

# ANSON JONES MIDDLE SCHOOL

## ADMINISTRATION

|                 |                       |
|-----------------|-----------------------|
| Michella Wheat  | Principal             |
| Paul Ramirez    | Vice Principal        |
| Jason Havrda    | Academic Dean         |
| Blanca Martinez | Assistant Principal   |
| .....           | Assistant Principal   |
| Geronimo Cortez | Administrative Intern |

### Section A Campus Policy 2018-2019

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## **ANSON JONES**

*Anson Jones, the thirteenth of fourteen children, was born near Great Barrington, Massachusetts on January 20, 1798. He was the son of a tenant farmer and tanner. He received the early part of his education in the country school taught by his sister, Sarah. He spent many long hours doing farm chores and working in his father's tannery.*

In 1820, at the age of twenty-two, he received his license to practice medicine from the Onedia Medical Society. He practiced medicine many years before coming to Texas.

In October of 1833, when Captain Jeremiah Brown's schooner "Sabine" dropped anchor at the mouth of the Brazos River, Dr. Anson Jones received his first glimpse of Texas. Later, he said, "Somehow or other the destiny of Texas was interwoven with my own, that they were indissoluble, and that one was dependent upon the other."

Destiny had indeed a major role in store for Anson Jones, M.D. Dr. Jones became a private in the Texas Army, doubling as a surgeon. Military duty done, he resumed his medical practice. He became a member of the Second Congress of the Republic of Texas and began a political career that lasted from 1837 to 1846.

He served successfully as Congressman, Minister to the United States, Texas Senator, and Secretary of State and was the last President of the Republic of Texas. He was a courageous man whose methodical, analytical, and conscientious mind, aided by native caution and shrewdness, was indispensable to Texas. He died in Houston, Texas on January 9, 1858. He served his country and served it well.

## **MISSION STATEMENT**

We, the members of the Anson Jones community, commit to developing compassionate life-long learners, and problem solvers, with the skills necessary to adapt to an ever changing world.

## **FOREWORD**

### **To Students:**

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 Anson Jones Middle School.

Anson Jones 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.

### **To Parents:**

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

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

The 2014-2015 school year at Anson Jones will continue the implementation of some exciting programs that result in improved student performance. Students will continue to take all required courses. Academic teachers will be planning lessons which will result in greater consistency of expectations and more meaningful learning for students. 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 at the following number, 397-2100. We look forward to working with you.

## **PEOPLE WHO CAN HELP YOU**

### **Your Principal**

The principal is responsible to the superintendent of schools for proper administration of Anson Jones 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.

### **Academic Dean (397-2095)**

The academic dean works with teachers, students and other administrators to improve student performance at Anson Jones Middle School. The Academic Dean works closely with the principal and the counseling department in the area of student testing, and oversees the instructional program of our campus. Conferences may be scheduled by calling 397-2095.

### **Vice Principal/Assistant Principal (397-2124)**

The vice principal/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 the school and assume the responsibility of the principal in her absence. Conferences may be scheduled by calling 397-2124.

### **Counselors (397-2132)**

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. 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.

### **Your Teachers (397-2100)**

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 will be on duty each school day at 8:00 a.m. and will remain after classes from 3:40-3:55 p.m. for the purpose of helping any student desiring to report at this time.

Your teachers are the classroom leaders, and they are charged with the responsibility of supervising and directing all students in the pursuit of their education.

### **Your Librarian (397-2134)**

The librarian will assist you in the orientation to and use of the library. She can help you find books that are of interest to you, help you get started on research projects, and clarify any library policies or procedures. Students may access the library before school with a pass that is given out in the cafeteria or by using a permanent morning library pass (see "Library" below); after school, students may enter the library without a pass. If it is necessary to visit the library during the school day, students must have a pass from the classroom teacher stating the reason that the student is in the library.

## **SPECIAL PROGRAMS – OTHER COMMUNITY RESOURCES**

### **CIS/Communities in Schools (397-2142)**

A nationally recognized assistance program for families in need of special services is located on campus. CIS is also a student outreach program to service children through mentoring and counseling.

# **GENERAL INFORMATION**

## **OFFICE HOURS**

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

## **ACADEMIC AND ACTIVITIES INFORMATION**

### **Academic Day**

Classes begin each morning at 8:30 a.m. and end each afternoon at 3:40 p.m. Students are not supervised until 7:35 a.m. Students must report to the cafeteria when arriving before 7:55 a.m. and to their designated grade level area when arriving between 7:55-8:20 a.m. Students are not permitted to loiter at the front of the building before or after school. During the school day, students should make sure they follow their individual class schedule and report to all classes on time. It is the students' responsibility to make sure that they bring the necessary materials to class and that they are adequately prepared for each class.

