

NAVARRO MIDDLE SCHOOL



Student/Parent Handbook Supplement 2018-2019

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** This handbook supplement is created in accordance with LCISD policies. To access the full LCISD Student Code of Conduct, go to:

<http://www.lcisd.org/students-parents/>

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Adela Diaz

Parent Liasion*
Sharol Lerma

Assistant Principal Clerk*
Priscilla Hernandez

Nurse*
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Reception/Attendance*
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Maria Chavez

**Se habla español*

THE THREE PILLARS OF NMS

PRIDE

Cultivating personal pride is at the foundation of success at Navarro Middle School. Through a climate and culture of encouragement and support, we will ignite a passion for learning, set high expectations for student behavior, promote parental involvement, and ensure a safe, secure environment for all. This climate and culture will be experienced upon entering our school building in a very tangible way. Our NMS pride includes, but is not limited to

- Personal Discipline
- Respect for ALL
- Parental involvement
- Consistent standards set THROUGHOUT the school year.
- Respect for school's tradition
- Sense of RESPONSIBILITY towards community

ACHIEVEMENT

High expectations lead to student success. A rigorous classroom is one that teaches students to understand, analyze, and synthesize complex and challenging content. Professional strategies used at NMS to promote rigor may include

- Higher order questioning and thinking
- Maximize academic learning time
- High expectations for all learners
- Monitoring of student progress
- Student engagement through academic discussions and collaboration
- Instruction that encourages student creativity, curiosity, and problem-solving
- Integration of music and the arts into the curriculum
- Energetic and passionate instructional design

RESPECT

NMS students & staff will be respectful at all times of each other and property. We will demonstrate our respect by actively following school rules inside and outside of the classroom. NMS will show high regard for respectfulness that will include, but is not limited to

- Controlled movement in every area of school campus
- Tracking and eye contact with speaker
- Purposeful methods that promote effective teacher and student movement
- Understanding that good manners are not optional
- Making real-world connections
- Celebrating the dignity of all cultures, beliefs
- Recognizing student success

Absence Notes

When a student must be absent from school for any reason, the student must bring a note upon returning from the absence. Handwritten notes must be signed and dated by the parent. All notes must describe the reason for the absence and include the parent's contact numbers. If the student fails to bring a note or the parent does not send an e-mail as required, each day of absence will be coded as an unexcused absence and will count against the student's official attendance record. In accordance with Texas law, students must be in attendance 90% of the school year for each class to receive credit. Full LCISD attendance policy can be found at www.lcisd.org.

Afternoon Departure

Students will be dismissed at 3:30 p.m. daily. All students must clear the main building by 4:00 p.m. Walkers and car riders will be dismissed and exit through the front doors of the building. The buses will begin departure at 3:30 p.m. Students must ride their assigned bus. LCISD Transportation does not allow students to ride different busses home.

Car Riders after School

Parents are to use the circular drive in the front of the building whenever picking up students in the afternoon. Please do not park in the parking lots and wait for your children. Please do not park by the church or other off campus sites to pick up your children as they must cross very busy roads, and we are concerned for their safety. Please wait in the designated car line. Car dismissal moves very quickly and is usually complete by 3:50. Please do not park in the fire lanes. Parents must have a sign on their windshield with their student's full name written in large black letters. These cards will be handed out the first week of school and can also be picked up in the front office. Students are not allowed to be on their phones while waiting for pick up. If they need to use their phone, they need to ask permission from one of the car line monitors.

All car riders waiting for rides should be picked up by 4:00 p.m. daily. Students will not be allowed to re-enter the building. Students should be seated or stand quietly in front of the building. Please be aware that there is no school supervision after 4:30 p.m., and NMS is not responsible for student safety after this time.

Loitering after School

Students are not permitted to loiter (*to stand around without any obvious purpose*) in the street, yards, or parking lots near the campus. Upon dismissal from school, bikers and walkers should leave the campus promptly. Only students who are remaining on campus for after school tutorials, school activities, club meetings, etc. should be in the building after 4:00 p.m. Students who loiter on private property near the school are subject to trespassing charges. Students should never be on the George Junior High campus after school without permission from the GJH Principal.

