

# -SECTION A-

## E. M. PEASE MIDDLE SCHOOL

### CAMPUS POLICY

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

Katherine Lyssy .....	Principal
Monica Cabico .....	Vice Principal
Lynda DeSutter .....	Assistant Principal
Mark Lopez .....	Academic Dean
Demetria Simmons .....	Admin Intern

#### GUIDANCE COUNSELORS

Gladys Longoria .....	Head Counselor
Analisa Perez-Ramirez .....	Counselor
Christie Hall .....	Counselor

#### Section A

#### Campus Policy

#### 2018-2019

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

## **MISSION STATEMENT**

At E.M. Pease Middle School, where every student counts, our Mission is to nurture, facilitate and advance learning with compassion, inspiration and determination so that every child has the opportunity to reach full potential as a life-long learner. We will develop a community that provides a positive and rich learning environment where students and teachers are continually learning.

## **FOREWORD**

### **To Students:**

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

### **To Parents:**

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

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

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

We look forward to working with you.

## **SAFE SCHOOLS**

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

All students are expected to follow instructions given by an adult. Students are urged to report to adults injuries, law violations, or any other questionable behaviors.

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

## **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 Pease's leadership, also, 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

## **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.

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

The Vice Principal and Assistant Principal work directly with the Principal in the administration and organization of the schools. They are in charge of attendance and handle the routine discipline problems. The Vice Principal assumes the responsibility of the Principal in her absence.

### **Academic Dean**

The Academic Dean at Pease Middle School is charged with assisting the Principal in creating a comprehensive academic program to provide effective learning experiences for each student. The Dean is also responsible for overseeing the campus' testing procedures.

## **Counselors**

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

## **Teachers**

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

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

## **Secretaries**

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

## **LAW ENFORCEMENT OFFICIALS**

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

## **LINE OF COMMUNICATION**

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

1. Teachers (397-2950) (You will be prompted to leave a voice mail for the individual teacher. Campus policy allows 24 hours for a teacher to respond to a parent.)
  - academic performance
  - classroom behavior
  - progress reports
  - curriculum questions
2. Coaches and Co-Curricular Sponsors  
(397-2915 girls / 397-2910 boys)
  - athletic or co-curricular performance and participation
  - P.E. questions
3. Counselors (397-2982)
  - school work
  - course selection
  - group and social problems
  - personal problems
4. Academic Dean (397-2950)
  - all academic matters
  - grades
  - progress reports
  - schedule issues
  - homework
  - tutoring and remediation
  - testing
5. Vice Principal's / Assistant Principal's Office (397-2974)
  - matters unresolved with teachers
  - discipline issues
  - textbook, bus and locker concerns
  - scheduling of campus facilities
6. Principal (397-2955)
  - all issues unresolved after aforementioned chain of command has been followed
  - policies and practices of school operations on the campus and district level
  - community relations
  - Campus PTA

### Additional Support Staff

Attendance: 397-2958

Nurse: 397-2959

Campus Police: 397-2995

School Receptionist: 397-2950/2951

# GENERAL INFORMATION

## OFFICE HOURS

E.M. Pease is available to the community Monday through Friday, 8:00 a.m.-4:15 p.m. To increase our efficiency of operations, we ask patrons to make appointments when needing to speak with a campus staff member. SPECIAL ARRANGEMENTS CAN BE MADE BY PRIOR APPOINTMENT OUTSIDE OF THE REGULAR OFFICE HOURS.  
In cases of emergency, please call NISD Police at 397-5600.

## ACADEMIC AND ACTIVITIES INFORMATION

### Academic Day

Classes begin each morning at 8:30 a.m. and end each afternoon at 3:40 p.m. The doors of the building are opened at 7:30 a.m. when the Pease cafeteria staff begins serving breakfast. Staff members begin their supervision of students at 7:50 a.m. Once a student is on campus, they are NOT allowed to leave campus unless accompanied by a parent/guardian or have approval from campus administration. Students who leave without permission will be considered "truant" and will be subject to appropriate disciplinary action by campus administration.

Students are asked not to block any entrances to the buildings. We ask students not to loiter at the front of the main building, or to be in the classroom areas before or after school. Students are not to be in the parking lot at any time.

During the school day, students should make sure they follow their individual class schedule and report to all classes on time. It is the students' responsibility to make sure they bring the necessary materials to class and that they are adequately prepared for each class.

