

PAT N. NEFF MIDDLE SCHOOL CAMPUS POLICY

PAT M. NEFF MIDDLE SCHOOL ADMINISTRATION

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| Yvonne M. Correa | Principal |
| Christina Sanchez | Vice Principal |
| Erin McKinney | Academic Dean |
| Nicole Gomez | Assistant Principal |
| Joel Castillo | Admin Intern |

GUIDANCE COUNSELORS

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| Head Counselor | Erica Parra |
| Counselor | Priscilla Vela |
| Counselor | Tammy Flores |

Section A Campus Policy 2018-2019

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WELCOME

Welcome to Texan Country! We at Pat Neff Middle School have high expectations of you! We expect you to be proud of your school, to be respectful of the staff and your fellow classmates, and to represent your school with class and dignity. Most of all, we expect you to learn the necessary skills needed for you to be successful in your future. You will learn that by exhibiting a positive attitude and by putting forth effort, you will be rewarded with good grades and good citizenship. These outcomes will make your years at Pat Neff enjoyable and productive.

PAT MORRIS NEFF

Pat M. Neff Middle School is in the Northside Independent School District and proudly bears the name of a former governor of Texas, Pat Morris Neff. Born near Waco on November 26, 1871, Governor Neff was a graduate of Baylor University and the University of Texas Law School. He entered the practice of law in Waco, and became prosecuting attorney for McLennan County. In 1903-04, while serving in the State Legislature, Neff became the youngest Speaker of the House ever to serve in Texas.

Prominent in educational circles, to the extent of being offered the presidency of the University of Texas, Neff declined and entered instead the campaign for governor. His first term of office began in January of 1921, during the post World War I depression. He was re-elected for his second term and served until January 1925. Noteworthy accomplishments during these years included the establishment of a system of state parks, attention to conservation and industrial development, as well as the establishment of three colleges: a teacher's college at Nacogdoches, Texas A & I, and Texas Tech in Lubbock.

Governor Neff was of service to his state in a number of ways after his term of office ended. He was a member of the National Railroad Mediation Board, Chairman of the Texas Railroad Commission, and president of Baylor University until his death in January, 1952.

FOREWORD

This Student Handbook has been prepared for your information and guidance to help you become accustomed to the spirit, ideals and objectives of Pat Neff Middle School.

Pat Neff 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 references will keep you informed of guidelines and allow you to take full advantage of all school offerings.

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 at the following, (210) 397-4100.

PEOPLE WHO CAN HELP YOU

Principal

The Principal is responsible to the Superintendent of Schools for proper administration of Pat Neff 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

The Vice Principal works directly with the Principal in the administration, organization and supervision of the school. She handles the day by day operation of the school and assumes the responsibility of the Principal in her absence.

Assistant Principal

The Assistant Principal assists the Principal and Vice Principal in the organization, administration, and supervision of the school. During the absence of the Principal and the Vice Principal, the Assistant Principal assumes the responsibility of the operation of the school.

Academic Dean

The Academic Dean works with teachers, students, parents and other staff to improve student performance at Pat Neff. She works closely with the principal and the counseling department in the area of student testing and oversees the instructional program of our campus.

Administrative Interns

Teachers who have completed their Mid-management Certification requirements and have received their Administrative Certification are sometimes asked to assist with discipline referrals in the Vice Principal's office. These professionals are approved representatives of the Neff Administration Team.

Counselors

A guidance counselor 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 the same day, she will make an appointment 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 field 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 additional policies set up by the administration. Your teachers will be on duty each school day at 7:50 a.m. and will remain after classes from 3:40 to 3:55 p.m. for the purpose of helping any student desiring to report at this time.

Your teachers are the classroom leaders 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. The Librarian is available before school, during the day and after school.

GENERAL INFORMATION

Attendance

Parents are charged with the responsibility of ensuring their child comes to school and attends all classes. Students are expected to attend school and be on time to their classes. State law and school policy requires attendance every day that school is in session. Illness, doctor/clinic visits, death in the family, court appearances, religious holidays, and school-sponsored activities are the only excusable reasons for Non-attendance. Absences for reasons other than those stated above will be determined excused or unexcused by the Principal or her designee.