Students who remain after school or come back to school in the evening for any reason (assigned detention, tutoring, clubs, extra-curricular activities, etc.) are expected to leave the building promptly following the activity in which they were involved. STUDENTS NEED TO MAKE ARRANGEMENTS AHEAD OF TIME WITH THEIR PARENTS TO ENSURE THEY HAVE A PROPER WAY HOME AS SOON AS THEIR SCHOOL BUSINESS HAS BEEN COMPLETED. ADMINISTRATIVE CONSEQUENCES MAY BE ISSUED FOR NOT ABIDING BY SUCH.

### **Academic/STAAR Tutoring**

The faculty and staff of Anson Jones are committed to ensuring the academic success of all students. A vital part to the success of students is tutorials. Academic tutoring will be offered at various times throughout the day. Students may be assigned to specific tutoring programs to assist the student with their academic skills. All teachers have a weekly tutorials. Refer to the website for an up-date list of teachers' tutoring times. Students may attend teacher tutorials on a voluntarily basis.

STAAR Tutorials will be conducted on a consistent basis throughout the year. A variety of intervention programs aimed at preparing your student for the STAAR will be offered. Programs will include an Extended Week program in which students will receive STAAR preparation on Saturday mornings. STAAR tutorial programs will also be conducted throughout the school week. Parents may request STAAR tutorials for their students by contacting the Academic Dean. Students identified for STAAR tutorials are highly encouraged to be committed to the tutorial program.

### **Assemblies**

Assemblies are regularly scheduled part of the curriculum and are designed to be an educational as well as entertaining experience. REGARDLESS OF THE TYPE OF PROGRAM, STUDENTS MUST BE COURTEOUS, RESPECTFUL, AND APPRECIATIVE. Talking, whispering, whistling, stamping of feet and boing are discourteous.

1. Do not take books or coats to the assembly unless directed otherwise.
2. Proceed to the assembly areas quietly and promptly.
3. An usher will direct your class to the row that you will be seated in. Students fill up the chairs in each row.
4. When the chairperson of the assembly asks for your attention, give your attention to the chairperson immediately.
5. Be courteous to the speaker and your neighbors. Do not use an interval of applause or the short time between numbers to start conversations.
6. Applaud in keeping with the occasion. Applause should be generous and courteous.
7. Leave the assembly quickly and orderly when dismissed. Appropriate directions will be given.

### **Benchmarks**

In an effort to prepare for the STAAR assessment, Northside ISD has developed Curriculum Diagnostic Benchmarks (CDB) to frequently assess student progress in all academic areas. Student attendance is critical for these ongoing assessments. Dates for CDBs can be obtained by contacting the Academic Dean.

### **Arrival at School**

Staff members will be on duty at 7:45 a.m. to direct and monitor students. Adult supervision is provided between 7:45 a.m. and 3:55 p.m. on school days.

All students once on campus need to report directly to the main gym. Once in the main gym, students are to report directly to the breakfast line if they are going to eat breakfast on campus. Students who have a musical instrument will be allowed to drop off their instruments in the band hall.

Breakfast is offered each day, the breakfast area in the cafeteria is designated as a place for students to eat and not for students to engage in social visits with classmates. Any student who is planning on eating breakfast will need to do so before reporting to designated grade level area. No student will be able to go back to the cafeteria once they have reported to their grade level area.

## Attendance

Students who have been absent should bring a note to the Jones attendance office for a blue slip between 8:00 a.m. and 8:30 a.m. Failure to obtain a blue slip before 8:30 a.m. will result in the student being counted as tardy. The note should contain the following information:

1. Student's name
2. Date(s) of absences
3. Reason for absences
4. Signature of parent/guardian
5. Phone number where a parent can be reached.

Students who have a doctor's appointment during the day need to bring a note to the attendance before school. Students will then be given a permission slip to leave class at the appropriate time.

It is sometimes necessary for the attendance office to contact the parent/guardian for important information regarding attendance. Please be sure your student's address, telephone number and guardian information are updated when there is a change.

Parents may not request to remove a student from class to be picked up after 3:10 unless there is an emergency.