Students who remain after school or come back to school in the evening for any reason (assigned detention, tutoring, clubs, extra-curricular activities, etc.) are expected to leave the building promptly following the activity in which they were involved. STUDENTS NEED TO MAKE ARRANGEMENTS AHEAD OF TIME WITH THEIR PARENTS TO INSURE THEY HAVE A PROPER WAY HOME AS SOON AS THEIR SCHOOL BUSINESS HAS BEEN COMPLETED.

After hours students may be admitted by custodial staff if accompanied by a parent/guardian. REMINDER: Staff members supervise students from 7:50 a.m. to 4:00 p.m. and at all scheduled extra/co-curricular activities. No adult supervision is available at any other time. To ensure student safety, please limit your student's time on campus to supervised hours only. If you cannot pick up your child by 4:00, please make arrangements with our after school program, Club LT.

### Academic Tutoring

Academic Tutoring will be offered at various times throughout the day. Students may be assigned to specific tutoring programs to assist the students with their academic skills. Every Pease Middle school teacher is required to provide academic tutoring on a weekly basis for any student struggling in their class. Please confer with your child's teachers for their respective tutoring days and times. In addition, the Academic Dean can assist parents and students in scheduling more individualized assistance.

### Advisory

Advisory is a scheduled class and attendance is mandatory for all students. Advisory will be a time for character education and tutoring. Students are required to bring appropriate study materials to the Advisory.

### After School Activities/Dances

All school and U.I.L. rules apply to conduct and dress code of 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. Students who exhibit inappropriate behaviors (including objectionable dancing styles) will be removed from the activity. For the 8th Grade Dance and/or End-of-Year Dance, "Sunday Best" is the preferred dress unless there is a "Themed Dance." Limousine transportation is not appropriate for these events as they cause congestion and traffic issues. Any clothing deemed inappropriate or suggestive is not permitted.

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

- non-completion of ISS the day of the event
- suspension assigned for the day of the event
- other disciplinary actions that may warrant non-attendance of the event including discipline referrals prior to the dance
- absence from school the day of the event
- repeated misconduct at after-school events
- assignment to an alternative educational campus
- withdrawal from Pease Middle School

### Assemblies

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet and booing are discourteous.

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

## Attendance

Students who have been absent should bring a note to the Pease attendance office upon their return to school. Parents may also fax a copy of the excuse/note to the school at (210)678-2974. The note should contain the following information:

1. Student's name, grade level, and I.D. number
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 office 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 can visit the NISD Pease website and utilize the attendance page that contains a link to email the attendance secretary with questions or notes for absences. <https://nisd.net/pease/attendance-procedures>

## Awards

Students will receive Honor Roll ribbons at the end of the first five grading periods. To be on the "A" Honor Roll, the student must have A's in all subjects with no U's or N's in conduct. To be on the "A-B" Honor Roll the student must have any combination of A's and B's and no U's or N's in conduct. Please see "Grading" on B-2.

## Before School Procedures

Students have access to the school building after 7:30 a.m. when supervising staff members arrive. We discourage students from arriving on campus before 7:30 a.m. Upon arrival to school, students are to report to their grade level locations unless they are going to eat breakfast first. Any student that arrives before 7:30 a.m. may be standing outside unsupervised.

## Book bags/Backpacks

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.

## 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, South Station, at 397-2191.

## Cafeteria Services

Our school cafeteria provides hot breakfasts and hot lunches for **all** students. Breakfast is served from 7:30 a.m. until 8:15 a.m. Meal accounts can be updated between 7:30 and 8:15 a.m.

In accordance with federal regulations, the school cafeteria service offers "free" and/or "reduced-price" meals. Applications are available in the school's Main Office. Only one application for "free" or "reduced-price" meals is required per family unit.

The cafeteria personnel keep and control all student breakfast and meal accounts.

A positive balance must be maintained in your student's meal account.

If you need information regarding the individual meal prices, please call the school's cafeteria manager. You can reach the Cafeteria Manager at 397-2985.

## Campus School Rules

1. Be POLITE.
2. Be PREPARED.
3. Be PROMPT.

## Candy/Gum

The consumption of candy and/or gum is prohibited.

## Class Periods — Scheduled

Students will be expected to attend all regularly scheduled classes assigned to them. Students will be expected to bring all of the necessary material to class each day and will be expected to participate in all class activities and complete all assigned school work. Students will be expected to conduct themselves in a proper manner and follow all classroom -regulations.