Arrival at Campus

Prior to 7:30 a.m. students are not under the supervision of any school employee. **Students may not enter the building before 7:30 a.m. Students are not encouraged to arrive on campus before 7:30 am, as there is no adult supervision prior to 7:30. NMS is not responsible for any incidents that occur on school property before 7:30.** When the doors of the school open, all students are to report directly to the cafeteria immediately upon arrival to school. All car riders are to be dropped off in front of the building and enter through the front door. Please do not park in the parking lots and drop off your children. Use the circle drive in the front of the building. Please remember *cars are not allowed to drop off on the bus ramp*. All bus riders will be unloaded at the bus ramp and enter through the bus ramp/gym doors. Students who eat breakfast will go to the cafeteria, while all other bus riders will go to the gym. Once seated in the cafeteria or gym, students are not to go back and forth between the two areas. Once students arrive on NMS grounds, they are not to leave for any reason.

Awards and Recognitions

6 Week Recognition

- A Honor Roll (90% and above in all classes for term grade)
- A/B Honor Roll (combinations of 80% & 90% in all classes for term grade)
- Perfect Attendance (*no absences of any kind*)

- House Party for top house points

End of Year Recognition-An Awards ceremony will be held in May for students who earn the following achievements:

- Honor Roll recognition is based on 1st,2nd,3rd,4th,5th six weeks grades
- All A Honor Roll (90% and above in all classes for each term grade)
- Perfect Attendance (no absences)
- A/B Honor Roll (combinations of 80% & 90% in all classes for each term grade)
- UIL awards, Spelling Bee, Fine Arts achievements will be honored.
- Navarro STAR-chosen by staff
- Principal's Award- chosen by Principal
- Counselor's Award-chosen by Counselor

Only students who earn these achievements will be invited to attend the ceremony.

Six Weeks House Celebrations

Every six weeks, students will attend a house celebration as a reward for good behavior. Students will not be allowed to attend if:

1. They have been assigned Friday Night Lights, ISS, or OSS
2. Had more than 5 tardies in the six weeks
3. Had more than 3 lunch detentions
4. Had more than 2 after school detentions

End of the Year Field Day

- Any ALC Placement for the entire year will forfeit Field Day
- Last Six Weeks Only:
 - No Discipline referrals
 - No detentions of any kind (lunch, before, or after school, Friday Night Lights)
 - No ISS or Suspension
 - Passing all classes
 - Meets 90% Attendance Rule for the 2017-2018 school year
 - No missing work
 - All outstanding monetary accounts clear in library

Backpacks

Students are not allowed to carry book bags, backpacks, or string bags for safety reasons. This includes backpack style purses.

Students need one binder to carry all day for all classes. We suggest a zippered binder with a handle or strap. All supplies needed for the school day will fit into the binder.



Girls are allowed a small purse. No larger than 8in x 8 in.

Bicycles & Skateboards

Bicycles must be parked in the racks provided in the front of the building. All bicycles should be locked to the bicycle rack. The school is not responsible for damage to or theft of parts and/or bicycles while bicycles are parked in the racks. Skateboards are not allowed on campus. Skateboards are not allowed on the bus.

Breakfast and Lunch

Breakfast is offered to students between 7:30 a.m. and 8:10 a.m. in the cafeteria. Students wishing to purchase breakfast need to arrive at school before 8:10 a.m. Students must sit in the designated areas to eat breakfast. The school cannot loan students breakfast or lunch money. Breakfast will not be served later than 8:10 a.m. All students must be in class by 8:15 to avoid being counted tardy. A debit account may be set up in the cafeteria for students to pay for their breakfast or lunch. These accounts may be paid for before or after school, or using the schoolcafe app. NMS is a CEP campus. All students are eligible to receive free breakfast and lunch.

Students who bring drinks, food, or snacks for lunch must keep the items sealed and in a bag or lunchbox 1st-4th periods. Students are NOT ALLOWED to eat before lunch. Any items brought to lunch must be finished during the lunch period. Students who do not finish any food or drink will be asked to throw it away before leaving the cafeteria.

Students may purchase up to two snacks in the cafeteria line on Fridays. Students must have cash or money on their lunch account to purchase snacks. Students must finish snacks purchased during lunch. Any unfinished items will be thrown away.

Students are welcome to carry a clear water bottle during the day, but it must be put away during class. Only water is allowed on campus any time other than lunch. Students who have sodas, juice, Gatorade, or other drinks will be asked to finish the drink during lunch or throw it away before leaving the cafeteria. Only water will be allowed out of the cafeteria.