**NOTE:** Please refer to the District policies on attendance in the following section of this handbook.

## Book Bags/Backpacks

Anson Jones is a no locker campus so students are allowed to carry a **book bag, or back pack** during the day to transport their books and school supplies to and from classes. Backpacks must be either mesh or transparent.

## Buses

All reasonable rules of conduct will apply to students riding buses. Students riding buses are responsible to the school bus driver on the school bus. Refusal to transport students will be decided in cooperation with school bus drivers. Parents will be notified of such action by proper school authorities. 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. Special requests for a student to get off the bus at a stop other than previously designated must be presented in writing and authorized by an administrator early in the day. There are usually many questions concerning school bus transportation at the beginning of the school year. If you have school bus route questions, please call our school's Receptionist, or call the NISD Transportation Office.

## Cafeteria Services

Our school cafeteria provides hot breakfasts and hot lunches for all students. Breakfast is served from 7:45 a.m. until 8:15 a.m. Meal accounts can be updated between 7:45 and 11:00. In accordance with federal regulations, the school cafeteria service offers "free" and/or "reduced-price" meals. Applications are available in the school's Main Office. Only one application for "free" or "reduced-price" meals is required per family unit. Students who do not have enough money in their account are not permitted to charge their lunches. This is against NISD policy. The cafeteria personnel keep and control all student breakfast and meal accounts. If you need information regarding the individual meal prices, please call the school's cafeteria manager. You can reach the Cafeteria Manager at 397-2135.

## Cell phones/ Personal Electronic Devices/BYOD

**Personal Electronic Devices (PED's) must be turned off and not visible during the school day. If a student violates this policy, the phone will be confiscated and can only be picked up by a parent/guardian. 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. No ear buds, head phones or sound projection devices are allowed on campus. PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING THE DAY. If a student is caught answering a contact on their phone from a parent or any other person the cell phone will be confiscated and need to be picked up in the office. Utilization of technology in the learning process is highly encouraged. A teacher may give permission for students to utilize electronic devices during class time. Use of electronic devices during class time is limited to the scope of the assignment. If a student misuses an electronic device during an assignment, the phone will be confiscated and turned in to the office. Cell phones must be picked up by a parent or guardian listed in eSchool or on the emergency card with a valid ID.**

## C.L.A.W.S School Wide Expectations

At Anson Jones we believe in teaching school wide expectations so that all students will be successful!

### Classroom Expectations

Comply with teacher's request/directives

Leave inappropriate language off campus

Always be in your class before the tardy bell rings

Work quietly on teacher assigned task unless given permission by the teacher

Stay in your assigned area/seat until the teacher dismisses you

### Restroom Expectations

Clean up your mess including flushing toilets

Leave conflicts out of the bathroom and off campus  
Always report inappropriate activity (tagging, fighting, etc.) to staff  
Wash your hands  
Shirts tucked in "always"

### **Hallway Expectations**

Coast through quietly  
Leave inappropriate language off campus  
Always solve conflicts peacefully  
Walk to the right  
Shirts tucked in "always"

### **Cafeteria Expectations**

Clean your area  
Leave quietly back to class  
Always comply with school staff requests/directives  
Wait patiently and appropriately (without horseplay & without using inappropriate language)  
Stay seated at your table unless given permission to leave

### **Corridor Passes**

Students out of class are required to be in possession of an official corridor/hall pass. Students will be provided a corridor/hall pass each six weeks with limited opportunities to leave the classroom. Students must have possession of his/her hall pass at all times. 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. In addition, students who want to enter the main hallways of the building prior to the first bell will need a corridor pass; the students should make specific arrangements with the teacher the day before to obtain a pass for the next morning. Students in the halls without a pass will be subject to disciplinary action.

### **Cougar Recognition – Cougars Pride**

Anson Jones recognizes students who display good behavior and academic excellence. Each six weeks those students who make the honor roll will be recognized. Other opportunities for recognition will occur throughout the year. Parents will be notified of various recognition through the parent newsletter issued each six weeks with report cards.

## **DISCIPLINE PROCEDURES**

Students are expected to abide by all rules and regulations regarding student behavior. Most school rules included in the Student Code of Conduct involve respect, honor, integrity, safety, honesty, and academic integrity. (See Section C) At Anson Jones Middle school, learning is our priority. We do not permit classroom misbehavior to interfere with the learning process. Violations of school rules/expectations will result in consequences ranging from parent phone call, after/before-school detention, In-School Suspension or Out-of-School Suspension. A parent/guardian of a student who is experiencing repeated disciplinary issues may be required to attend a meeting with campus staff to discuss ways to help the student be successful.

