

# DOLPH BRISCOE MIDDLE SCHOOL

## CAMPUS POLICY

### DOLPH BRISCOE MIDDLE SCHOOL ADMINISTRATION

Christina Rather  
 Juan Benavidez  
 Dora McKenzie  
 Brandon Masters

Principal  
 Vice Principal  
 Academic Dean  
 Assistant Principal

#### Section A Campus Policy 2018-2019

<b>Welcome</b>	A-2	Internet Acceptable Use Policy	A-8
<b>Our Namesake - Dolph Briscoe</b>	A-2	Laptops/ e-Readers/ Mobile Devices	A-8
<b>School Colors</b>	A-3	Library	A-8
<b>School Mascot</b>	A-3	Lockers	A-9
<b>People Who Can Help You</b>	A-3	Lost and Found	A-9
Your Principal	A-3	Lunch Money	A-9
Your Vice Principal/Assistant Principal	A-3	Lunchroom Procedures	A-9
Your Academic Dean	A-3	National Junior Honor Society	A-9
Counselors	A-4	Nuisance Items	A-12
Your Teachers	A-4	Office Hours and Procedures	A-13
Your Librarian	A-4	PTA	A-13
Your Police Officer	A-4	Physical Education	A-13
Your School Nurse	A-4	Public Displays of Affection	A-13
<b>GENERAL INFORMATION</b>	A-4	Regular Class Periods	A-13
Arrival at School	A-4	Schedule Change	A-13
After Hours Student Pick Up	A-5	The School Day	A-13
Attendance Procedures	A-5	Shadowing	A-14
Back Pack/Book Bags	A-6	Student Council	A-14
Bus Assignments and Transportation	A-6	Tardies	A-14
Cell Phones/PE/ Devices/BYOD	A-6	Technology Usage Guidelines	A-14
Classroom Interruptions	A-6	Tutoring	A-15
Clinic	A-6	Visitors	A-15
Corridor Passes	A-7	Withdrawal from School	A-15
Detention Hall	A-7		
Dress For Success	A-7		
Dress Code	A-7		
Graffiti	A-7		
Guidance and Counseling	A-8		

# **WELCOME**

Welcome to Briscoe, home of the mighty Bengals. As a student of Dolph Briscoe Middle School, you have the opportunity of continuing the traditions and standards of excellence for students to follow in the future. The educational programs will offer you many opportunities, most important of which is setting the traditions and the standards by which future students will be evaluated. Students are expected to do their best and to demonstrate respect and courtesy at all times. This Student-Parent Handbook has been prepared for your information and guidance on how to get the most out of your middle school experience. Keep in mind at all times that you, the student, are the most important aspect of school life at Dolph Briscoe Middle School. Be proud and respectful of taking care of your school. As a Bengal, you are expected to conduct yourself with dignity. You will be challenged in the classroom to excel and will be given opportunities to grow as a young adult and to enjoy a variety of experiences associated with middle school e.g. dances, games, clubs and concerts. Dolph Briscoe Middle School is dedicated to the purpose of teaching students to use their minds well and build skills that will be useful and required, now and in the future. Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Frequent reference will keep you informed of guidelines and allow you to take full advantage of all school offerings. Please feel free to contact teachers and administrators when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program. Conferences may be scheduled by calling the school at the following number, 398-1100.

## **OUR NAMESAKE - DOLPH BRISCOE**

Dolph Briscoe, Jr., born April 23, 1923, was a Uvalde rancher, businessman, and philanthropist who was the 41st Governor of Texas between 1973 and 1979. Briscoe graduated from the University of Texas at Austin in 1943. As a proud Longhorn, Briscoe was selected a New Man in the Texas Cowboys. In addition, he was a member of the UT Friar Society, the oldest and most prestigious honor society at the University of Texas at Austin, which recognizes students who have made significant contributions to the University. After graduating from UT, he then joined the Army, serving in Southeast Asia during World War II.

