

# -SECTION A- COKE R. STEVENSON MIDDLE SCHOOL CAMPUS POLICY

## COKE R. STEVENSON MIDDLE SCHOOL ADMINISTRATION

Julie Schweers .....Principal  
 David Aslin.....Vice Principal  
 Theresa Long .....Academic Dean  
 Julie Franco .....Assistant Principal  
 Erica Hallam .....Administrative Intern

## COUNSELING STAFF

Paula Phelps .....Head Counselor  
 Maria Figueroa .....Counselor  
 Jill Lewis.....Counselor

### Campus Policy 2018-2019 Section A

Welcome	A-1	Athletic Events	A-4	National Junior Honor Society	A-7
Philosophy	A-1	Backpacks	A-4	Notices to Parents	A-7
Coke R. Stevenson	A-1	Personal Electronic Devices BYOD	A-4	Nuisance Items	A-7
Foreword	A-1	Class Procedures	A-4	Off Campus Suspension	A-7
School Colors	A-1	Clubs and Organizations	A-4	Offices	A-7
School Mascot	A-1	Corridor Pass	A-4	Physical Education	A-7
People Who Can Help You	A-1	Dances	A-4	Progress Reports	A-7
Principal	A-1	Deliveries	A-4	PTA — Parent Teacher Association	A-7
Academic Dean	A-1	Detention Hall	A-5	Public Display of Affection	A-8
Vice Principal and Assistant Principal	A-1	Discipline Management	A-5	Respect	A-8
Counselor	A-2	Dismissal Procedures	A-5	Schedule Change	A-8
School Nurse	A-2	Dress Code	A-5	Selling/Buying Items	A-8
Teachers	A-2	Examinations	A-5	Shadowing	A-8
Instructional Assistants	A-2	Gum/Candy	A-5	Student Council	A-8
Secretary	A-2	Hallway Expectations	A-6	Sports	A-8
Law Enforcement Official	A-2	Health Care — Sickness at School	A-6	Tardies to Class	A-8
Line of Communication	A-2	Homework Center	A-6	Tardies Late to School	A-8
General Information	A-3	Honor Roll	A-6	Telephone - Office	A-8
Academic Day	A-3	In School Suspension (ISS)	A-6	Throwing Objects	A-8
Bell Schedule	A-3	Leaving School	A-6	Traffic Flow	A-8
Absences	A-3	Library	A-6	Transportation	A-10
Academic Tutoring	A-3	Lockers	A-6	Unauthorized Location	A-10
After School Participation	A-3	Lost and Found	A-6	Visitors	A-10
Arrival at School	A-4	Lunch Procedures	A-7	Withdrawal from School	A-10
Assignment Sheet/Daily Planners	A-4	Lunch Money	A-7		
Athletics	A-4	Make-Up Work	A-7		

## **WELCOME**

Welcome to Wildcat Country. As a student at Coke Stevenson, you will have the privilege and opportunity of being a part of one of the finest middle schools in our nation. Your school facility will offer you many opportunities. In return you will be expected to give your cooperation, interest, and enthusiasm in the classroom and in your extracurricular activities. It is a known fact that you will receive no more from your school than you invest. Keep this thought in mind at all times. You, the student, are the most important aspect of school life at Stevenson Middle School. Be proud of your school. Take good care of it. As a Wildcat, you are expected to act like a middle school student and conduct yourself properly. You will learn necessary and useful skills for the future. As a new student you may find some things unfamiliar at first, but you will soon become accustomed to them. Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at your school.

## **PHILOSOPHY**

The purpose of Coke R. Stevenson Middle School is the education and development of its students as individuals and as citizens. The core curriculum stresses reasoning, communication, and mathematics skills as well as the importance of a healthy body and an understanding of the past and of the basic scientific laws by which the universe operates. A variety of enrichment subjects augment and expand these fields of study in a school setting that is pleasant, nourishing to both mind and body, and conducive to learning and the enhancement of social skills.

The school strives to instill in its students a love of learning, an appreciation of fine arts and the natural world, and a recognition and acceptance of the rights and responsibilities of both themselves and others. Stevenson students should develop pride in self, school, community, and country; more, they should willingly and eagerly seize the challenge to go beyond what is taught them, applying the principles and lessons to the betterment of an increasingly complex and technological world.

## **COKE R. STEVENSON**

"Calculating Coke" was what the political writers called him. A self-educated American, Coke R. Stevenson, through hard work and personal drive, rose to the heights of State Speaker of the House, Lieutenant Governor, and finally Governor of Texas. To this point in our state's history, he is the only person to have held all three of these top state offices.

Governor Stevenson was born in a Texas log cabin on March 20, 1888. Receiving very little formal education, he nevertheless became a well-educated man — reading and studying on his own and developing a practical knowledge of all aspects of life. Through such determination and without the benefit of even an elementary school certificate, he became an outstanding lawyer, banker, and rancher, known widely among his colleagues in these areas.