The first rule of success for a student is to "show up" on time. Attendance is one of the Principal's top priorities in managing the school's population. Students cannot learn if they are not present in school; teachers cannot teach empty seats.

Attendance Procedures

1. Notes must be turned in to the Attendance Office immediately upon student's return to school. The note must include the following: a) date of note, b) name, id#, grade level of child, c) date(s) of absence(s), d) specific reason for absence(s), e) parent signature, and f) telephone number(s) where parent can be reached. *Third party notes are accepted (i.e., doctor, dental, funeral, family court) and need to meet the same criteria as listed above.
2. Students without a note will be issued an unexcused absence. The student must bring a note within three school days to the attendance secretary for the record to be amended.
3. Students with 3 or more unexcused full or partial day absences, in accordance with state law, will be issued an attendance warning notice (AWN). Students with additional absences after issuance of AWN may be routed to truancy court.

NOTE: Please refer to the District policy on Attendance in Section D of this handbook.

Athletics

Athletics at Neff are extra-curricular activities and most practices are scheduled before or after school. We have team sports such as football, basketball, volleyball, track, tennis and golf for 7th and 8th graders. Athletics at Neff are for students who have indicated a desire to contribute time and energy for the good of themselves, the team, and their school. We recognize this contribution in various ways. We expect our athletes to be good representatives of Neff wherever they may go. There are no special privileges for athletes and none are expected. The athlete is assuring for himself or herself a more well-balanced education through a variety of interests. We welcome student participation in our athletic program, and we hope that it will result in victorious competition.

Students must be passing all their classes to participate in athletic competition. (See Section D for athletics eligibility)

Academic Day

Classes begin each morning at 8:30am and end each afternoon at 3:40pm. Students are not supervised until 7:30am. Upon arrival to campus, students report to designated areas as follows: 6th grade cafeteria (7:30-7:50) Upper D building (7:50-8:20); 7th grade Upper K building (7:30-8:20); 8th grade Lower K building (7:30-8:20). Breakfast is served at interval times and grade levels are released accordingly. Students are not permitted to loiter at the front of the building/courtyard/football field/bus loop before or after school. During the school day, students will follow their individual class schedule and report to all classes on time.

Backpacks

Any appropriate backpack is acceptable.

Band, Choir, Orchestra, Mariachi

Participation in these performing arts can be a very rewarding experience. Students of all grade levels and abilities can participate. Students are expected to attend all required concerts as a part of their grade; they are required to purchase or lease instruments except for the larger instruments that are owned by the school. There is a cleaning/repair fee for school owned instruments. Students are expected to practice DAILY and will be required to participate in morning and/or after school practices, tests, etc.

2018-2019 BELL SCHEDULE (see attached)

Birthdays

Even though birthdays are wonderful times for children, items such as balloons, birthday bouquets, cakes, and cupcakes are not allowed. Unfortunately, the distraction associated with these items may negatively affect the educational atmosphere of school.

Cell phones/ Personal Electronic Devices/BYOD

Personal Electronic Devices (PED's) must be turned off and not visible during the school day unless you are using the device for 'teacher approved' instructional purposes in the classroom. Students who violate this policy will be subject to escalating consequences which will include confiscation of the device and require a parent to pick up the device as well as loss of privilege to bring the device on campus. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.

Clubs

Many clubs are offered for student involvement and participation. Newly-formed clubs must have a Neff teacher as a sponsor, and approval must be solicited from the campus principal. The sponsor is required to attend each meeting, and meetings are usually held before or after school hours. Meeting times and locations are announced during announcements. A list of all clubs will be distributed to students during the first six week of school.

Coming to School Late

A student coming to school late must report to the Attendance Office with a signed note from parent or guardian stating the reason for the tardiness, before going to the classroom. This rule applies even when the student arrives between classes.