Briscoe entered politics in 1949 when he was elected to the state legislature and served as a representative until 1957. He then returned to Uvalde, Texas to manage his family's ranch and other businesses. In 1968, Briscoe competed unsuccessfully in the Democratic gubernatorial primary.

His political journey did not end in defeat. In 1972, Briscoe returned to politics, receiving the Democratic nomination for governor of Texas. The newly elected governor believed in better schools, better roads and water conservation. Being a successful veteran rancher himself, Governor Briscoe worked to help the farmers and ranchers of Texas during his term. As the youngest person to become president of the Texas and Southwestern Cattle Raisers Association, Briscoe and the organization raised over \$3 million in public contributions to support the "worm" eradication program. The program was considered to be the most important and beneficial development in the history of the ranching industry.

In the 1974 general election, the first for a four-year term in Texas since 1873, Briscoe was victorious by a wide margin. Because of his re-election following an amendment to the Texas Constitution doubling the Governor's term to four years, Briscoe became both the last governor to serve a two-year term and the first to serve a four-year term.

During his successful tenure as governor, Briscoe secured \$4 billion in additional funding for public education and increased teacher salaries by the highest percentage in history. Possibly one of the greatest accomplishments of his political career was the co-sponsorship and passage of the Colson-Briscoe Farm to Market Road Program. The program supported the much needed improvement and creation of rural roads in Texas.

Briscoe won many political and civic awards over the years, including the designation of "Mr. South Texas" in Laredo. He was the largest individual landowner in Texas. Dolph Briscoe was a modest philanthropist in the local community, giving several million dollars to various Texas institutions, mostly centered in and around the San Antonio area. In 2006, he gave a

sizeable donation to the Witte Museum. In 2008, he donated \$5 million to the University of Texas Health Science Center at San Antonio in support of cardiology research and women's health, a gift made in honor of his late wife, Janey. Within the same year, he donated \$15 million to the Center for American History. The center was later renamed the Dolph Briscoe Center for American History and for which he served on the Advisory Council.

Briscoe wrote a book which ended with the following inspirational passage to school aged children:

"To the younger generation of today, I would like to say this: think about the past, think about those who came here seeking a better way of life, and how, through hard work, they achieved it for themselves and their children, and then think about the opportunities that exist today that they didn't have. You can truly say that we have a great history and heritage, as unique as it is, but I also firmly and unequivocally believe that the best is yet to come."

Dolph Briscoe passed away on June 27, 2010

## **SCHOOL COLORS SCHOOL MASCOT**

Maroon and Gold  
Bengal Tiger

## **School Vision**

*"Our students will be vested, well rounded citizens who are motivated to contribute to an ever-changing world."*

## **School Mission Statement**

*"The Briscoe community values and provides a safe, challenging and collaborative learning environment for all students."*

## **PEOPLE WHO CAN HELP YOU**

### **Your Principal**

The principal is responsible to the superintendent of schools for proper administration of Dolph Briscoe 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. She will be glad to help you with any of your problems.

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

The vice principal/assistant principal work directly with the principal in the administration and organization of the school. They are in charge of attendance and handle the routine discipline problems. They are responsible for day by day operation of the school and assume the responsibility of the principal in her absence. Conferences may be scheduled by calling 398-1124.

### **Your Academic Dean**

The Academic Dean shall report to the Principal in the organization, administration, and supervision of all personnel, instruction, curriculum, staff development, 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.

## **Counselors**

You have a guidance counselor who will serve you for three years. Your counselor is here to assist you with issues regarding academic, social, and personal concerns. If you wish to meet with your counselor this can be arranged with the secretary in the guidance office before and after school and during your lunch period. If your counselor cannot see you that same day, he/she will send for you on the next day. Conferences with students receive first consideration of the counselor's time.

The function of the counselor is not disciplinary. All information will be kept confidential unless the situation involves harm to self, others, someone harming another, sexual contact, or threats to school safety. A portion of your counselor's responsibility is 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. Refer to page A-6 for further information.