### **Withdrawal of Privileges**

Withdrawal of privileges includes but is not limited to students losing their passing period, the opportunity to attend after school functions or lunch with the general population. Students who exhibit a disregard for the rules risk losing the privileges other students enjoy.

### **Detention Hall**

A supervised detention will be held at Anson Jones Middle School. Administrative detentions are held Monday through Friday during the student's assigned lunch time. Teacher detentions will be held from 7:45-8:20 a.m. or 3:40-4:10 p.m. Students assigned to a detention are expected to attend. Students who are late or do not attend a required detention are subject to further disciplinary measures.

### **In-School Suspension**

In-School Suspension is an alternate classroom placement used as a disciplinary technique in some circumstances. Students assigned to ISS are required to report to the ISS table in the cafeteria as soon as they arrive at school. They will not be allowed to attend their regular classes but will be placed in a closely-monitored classroom. Students will not be allowed to talk to other students while in ISS and are expected to do all assigned work before being released. Students who do not successfully complete the academic or discipline requirements of ISS will be assigned additional days or may be suspended from school. During the course of an ISS assignment, a student may not attend any school activity.

### **Suspensions**

All violations listed in Category IV in the Student Code of Conduct may result in a suspension. Suspension may range from overnight to three days in length. A face-to-face conference between the parent and an administrator must be held before the student is allowed to return to school. Students are expected to complete any work missed due to an off-campus suspension.

### **Overnight Suspension**

Overnight suspension is a discipline that does not require the student to miss any learning time. The student will be sent home with an overnight suspension letter and an attempt will be made to contact parents by phone. The student will need to bring a parent or guardian with them to meet with their administrator before being allowed to return to class.

### **Notices to Parents**

Parents will always be notified of disciplinary action given to their child. Notification may be made by telephone or a letter sent home with the child. Parents will be notified by phone if the action results in a suspension. A letter is sent home when contact is not made. **Please make sure to update phone numbers with the attendance office whenever there is a change in information.**

## **DISMISSAL PROCEDURES**

All bus riders are to exit the doors by the VPO to load their buses.

Walkers who walk toward Blue Oak or to exit by the gym and walk directly off campus.

Walkers who walk toward Brownleaf are to exit by the gym door and walk directly off campus.

Parent Pickup - students are to exit by the gym doors and wait in front of the school. Parents must use the front driveway to pick up their students. Parents are not permitted to use the recreation parking lot for pick up. Cars are not permitted to park in front of the school on Pinn Road. We do not want students walking between moving buses toward Pinn Road. Parents who park on Pinn Road are blocking the view of other cars which makes it dangerous for students crossing Pinn Road at the cross walk. We do not permit students to be picked up in the middle of Pinn Road. When exiting our parking lot, cars are to turn right only. This makes it safer for students crossing our cross walk by the parking lot. By following the Anson Jones pick up procedure, we can have most parents out of traffic by 3:50. Failure to follow the procedure causes a traffic jam and an unsafe environment for our students who need to cross Pinn Road.

## **DRESS CODE**

In order to promote a safe and positive school environment, Northside ISD has approved a mandatory uniform policy for ALL students at Anson Jones Middle School. The student's uniform must fit properly and should not display any profanity, obscenity, gang graffiti, or labels of any kind. A student will not be permitted to attend class if his/her uniform is out of compliance with the Anson Jones uniform policy. If you have any questions regarding the uniform, please contact a campus administrator. The campus administrator will make the final decision any dress code issue.

### **Uniform Colors Per Grade Level**

6th Graders White polo style shirt or a white approved Anson Jones spirit shirt

7th Graders Gold shirt or a gold approved Anson Jones spirit shirt

8th Graders Black shirt or a black approved Anson Jones spirit shirt

### **SHIRTS:**

- Cotton collared short or long-sleeved golf/polo-style.
- No shirt may be unbuttoned more than two (2) buttons from the top.
- Oversized or undersized uniform shirts are not acceptable.
- No writing, or designs on the exterior of the shirt.
- The fabric may be textured (pique) or smooth.
- Shirts should be clean, neat and orderly in appearance.
- Extra shirts may not be draped over the shoulder or neck.
- The campus administrator will make the final decision on any questionable garment.
- Shirt cannot have holes that that are distracting or reveal.

