO CAN HELP YOU**

### **Principal**

The Principal is responsible to the Superintendent of Schools for proper administration of Pease 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. The Principal will gladly help you with any of your concerns and solicit your partnership for student success. Conferences can be scheduled by calling 210-397-2955.

### **Associate Principal/Assistant Principal**

The Associate Principal and Assistant Principal work directly with the Principal in the administration and organization of the schools. The Associate Principal assumes the responsibility of the Principal in her absence. They handle the day-by-day operations and instructional processes of the school. Due to morning duties and responsibilities on campus, administrators are not available for conferences prior to 8:40 a.m. We strongly suggest that if you wish to speak to an administrator, or have a conference with them, that you call 210-397-2974 to schedule an appointment. If you are unable to reach an administrator directly by phone, please leave a message and a campus administrator will return your call within 24 hours.

### **Academic Dean**

The Academic Dean works directly with the Principal in the instructional processes of the school to improve student performance at Pease Middle School. The Academic Dean is in charge of all campus testing, both at the district and state level. The Academic Dean handles the day-to-day operations of the school that address academics and may assume the responsibility of the Principal in her absence. Conferences may be scheduled by calling 210-397-2972.

### **Counselors**

All students are assigned a guidance counselor. Your counselor will be happy to assist you with problems concerning both school and your personal life. Appointments with your child's counselor can be arranged with the secretary in the guidance office before and after school. Parents can refer their child by contacting the counseling office and students can refer themselves through the online referral system posted in every classroom, hallway, and restroom. If your counselor cannot see you that same day, he/she will make an appointment with you for the next day. Conferences with students receive first consideration of the counselor's time. **The function of the counselor is advisory, not disciplinary, and all information is confidential.** Counselors can be contacted at 210-397-2982.

### **Nurse**

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the main office. Please notify the school nurse of any medical conditions that may be of concern. The school nurse is unable to administer over-the-counter medication to your child and can only administer prescriptions in their original container. The nurse can be reached at 210-397-2959.

### **POLICE OFFICER**

The Police Officer assists students when needed and helps maintain a safe environment. He/she helps supervise after school events and helps monitor traffic. The Campus Police Officer can be reached at 210-397-2995. The SAFE hotline number is 397-7233 or text [safe@nisd.net](mailto:safe@nisd.net).

## **GENERAL INFORMATION**

### **AFTER SCHOOL ACTIVITIES**

All school and U.I.L. rules apply to conduct and dress code for students who attend after-school activities. Written permission and/or an admission fee may be required for many events. Transportation to and from school is the responsibility of the parents for these activities; parents are expected to pick up their child immediately at the conclusion of each activity. Children should not have to wait longer than 15 minutes for parents to pick them up after a school event. If a parent or guardian does not pick up their child in a timely manner, the protocol and procedure set forth by NISD in the Crisis Handbook could be followed by the administrator or staff member if they deem it necessary. Students who are not picked up in a timely manner after a school event or school function could be denied the right to attend future after school functions for the remainder of the year. Students who exhibit inappropriate behaviors will be removed from the activity. Formal attire and/or limousine transportation are not appropriate for these events. Any clothing deemed inappropriate or suggestive is not permitted.

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

- Out of School Suspension/In School Suspension assigned for the 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
- Withdrawal from Pease Middle School (athletic events may be permitted)

## **ATTENDANCE PROCEDURES**

Following any absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes should be turned into the attendance office within 5 days of the student's absence. Students should bring all notes to the attendance office between 7:55 and 8:40 a.m. A note for a student's absence may be emailed through the CONTACT SCHOOL link on the Pease website. Please add your child's ID number on the note to ensure that the absence is appropriately processed. You can reach the Attendance Registrar's office at 210-397-2958.

## **BACKPACKS/BOOK BAGS**

Due to Pease being a locker-less campus, we do allow students to carry backpacks/bookbags with them through the day. We ask that students and parents work together to keep these bags organized and routinely checked for unnecessary materials or items.

## **BREAKFAST AND LUNCH PROCEDURES**

All students will enter the cafeteria in an orderly manner. There are specific rules on how students sit in the cafeteria and the majority of the time students will be allowed to sit with their friends, as long as cafeteria rules are followed. Students must raise their hand for permission to leave their seat. Duty teachers will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to keep their area clean. While in the cafeteria line, students are to only touch the food items they intend to buy.