His public career began as a county attorney for Kimble County, Texas. Then he served as Judge of that county. It was these stepping stones that paved the road to the Texas governorship, which he held from 1941-1947. On June 28, 1975, Governor Stevenson died, leaving a legacy of self-pride, determination, and accomplishment in the face of obstacles. His life remains proof of the opportunity and challenge in our country to become all one can be.

## **FOREWARD**

This Student Handbook has been prepared for your information and will help you and your parents understand the spirit, ideals, and objectives of Coke Stevenson Middle School.

Coke Stevenson 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 ensure each individual the opportunity to benefit from the program. It is impossible to make this handbook a comprehensive list of all rules which will become the definitive explanation for all disciplinary measures. Rather, this book serves as a general reference. From the philosophies and policies stated within, additional rules and guidelines are established. Frequent references will keep you informed of guidelines and allow you to take full advantage of school offerings.

Please feel free to confer with teachers, counselors, and the administration when you deem it necessary. The cooperation of the 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, 397-7300.

## **SCHOOL COLORS**

Maroon and White

## **SCHOOL MASCOT**

Wildcat

## **PEOPLE WHO CAN HELP YOU**

### **Principal**

The principal is responsible to the Superintendent of Schools for proper administration of Coke Stevenson Middle School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your problems.

### **Academic Dean**

The Academic Dean shall report to the Principal in the administration and organization of schools. They assist the principal in supervision of all personnel, instruction, curriculum, budget, parent relations, and public information. The Dean monitors and assists teachers in the planning and implementation of curriculum goals, and objectives to provide effective learning experiences for each student on our campus and to raise student achievement.

### **Vice-Principal and Assistant Principal**

The vice principal and assistant principals work directly with the principal in the administration and organization of the school. They are in charge of the 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 his/her absence.

## **Counselor**

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

A portion of your counselor's training has been in the field of testing. The counselors handle the annual testing program and administer and interpret the individual tests. In addition, counselors spend time in individual classrooms as part of a group guidance program.

## **School Nurse**

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located next door to the vice principal's office.

## **Teachers**

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. The teachers are available before and after school for the purpose of helping any student who desires to report at that time. Students should arrange an appointment with their teacher prior to the day and time. Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

## **Instructional Assistants**

The instructional assistants work under the direction of the Administration, counselors, and teachers. All of the instructional assistants carry out important, school-related functions and will assist you in matters concerning attendance, report cards, etc., or will refer you to the office where you can obtain the information or assistance which you need.

## **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 tasks, 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 (397-7300)
  - academic performance
  - classroom behavior
  - progress reports
  - curriculum questions
2. Coaches and Co-Curricular Sponsors (397-7365, girls/397-7360, boys)
  - athletic or co-curricular performance and participation—PE questions
3. Counselors (397-7332)
  - schoolwork
  - course selection
  - group and social problems—personal problems
4. Vice Principal/Assistance Principal (397-7324)
  - behavioral matters unresolved with teachers
  - discipline issues
  - textbook, bus, and locker concerns
  - spring scheduling of baseball fields
5. Academic Dean (397-7320)
  - academic matters unresolved with teachers
  - academic issues
6. Principal (397-7305)
  - 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

### **Additional Support Staff:**

Attendance, 397-3708

Nurse, 397-3709; fax, 210-257-1150

Campus Police, 397-7377

## GENERAL INFORMATION

### Academic Day

Classes being each morning at 8:30 a.m. and end each afternoon at 3:40 p.m. Students are supervised from 7:30 a.m. to 4:10 p.m. Once a student arrives on campus, they are not allowed to leave campus unless a parent or guardian signs them out in the front office. Any student caught leaving campus after they arrive, regardless of the time they arrive, will be considered truant and will be subject to disciplinary action. 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.

It is the student's responsibility to make sure they follow their individual class schedule and report to all classes on time. Loitering at the lockers or in the hallway is not permitted. All students have the responsibility of bringing the necessary materials to class and that they are adequately prepared for each class. REMINDER: Staff members supervise students from 7:30 a.m. to 4:10 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.