### **SLACKS OR PANTS:**

- Pants must be full length.
- Capri pants should be no less than four inches below the bottom of the kneecaps.
- Tight fitting pants are not allowed (e.g. tights, lycra, or Spandex)
- Not acceptable fabric: lycra/spandex, fleece, stretch materials, convertible/rip-away or athletic type sweats.
- Not acceptable: shorts, bicycle shorts, bell-bottoms, extra wide legs, "baggies", or hip huggers.
- No sagging in seat, dragging at hem or bagging in legs or waist (excess should not exceed 3 inches in leg/pant width or 1 inch in waist). Pants that do not fit at the waist will be considered in violation of the dress code. The student will be given a "zip tie" in lieu of a belt, in order to hold the pants up the rest of the day.
- No torn seam/frayed hems.
- Thick metal studs, chains or other decorative accessories are not acceptable.
- Pants cannot have holes that are distracting or reveal skin.
- The campus administrator will make the final decision on any questionable garment.

### **SKIRTS OR JUMPERS:**

- No skirt or jumper should be any higher than three (3) inches above the middle of the kneecap (measured with the student standing). There should be no slit, cut, or other opening in the skirt that extends beyond the four inch limit.
- Skirts may be of any length below the knee, provided they do not have inappropriate slits or openings, which would create a distraction. (Ex: splits upward to the thigh or buttocks)
- SKORTS and SHORTS are not allowed.
- Wrap-around skirts are not permitted.
- Skirts may be pleated, full or long; however, tight-fitting skirts are not permitted.
- No velvet, fleece, or stretch materials.
- Leggings (no design or logo) may be worn if they are of the appropriate solid school color (black or white) under an appropriate skirt.

### **BELTS:**

- Belt buckles must be 3 inches or smaller.
- Any belt overlap must be contained in the belt loops, with no loose ends hanging down.
- Belts deemed to be a safety hazard or inappropriate for school will not be allowed.

**SHOES:**

- Shoes must not have steel toes or cleats.
- No strapless sandals, flip flops, house shoes, or other types of slip-ons.
- Other shoes deemed a safety hazard by administration will not be allowed.

**JACKETS and COLD WEATHER ATTIRE:**

Students may wear any coat or jacket to and from school.

Jackets worn during the school day must be left open to reveal the grade level shirt.

"Hoodies" if worn must be the color of the appropriate grade level.

Heavy coats will need to be stored in the student's backpack.

Outerwear is not allowed to be draped over the shoulder.

**JEWELRY:**

- Body piercing jewelry is prohibited except for rings, studs, or other traditional jewelry worn on the ear. Tongue rings and tongue studs are not permitted.
- Wallet chains, spiked dog collars and large neck-chains are prohibited due to safety concerns.
- Jewelry that is asked to be removed may be collected by faculty and administration.

**HAIR:**

- Hair must be neat and clean and of a natural color. Unconventional colored, multi-colored or spiked or Mohawk hair styles are not permitted.
- No designs are allowed to be shaved or cut into hair or eyebrows.

**OTHER dress code guidelines include the following:**

- Any clothes that are suggestive or indecent or which cause a distraction are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.
- Indecent/inappropriate patches, writing, images or drawings on clothing are prohibited.
- Hats, headgear, and bandannas are not to be worn on campus.
- Sunglasses are not to be worn inside the building.
- Clothing with holes, rips, and tears will not be permitted.
- Upper and lower body garments are not to expose undergarments.
- Makeup bags are allowed to be carried in backpacks.
- Clothing, jewelry, medallions, patches, or designs on clothing should not reflect or suggest gangs, drugs, alcohol, tobacco, profanity, sex, antisocial, or unhealthy messages.
- Gang related colors and ornaments are prohibited. No gang related graffiti is allowed on school property, personal items, clothing or skin.
- Inappropriate garments/items deemed unsafe or gang-related will not be permitted.

**DRESS CODE EXPECTATIONS:**

Students will be expected to dress appropriately (i.e. NISD dress code) at all school functions and on non-uniform days. Any violation of the uniform policy or dress code will result in administrative action. The principal may review requests for exceptions.

**SPIRIT DAY:** Each Friday is Spirit Day and students may wear a school approved spirit shirt (i.e. athletics, NJHS, Student council, a John Jay Spirit, or a college/Pro team shirt).

**DRESS CODE VIOLATIONS:** Parents will be contacted to provide proper attire should their child arrive at school and not be in compliance with the school's standardized dress policy. If a parent is unavailable, the student will be placed in the In-School Suspension classroom for the remainder of the day and not permitted to attend his/her classes. Persistent non-compliance with the standardized dress policy will be considered insubordination. Please refer to the Category IV offenses in Section C of the Anson Jones Handbook for consequences.