## Corridor / Hall Passes

Students who are out of any class must have in their possession the classroom hall pass signed by a faculty member or a staff member. Students will utilize the electronic pass system to leave the classroom. Students are responsible for logging in and out each time they exit the classroom. Students will also wear a designated lanyard to designate their destination. The time the student leaves the classroom and then returns back to the classroom will be noted on the pass. Students in the halls without a pass will be subject to disciplinary action. We ask that teachers not release students during the first ten or last ten minutes of a class period.

## Deliveries

Items brought to school after the day has begun will **not** be delivered to classrooms. This type of interruption can be a major distraction to the academic environment. These items will be held in the front office, and a notice will be sent to the student informing him/her that the item may be picked-up during lunch in the front office. Balloons, teddy bears, flowers, gifts, etc. will not be accepted in the front office. The front office staff cannot be responsible for these items.

## Detention Halls (D-Hall)

1. May be Held Mondays-Thursday 3:45-4:45 p.m., as assigned by campus staff.
2. Students must be on time and bring ample work and supplies.
3. Students will be expected to study/complete class assignments and remain quiet during this time.
4. Each student is given written notification of his assigned detention in advance and is expected to inform his parent.
5. Students who miss an assigned detention are subject to further disciplinary action.
6. For excused absences, detentions can be rescheduled with sufficient, written notification from the parent/guardian.
7. ALL school rules will apply in detention hall.
8. Detention is monitored by a staff member at all times.
9. Detention Hall will only be rescheduled at the request of a parent.

## Lunch D-Hall

As a consequence for discipline incidents, students may be assigned to a lunch detention. For this detention, students eat in a designated location with adult supervision. If students do not bring a lunch they are allowed access to their meal accounts. All other D-Hall rules apply.

## Discipline Management

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

- Warning
- Parent conference
- Withdrawal of privileges
- Detention
- Restitution (monetary and/or community service type activities)
- In-School Suspension (ISS)
- Suspension

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.

## Dismissal Procedures

- Students will be dismissed at 3:40 PM.
- Walkers and Parent pickup – exit out the doors at the end of the C and A halls. Walkers are to leave campus immediately.
- Students waiting to be picked up will wait in the front of the school (close to the marquee).
- Bike riders: Exit by the orchestra room. Bike riders are to walk their bikes off campus and leave immediately. Due to the traffic on Hunt Lane, bike riders need to stay on the sidewalk.
- Teachers are on afternoon duty until 4:00 pm
- Bus riders will report directly to the bus loop.

## Dress Code

The district's dress code is implemented (Section D page 7); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus.

In an effort to promote a safe and positive school environment which is conducive to learning the following will be enforced:

- Trench-style coats are not permitted.
- Jackets and coats should not be worn tied at the waist.
- Undergarments are not to be worn as outer garments (for example: plain white T-Shirt, muscle shirts), including pajama tops or bottoms. All undershirts must be tucked inside trousers.
- Pants and skirts must be worn at the waist, no loose waistbands or oversized pants are permitted.
- No leggings or tight fitted pants are permitted.
- Pants hems should be worn at or below the ankles and not drag the ground.
- No clothing with holes, rips, tears, purposely torn, frayed, or tear-away pants will be allowed.
- No oversized clothing or sagging, bagging, dragging pants. Pant legs secured at the cuff with rubber bands or other devices will not be permitted.
- Shorts are prohibited for boys and girls.
- Capri pants should be no less than four inches below the bottom of the kneecap.
- Skirts with slits must not be more than 4 inches above the knee (the slit must meet the same requirement).
- Wallet chains, dog chains, dog collars, spike and leash type jewelry is prohibited.
- Inappropriate, indecent, suggestive, low cut, excessively tight, or distracting clothing (some examples: sexual slogans, gangs, tobacco, alcohol products drugs or violence) will not be allowed. This includes patches, drawings, or writing on clothing.
- All Shirts/Tops must be worn appropriately – baggy & long shirts below the buttock area are not acceptable.
- No exposed midriffs, backs, or underpants. No tank tops, halter tops, spaghetti straps, strapless, tube top, camisole type, or see through shirts. Jackets are not allowed to cover dress code violations.
- No Flip-Flops, slides or house shoes/slippers are permitted.