## **Your Teachers**

Your teachers are specialists in the fields in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

Your teachers will be on duty each school day at 8:05 a.m. and will remain after classes from 3:40-3:50 p.m. for the purpose of helping any student desiring to report at this time. Your teachers are the classroom leaders, and they are charged with the responsibility of supervising and directing all students in the pursuit of their education.

## **Your Librarian**

The librarian will assist you in locating great literature and information in our automated library. Feel free to consult with your librarian before, during, and after school in order to more efficiently utilize your library.

## **Your Police Officer**

The police officer assists students when needed and helps maintain a safe atmosphere. He/she helps supervise all after school events and helps monitor traffic. The SAFE hotline number is 397-7233.

## **Your 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 in the main office. Please notify the school nurse of any medical conditions that may be of concern.

# **GENERAL INFORMATION**

## **Arrival at School**

Upon arrival at school, students are subject to school policies. Students and visitors will be admitted beginning at 7:30 a.m. Between 7:30 and 7:50 all students will report to the cafeteria. Students leaving campus without administrative authorization will be considered truant. A student arriving late to school must report to the attendance office with a signed note from his/her parents stating the reason for the tardy before going to his /her classroom. This rule also applies when students arrive between classes. The signed note should include a contact number. Students arriving 10 or more minutes late will be counted absent or truant. Repeatedly late arrival will be reported to truancy court. Parent Choice and Administrative Choice transfer students are subject revocation of their transfer request and reassignment to their home campus should they student receive 4 or more unexcused tardies to school.

### **After Hours Student Pick-Up\***

Students are encouraged to attend after school extracurricular activities. It is the responsibility of the parent to ensure that their student is picked up in a timely manner from any after school event. Students who are picked up late will be subject to the following consequences:

1. 1<sup>st</sup> Late pickup - Warning to student later than 20 minutes from the end of the event/game. Student will not be allowed to attend after school activities for four weeks
2. 2<sup>nd</sup> Late pickup – Student will no longer be allowed to attend after school events unless given permission by the campus principal.

**\* For student safety, students will not be allowed to walk home after an event in the dark. Prior arrangements should be made before a student attends an after school activity.\***

### **After School Events**

Students are expected to follow all campus and District expectation while at after school events. Failure to comply with these expectations will result in a student being asked to leave and not permitted to attend any other after school events.

### **After School Pick-up**

The school day ends at 3:40 pm. Students are expected to be off campus by 4:00 pm.

### **After Dance Pick-Up**

Students are not allowed to leave a dance before the designated end time unless the parent signs the child out.

### **Attendance Procedures**

If your student is absent for any part of a day(s), a note is required from the parent/guardian or doctor. All notes should be given to the Attendance Secretary upon the student's return. Students are given 3 days to turn in a note or they will remain unexcused. Three unexcused absences will result in a warning notice. To avoid a tardy to class, notes must be turned in to the attendance office before the start of the school day, during lunch, or after school.

Parent and excuse notes must include:

1. Reason for absence
2. Date of absence(s)
3. Parent signature
4. A working telephone number where parent can be contacted.
5. Student name and Student ID

For absences exceeding three consecutive days, a doctor's note is required. A parent may contact the Attendance Secretary on the morning of an absence to request work. Student assignments will then be available at 3:00 p.m. the following business day.

With a valid parent note\*, absences/tardies will be considered EXCUSED in cases of: Personal illness, family funerals, medical appointments, court appointments with a subpoena, and/or religious holidays. **Up to 10 absences may be excused with a parent note. After 10 parent notes, only doctor or legal notes will be accepted to excuse an absence.**

Absences/Tardies will be considered UNEXCUSED in cases of: Car trouble, missing the bus/ride, oversleeping, caring for a sibling, traffic, notes missing pertinent information, truancy, vacation (personal or business), and sports and cheer events

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

## **Backpack / Book Bags**

Backpacks and /or book bags may be used to carry books and supplies to and from school, but they are not to be taken to classes during the school day. All backpacks must be stored in the student's locker for the duration of the school day. Large purses must stay in the students' locker. A large purse is defined as a purse large enough to carry folders, notebooks, or books. If a purse is being used as a book bag, students will be asked to place their purse in their locker. Further use of a large purse or bag in the hallway may result in disciplinary action. These are safety and precautionary measures for all students. PE bags need to be kept in the student's PE locker.