The school administrator(s) may alter the dress code at any time based on any inappropriate or disruptive trends. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden. This may include colored articles of clothing, professional team sportswear, or distinctive lettering or script that signifies an unapproved group association as identified by the school administrator.

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

**DRESS DOWN DAYS:** Throughout the year dress down days, non-uniform days, may be given to students as incentives. Students are to follow school procedures to redeem a dress down day. Any student who participates in a dress down day fraudulently, may lose their dress down privileges for the rest of the year.

The school administrator(s) may alter the dress code at any time based on any inappropriate or disruptive trends. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden. This may include colored articles of clothing, professional team sportswear, or distinctive lettering or script that signifies an unapproved group association as identified by the school administrator.

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

**Prohibited Items:**

Prohibited Items: Energy Drinks, glass bottles (including cologne), outside drinks or bottles, aerosol products (hair spray, spray on deodorant, etc.), and permanent markers will be confiscated and will not be returned.

**Graffiti**

Book covers, folders, book bags, school property, body parts, 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 Anson Jones. These items will be confiscated and documented, if necessary, in the student's discipline record.

## **Guidance and Counseling**

Counseling services are provided to students at Anson Jones Middle School. Students and parents may schedule conferences with counselors in the Counseling Office during the day, and parents may telephone for appointments by -calling 397-2132. All conferences are kept confidential. Counselors follow their students from grade to grade, providing consistent student services throughout their middle school career. Counseling services are organized along the four following areas.

1. **GUIDANCE CURRICULUM** – Lessons are provided for all students systematically based on developmental needs of students. Guidance lessons are most often taught in classroom-sized groups of students.
2. **INDIVIDUAL PLANNING** – Students are assisted in the monitoring and management of their own educational, career, personal and social development. Students are assisted in setting, planning, analyzing, and assessing the progress of their own goals. Particular emphasis is paid to transition times in students' lives (elementary to middle school; middle to high school.) Preregistration, interpretation of test results, and educational/career planning are other major activities.
3. **RESPONSIVE SERVICES** – Counselors use their specialized training to help students face difficult issues or complex problems. Counselors are available to counsel with students, consult with parents and educators, and coordinate school and community resources on behalf of students.
4. **SYSTEM SUPPORT** – Counselors provide indirect services to students by utilizing other programs established to deliver services to students. Some of the programs include the regular education program, career education, testing, special education, and parent involvement.

A counselor for each grade level is provided to give students the best service. Students are encouraged to come and see their counselor at any time.

## **Gum and Candy**

The consumption of candy and/or gum may be prohibited.

## **Leaving Campus During School Hours**

Once a student arrives on campus, he/she may not leave campus for any reason until the end of school without first signing out in the attendance office. Students who walk, ride a bus, or arrive by car are to remain on campus once they arrive in the morning. Students who leave campus without officially signing out will be subject to disciplinary action. Students who need to leave school during the day for doctor appointments, etc., should submit a parental note to the attendance office prior to 8:15 a.m. A pass will be issued for the student to meet his/her parent in the attendance office at the designated time.

## **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 library catalog is available at <http://webcat.nisd.net/>. Other information about the library is available through the library's Outreach page at <https://nisd.schoolnet.com/outreach/ajms/library/>. This page also has links to the research databases or they may be directly accessed at [http://library.nisd.net/Library/Resources/Online\\_Databases.htm](http://library.nisd.net/Library/Resources/Online_Databases.htm). To maintain a high quality collection, new books of interest to students as well as curriculum-related resources are purchased throughout the year. To keep these books looking their best, students learn responsibility in caring for library materials. Jones does not assess fines for overdue books but, if library materials are lost or damaged, the student is expected to pay for them. A payment schedule can be arranged if the entire amount due cannot be paid at one time.

In order to provide a well-run, student-oriented learning center, the following policies have been established.