- Body piercing other than ears is not permitted. Ear rings, like all jewelry must be school appropriate, and earlobe spikes an d/or “spacers” are prohibited. **No other visible body piercing jewelry is allowed.**
- Tattoos should be covered at all times.
- Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is prohibited.
- Hair must be neat and clean. Unconventional colored, multi-colored or spiked, Mohawk or Faux hawk hairstyles are not permitted. Hair must not cover the eyes. Insignias or initials, lines, designs etched in the eyebrows, hair or any part of the scalp are not permitted.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent, or unusual as to detract from the classroom environment. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

Students not complying with the dress code may be given the option to correct the dress code violation; change into school-provided warm ups, or removed from the regular school setting until the parent is able to provide appropriate attire.

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

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

## **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 in a school designated 'electronic device zone' or using the device for 'teacher approved' instructional purposes. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow 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.**

## **“Fast” Foods**

Under no circumstances are parents allowed to bring in food for other students. While we will allow parents/guardians to eat with their child, siblings, friends, or other relatives are not allowed to eat in the cafeteria. All visitors MUST check in to the office before reporting to the cafeteria. If a parent brings in fast food for their child, the student will sit at a designated area of the cafeteria.

## **Fine Arts**

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

### **Art**

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

### **Band /Choir /Orchestra**

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

### **Theater**

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

## **Hallway Expectations**

1. Keep hands/feet off other people/things, i.e., walls, bulletin boards, doors, fire alarms, etc.
2. Be considerate by not yelling, cursing, or peeking in or pounding on doors.
3. Walk to the right of hallway facing front and moving forward – do not run.
4. Stay in your grade level hallway.

## **Homework Assignments**

- Daily homework assignments are made in most academic classes. These homework assignments are not meant to serve as “busy work,” but are carefully prepared by the teachers to reinforce the day's learning or to prepare for the following day's lesson.

## **In School Suspension (ISS)**

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

Students who are assigned to ISS must report with all their textbooks/material the VPO as soon as they arrive on campus. Tardiness and lack of materials may result in further disciplinary action. Students who are assigned to ISS may not attend or participate in after school activities until after 3:40 on the final day of the assignment.

While in ISS the student will continue all class work by completing specially prepared packets from each teacher. Misbehavior in ISS could result in a Suspension from school and/or a Citation from NISD police.

If students are unable to get themselves back in control after the assigned period of time, more restrictive recommendations will be initiated by the administration.

## **Late Arrivals**

When students arrive on the campus after classes have started, they are to report immediately to the Attendance Office with a parent note.

Students will receive an unexcused tardy for any late arrival that does not meet the criteria for an excused absence. Any tardy after ten minutes from the start of a class will be considered an absence.

## **Library**

The campus library supports the curriculum and provides a wide variety of materials in both print and electronic formats, (many of which are also available in Spanish), which are suitable to the interests and abilities of students and parents in their pursuit of knowledge and love of reading. Information fluency skills for life-long learning are taught, practiced, and applied. Home access to the online catalog is available at <http://webcat.nisd.net>. Home access to the school's databases is available at <http://www.nisd.net/pease/links/library/safesearch.htm>; required user names and passwords may be requested from the librarian.

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. Other expectations for students include (1)

that they will conduct themselves appropriately in the library; (2) that they will checkout materials only for themselves, not for other students; and (3) that they will return or renew materials when they are due. Most books have a three-week checkout period. However, graphic books and past issues of magazines may only be checked out for three days and are not renewable because of their popularity. Although late fines are not assessed, students are held accountable for severely overdue books by having to work in the library before or after school for a period of time appropriate for the length of time their books are overdue.

The library is generally open from 7:45 a.m. to 4:30 p.m. Monday through Friday. Students may come in before and after school to study, complete homework, or read. A limited number of computers are available for school-related assignments. If the library will be closed for special events or testing, the dates and times are posted on the door. Parents are welcome to browse and/or checkout parent materials located in the Professional Collection as well as any items in the regular collection. Questions regarding library policies or procedures should be directed to the librarian (397- 2983).

## **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**

Any article of value should be turned in to the office. AS THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST ARTICLES, WE URGE STUDENTS TO TAKE EVERY PRECAUTION TO PROTECT THEIR POSSESSIONS. Mark carefully all personal items, such as wearing apparel, books, and supplies in order that each may be easily identified. At the end of each month, the Lost and Found will be cleared of all lost clothing articles. Lost textbooks are returned to the issuing teacher. Students should check with their teacher(s) for lost textbooks. A penalty may be assessed for repeat offenders.