Visitors must sign in and receive a visitor's pass before coming into the cafeteria. Parents may bring lunch to their children; however, parents may not bring lunch for other students. No celebrations are permitted in the cafeteria (i.e. birthdays). To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks should eat lunch with their children at a designated table in the cafeteria.

Pease is a Community Eligible Site and all enrolled students receive free breakfast and lunch. Breakfast/Lunch Money - Go to <https://www.nisd.net> to access your student's cafeteria account and add money as needed. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases. The Cafeteria Manager can be reached at 210-397-2985.

## **BUS ASSIGNMENTS AND TRANSPORTATION**

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus. Only a family emergency would warrant assignment to a different bus. (Staying overnight with a friend is not an emergency.) In order to ride a different bus home, and receive an official bus change form, a note must be sent by a parent/guardian the day prior to or the morning of and be brought to the Associate Principal's office for administrative approval. This approval must be obtained prior to the end of the school day (these will not be approved after school in the bus loop) for a student to ride a different bus. Students will be given a note from the Associate Principal's office that needs to be given to the bus driver. The number of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. All bus routes and assignments of students are done through the district's transportation offices.

The Student Code of Conduct will apply to students riding buses. In addition, **Students must comply with rules/policies of the Bus Driver. Failure to do so will result in disciplinary action and may cause the student to lose bus privileges.**

Students riding buses will be expected to remain on campus after the bus drops them off in the morning and will be expected to wait for their bus in the designated area in the afternoon. Failure to do so will result in disciplinary action and may cause the student to lose bus privileges.

**Only students who have bus riding privileges are allowed in the bus loading/unloading areas.**

If you have school bus route questions, please call our school's Receptionist, or call the NISD Transportation Office, South Station, at 397-2191.

## **CAMPUS OPERATING HOURS**

- Classes begin at 8:40 AM and end at 3:55 PM each day, Monday through Friday.
- The doors will be opened for all students at 7:40 AM. Students who arrive at school before 8:15 AM are allowed to eat breakfast (if they choose) and to report to the grade level designated areas.
- Front Office Hours are from 7:40 AM - 4:15 PM.
- Students will not be allowed to be checked out of class after 3:45 PM due to dismissal procedures.

## **CAMPUS VISITORS**

For Safety, all exterior doors at Pease MS are locked. All Visitors will need to ring our doorbell, which is located outside our front door. All Parents and Visitors are required to register/sign in at the Front Office regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass, and must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus or field trips. The background check may be done on-line through the NISD website.

## **DELIVERY OF ITEMS/OUTSIDE FOOD ITEMS**

In an effort to minimize interruptions and maximize instructional time, we do not deliver items directly to students. However, we also recognize that students will sometimes forget an item at home, such as chromebooks, etc. 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. The front office staff are not responsible for these items.

No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery, food delivery services). This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. **Parent/Guardian dropping off food needs to be an emergency contact listed in HAC. Parents/Guardians dropping off food may solely provide food for their child, not friends. Students are not permitted to share their food. Flowers, balloons, birthday presents etc. will not be delivered and will be held in the office until the end of the day when students can pick them up to be taken home.**

## **DRESS FOR SUCCESS**

The district's dress code is implemented (Section D); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus. In an effort to promote a safe and positive school environment which is conducive to learning, students should wear appropriate clothing that will not cause disruptions in learning or safety. Research has indicated that student behavior is influenced by student dress and grooming. Therefore, student grooming shall be monitored by school administrators and teachers. In order to help promote acceptable student behavior, it is necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

- Shorts of mid-thigh length may be worn at all school levels. Suggestive and/or indecent shorts will be prohibited.
- Mid-thigh length skirts, skorts, and dresses may be worn at all levels. There should not be a cut or slit in the clothing that extends above the mid-thigh. Suggestive and/or indecent styles will be prohibited.
- Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited. Slides/house slippers are not permitted.
- Hair must be neat and clean. Unconventional hairstyles that distract from teaching and learning will be prohibited.
- Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. Specifically, oversized clothing, tank tops, muscle shirts, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are prohibited.
- Indecent/inappropriate patches, writings, or drawings on clothing are prohibited. Undergarments must not be visible.
- All pants are to be worn at the waist (no "sagging") Tight fitting pants (e.g. tights, spandex, bicycle pants, etc.) are also prohibited. Frays or holes above the knees are prohibited. Pajama bottoms are prohibited.
- Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry. Any piercing that distracts the teaching and learning environment will be prohibited.
- Hoods of jackets and caps are not to be worn in the building.