1. Library hours each day are from 7:45 a.m. to 4:15 p.m.; by teacher request, the library may also be open on specific Saturdays during the year for students to complete research or other assignments.
2. Students who plan to visit the library regularly in the morning before school should apply for a permanent morning library pass. Applications will be available in the library and the front office during the first three weeks of school and again during the first week of each new six weeks.
3. All books taken from the library must be charged to a student's account. Students may have four books checked out at any time, but only two of the four may be graphic books or magazines. Regular books are checked out for three weeks and may be renewed up to two times, depending on the length of the book, whether it has been overdue, and whether the book is in high demand. Graphic books and magazines are checked out for three days and may not be renewed.
4. The money collected from a student for a lost book will be refunded if the book is found and returned to the library in good condition. However, refund requests go through the District and may take six to eight weeks to process; refund checks will be made payable to the parent and mailed to the home address on file.
5. One set of encyclopedias and some dictionaries are available for three-day checkouts. All other reference books must be used in the library.
6. The library often is fully used by scheduled classes or other events. Individual students may come to the library on a pass from a classroom teacher provided there is space for them and provided they behave appropriately. A sign will be posted outside the door if access to the library is limited.
7. Students are encouraged to use "whisper voices" in the library so as not to disturb others. Students creating a disturbance or behaving inappropriately will receive a warning; depending on the situation, they may be returned to their classroom teacher or reported to an administrator for disciplinary action.
8. Chewing gum, candy, and other foods are not allowed in the library.
9. Computers are available for student use, provided they are used responsibly and that the student has an AUP (Acceptable Use Policy) on file. Students will be assigned to a specific computer at the Circulation Desk.

## **Lost and Found**

If you find any article, please turn it in to the main office IMMEDIATELY. If you lose something, the lost and found is located in the main office. As the school assumes no responsibility for lost articles, we urge students to take every precaution to protect their possessions. We ask that you do not wear expensive jewelry or bring other valuable items to school. Students are advised to label possessions so they may be easily identified. If you accept an item or are in possession of an item that is not yours, you may be subject to disciplinary action. LOST AND FOUND ITEMS THAT ARE EACH MONTH NOT CLAIMED BY THE 30TH WILL BE DONATED TO CHARITY.

## **Lunch Procedures**



1. Students are escorted to lunch in a single file line, walking to the right side of the hallways. While in the hallway, all students will refrain from making noise (other classes are in session during all lunch times).
2. Lunch monitors will direct students through the lunch lines and to their assigned tables.
3. Lunch monitors will dismiss students by tables to discard their food items. Students will then return to their table. Once the table is clean, then the class may be dismissed to their teacher.
4. Students must raise their hand if they need to get out of their seats for a prolonged period of time.
5. Students are encouraged to access the restrooms before the lunch period is completed.
6. Students will line up and leave with their classroom teacher to return to class.

## **Messages to Students**

School officials will not interrupt classes to deliver a message to a student or to call a student out of a class except in an extreme emergency or unforeseen circumstance (i.e. car breakdown, canceled doctor appointment, etc.) We appreciate everyone's cooperation as we work diligently to maintain the learning environment for ALL students.

## **Money and Valuables**

Students are cautioned not to bring large sums of money to school. Bring only the money needed for each day's expenses. If, for some reason, students must bring a large sum of money to school, they should leave the money in the office. Students are cautioned NEVER to give locker combinations to a friend or any other student. Students must never leave anything of value unattended in the classrooms, restrooms, library or cafeteria, locker rooms, lockers, or school grounds. The school cannot be held responsible for any of these lost or stolen items.

## **National Junior Honor Society (NJHS)**

All NISD students who have attended the same Northside school for the equivalent of one semester, and who have demonstrated outstanding scholarship, character, citizenship, and service will be considered for membership. Students may not apply for membership. The Anson Jones faculty council has set an 85 or above average for a student to be considered for membership.

Membership in NJHS is both an honor and a responsibility. Once selected, members have the responsibility to continue to demonstrate the qualities listed above. Members who resign or are dismissed are never again eligible for membership or its benefits.

## **Nuisance Items**

The following items are to be left at home:

- Skate boards – Full size or mini
- **Chewing gum**
- Electronic games
- Permanent markers
- Water guns, cascarones (confetti eggs), or any other toys
- Distasteful reading materials
- Stuffed Animals or other toys
- Poppers, "stink" bombs, fireworks, matches and lighters
- Items for sale, such as candy or gum that are not part of a school approved fundraiser
- Laser pointers
- Other; any item/toy that disrupts the learning environment

These items cause a distraction from the school's academic atmosphere, and they can be easily lost or stolen. 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 discipline action.

## **Permanent Markers**

At no time are permanent markers allowed on campus. Any student in possession of permanent markers may be subject to disciplinary consequences. Permanent markers will be confiscated and will not be returned.