## **Lunch Procedures**

1. Students are to walk 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. Students do not have assigned seating in the cafeteria. They are expected to follow directions and sit at the next available seat.
3. Students are to go directly to the lunch line when they enter the cafeteria, and wait in an orderly fashion for their turn to pick up a meal.
4. Lunch staff will collect trash at the table. Students pass their food down to the end neatly.
5. Students must raise their hand if they need to get out of their seats.
6. Students are encouraged to access the restrooms before the lunch period is completed.
7. Students will be dismissed by table to walk back to class. They are to walk on the right side of the hallway and remain quiet. Remember, other students are in class during lunch.

## **Make-up Assignments**

When students miss school because of absences or school related activities, the responsibility for make-up work rests with the student. If the student will be absent for three or more days, make-up work can be requested through the administrative offices (397-2950). Please allow the teachers 24 hours to get assignments ready.

## **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.**

Students are not permitted to sell items on campus for personal or outside organizations.

## **Nuisance Items**

Students are cautioned not to bring personal electronic devices such as speakers, iPods, radios, skate boards, skates, sneaker skates, toys, trading cards/game cards, etc. to school. If they are brought to school, they will be taken up and held in the administration office. Parents must pick up confiscated items. The Pease Middle School staff is not responsible for lost or stolen items.

## **Offices**

The offices of the administration and counselors are open from 8:00 a.m. until 4:15 p.m. each school day. All school business should be transacted during these hours. Parents needing to meet with a counselor and administrator are asked to call and schedule an appointment at a mutually agreeable time.

## **Parents Providing Transportation**

The parents who provide transportation to and from school are asked to observe the "No Parking" signs on Hunt Lane. The signs were installed for the safety of your students. Students are not to cross Hunt Lane except in the marked crossing areas.

We ask that parents deliver and pick up students ONLY in the front circular drive. Please observe the marked lanes. The RED CURB marks a FIRE LANE and no parking is allowed on this curb. It must remain clear in case of a fire or a medical emergency. Parking is allowed on the yellow curb. The center lane is for moving traffic.

PLEASE DO NOT UNLOAD OR PICK-UP STUDENTS IN THE FACULTY PARKING LOT! Only school buses are allowed in this area. When students move between school buses, a serious safety factor is created.

## **Physical Education**

All students are required to take a physical education class unless there is a physical or religious exception. P.E. requires that the student "suit up" in an authorized P.E. uniform each day and participate appropriately.

A note from a parent will be required for medical exemptions of three or fewer days. A medical doctor's note is required for physical or medical exemptions longer than three days. Religious exemptions must be supported by written authorizations.

On the last school day of each week students are required to take their P.E. uniform home to be washed and brought back to school the next school day. Failure to return with a clean P.E. uniform is NOT an excuse for missing P.E.

1. Physical Education uniforms (shirts, shorts, & socks) will be available to purchase from the school for the convenience of the parents. If a uniform is lost or stolen, a solid white T-shirt and solid shorts can be used temporarily until replacements can be purchased.
2. The uniforms are to be marked with a permanent black marker.
3. Students are expected to wear tennis shoes (safety reasons).
4. Students cannot wear cut-offs or shirts other than T-shirts. No special sayings or pictures may be on them.
5. A combination lock will be provided to students for the security of their personal items. Students may not use their own personal locks.



## Progress Reports

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

Students will usually receive Progress Reports on the 3rd week of each six weeks grading period. The Progress Reports are designed to inform parents and students of current classroom performance and grade.

Students must return the parent-signed Progress Reports to their Advisory teacher within three school days. Parents are reminded that they should contact individual teachers with questions and concerns about a student's academic progress.

## Registration

Two days during the summer are set aside for registration for only those students new to Northside. All others may register by appointment. Please call our campus Registrar at 397-2982 to schedule an appointment.

## Report Cards

Report cards will be issued at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. There is a special comments section on the report card. The teacher's comments help parents and students understand more fully the current grades.

## Schedule Change

Schedules will **not** be changed unless extenuating circumstances exist. In order to change a schedule, a student must have a reason deemed legitimate by the school Administration. A student's schedule will not be changed because of low grades or individual differences/disagreements with a teacher. Request to change teachers will ordinarily not be granted except in cases where change will assist in equalizing the teacher load. **Before the Administration considers any schedule change request a parent-teacher conference is required.**

## Social Behavior

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

## School Clubs

Every student can profit from the varied experiences enjoyed as a member of a club or organization. All Memberships in clubs are open to all students who meet the established guidelines of each organization. All clubs and student organizations must receive administrative approval.

## Meetings

1. Club meetings will be held before and after school hours only.
2. Meetings will be supervised by faculty sponsors. Sponsors should not leave until all members have left the school grounds after a meeting.