### Bell Schedule

6th Grade			7th Grade			8th Grade		
Period One	8:30	9:18	Period One	8:30	9:18	Period One	8:30	9:18
Period Two	9:22	10:07	Period Two	9:22	10:07	Period Two	9:22	10:07
Period Three	10:11	10:56	Period Three	10:11	10:56	Period Three	10:11	10:56
"A" Lunch	11:00	11:30	"B" Lunch	11:50	12:20	"C" Lunch	12:40	1:10
"A" Period Four	11:34	12:20	"B" Period Five	12:24	1:10	"C" Period Six	1:14	2:00
"B" Period Four	11:00	11:46	"C" Period Five	11:50	12:36	"D" Period Six	12:40	1:26
"B" Lunch	11:50	12:20	"C" Lunch	12:40	1:10	"D" Lunch	1:30	2:00
Period Five	12:24	1:10	Period Six	1:14	2:00	Period Seven	2:04	2:50
Period Six	1:14	2:00	Period Seven	2:04	2:50	Period Eight	2:54	3:40
Period Seven	2:04	2:50	Period Eight	2:54	3:40			
Period Eight	2:54	3:40						

### Absences

We ask your assistance when your child is absent from school. Parents are encouraged to call the office the morning of their child's absence from school. Your assistance in verifying children's absences on parent connection is appreciated. Further, when your child returns to school they are required to have a written note indicating the student's school ID, the date absent, the reason for absence, and parent signature and phone number. This information is required since attendance records are auditable, legal documents. The student is responsible for gathering and completing make-up work upon his/her return to school.

Parents should personally document all absences and retain all doctors' notes for end of year verification. It is imperative that you give yourself plenty of time to make your appointment, as your child will not be called out of class until you arrive to pick them up for their appointment.

### Academic Tutoring

Academic tutoring will be offered at various times throughout the school day. Students may be assigned to specific tutoring program to assist the students with their academic skills. See website for specific tutoring schedules. Students are encouraged to attend tutoring with any teacher in their grade level.

### After School Participation

Students who are in after school activities, i.e., sixth grade parties, band, athletics, choir, field trips, clubs, etc. should be picked up promptly at the stated designated time. Arrangements for transportation should be made the day before the activity. School telephones are not available after school hours. Students who leave the campus after school will not be allowed to return unless accompanied by a parent. Students who are not picked up in a timely manner may be prohibited from attending future activities.

## Arrival at School

Please report to the cafeteria immediately upon your arrival at school prior to 7:30 a.m. Breakfast is offered each day at 7:45 a.m. The cafeteria is designated as a place for students to eat, not for students to engage in social visits with classmates. Students not eating will be dismissed to go to their grade level area at 7:30 a.m. Students are to eat in a timely manner and then report immediately to their designated area. Students are to remain in that area until dismissed by the bell or by staff on duty. Once students arrive in their grade level area, they are not to leave it. Students must have a pass in order to go to a teacher's class for tutoring or to drop off items.

- Sixth-grade students will go upstairs and be seated in the hallway
- Seventh-grade students will report to the boys' gym and be seated.
- Eighth-grade students will remain downstairs and be seated in the hallway.

## Assignment Sheet/Daily Planners

To facilitate effective communication pertaining to students' progress, the planner will be utilized as a record of assignments and grades received. It is each teacher's decision as to whether the planner is optional or required in the classroom. It is the responsibility of each student to keep the planner up to date with all assignments and grades received. Periodically, the assignment sheet should be reviewed by parents.

## Athletics

The students at Stevenson Middle School can become involved in a diverse, competitive athletic program in the seventh and eighth grades. Organized team sports for boys and girls are offered. Athletic participation is optional and the programs are monitored by the University Interscholastic League of Texas. All athletic programs are extracurricular activities. Students must have a current physical exam, proof of insurance coverage, and be academically eligible prior to participation.

## Athletic Events

Students staying for scheduled athletic events are expected to be spectators taking an active role in watching the game. While at football games, students are to sit in the stands and to not wander into unauthorized areas. The basketball court and field are off limits. While attending games that are held in the gym, students must also sit in the stands and have an active role in watching the game. Unfortunately, due to the size of the gym and limited seating, Stevenson and visiting students will only be allowed to attend the indoor games when accompanied by their parent or guardian. This does not allow for many student spectators. Students will be expected to be picked up, if room does not allow as well as promptly at the end of the event.

## Backpacks

Students may **not** use backpacks to transport materials throughout the day, but can use them to transport things from home to school and from school to home. During the school day, their backpack must remain in their locker.

## Cell Phones/Personal Electronic Devices/BYOD

Personal Electronic Devices (PED's) must be turned off during the school day unless you are in a school designated 'electronic device zone' or using the devices for 'teacher approved' instructional purposes. Each teacher has the right to determine the use of PED's in their classroom that support student achievement. Pictures and videos of students, teachers, or other individuals on campus are prohibited. If the use of any device disrupts school or classroom environment, the device may be confiscated and require the parent to pick up the device and student may be subject to escalating consequences. 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.

## Class Procedures

The teacher's expectations of classroom procedures and policies are discussed with students at the beginning of school year. These are to be kept at the front of each subject area notebook and recognized by each student. These rules are also posted in each classroom as a daily reminder.