Lunches can be delivered to students by dropping the lunch off at the front desk. We will let your child know we have their lunch. Parents are welcome to eat lunch with their child at the designated parent table. Parents may not interact with or eat with other children.

Lunches will not be allowed to be delivered for students who are in In School Suspension (ISS). Students who need a lunch will be able to purchase one from the cafeteria.

Parents are welcome to eat with their student; however, do not bring or order food to share with other students. Middle School students do not have birthday celebrations during the school day. State nutrition guidelines do not allow parents or students to bring cupcakes, cakes, candy, etc. to share with other students.

Bus Guidelines

Because safety is so important, misbehavior on the bus or at the bus stop can cause a student to lose bus privileges. A summary of the bus rules is given to bus riders and posted in the buses by the Transportation Department. The following behaviors are considered serious infractions:

- Destruction of Property
- Fighting
- Use of Profanity
- Disruptive Behavior
- Possession of Weapon/prohibited items
- Throwing Objects
- Use of tobacco products
- Insubordination
- Use of cell phone/videoing others
- Use of laser pointer or other flash oriented devices

Violations are reported to the principal and parents are informed using the following procedures.

- **First Referral** - Student conference/parent signature or contact (suspension from riding the bus for 5 days).
- **Second Referral** - Student conference/parent contact (suspension from riding the bus for 10 days).

- **Third Referral** - 20 days bus suspension and a student/parent conference with transportation supervisor is mandatory before the student is allowed to ride the bus again.
- **Fourth Referral** - Student/parent conference (suspension from riding the bus for the remainder of the school year).

A serious incident, complete disrespect, or directed profane language shall result in disciplinary action based on the circumstances of the incident. Disciplinary action may take into consideration bus referrals from the previous year. The incidents that involve a citable offense such as fighting or any other incident that jeopardizes the safety of the bus driver, the students, or the general public and will result in that student being suspended from riding a bus for 6 weeks or longer. The student will also receive consequences from school such as suspension or placement in the District's AEP. A second serious incident or citation will result in the student being suspended from riding the bus for the remainder of the school year.

For more information, see the LCISD Student Code of Conduct: <http://www.lcisd.org/students-parents/>

Cafeteria Guidelines

- Students are escorted to lunch by their 4th period teacher.
- Students must have their ID card. ID cards speed up the checkout process and ensure that students are only accessing their lunch accounts. Failure to have ID will result in being sent through the line last.
- Students will be lined up one class at a time to purchase lunches.
- Refrain from eating food while waiting in line to pay for items.
- Students will sit as assigned according to their 4th period teacher.
- Be sure to clean up your eating area; others will come to eat there after you are finished.
- Open containers or packages of food or drinks must not be taken from the cafeteria. Only bottled water is permissible to be taken from the cafeteria. All food left from lunch will be thrown away.
- Students must follow the dismissal procedure prescribed by the administrator.
- Once seated, students must raise their hand and get permission to get up.
- No yelling, calling across tables to get someone's attention, singing, drumming on tables. Talk quietly to your neighbors.
- Failure to comply with any of these guidelines may result in an assigned seat or office referral.
- Students who do not comply with rules or directives will be removed from the table and will eat lunch in isolation.
- Cafeteria consequences include lunch detention, silent lunch, assigned seats, lunch in isolation away from friends.
- If students have complied with lunch procedures all week, on Fridays students will be allowed to participate in rewards designated by staff.

Cell Phones & Digital Devices

The full digital citizenship policy can be found online at <http://www.lcisd.org/students-parents/>

The following is the Navarro Middle School Cell Phone Policy:

In an effort to support student safety before and after school, Navarro Middle School students are allowed to possess cell phones on campus. Students must adhere to the following rules regarding cell phone use:

- Cell phones must be turned off and cannot be visible on campus during the school day.
- The campus is defined as: loading and unloading areas for cars and buses, in the building, or on campus grounds.
- The school day is defined as, but is not limited to, before or after school, class time, passing periods, lunch periods, after school detention or tutorials, during emergency drills, practices for extracurricular events and field trips.

- Placing a cell phone on vibrate or texting is not considered off and is prohibited.
- Using a cell phone to record or video tape is prohibited.
- Students are not permitted to possess ear buds, headphones, speakers, radios, MP3 players, video or audio recorders, DVD players, cameras, games or other electronic devices at school unless prior permission has been obtained by campus administration.