## **Bus Assignments and Transportation**

Students are expected to ride the designated bus assigned to them by the transportation department. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus. Only a family emergency would warrant assignment to a different bus. (Staying overnight with a friend is not an emergency.) In order to ride a different bus home, a student must be eligible for bus services and Transportation must deem that the bus is not overcrowded. The note with a contact telephone number must be sent by a parent/guardian the day prior to or the morning of and be brought to the main office for administrative approval. This approval must be obtained prior to the end of the school day for a student to ride a different bus. If Transportation denies the request or the student is not eligible, parent will need to make alternate arrangements. The number of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. All bus routes and assignments of students are arranged through the district's transportation offices.

## **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 up to and including confiscation of the device and require a parent to pick up the device. Students should follow specific guidelines regarding PEDs in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.

## **Classroom Interruptions**

A student will not be called from classes to answer the telephone. In extreme emergencies or unforeseen circumstances (i.e. car breaks down, doctor's appointment cancelled, etc.) a message will be taken by the office staff and delivered to the student. Arrangements for appointments, and rides home from sporting events etc. should be made before the student comes to school. State regulations prohibit classroom interruptions. In an attempt to minimize these interruptions, we do not deliver personal items directly to students. We do however recognize the need for a child to have many of these items and the fact that we are working with middle school age students. Therefore, we will accept items such as house keys, lunch money, homework assignments and other school-related items delivered by a parent or alternate adult to the office. This procedure helps the school maintain an academic environment and is effective in helping students develop personal responsibility. A pass will be sent to the student, and the student will be expected to come by the office between classes to pick up the item. Due to safety concerns, items accepted for delivery to students on campus are subject to inspection by school personnel.

## **Clinic**

The school clinic is open between the hours of 8:00 a.m. and 4:00 p.m. Please visit our clinic for the following:

- 1) Dropping off medication
- 2) Updating medical information/emergency cards

- 3) Securing special passes
- 4) Securing elevator keys

Please contact the clinic at 398-1109 for further assistance.

### **Corridor Passes**

Students out of any class will be charged with the responsibility of having in their possession a corridor pass.. Students in the halls without a pass or in an unauthorized area will be subject to disciplinary action.

### **Detention Hall**

A supervised detention hall will be held at Briscoe Middle School. Students are assigned to detention hall when it is felt this additional time is necessary for disciplinary purposes, and for penalty situations including excessive tardies and lack of class preparation. Administrative detention halls are held Monday through Thursday after school from 3:50-5:00 p.m. and on Saturday from 9:00 a.m. to 12:00 p.m. Students assigned to a detention are expected to attend. Lunch detention can be also assigned during a student's lunch period. Those who choose not to attend will be subject to further disciplinary action up to and including suspension from school and a parent conference. Transportation is the responsibility of the parents.

### **DRESS FOR SUCCESS Dress Code**

The district's dress code is followed and students will be expected to dress within the guidelines set forth by the district.