## Clubs and Organizations

Every student will profit from the varied experiences enjoyed as a member of a club or organization. Meeting times and locations are announced during morning announcements. Membership in clubs is open to all students who meet the established guidelines of each organization and who are eligible. Club meetings will be coordinated through the principal. Field trips and fund raising activities will be coordinated through the principal.

## Corridor Pass

Students out of any class will be charged with the responsibility of having 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. Arrangements need to be made in advance to secure the appropriate pass for students wishing to enter the main hallways of the building prior to the first bell for academic reasons. They should make arrangements with the teacher the day before to secure a pass.

## Dances

All school dances are scheduled each year from 4:00 p.m.-5:30p.m. Attire will be school dress and must meet the district's dress code. Student's arriving in violation of dress code, may be asked to leave. Formal attire is not appropriate at the middle school level; long dresses, formal dresses, tuxedos and limousine transportation are not appropriate for any events and will not be allowed. Ticket bracelets for the dances are generally sold during all lunch periods the day of the dance. Anyone absent, suspended or assigned to ISS on the day of the dance will not be allowed to attend. Dances are for currently enrolled Stevenson students only. No ticket bracelets will be sold after school or at the door. Tampering with the ticket bracelet will invalidate it as an official entry into the dance. Dancing must be appropriate. Any dancing which is suggestive or compromises the safety of others is not acceptable. Students may be asked to leave, if found in violation, or have possible other consequences.

For safety purposes, once a student has entered the dance, he/she will not be allowed to leave until the conclusion of the dance unless accompanied by his/her parent. Parents are to pick students up promptly at the end of the dance. Students who are not picked up in a timely manner may be prohibited from attending future activities.

## Deliveries

In an attempt to minimize interruptions of the learning environment, we do not deliver items directly to students. We recognize that middle school students are going to forget things. We will gladly accept anything

delivered if a child has phoned or requested items in advance; however, the student will be expected to come by the office between classes to pick up the item on their own. We will not call a student out of class. This procedure has proven effective in teaching students responsibility and ensuring an uncompromised classroom. Parents, please help us with this policy. Balloons, flowers, and gifts intended for special occasions will not be accepted or delivered. They are not appropriate for the school day and will be held in the front office if brought to school.

## **Detention Hall**

A supervised detention hall will be held at Coke Stevenson Middle School. Students are assigned to detention hall when it is necessary for disciplinary purposes, and for the penalty situations arising from excessive tardies and/or other incidents of misbehavior. Detention hall will be scheduled on Tuesday through Thursday from 3:45 to 4:45 p.m. Transportation will be the responsibility of the parents. Parents will receive written notification prior to the day on which the student is to serve the detention hall. In addition, students are expected to return the detention hall letter the following morning by 8:15 a.m. to the VP/AP office. Failure to do so may result in further disciplinary measures. A student who fails to attend detention hall will be subject to further disciplinary measures. While in detention hall, students are expected to follow established rules.

## **Discipline Management**

Since every case is judged on its own merit, consequences will be determined after an investigation and review of student discipline history. We employ a wide range of disciplinary techniques, and we will work to apply the most appropriate consequence based on the specific incident. If there is a violation of law, students may be subject to the issuance of a citation or arrest. Major policy violations are subject to review by the Office of Pupil Personnel and may result in a hearing and placement into an alternative educational campus. Please refer to Section C of the Parent/Student Handbook for further information.

## **Dismissal Procedure**

Students are dismissed at 3:40 p.m. They are to go to their lockers and leave the building in a timely manner. Students who ride the bus home should promptly report to the cafeteria and exit through the doors to the bus driveway. Buses begin leaving promptly at 3:50 p.m. Students who walk home or ride bicycles should walk off the campus in a safe manner and follow rules of safety on the roadway home. Students who are picked up by parents after school should exit through the front door and wait for their ride to arrive. Students should only be picked up at the front of the school. Students that walk should exit the glass door in the middle of the school, if headed toward Old Tezel or should exit the front doors, if headed towards CVS or Braun Station. Students are not to re-enter the building once they have left for the day. In addition, students are not to leave campus after school and then return to campus for any reason. Once a student has left, he/she is expected to continue on his/her way and may not return unless accompanied by his/her parents. This applies even to students who are remaining for after school activities. They are to remain on campus and not travel to local shops or a friend's house. Students are not allowed to loiter at CVS, Braun Station Elementary, or other community area waiting for a ride. All students should be picked up promptly and all students should be picked up by 4:10 pm unless attending a supervised after school event. In the event that students are waiting after these designated times or areas, parents will be contacted and informed of district policy with regards to leaving students after hours.