If a student is in need of making a phone call to parents or guardians, they may do so in the Front Office or in their teacher's classroom with teacher permission. If parents need to give a message to their child, we will gladly take it in the office and deliver it to your child. Per Student Code of Conduct, a teacher **may** allow students to use cell phones for instructional use only and phones must be turned back off at the end of class.

FIRST OFFENSE

- The cell phone will be confiscated and returned to a student at the end of the school day.

SECOND OFFENSE

- The cell phone will be confiscated and returned to a parent or guardian at the **end of the day**. Parent will be notified by phone.
- In accordance with Texas Education Code 37.082 a \$15 administrative fee will be collected.

THIRD OFFENSE

- The cell phone will be confiscated and returned to a parent or guardian after a **mandatory parent conference**.
- Student loses the ability to attend the end of the year House Olympics and Field Day.
- In accordance with Texas Education Code 37.082 a \$15 administrative fee will be collected.

Additionally, any violation of this policy which causes or involves a distraction or interruption of transportation, the instructional environment or leads to the violation of other district rules or policies will be subject to disciplinary action according to the Student Code of Conduct. **Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action according to the Student Code of Conduct.** If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a school phone, which are made available to students with appropriate permission. Lamar ISD personnel are not responsible for any lost, stolen or damaged cell phone or electronic devices.

- It is up to the parent's discretion whether or not to allow their child to bring personal devices to school. **NMS is not responsible for lost, damaged, or stolen devices.**
- Use of any form of social media, texting, phone calls, viewing videos for non-instructional purpose, and taking photos/videos of other students is strictly prohibited at all times.
- Earbuds and headphones may not be worn around the neck or over the ears. All headphones or earbuds must be put away, out of sight. If earphones are taken up, the device they are attached to will be also.

- Students are not to use their cell phones to contact parents without permission from the teacher during the school day. Students who need to contact their parents may do so in the front office. Parents are welcome to leave messages with the front office staff to be delivered to the student at lunch.
- Devices should not be visible-put in binder, purse, or pocket.
- Students must leave their cell phone with the teacher before leaving the classroom for any reason. It will be returned to the student when they get back.
- Failure to turn over a phone or other digital device when asked by an adult will result in additional consequences.

Students out of compliance with the digital citizenship policy will be subject to disciplinary actions set forth in the discipline student code of conduct, including confiscation of item. A fine of \$15 will be assessed in accordance with the LCISD Student Code of Conduct. These funds are deposited in the student activity account. A parent or guardian may pick up the phone in the front office once the fine is paid. Any devices that are confiscated which are not picked up by the end of the school year will be disposed of.

Students who refuse to give up an electronic device for confiscation or argue with the teacher regarding confiscation will receive an automatic discipline consequence for non-compliant behavior.

Special Note: Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, or disrespectful language in email communication, blogs, wikis, or other electronic communication tools and the use of electronic communication or websites to threaten students, employees, volunteers, or school safety is prohibited (even if the offense is initiated off school property). This is to include, but is not limited to, Social Networking Sites. Any student engaging in these activities are subject to the LCISD Student Code of Conduct.

Communication with Parents

Students will not be allowed to call or text parents or receive calls or texts from parents using their personal devices during the school day. Students who send or receive texts or calls will be subject to confiscation of their device.

Parents can call the front office at 832-223-3700 to leave a message for their child.

Students have access to a phone in the front office if they need to contact their parents during the school day.

Communication with Navarro

NMS uses multiple forms of communication for parents. Parents are encouraged to update their contact information regularly via Skyward. Skyward is the platform we use to gain contact information. Without accurate email addresses and phone numbers, we will not be able to communicate with you. Directions on how to get grade alerts from Skyward are included at the end of this handbook.

Student planners are provided at no cost for parents. Replacement planners can be purchased for \$5. Parents should check planners daily to keep up with school work and assignments. Students are given daily class time to write assignments in their planner. Discipline infractions are also recorded in the planner.