Corridor Passes

Students out of any class must have a corridor pass signed by a faculty or staff member. Students walking around the campus without a pass will be subject to disciplinary action.

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. For minor infractions, a range of techniques are applicable: warning/counseling, peer mediation, detention (3:45-5:00 pm, Tuesday – Thursday), lunch dhall, in-school suspension (ISS), reverse suspension, out of school suspension and campus community service. All serious policy violations will result in a referral to Pupil Personnel for a hearing. Please refer to section "C" of this handbook for additional information.

Dress for Success

Pat Neff Middle School Dress Code (also see page A-5)

All Students enrolled at Pat Neff Middle School are required to wear uniforms at school. Each student's uniform must fit properly and may not be modified in any way (i.e. slits in the bottom of the pants or torn hems.) This includes no bagging, sagging, skin-tight or oversized garments. The campus uniform consists of the following:

BOYS:

1. Khaki pants only (6th grade, 7th grade, 8th grade)
Not acceptable: jeans, cargo pants, and leggings.

No torn or cut seams or hems are allowed.

No rolled up pants are allowed.

No logos, emblems or writing of any kind are allowed.

2. Solid black polo-style shirts only (6th grade); Grey polo-style shirts only (7th grade); Blue polo-style shirts only (8th grade)-no exceptions or substitutions, with no more than three buttons.

Not acceptable: logos, emblems or writing.

Shirts must be tucked in if oversized (longer than their wrists).

No zippers allowed - shirts must have three buttons.

3. Jewelry

Body/facial piercing other than ears is not permitted. Earrings, like all jewelry must be school appropriate, and earlobe spikes and/or spacers, and gages are prohibited. No other body piercing jewelry is allowed. (Lips, nose, tongue, eyebrows)

4. Hair

No Mohawks, high faux Mohawks, or high spiked hair is allowed. (High is defined by any length which can adversely affect the educational environment.)

Inappropriate designs are not allowed to be shaved, cut, or dyed into hair.

No unnatural colors (i.e. green, purple, orange, fire red, pink, etc or any other color) which adversely affect the educational environment are allowed.

GIRLS:

1. Khaki pants or skirts only (6th grade, 7th grade, 8th grade) (No wrap-around skirts)

Not acceptable: Jeans, cargo pants, and leggings.

No torn or cut seams or hems are allowed.

No logos, emblems or writing of any kind are allowed.

No skirts with straight style, mini or floor-length. No slits of any kind, nothing tight-fitting.

Skirt length no more than 4" above knee cap (be sure the back of the skirt also meets length standards.)

2. Solid black polo-style shirts only (6th grade); Grey polo-style shirts only (7th grade); Navy polo-style shirts only (8th grade) with no more than three buttons – no exceptions or substitutions.

Not acceptable: logos, emblems or writing.

Shirts must be tucked in if oversized (longer than their wrists).

Shirts cannot be form fitting.

No zippers allowed - shirts must have three buttons.

3. Jewelry

Body/facial piercing other than ears is not permitted. Earrings, like all jewelry must be school appropriate, and earlobe spikes and/or spacers, gages are prohibited. No other body piercing jewelry is allowed. (Lips, nose, tongue, eyebrows)

4. Hair

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Inappropriate designs are not allowed to be shaved, cut, or dyed into hair.

No unnatural colors (i.e. green, purple, orange, fire red, pink, etc or any other color) which adversely affect the educational environment are allowed.

Cold Weather Attire (Boys and Girls): Students may wear any coat/jacket to and from school. If the student wants to wear a sweater/jacket over their uniform shirt during the school day the following outer wear guidelines must be followed.

1. Navy blue, white or grey (Zip Front Jacket or Cardigan)
2. Navy blue, white or grey windbreaker
3. Navy blue, white or grey sweatshirts with a zipper.

*Exception: On cold weather days (below 50) any jacket may be worn during lunch.

Parents will be contacted to provide proper attire should their child arrive at school and not be in compliance with the school's uniform policy. If a parent is unavailable, the student will be issued an appropriate consequence to include but not limited to warning/detention, lunch detention, in-school suspension. Persistent non-compliance with the uniform policy will be considered insubordination. Please refer to the Category IV offenses on page C-3 of the Pat Neff Handbook for consequences.