## **Dress Code**

The district's dress code is implemented in the district handbook (Section D); therefore, students will be expected to follow the guidelines set forth by the district as well as the campus handbook. Dress code standards are extended to extracurricular activities held on the campus in an effort to promote a safe and positive school environment that is conducive to learning, the following will be enforced:

- Clothing with inappropriate holes, rip tears, purposely torn, frayed, or tear-away pants are not permitted.
- Tight-fitting pants; leggings/spandex/compression pants are not permitted.
- Over-sized clothing, sagging, bagging, dragging pants are not permitted. Pant legs secured at the cuff with rubber bands or other devices are not permitted.
- 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.
- Undergarments are not to be worn as outer garments (i.e. plain white t-shirts, muscle shirts, etc.), including pajama tops or bottoms. Trench-style coats are not permitted.
- Jackets and coats tied at the waist are not permitted.
- Pants and skirts must be worn at the waist, no loose waistbands or oversized pants are permitted.
- Pants must cover the knee. Sport/basketball/jersey-type shorts outside of PE/athletics are not permitted.
- Skirts must be no more than four inches above the knee (a slit is to meet the same requirement).
- Wallet chains, dog chains, dog collars, spike and leash-type jewelry is not permitted.
- Inappropriate, indecent, suggestive, low-cut, excessively tight, or distracting clothing (i.e. sexual slogans, gangs, tobaccos, alcohol products, drugs, or violence) will not be allowed. This include patches, drawings, or writing on clothing. All shirts/tops must be worn appropriately.
- Exposed midriffs, backs, or underpants are not permitted.
- Tank tops, halter tops, spaghetti straps, strapless, tube top, camisole-type, see-through (without an appropriate undershirt), and tight-fitting type shirts are not permitted.
- Flip-flops, house shoes, and slide-on shoes are not permitted. All shoes/sandals must have a back strap or closure as this is a safety issue.
- Body piercing, other than traditional ear piercing, is not permitted. All jewelry must be school appropriate; earlobe spikes and/or spacers are not permitted. Tattoos are not permitted and will be covered at all times. Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is not permitted.

If you are found in violation, you will be seen in the VPO. It is the parents' responsibility to ensure the dress code is adhered to.

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 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.

## **Examinations**

Six-week tests are general scheduled during the last week of each six weeks. Tests are scheduled on a revolving schedule. Occasionally, six-weeks tests are not given because the teacher has evaluated the class in a more timely way; however, six-weeks tests are required in all eighth-grade classes.

## **Gum/Candy**

The consumption of candy and/or gum is not permitted and is strictly prohibited in both school gyms and locker rooms. The selling of candy, trinkets, or items on school property, that are not part of a school fundraiser or sponsored directly by the school, is strictly prohibited. Anyone referred to the office for selling items on school property could face disciplinary action.

## Hallway Expectations

- Keep hands/feet off other people/things, i.e. walls, bulletin boards, doors, fire alarms, etc.
- Be considerate by not yelling, cursing or peeking in or pounding on doors.
- Walk to the right of the hallway facing front and moving forward—do not run and do not loiter.
- Take the quickest route to each class staying in designated areas only.

## Health Care—Sickness at School

The school nurse or school personnel give first aid only. They do not diagnose illnesses but take note of symptoms and observe students. If the student is seriously ill, injured, or unable to return to class, the parents will be notified. We ask that children be kept at home when ill. This is most important for the health of the child and for the health of all children in school. It is recommended that a child be kept at home for 24 hours after he is completely free of fever. If a student becomes ill or is injured, he will be given first aid or other appropriate care in the clinic. If the student needs immediate medical attention or is too ill to return to class promptly, parents, guardians or another alternate adult listed on the medical card should pick their child up promptly.

The parent or guardian is responsible for furnishing ALL emergency information on the student's medical card including alternative adults and current phone numbers. TO ENSURE THE STUDENT'S SAFETY ONLY PERSONS LISTED ON THE MEDICAL CARD ARE ALLOWED TO SIGN A STUDENT OUT OF SCHOOL. In the event the designated persons are unavailable, it is the parent's responsibility to make arrangements for the student to be picked up, and to notify the school as to the person picking the student up. In extreme emergencies, E.M.S. will be called. PAYMENT FOR E.M.S. IS THE PARENT'S RESPONSIBILITY.

## Homework Center

All Stevenson Middle School students may receive assistance with homework of any type after school on Tuesday, Wednesday, and Thursday, from 3:45 pm. To 4:45 p.m. in the Homework Center. The Homework Center is also open each morning from 7:50 a.m. to 8:20 a.m. for assistance with work. The Homework Center is staffed with Stevenson teachers who aid students in completing assignments that they have not finished or with which they may have had trouble. The Homework Center is open to any students who wish to attend in order to raise their grades. Students may attend voluntarily or they may be assigned by their teachers for academic, not punitive, reasons. Please call 397-7300 if you have any questions.