Other forms of communication for campus news include:

- Remind 101 Text @nms20182 to 81010
- Facebook <https://www.facebook.com/navarromiddleschool>
- Twitter [@navarromiddle](https://twitter.com/NavarroMiddle)
- Weekly Emails from campus
- Navarro website <http://www.lcisd.org/campuses/navarro/home>
- School Messenger call outs-update your information in Family Access: <http://www.lcisd.org/students-parents/>
- Canvas

Parents who have concerns with their child's classroom behavior, grades, or other teacher concerns need to communicate directly with the teacher to try to reach a solution. Parents and

teachers working together directly to solve concerns creates a mutually beneficial partnership between home and school to ensure student success. Teacher contact information can be found on the Navarro website.

Contraband Items

School officials will remove items that may be distracting or interfere with the educational program from the students' possession. Examples of these items are toys, games, radios, cameras, electronic devices, trading cards, dice, etc. Fidget Spinners and Slime are prohibited on campus. Items of any kind cannot be sold by students at school. Appropriate discipline will be applied. All reasonable efforts will be exercised to safeguard these items; however, the school is not responsible for any loss or theft.

Deliveries

Items dropped off for students will only be delivered at lunch. These items include lunch, student planners, binders, assignments, homework, and PE clothes.

Students are responsible for bringing their ID daily. *ID's will not be delivered to students since they are not necessary for instruction.*

Dress Code and Grooming

NMS follows the [LCISD Student Dress Code](#) found on page 24 of the Student Handbook. Additionally:

- Earbuds and headphones are not to be worn around the neck. Students with earbuds should keep them in their pocket.
- Slides/flip flops are not allowed at NMS due to safety reasons.
- Jackets with hoods are allowed at NMS. Students may NOT wear hoods on their head. Students who wear the hood will have the jacket confiscated.

LCISD Police Department

LCISD contracts with the Rosenberg Police Department. These officers are not security officers. Each officer is a certified police officer in the State of Texas and holds the same power as city, county and state police officers. LCISD police officers have the authority to investigate complaints, question students and issue citations. Administrators must comply with any police officer's investigation in accordance to the law. LCISD requires administrators to release students to police custody. Parents are notified by campus administrators if police take their child into custody. Administrators are not required to contact parents if police question their child as part of an investigation.

Grades

Grades are issued in accordance with LCISD grading and reporting guidelines. For more information, see the LCISD Student Handbook: <http://www.lcisd.org/students-parents/>

Gum & Candy

Students are not allowed to have gum or candy at NMS at any time. Repeated offenses will result in disciplinary consequences.

Students may not sell or give candy away to other students. Candy and gum will be confiscated and not returned.

Hallways

Students are allowed three minutes between each period for changing classrooms, using the restrooms and water fountain, etc. Students must be in the classroom prior to the tardy bell in order to avoid being late. In the hallways, the following rules apply:

1. No running, pushing, or horseplay of any kind

2. No shouting, yelling, singing
3. No confronting other students-calling others out
4. No jumping up and hitting banners, door frames, or clocks
5. No looping (walking around halls repeatedly instead of going to class) or loitering
6. Phones put away in pocket, purse, or binder (not visible to staff)
7. No phones/earbuds/hoodies visible
8. Go directly to class and stay in the classroom once there.
9. You must have a nurse pass or hallway pass from your planner to be in the hallway during class time.
10. No hugging, hand holding, or kissing
11. No profanity

Students should not be running or pushing in the hallways for safety reasons. NMS has one way hallways to avoid congestion. Once students are in their classroom, they will not be allowed to leave to go back into the hallway until class begins. Once class starts, leaving class is up to the discretion of the classroom teacher. Students must have the hall pass in their planner filled out to leave the classroom. It is the students' responsibility to keep up with their planner. Students are not allowed to leave class for the first 10 or last 10 minutes of class. Students must have a pass to leave the classroom at all times.

Library Use

The purpose of the library is to be used as a learning space where students can check out and read books, do research, or study.

Library Rules (For students)

1. Follow directions.
2. Always use a quiet voice.
3. Walk...no running in the library. Students may not cut through the library to get from one hall to the other.
4. Respect others and keep hands and feet to yourself.
5. Take care of library books and materials.
6. No food or drink in the library.
7. Leave the library neat and tidy. Push in chairs, throw away trash, and return all books to the circulation desk.

Students who break the rules may be asked to return to class or may not be allowed to visit the library without a teacher.