In addition to the district code, at Briscoe:

- Pants cannot have holes or frayed hemlines and may NOT be worn on or below the hip bones.
- Pant hems should be worn at or below the ankles and not drag the ground (shorts are not allowed).
- Dog leash/style collars, spiked wristbands, and bike chains are not allowed and are subject to confiscation.
- Trench style coats are not permitted.
- Clothing should not advertise and/or endorse alcohol, drugs, gangs, or tobacco.
- Clothing with sexually suggestive slogans or graphics is not permitted.
- Shirts should NOT expose the midriff, back or underpants.
- Under and oversized clothing, leggings and sweatpants are not allowed (See Section D–Dress/Grooming).
- No shirts, T-shirts, or jerseys longer than mid-thigh.
- Body piercing is not allowed. Students may wear earrings: however, gauges/spacers and other body piercing are not allowed and subject to confiscation. Confiscated jewelry must be picked up by a parent/guardian.
- Students may not wear “tear away” pants.
- Headwear is not allowed except for special days designated by the principal or his/her designee.
- 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.
- Steel or hard plastic-tipped shoes, house shoes, and flip flops are prohibited.
- Final determination of acceptable dress and grooming rests with the principal or his/her designee.

Birthday corsages will be allowed for girls, but it is prohibited that money be attached. If there is a problem with a birthday corsage with money attached, it will be held in the vice-principal's office until the end of the school day.

### **Graffiti**

Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Briscoe Middle School. These items will be confiscated and

documented in the student's discipline record and parents will be contacted. Additionally, "tagging" of school property is considered damaging school property and will be treated as vandalism (see C-8).

### **Guidance and Counseling**

Counseling services are provided to students at Dolph Briscoe Middle School. Students and parents may schedule conferences with counselors in the Counseling Office during the day, and parents may telephone for appointments by calling 398-1132. Counseling services are organized along the four following areas:

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

### **Internet Acceptable Use Policy**

Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use Policy.

### **Laptops/eReaders/ Mobile Devices**

Briscoe students are allowed to bring their personal laptops and/or eReaders to school for instructional use. Personal laptops will be provided filtered access to the internet as well as access to any web-based student applications. Mobile devices are valuable devices that can be damaged. The district is not responsible for the loss or theft of personal devices, or for damage, or unauthorized access to the device or the data that resides therein. Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic policy.

### **Library**

The librarian encourages use of our library before, during and after school each day. She will provide orientation, assist with reading selections, teach the use of the computer databases, locate resources and assist all library patrons in all areas related to our 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 must practice responsibility in caring for library materials.

In order to administer the library most justly and efficiently, a set of regulations has been formulated. These will be reviewed with the students during library orientation at the beginning of each school year.

1. All students must sign in.
2. A Briscoe student I.D. number is required to check out books.
3. All materials taken must be charged to the student's name.
4. Students must pay for library books that are lost or damaged while in their care.



5. Library hours: 7:45am- 4:00 pm.
6. Students must have a signed AUP on file for computer use.
7. Morning passes are required before school. The library is opened during lunch periods as room permits.

### **Lockers**

Individual locker assignments are made during the first week of school. Lockers should be kept locked; a student must not share their combination with another student. Direct all locker problems to the office. Students are expected to observe the following practices:

1. Valuable items should be left at home.
2. Students should not share lockers. Students found sharing lockers will be subject to disciplinary action.
3. Students will be held accountable for what is in their locker.
4. Students should not give their locker combination to anyone..
5. Locker problems should be reported to the front office.

### **Lost and Found**

Any article of value that is found on campus should be turned in to the front office or to a staff member immediately. Failure to turn in found items in a timely fashion could result in the student being in possession of another person's property and could result in disciplinary action. 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. Periodically, 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.

### **Lunch Money**

The school does not loan lunch money to students.

We do not allow commercially prepared food to be delivered to students on campus.

### **Lunchroom Procedures**

All students will enter and leave the cafeteria in an orderly manner. Students must raise their hand for permission to leave their assigned seat. Lunch duty personnel will dismiss students by tables to discard trash and return trays. Students may not leave the cafeteria before permission is granted.

Visitors must sign in and receive a visitor's sticker before coming into the cafeteria. Parents may bring lunch to their children; however, as per Child Nutrition Department guidelines, parents may not bring lunch to other students. No celebrations are permitted in the cafeteria (e.g. birthdays). Food and drink items brought in from an outside vendor/source may not be shared with other students. To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks are invited to eat lunch with their children at a separated table in the cafeteria.