Shoes:

As a safety precaution, closed toe shoes are highly recommended. House shoes/slippers are not permitted.

All other Northside Independent School District Dress Code policies will be enforced in addition to the above campus standards.

Emergency Information

Updated address and phone numbers must be accurate for emergency purposes. Please notify the attendance office immediately if your information changes.

Leaving Campus

Once students arrive on campus they are not permitted to leave campus. This a safety concern and will result in disciplinary action.

Library/Media Center

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/Media Center efficiently, a set of regulations has been formulated:

1. All materials taken from the library must be charged to the student's name.
2. The student is responsible for the prompt return of library books in good condition.
3. Reference+ books circulate overnight only.
4. Magazines are to be read in the library.
5. Library hours are 7:45 a.m. to 3:45 p.m.
6. Since the library is frequently fully occupied by classes throughout the school day, individual students are encouraged to use the library before and after school. No pass is required of the student at these times.

Lockers

Pat Neff Middle School does not use lockers. However, students will be assigned a locker in the gym for use during their PE class and students must provide their own lock. Students should not share lockers or give their combinations to anyone.

Lunch Room Procedures

All students will enter the cafeteria in an orderly manner and follow the appropriate cafeteria rules. Students must raise their hand for permission to leave their seat and duty teachers will dismiss students. Students may not leave the cafeteria before permission is granted. Parents who wish to have lunch with their child must sign in at the front office to obtain a visitor's badge. Parents may then proceed to the corral area to have lunch with their own child. Other students are not allowed to join the parent/child luncheon. As a safety precaution, students are not allowed to go to the parking lot to pick up outside food. Celebrations are not permitted on campus. Food and drink items brought in from an outside vendor/source may not be shared with other students. Fast food deliveries to students are not allowed.

Make-Up Assignments

When students miss school because of absences or school-sponsored activities, the responsibility for make-up work rests completely with the student. If the student will be absent for three or more days, make-up work can be requested through the administrative offices at 397-4100. Please allow the teachers 24 hours to get the assignments ready.

Nuisance Items

Any item which poses a potential interruption to classroom procedures or school environment will be confiscated and parents notified. Common nuisance items are sports equipment, baseball caps, trading cards, toys, headphones, and cameras. If confiscated, they can be picked up by the student on the first offense, but must be picked up by a parent within a reasonable amount of time on the second offense. If an item is confiscated for a third time, the school will hold the item for up to 30 days. Additional offenses could result in disciplinary action and/or the school keeping the item until the end of the school year. **Pat Neff MS is not responsible if any of the aforementioned items are lost or stolen on the campus.**

Office Hours and Procedures

Office hours are from 7:45 a.m. to 4:15 p.m. daily. Students may enter the office each morning at 7:45 a.m. and are asked to report to a secretary for assistance.

Due to the large number of requests by students to use the office telephone, ONLY emergency calls can be placed from the office.

Open Containers

Open containers are not allowed on campus. Students will be told to throw the drinks away as soon as they arrive on campus. Failure to comply will be considered insubordination and proper consequences will be assigned.

Parent Connection

Northside ISD is proud to present Parent Connection, another method of increasing collaboration and communication between teachers and parents. Parents and students have real-time, on-line access to your student's daily grades and attendance records. Teachers will update grades weekly. Please be aware that some projects and papers may take longer to grade.

Please use the following process to access your student's information:

1. Go to the following website: www.nisd.net and click on Parent Connection.
2. Select Pat Neff Middle School as the school.
3. To log in, enter your student's six-digit NISD identification number. This number is found on most district communications.
4. For the password, enter the first four letters of the student's last name and the last four digits of the student's Social Security number. If the student's last name has less than four letters, enter the entire last name and numbers with no spaces. If the student has no Social Security number, contact the school for a usable number.
5. Select the report(s) you want to view.