### Schedule, Activities, Etc.

1. All scheduling, activities, etc. must receive approval from the Principal or his designee.
2. All activities must be on the main calendar. After approval has been given, the sponsor must see to it that it is on the calendar.
3. Sponsors will be responsible for the action of their organization. Proper dress and behavior should be expected when the organization is representing Pease Middle School.

## 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.

## Sports

Any boy or girl who is interested in participating in sports will be given instructions in his/her physical education class when tryouts will be held. Students are required to comply with NISD policy and state UIL rules governing sports events. FOR ANSWERS TO QUESTIONS ABOUT ATHLETICS, PLEASE CONTACT THE SCHOOL'S ATHLETIC PHONE LINE AT 397-2915.

Schedules will be announced as soon as they are received from the NISD Athletic Office. All parents are encouraged to attend these activities. FOR MOST ATHLETIC EVENTS THERE IS AN ADMISSION CHARGE PER PERSON.

## Student Council

The Student Council is composed of one representative and one alternate elected from each advisory. All Student Council officers, representatives, and alternates must NOT have F's or U's and NO MORE than two N's in any given subject area for the current year. (Refer to the Student Council Constitution for any additional qualifications.)

Qualifications for president and vice president are to be currently a 7th grader, with no failing grades or unsatisfactory citizenship in any subject, maintaining an overall "B" average. All other officers are to be currently a 6th or 7th grader, with no failing grades or unsatisfactory citizenship in any subject. They should maintain an overall "C" average.

The Council participates in many worthwhile projects. Members should be willing to devote time during their advisory period as well as before and after school to work on Council projects.

## Student Sign-Out

When students have appointments parents/guardians are required to report to the front office and sign their child out. For safety/security reasons parents/guardians are required to present a valid ID card to the front office staff. We ask that if any parent/guardian has to pick-up their student early from school, that they please do so BEFORE 3:20 PM. It is very difficult to retrieve students out of class after 3:20 and also manage the end-of-day responsibilities in the front office.

## **Tardies**

Students will be counted tardy if they are not in their assigned class when the class period begins. Students will be subject to campus consequences, as determined by campus administration. Our campus Tardy Policy is as follows:

1<sup>st</sup> Tardy - Verbal Warning

2<sup>nd</sup> Tardy - Warning along with a Parent Phone Call from the teacher

3<sup>rd</sup> Tardy – Lunch Detention

4<sup>th</sup> Tardy – Parent phoned by Administrator

5<sup>th</sup> Tardy - Lunch Detention

6<sup>th</sup> Tardy - Consequence assigned by campus administrator.

The tardy count re-sets at the beginning of each six weeks period.

Students will have four (4) minutes to pass from one class to the next. This has proven to be ample time for students. If, however, your child has a physical or medical need that necessitates more time, please contact a campus administrator or the campus nurse.

## **Textbooks or Calculators**

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

State Law requires that ALL textbooks be covered; each student will be given the first set of covers. Thereafter, the damaged textbook covers need to be obtained and replaced by the student. (One of the best textbook covers is the brown paper grocery bag.)

## **Pease Grading Policy**

Grades will reflect a student's mastery level of the content. Each department will follow the District's requirements for grading categories and the weight of each of the categories. All students will receive a minimum of 12 grades each 6wk period.

## **Pease Late Work Policy**

Late Work is any assignment that is not turned in by the teacher's deadline. This work can include homework and class assignments.

- Students in academic classes will not receive a point deduction for turning in late work, but may be required to attend tutorials to complete the missing assignment.
- Students in PreAP classes may receive a point deduction for work being late. Students will have the opportunity to make a passing grade (70+) on all late work. Parents will be notified about the deduction in points due to the assignment being turned in late.

## **Pease Redo/Retest Policy**

Students are expected to redo any assignment that they do not master. Students must complete these assignments on their own time and should attend tutoring to receive instruction for any gaps.

Students are expected to complete test corrections and/or retest any material that they do not master. Students must complete the test corrections on their own time and may be required to attend tutorials to complete test corrections/retest.

## **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.

## **Withdrawal from School**

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

On the day of withdrawal, the student should report to the Counselor's office and pick up a check-out form which must be signed by each teacher. Textbooks must be returned to the Front Office.

The check-out form must be returned to the Counselor's Office before a final clearance can be granted. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. NO ONE will be checked out of school during the last two weeks. Students are expected to be in school the last day, ALL DAY.