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

Membership in NJHS is both an honor and a responsibility. Once selected, members have the responsibility to continue to demonstrate the qualities listed above. Members who resign or are dismissed are never again eligible for membership or its benefits. The Briscoe Middle School chapter of NJHS is governed according to the following bylaws:

## **Article 1-Name and Purpose**

Section 1. The name of this organization shall be the Dolph Briscoe Chapter of the National Junior Honor Society of Dolph Briscoe Middle School.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage exemplary citizenship.

Section 3. The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals

(NAASP), 1904 Association Drive, Reston, VA 22091.

## **Article II-The Principal**

Section 1. The principal shall reserve the right to approve all activities and decisions.

Section 2. The principal shall annually appoint chapter advisers.

## **Article III-The Chapter Adviser**

Section 1. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and community.

Section 2. The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.

Section 3. The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser(s) shall help the chapter officers understand and carry out their duties.

## **Article IV-Faculty Council**

Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. The principal is a non-voting member of the faculty council.

Section 2. The term of the faculty council shall be one year, but members may serve consecutive terms.

Section 3. Chapter advisers shall be an ex-officio, non-voting, members of the faculty council.

Section 4. The faculty council shall meet at least once a year to select members and review compliance.

## **Article V.-Membership**

Section 1. Membership is an honor bestowed upon a student. Final selection for membership is based on outstanding scholarship, character, leadership, service and citizenship using faculty feedback and student information packets.

Section 2. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society.

Section 3. Candidates become members when officially inducted into the NJHS.

Section 4. A National Junior Honor Society member who transfers from another school and provides official documentation to the new school adviser shall be accepted automatically as a member of the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 5. Members who resign or are dismissed lose eligibility for membership or its benefits in the Dolph Briscoe Chapter of NJHS.

Section 6. Membership in National Honor Society at the high school level is not related to National Junior Honor Society at the middle school level.

## **Article VI-Selection of Members**

Section 1. To be eligible for membership the candidate must be a seventh or eighth grade. Students must have been in attendance at Dolph Briscoe Middle School the entire fall semester of the year for which they are being considered.

Section 2. Candidates must have a cumulative scholastic average of 93 for the fall semester of the current school year. There should be no grades below 70 for any grading period. Students in GT or Honors classes will have five points added to the semester average for those classes. Students in algebra will have eight points added. Citizenship must be satisfactory or better during fall semester of the current school year (no N's or U's). Students must exhibit exemplary character, outstanding citizenship, capable leadership, and devoted service, therefore candidate must have no serious discipline infractions.

Section 3. The final selection of each member to the chapter shall be by a majority vote of the faculty council based on a review of the student information packet and feedback obtained from all the faculty.

Section 4. A description of the selection procedure shall be provided to each student who meets the all qualifications. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Junior Honor Society.

Section 5. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

## **Article VII-Dismissal**

Section 1. The procedure of dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Junior Honor Society. A written description of the dismissal procedure should be available to interested parties.

Section 2. Students who fail to MAINTAIN the following standards are subject to probation and/or dismissal from membership: Students must maintain at least a 90 average each six weeks (No F's allowed).

Students must earn at least satisfactory citizenship grades.

(No more than one N for the school year and no U's will be allowed)

Students must earn at least 2 service hours per six weeks.

Students are expected to attend all NJHS meetings – no more than one unexcused absence, as determined by sponsors, for the school year.

Serious discipline offenses are subject to review for possible dismissal.

Probationary status will be granted only once each school year.

Section 3. In all cases of impending dismissal, a member shall have a right to written notification of charges and a written response to the charge.

Section 4. The National Council and the NASSP shall hear no appeals in dismissal cases.

## **Article VIII-Nomination and Election of Officers**

Section 1. The officers of this chapter shall be president, vice-president, secretary, treasurer, and historian.

Section 2. Officers shall be elected at a regular meeting of the Dolph Briscoe Chapter.