Phone Numbers to Assist You

| | |
|----------------------------------|----------------------|
| Academic Dean | 397-4122 |
| Assistant Principal | 397-4123 |
| Attendance | 397-4108 |
| Band Hall | 397-4157 |
| Boys' Gym | 397-4160 or 397-4161 |
| Cafeteria | 397-4135 |
| Clinic | 397-4109 |
| Counselors | 397-4132 |
| Girls' Gym | 397-4165 or 397-4166 |
| Principal's Secretary/Bookkeeper | 397-4105 |
| Receptionist | 397-4100 |
| Vice Principal | 397-4124 |

PTA

All parents and teachers have an opportunity to participate in and become members of the Parent-Teacher Association. The PTA helps organize fundraisers, assists the school in organizing events, helps in the school setting, etc. Meetings will be held periodically and will be advertised through flyers, sent home, on the marquee or using the school messenger system. Parent volunteers are welcome and encouraged at Pat Neff Middle School. A district background check is required and available online.

Student Council

The Student Council of Pat M. Neff Middle School was created to promote the general welfare of the school and to provide opportunity for student cooperation and participation in the management of school affairs. The Student Council is made up of the elected officers and representatives from each grade level. An officer or representative must have an 80 average overall during the previous year which must be maintained throughout the time served as an officer or representative. If during office the average falls below (80), the officer or representative is placed on probation for one six week period. If the grades are still not brought up to standards, the officer or representative is automatically dropped from the Student Council. The representative's position is filled by the alternate. An officer's vacancy will be filled by an election from within the Student Council. Only one N in conduct in any six-week period is permitted. No U's are permitted during the term of Office. Officers and representatives guilty of misconduct are subject to removal from the Council after an investigation of the nature of the offense and the number of offenses.

Qualifications for Officer of Student Council are:

1. Must be a seventh or eighth grader.
2. Must file a petition for office with the Student Council sponsor which will be reviewed by a screening committee.
3. The President and Vice-President applicants must have served on Student Council the previous year in order to run for office.

Student Pickup

The Neff Middle School day ends at 3:40 p.m. NON-BUS RIDERS must be picked up by their parent(s) NO LATER than 4:00 p.m. Students who walk home must leave the campus immediately. Students cannot be picked up, called out of class or given a message after 3:20 p.m. unless it is an EMERGENCY. Students involved in extra-curricular activities/after-school events/tutoring are to be picked up as soon as their activity ends. Detention hall students must be picked up at 5:00 p.m. Please coordinate pick-up times with your student to avoid unnecessary waiting after hours.

WARNING: Consistently failing to pick up your student in a timely manner will jeopardize his/her participation in future activities and can result in the student being issued a Criminal Trespassing Warning (CTW)

Textbooks

Each student may be issued available textbooks, upon parent request. Once the textbooks are issued to the student, the student and parent assumes all responsibility for any loss or damage to the textbooks.

Totally Texan

All Texans, which include students, faculty, and staff, are expected to treat each other with respect. Every Texan has an obligation to encourage and uplift others to be the best they can be.

Unexcused Tardy

Students should be in their classrooms when the tardy (second) bell rings. Unexcused tardy accumulations in any one class during a six week's grading period will result in the student being referred to the office for -disciplinary action.

Visitors

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.

Withdrawal from School

Parents or guardians wishing to withdraw a student from school during the year should initiate this request in person through the Grade Reporting/Attendance Secretary. A withdrawal document will be taken to each of the student's teachers, the librarian, the cafeteria manager, the nurse, and Assistant Principal's secretary with any textbooks that were issued to the student. Each teacher will list the grade for that particular six weeks period up to the time of withdrawal. The librarian will indicate that the student's library record is clear. In addition, before withdrawal is completed, all other records must be clear.

When all of the necessary information has been obtained, the student should return the withdrawal document to the Grade Reporting/Attendance Secretary for an administrator's signature. One copy will be given to the student, and the other will be retained by the school.

NOTE

The Administration of Pat Neff Middle School reserves the right to add to or change campus policies at any time.