## Honor Roll

Each six weeks grading period, students meeting the following criteria will be recognized for achieving one of the Honor Rolls designated below:

- A Honor Roll (All A's)
- A & B Honor Roll (Any combination of A's and B's)

## In-School Suspension (ISS)

In School Suspension is an alternate classroom placement used as a disciplinary technique in some circumstances. Students assigned to ISS complete all regular class work. However, changing classes and socializing with peers is not permitted. During the course of an ISS assignment (up to three days per offense), a student may not attend any school activity. Students will be expected to surrender all electronic devices at the beginning of the ISS day. These items will be locked and secure during the day. They will be returned prior to leaving, if no violation occurs. Tardiness, lack of materials, and/or off-task behavior may result in further disciplinary action. Students will be suspended and sent home if they cause a disruption that warrants removal from the ISS classroom, or are not compliant with the directives of the ISS teacher to the point that a referral needs to be written. The student may still be required to fulfill the ISS placement. Further administrative action could also result, depending on the nature of the offense that caused the removal. Students are not allowed to participate in any after school activities on days they are in ISS or on a day they were assigned ISS.

## Leaving School

Students who need to leave school during the day will be called out of class once the parent arrives. Parents are to arrive at the front office, request their child, and sign their child out on the proper sheet. After a student arrives on campus by any means, he/she is to remain on campus. Any student that leaves campus without a parent and without first signing out in the front office will be subject to disciplinary action. Students leaving or returning to school during the day must check in/out with the front office.

## Library

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. The library is a vital tool in the educational process. In order to maintain the library efficiently, a set of regulations has been formulated.

- Students may check out three books at a time.
- Overdue notices are distributed to students through their ELA class. If a student has an overdue book, their account is blocked.
- Students are not charged an overdue fine; however, students are expected to pay for lost or damaged library books. If a student pays for a lost book and the book is later found and returned to the library in good condition, payment is refunded.
- Library hours each day are 7:20 a.m. to 4:30 p.m.

## Lockers

Students are not permitted to share lockers or share their locker combination with others. Individual locker combinations are changed yearly. Lockers should be kept locked. Direct all locker problems to the Vice Principal's office. Students will be held responsible for damage to their lockers or tampering with the locking mechanism. Abuse of locker privileges may result in loss of locker use.

## Lost and Found

If you find any article, turn it in to the front office immediately. As the school assumes not responsibility for lost articles, the students are urged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school, and student should carefully label each article, such as clothing, books, supplies in order that each may be easily identified. If you accept an item that is not yours and/or are

in possession of an item that is not yours, you will be subject to disciplinary action. Lost and found items collected by the 20<sup>th</sup> of each month and not claimed by the 30<sup>th</sup>, will be donated to charity.

## **Lunch Procedures**

- When dismissed for lunch, students are to walk quietly through the hallways to and from the cafeteria. It is imperative that students refrain from talking or being loud as they leave the cafeteria and bus loop area as other classes are in session during all lunches.
- Lunch monitors will direct students through the lunch lines and to their tables.
- Lunch monitors will dismiss students by tables to discard their food items.
- Students must raise their hand if they need to get out of their seat for any reason.
- Students are encouraged to access the restrooms before the lunch period is completed.
- Students will line up a few minutes before the dismissal bell and will be escorted to the bus loop area outside. Students will sit in a designated area while they wait for dismissal. During this time they may visit quietly and wait to be dismissed by the lunch duty teachers to return to class.

## **Lunch Money**

The school does not loan lunch money to students. Therefore, parents are advised to ensure that students have money in their account for emergency use. Parents may deliver food to their child only. Food cannot be brought in for celebrations, holidays, or parties. Outside food: Only the parent(s) and their child will be allowed to eat the outside food that was brought by the parent. Under no circumstance will any other student be allowed to eat or sit with you and your child in the designated area during the time that you are here to eat lunch with your child.

## **Make-Up Work**

Students are occasionally absent from class for a variety of reasons. The responsibility for make-up work in these instances rests completely with the student. Make-up work will be provided for absences by request on the morning of the second consecutive day of absence. Please call before 9 a.m. Being away on a school sponsored trip is not an excuse for not turning in work on time and correctly completed. Except in cases of extended illness, the student is responsible for gathering and completing make-up work upon his/her return to school. Requests for make-up work prior to an absence will be at the teacher's option.

## **National Junior Honor Society—NJHS**

Students may qualify for NJHS, if they meet the following criteria during the first semester of their Seventh Grade year or Eighth Grade year. Students who meet the qualifications are nominated and asked to complete an application as well as a short essay. Students in NJHS are required to complete community service hours and attend scheduled meetings.