Section 3. Officers will be self-nominated. They will submit an "interest to run" permission slip signed by the parent and student as well as three faculty members, and

they will turn this sheet to advisers by the date specified in order to be put on the ballot. Officers will be elected by written ballot at a general meeting after

induction. Advisers will tally the ballots, and the announcement will be made in a timely manner.

## **Article IX-Officers' Duties and Responsibilities**

Section 1. The president presides at meetings and provides direction.

Section 2. The vice-president serves in the absence of the president and performs other duties as directed.

Section 3. The secretary records attendance and proceedings and attends to clerical duties.

Section 4. The treasurer keeps records of all financial matters and reports at general meetings.

Section 5. The historian shall keep records of NJHS activities and keep a scrapbook.

Section 6. If an officer is unable to fulfill his duties, the runner up from the previous election will be asked to serve. A new election will be called if necessary.

### **Article X-Executive Committee**

Section 1. The executive committee shall consist of the officers of the chapter and chapter adviser(s).

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as specified in the chapter by-laws. All actions and recommendations to the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

### **Article XI-Meetings**

Section 1. The Dolph Briscoe Chapter will meet at least once a six weeks and as needed.

Section 2. Special meetings, approved by the executive committee, may be called by the President with the approval of the chapter adviser(s).

Section 3. Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in these by-laws.

### **Article XII-Activities**

Section 1. The chapter shall be involved in one or more service projects during the school year.

Section 2. Members are expected to perform at least 2 hours of service every six weeks period. Service hours should be submitted to the chapter adviser(s) as instructed.

### **Article XIII-Amendments**

These by-laws can be amended by the faculty council as needed.

### **Nuisance Items**

The following items are to be left at home:

- Skate boards – Full size or mini
- Candy
- Gum
- Electronic games
- Permanent markers – These will be confiscated and not returned.
- Water guns, cascarones (confetti eggs), or any other toys
- Poppers, "stink" bombs, fireworks, matches and lighters
- Items for sale, such as candy or gum that are not part of a school approved fundraiser
- Laser pointers
- Any other item that the campus administration determines is a disruption to the learning environment

These items cause a distraction from the school's academic atmosphere, and they can be easily lost or stolen. The school cannot be held responsible for these items. Students who bring these items to school are subject to disciplinary action.

## **Office Hours and Procedures**

Office hours for parents are from 7:45 a.m. to 4:15 p.m. Students are asked to remain out of the office until 8:00 a.m. All students who enter the office are to report to the reception desk.

## **PTA**

All parents and teachers have an opportunity to participate in and become members of the Parent-Teacher Association. The PTA plans parent receptions, holds open house. Meetings are held periodically. Parent volunteers are welcome at Dolph Briscoe Middle School. Contact the school if you wish to volunteer.

## **Physical Education**

Physical Education is a required course in the state of Texas. Students are required to dress out during physical education classes. Any student who is not able to dress out and participate for a period of more than three 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. Non-participation for less than three days will be excused if a note is provided by the parent/guardian explaining the circumstances.

## **Public Displays of Affection**

Embracing or kissing is not an acceptable practice on the school campus. This type of conduct is not condoned in the school environment. Lack of cooperation regarding this policy will result in disciplinary action.

## **Regular Class Periods**

Students will be expected to attend all regularly scheduled classes assigned to them, bring all of the necessary materials to class each day, and expected to participate in all class activities and complete all assigned school work. Students will be expected to conduct themselves according to district, campus and classroom policies.

## **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 campus administration and the approval of his/her parents. A student's schedule will not be changed because of low grades or individual differences. A conference with the principal is required in order for a schedule change to be considered. All schedule changes rest with the approval of the principal.

## **The School Day**

Classes begin for Dolph Briscoe Middle School students at 8:30 am and end each afternoon at 3:40 pm each day, Monday through Friday.

The doors will be opened to all students at 7:30 am. Adult supervision begins at 7:30 am. We strongly recommend students do not arrive before 7:30 am as they have to remain outside of the building until 7:30 am. Students who arrive at school before 8:20 am are to report to the grade level designated areas.