## **Physical Education**

Students are required to take physical education classes. All students are required to dress out for PE, and uniforms may be purchased during registration before school begins.

If a student is unable to participate, a note from a doctor for long term (more than one week) or a note from a parent for short term (less than one week) non-participation is required in advance. The student may still be required to dress out, but an alternate assignment will be given. Students who frequently forget their PE uniforms may be subject to academic and / or disciplinary consequences.

## **PTA**

All parents and teachers have an opportunity to participate in and become members of the Parent-Teacher Association. The PTA plans parent receptions, holds open house. Meetings are held monthly. Parent volunteers are welcome at Anson Jones Middle School. Call the school if you can help.

## **Public Display of Affection**

Public displays of affection are not appropriate in a school environment and are subject to regular discipline procedures.

## **Schedule Change**

Schedules will not be changed unless extenuating circumstances exist. In order to change a schedule a student must have a legitimate reason and the approval of his/her parents. A student's schedule will not be changed because of low grades or individual differences.

Requests to change teachers will not ordinarily be granted except in cases where the change will assist in equalizing the teacher load.

### **School Advisory Team (SAT)**

The School Advisory Team is an advisory committee to the Principal. The SAT collaborates with the principal in formulating and reviewing campus improvement plans, goals, and major classroom instructional programs. Meetings are scheduled throughout the school year. The SAT consists of staff members, parents, community and local business -representatives.

### **School Nurse/Health Services**

The Clinic is located in the administrative area. The nurse is on campus daily. The clinic is reserved for students who are truly ill, usually with temperature of 100° or more.

Parents will be contacted to pick up their child if the student cannot return to class. Students, especially with headaches and other discomforts which cannot be treated at school, will not be allowed to remain in the clinic for long periods of time. The school nurse administers first aid only. The nurse does not diagnose illness, but takes note of symptoms and notifies the parent/guardian of the observations. During the year, the Health Services Department provides presentations on Growth Development and Sexually Transmitted Disease to science classes. If parents do not want their child to participate in such presentations, a letter reflecting this desire must be presented to the principal. Otherwise, all students will participate in the health services programs.

Medications: as per NISD Policy.

### **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.

### **Tardies**

Students should be in their seat when the tardy bell rings. Students who have unexcused tardies will be assigned the appropriate level of consequence for that class.

### **Tardy to School**

Students reporting late to school, after 8:45, must report to the attendance office before going to class. A signed note from the student's parent or guardian stating the reason for the tardy must accompany the student. Excused tardies are usually limited to the student's personal illness or doctor appointments. This procedure applies even when the student arrives at school during the break between classes.

### **Textbooks**

Each student may be issued appropriate subject matter textbooks. Once the textbooks are issued to the student, the student assumes all responsibility for any loss or damage to the textbooks. Students, DO NOT LOAN your textbooks to other students. State law requires that ALL textbooks must be covered at all times. Covers are available from your teacher.

Lost textbooks are located in the office.

### **Telephone**

The telephone in the office is for school business and emergencies; it is not for general use by the students. Students will not be called from classes to answer telephone calls except in extreme emergencies.

### **Unauthorized Location**

Students in the hallway without a pass may be subjected to a disciplinary consequence for unauthorized location.

### **Visitors**

All Parents and Visitors are required to register in the Administrative Office with the Principal's secretary 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.

Parents are always welcome to attend classes or have lunch with their student. When visiting a class we ask parents:

1. Please give 24-hour advanced notice of the class you plan to attend. This is not only a courtesy to the teacher, but there may be limited value in visiting a class that is testing or has made alternate arrangements for the day. Please speak directly to the teacher when making these arrangements.
2. While visiting classes, please respect the academic integrity of the class. We ask that you do not participate in class activities unless arrangements have been made otherwise. Please view your role only as an observer.
3. Please be on time. To protect the academic environment for all students, visitors may not enter a class after it has begun and we ask that our visitors stay in class for the entire class period.

When visiting your student for lunch, you may purchase items or a lunch in our cafeteria. In fairness to all students, food brought from outside vendors is not permitted in the cafeteria. If you wish to bring food from outside vendors, we will assist you in having lunch with your student in another area of the school. Our teams frequently schedule brown bag lunches for parents and students. These are a unique opportunity for everyone, and we strongly encourage your participation

### **Withdrawal from School**

When it is known that a student is going to withdraw, the parents or guardians should notify the attendance office at least one day in advance, if possible. All textbooks and library books must be returned. Any fines owed the school need to be paid before records may be released.