Criteria for membership is as follows:

- 90 overall academic average for first semester
- No referrals
- Good citizenship in conduct

## **Notices to Parents**

Students who are given paperwork to be taken home for a parent signature by a teacher or an administrator are to return the signed papers the following day. Administrative paperwork is to be turned in to the vice principal's office by 8:15 a.m. Failure to do so may result in disciplinary action.

## **Nuisance Items**

Items such as balloons, flowers, games, comic books, stuffed animals, laser pens, cameras, CD players, iPods, electronic games, cards and skateboards should be left at home. These items cause a distraction from the school's academic atmosphere and they can be easily lost or stolen. Confiscated items will be returned to the parent only from the Vice Principals' office while the office is open in the summer. After end of year, all items not picked up, will go to charity.

## **Offices**

The offices are open from 7:45 a.m. until 4:15 p.m. each school day. All school business should be transacted during these hours. Please call the office to schedule appointments with teachers, counselors and administrators.

## **Off of School Suspension (OSS)**

Violations of the Student Code-of-Conduct may result in a suspension off campus. Suspensions may range from overnight to three days in length. It is the responsibility of the parent to arrange for their child to be picked up in the event of an immediate suspension from school. Communication between the parent and an administrator will be required before the student is allowed to return to school. Students are expected to complete any work missed due to an off-campus suspension. Parents are encouraged to contact the child's teachers to request the student's work. Student grades will not be penalized due to a suspension as long as the work is turned in within the allotted time frame. During the duration of a suspension, the child is not allowed on the campus, at any school activities.

## **Physical Education**

All students are required to take physical education. Students are required to dress out during physical education classes. Any student not able to participate for a period of more than two days because of injury or illness must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity. In place of physical activity, other activities will be assigned. Non-participation for one or two days will only be excused by a parent's note explaining the circumstances.

## **Progress Reports**

A progress report will be sent home at the end of the third week of the six weeks period. Please review and use Parent Connection / Parent Portal as a separate resource to examine grades more closely.

## **PTA—Parent Teacher Association**

Coke Stevenson's Parent-Teacher-Association is a member of the National Congress of PTA's and Northside Council of PTA. Parents are urged to join and support PTA. Meetings are scheduled for the third Tuesday of



the month five times during the school year. Notice of the meetings will be distributed to students prior to the meetings. Annual dues are \$8.00.

## **Public Display of Affection**

Public displays of affection are not acceptable for a school environment and may subject the participants to disciplinary action.

## **Respect**

Students are expected to treat each other's with respect so that student dignity is maintained at all times.

## **Schedule Change**

Schedule loads are done with the intent to maximize instruction and to facilitate equitable class sizes throughout each discipline. Every effort is made to honor requests made on course cards, but sometimes due to class size and other extenuating circumstances, students receive the requested alternate choice for electives. Parents who request schedule changes must have a reason deemed legitimate by the principal or his designee. A student's schedule will not be changed because of low grades or individual differences. Every effort will be made by the school to facilitate parent conferences and staffing with the teacher and parent before any schedule change will be considered. After exhausting every avenue to remedy the concern, the parent may request to meet with the principal, academic dean, or the principal's designee to see if a schedule change will be granted.

## **Selling/Buying Items**

No item may be sold or bought at school without an administrator's permission. This includes gum, candy, pens, pencils, etc. or any fund-raising items. Selling or buying unauthorized items will result in disciplinary action.

## **Shadowing**

"Shadowing" or following one's child through the school day, gives parents an opportunity to observe their children during an ordinary school day and can help open dialogue between teachers, parents, and children about behavioral or academic issues. Parents are welcome to "shadow," but in order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines:

- As a courtesy, inform your child's teachers and administration at least 24 hours in advance of your intentions to shadow.
- Register in the main office, secure a visitor's pass, review the shadowing guidelines form, and sign for acknowledgement.
- To preserve the academic environment, please do not take part in the less unless invited to do so by the teacher. Please do not visit with your child during class time.

## **Student Council**

The Student Council of Coke Stevenson Middle School was created to promote general welfare of the school, to provide training in democratic processes and to encourage student participation in the management of school affairs. The Student Council is composed of representatives elected from each team. A representative must have high moral character and must have earned a grade of "C" or better in each subject area from the previous year and maintain this academic requirement throughout his term as representative. No failing grades or unsatisfactory in conduct on the report card will be permitted. A student who does not maintain the academic or citizenship standard will be placed on probation for a period of six weeks. If the grades or conduct is not brought up to election standards, the representative will be dropped from the Council. Any representative who commits a serious infraction of school policy will be subject to review to determine if probation is appropriate. A member may be removed at the discretion of an administrator or a sponsor for any disciplinary or academic problem.

## **Sports**

Any boy or girl who is interested in participating in sports will be given instruction 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 210-397-7360/boys and 210-397-7365/girls. 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.