## **Shadowing**

“Shadowing” gives parents an opportunity to observe their children during an ordinary school day and can help open dialogue between parents and children about school.

Parents are welcome to “shadow” their children, that is, to follow them through their school day. In order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines.

1. A request must be made with administration at least 24 hours in advance.
2. Parent/Guardian must sign-in at the Front office and will receive shadowing guidelines.
3. Shadowing is not a time for parent/teacher conferences.
4. The Academic environment should be preserved. Participating in the lesson, talking to students and interacting with the child being shadowed should be avoided.

## **Student Council**

The student council officers shall consist of a President, Vice-President, Secretary, Treasurer, and Historian. The President shall be an eighth grade student. The Student Council supports various student related activities such as dances, field day, Veteran’s Day, community and school beautification improvement projects. Membership to the Student Council is open to all students.

## **Tardies**

Sufficient time is provided to pass from one class to another. If a student is not seated, ready to learn, when the tardy bell rings, the teacher may mark a student tardy. All unexcused tardies will be subject to disciplinary action.

Should a student be detained by a teacher, he/she should secure a note from that teacher and present it to the teacher in charge of the class he/she is entering. For such an occurrence, the student will not be charged with an unexcused tardy.

### **1. Tardiness to class**

If a student is tardy to class, he/she should report directly to his/her teacher who will evaluate his/her reason for tardiness and assess an appropriate penalty.

### **2. Arriving to school late**

If a student arrives on the campus late, he/she will report immediately to the attendance office for a class admittance slip. Students who arrive late on the campus may be subject to an administrative consequence. Repeat offenders will be reported to truancy court. Parent Choice and Administrative Choice transfer students are subject revocation of their transfer request and reassignment to their home campus should they student receive 4 or more unexcused tardies to school.

### **3. Excessive Tardies**

Students with excessive tardies will be referred to the administrator for disciplinary action. Repeat offenders will be reported to truancy court.

## **Technology Usage Guidelines**

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

### **1) Student and Parent Agreement for the Acceptable Use Policy of the District’s Electronic System**

- This form is a written agreement by NISD, the parent/guardian and the student. It must be read, signed and turned back

in to the school before a student may use a networked computer.

2) Web Publishing Form - parent/guardian permission is needed for any of the following to appear on a Northside campus webpage:

- Your child's work
- Your child's first name (only)
- Inclusion of your child in a digital image or video clip (group setting only)

To function effectively in this environment, students must assume personal responsibility to behave ethically, even when technology provides them the freedom to do otherwise. The use of Northside network and the Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the Acceptable Use Policy and guidelines as a condition of using the Northside network and the Internet. Use of Northside network or the Internet that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action (see page B-3).

## **TUTORING**

Students may attend before/after school tutoring according to their individual teacher's tutoring schedule and with a pass signed and dated by his/her teacher. Students will not be allowed to tutoring after 8:05 am and must report to after school tutoring by 3:45pm.

## **VISITORS**

All visitors are required to sign in at the main office and indicate the reason for visiting the campus. Upon signing in, visitors will be issued a visitor pass that must be visibly worn for identification purposes. Visitors are also required to sign-out prior to leaving the campus.

## **WITHDRAWAL FROM SCHOOL**

In the event a child needs to be withdrawn from school, a parent/guardian should call the Counseling Office and make arrangements to report to the school the morning of the withdrawal. The student will receive a withdrawal form to be taken to each of his/her teachers, to the counselor, and to the librarian for signature. Textbooks and all other school material assigned to the student are to be turned in to the front office secretary. Each teacher will list his/her grade for that particular six (6) weeks period up to the time of withdrawal. The librarian must indicate that the student's library record is clear. In addition, before withdrawal is completed, all other records must be cleared. When all necessary information has been secured, the student should return the withdrawal form to the attendance office for final signatures by school administrators.