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 or indecent, or so bizarre and 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 out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Students will be asked to change into school issued clothing if parents cannot be reached. Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Pease Middle School. These items will be confiscated and documented, if necessary, in the student's discipline record.

**Final determination of acceptable dress code and grooming rests with the Principal or his/her designees.**

## **ELECTRONIC DEVICES/TECHNOLOGY**

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

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

## **GRADE REPORTING THROUGH HOME ACCESS CENTER (HAC)**

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line Parent Portal. Progress reports and Report Cards will be accessed via HAC. The progress reports are designed to inform parents and students of current classroom performance and grades. Report cards may be viewed at the end of each grading period (every 9 weeks). Report Cards provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you access your student's report card every 9 weeks via HAC. If a parent needs assistance accessing their child's report card via HAC, please contact the counselor's office for assistance (210-397-2982). If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher, then if the question or concern is not answered/solved, then contact the counselors' office and administration.

## **LOCKERLESS CAMPUS**

Hallway lockers will not be issued to students. Students are encouraged to bring only the necessary school materials, i.e., notebook, pens and pencils. Expensive items should be left at home. Textbooks are in the classrooms for students to use while at school. If your child needs a textbook for home use, contact the school and one can be issued.

Students will be issued a P.E. locker for the purpose of storing P.E. uniforms and clothes while in P.E. Students may only access P.E. lockers during their scheduled P.E. time.

## **LOST AND FOUND ITEMS**

IF YOU FIND ANY ARTICLE OF VALUE, PLEASE TURN IT IN TO THE OFFICE IMMEDIATELY.

As the school assumes no responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school. Students should carefully label each article, such as clothing, books, and supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of each grading period will be donated to charity.

## **NUISANCE ITEMS**

Items that cause a distraction from the school's academic atmosphere are not permitted. The school cannot be held responsible for any of these lost or stolen items. Confiscated items will be returned to the parent only. Students who bring these items to school are subject to disciplinary action.

## **PAWSITIVELY PEASE BEHAVIOR EXPECTATIONS/P.B.I.S.**

Pease Middle School is a P.B.I.S. (Positive Behavior Interventions and Supports) based campus. Our vision is to empower our students with a restorative mindset. Students are expected to demonstrate Pease P.R.I.D.E. (Prepared, Responsibility, Integrity, Discipline, and Excellence) on a daily basis. Every area of the campus has a posted matrix with the Pease P.R.I.D.E. acronym and student expectations.

P - Prepared  
R - Respect  
I - Integrity  
D - Discipline  
E - Excellence

**All students are to abide by district/campus rules at all times on campus, school-sponsored events and within 300 feet of school property.** All policy violations, including persistent misbehavior, may result in a referral to Pupil Personnel for a possible hearing. For additional information, turn to Section "C" of this handbook.

## **REGISTRATION/WITHDRAWAL FROM SCHOOL**

Registrations - To register your student, please go to <https://www.nisd.net/schools/registration> and complete the pre-registration. A counselor will contact you and schedule an appointment to complete the registration process. Withdrawal of Student - When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks and library books must be returned. Any fines owed to the school need to be paid before records may be released. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.

## **SELLING ITEMS**

Selling items is prohibited. Only School Sponsored/NISD approved Fundraisers are allowed.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

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

Students are permitted to have personal electronic devices on campus **but they cannot be a distraction to the learning environment.** Students will be instructed to put their personal electronic devices away before class begins and for the duration of the school day.

According to the Student Code of Conduct, "this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties. Each teacher has the right to allow or disallow the use of devices that support student achievement during instructional time as appropriate. Devices should not be used in any manner or place that is disruptive to the normal routine of class/school". Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy.

- Personal electronic devices (i.e. cell phones, earbuds, etc.) will be put away for the duration of the school day from 8:35 AM-3:55 PM. Items shall be placed out of site and only used with staff permission.
- Any use of a device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a disruption to the educational environment. Using unauthorized proxy software or tweaking a mobile device to bypass the District filter or firewall is strictly prohibited.
- Using devices to bully and/or threaten other students or staff members is unacceptable and will not be tolerated.
- Pictures and videos must not be taken of students, teachers or other individuals without their permission.
- Any use of a device that is deemed a criminal offense, will be dealt with as such by the District.

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