## **Tardies to Class**

Students should be in their seats when the tardy bell rings. Violating the tardy policy in any one class during a six weeks will result in a teacher assigned detention hall. Any tardy thereafter in the same six weeks will result in an office referral. Students have four minutes between classes.

## **Tardy/Late to School**

A student coming later than ten minutes to school must obtain a pass from the front office. The pass will be unexcused if an acceptable parent note is not presented. Over-sleeping, running late or other "parental" obligations are not excused tardies. Excused tardies are usually limited to the student's personal illness or a doctor's appointment. This rule applies even when the student arrives between classes. If a student is simply tardy and arrives on campus prior to 8:40 a.m., he/she is to report directly to class and will be counted tardy.

## **Telephone – Office**

The telephone in the office is for school business and emergencies. The office telephone is not for general use by the students. A student will not be called from class to accept a telephone call or make calls. In extreme emergencies, or unforeseen circumstances (i.e., car break down, doctor's appointment cancelled, change in departure, and etc.) a message will be taken by the office staff and delivered to the student. Arrangements for scheduled appointments and rides home from school activities should be made before the student comes to school. If a student does need to contact a parent during the day, the front office telephone is to be used with a pass and permission. If a parent needs to contact his/her student, the front office is to be contacted. Personal electronic devices or classroom phones are not allowed for this type of use during the school day.

## **Throwing Objects**

Throwing objects (such as: ROCKS, acorns, sticks, paper clips, paper wads, and etc.) will not be tolerated and may result in disciplinary action due to it being a safety issue.

## **Traffic Flow**

We ask the assistance of parents in the orderly implementation of a traffic flow pattern that ensures student safety and the timely, efficient flow of traffic. We ask parents not to use the bus driveway on the Guilbeau side of the school. Further, we ask parents to enter the drive on the Tezel side of the school, follow the lanes to the front of school and drop off their children. At no time should parents stop and leave their car unattended at the front of the school. This is a violation of the fire code and a discourtesy to those parents behind you. We have visitor slots in front of the school for parents who need to leave their cars unattended. At no time should

a parent park temporarily on Tezel or Guilbeau Roads. This is an extremely dangerous practice. The school and all parents bringing children to school appreciate your observance of these courtesy rules.

## **Transportation**

Many of our students are eligible for district bus transportation. Students are reminded that they may ride only the bus they are assigned to ride. The school does not provide transportation to non-school related activities (scouts, little league, etc.). Only student who have bus riding privileges are allowed in the bus loading/unloading areas. Students who are not bus riders and are found in the bus loop area either before or after school will receive consequences for being in an unauthorized location. Requests for a student to get off the bus at a stop other than their designated stop or to ride a different bus must be requested in writing by a parent and authorized by an administrator. In such cases, parents must provide a written request and a phone number to be reached to the Vice Principal's office. Students are asked to submit the written request before the 8:20 a.m. bell to allow ample time to review the request. No request will be considered after 2:00 p.m. Only the legal guardian of record for that student may make the request. Contact between an administrator and parent is required.

Students who do not legally qualify for bus transportation will not be allowed to ride a school bus at any time (exception: school-sponsored field trips). A bicycle rack is provided for student use at the front of the school. Students are not to chain a bike to a tree. For students who do not ride a bus, please note that there is not adult supervision prior to 7:15 a.m. or after 4:10 p.m. All students are expected to be picked up by 4:00 p.m. for safety reasons.

Limousines will not be allowed on our campus property to pick up or drop off students before, during, or after school or for any other occasion.

## **Unauthorized location**

Students in the hallway without a pass and/or wandering up and down the halls during passing periods may be subjected to a disciplinary consequence for being in an unauthorized location. Students are expected to be in their scheduled classes throughout the day. Students are not allowed in the building after school unless they are attending a scheduled school sponsored event, and must have a pass from a teacher if they are attending a tutoring session before or after school. Students are to report directly to the cafeteria if they arrive prior to 7:15 a.m., and to their assigned locations in the morning after 7:30 a.m., if they are not eating breakfast in the cafeteria. Students are not allowed to wait/loiter at the bus loop or any other common or unsupervised area before or after school.

## **Visitors**

For the security of our students, all parents and visitors are required to register in the front office with the front receptionist and indicate the reason for visiting the campus. Upon sign-in, all parents and visitors need to present a form of photo identification and receive a visitor's pass. They are also required to sign-out prior to leaving the campus. Parents will be asked to wait in the front office prior to going to the VPO or counselor's office for confidentiality reasons. Parents wishing to shadow their child must complete the necessary forms to shadow their child. All volunteers and mentors are required to do a criminal background check before volunteering on campus. The background check may be done on-line through the NISD website.

## **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 withdraw, textbooks must be returned to the front office. A 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. Students are expected to be in school the last day, all day.