Check-out Information

1. Students will visit the library every two weeks with their ELA teachers.
2. Students may check out 2 books at a time per LCISD guidelines by presenting their student ID card at the circulation desk.
3. Books are checked out for a 2 week period then must be returned or renewed. Students may renew a book as many times as needed unless a hold has been placed on the book. They must bring in the physical book in order to renew.
4. There are no late fines, however fines will be assessed for books that are lost or damaged beyond repair. The fine will be the replacement cost of the book.
5. Books may be returned to the circulation desk or the hallway book return drop.
6. All materials must be checked out whether for student or faculty use.

Computers (Student Use)

1. Students may use the computers to access the online library catalog while in the library.
2. Students must have a computer pass from their teacher and must have permission to use the computers for class assignments.

Lost and Found

Items of value such as jewelry and electronic devices are turned in to the front office. Clothing, shoes, books, and backpacks are turned in to the lost and found located in the gym. Glasses are turned into the nurse's office. Unclaimed articles will be donated to a charitable organization at the end of each semester. **The school is not responsible for items lost or stolen at school.**

Lunch

Parents are welcome to eat lunch with their children. Please sign in to the front office prior to lunch. Parents may bring in outside food for their child only. If you need to drop off a lunch for your child, see the front desk receptionist. If your child does not pick up their lunch, we will deliver it during lunch time. Changes in schedule will be communicated to parents via the weekly email.

Medication

Students are not allowed to carry any over the counter or prescription medication on them during the school day. All medication must be checked in through the nurse's office and she will distribute.

Students who carry medication will be subject to disciplinary consequences.

Parent Teacher Conferences

Parents and teachers have a right to request a conference any time they have a concern. Parents who wish to schedule an individual conference with a teacher may communicate directly with the teacher. If a parent has a concern and wants to discuss it with multiple teachers at one time, please contact Priscilla Hernandez at 832-223-3700. She will work with the teachers and parent to find a time that works for all parties. Students are encouraged to attend conferences.

Teachers and staff are required to return phone calls and emails within 24 business hours. Calls made on a Friday may not be answered until Monday.

Parents are encouraged to set up appointments with staff in advance. Parents who show up at school unannounced or without an appointment may not be able to meet with teachers, counselors, or principals the same day.

Teachers will contact parents if their child has a 74 or below on the progress report or if their child is failing at the 6 weeks grading period. Parents can check grades daily via Family Access.

Students are expected to dress out daily and participate in PE. Students who are injured or sick must have a note to be excused. Students who cannot participate due to illness or injury will be assigned an alternate written assignment which will be used for their grade.

Student ID's

Students are expected to wear their NMS identification while on campus at all times. This is a district expectation for student safety should an emergency arise. All secondary schools require students to wear ID. Students must wear the ID around their neck. It should not be in a pocket or binder. This allows staff and emergency crews to easily identify NMS students. Additionally, the identification card will include a bar code so that students can get lunch, check out books and earn House points with ease. Students will not be penalized for not wearing their ID. However, they will not be able to participate in special activities and events. Any student that does not have their ID for lunch will be sent to the very back of the entire lunch group line. Students cannot share or exchange ID cards. Students are responsible for bringing their ID daily. ID's will not be delivered to students since they are not necessary for instruction. Students should check for lost ID cards in the front office. Students will be provided with an ID card free of charge. Replacements can be purchased in the front office for \$10.

Student Illnesses

Students who feel ill at school **MUST** be evaluated in the nurse's office. Students should not call or text their parents to come pick them up if they feel sick. All ill students will be released through the nurse's office. Students not released through the nurse's office will be charged an unexcused absence.

Student Planners

It is the expectation that students carry and keep up with their planner at all times. Students who do not have their planner with them will get an automatic discipline referral resulting in detention. One student planner will be provided at no cost and the student must bring their planner to each class daily. The purpose of the planner is to record classroom assignments, discipline concerns, and serve as a hall pass. Students will not be allowed to leave to use the restroom or go run an errand without their planner during class time. Nurse visits will be handled separately. Parents are encouraged to ask for and view planners daily. Students who lose their planner may purchase a new one for \$5.00.

Student Pick Up from School

Students who leave school early will only be released to the parent or guardian or any adult over the age of 18 listed on their emergency contact form. All adults picking up students must have a valid form of identification. Under no circumstances will students be released to individuals who are not on their emergency contact form or who do not have valid identification.

If students are sick or suspended, they will not be allowed to walk home. A parent must pick them up.

Tardies

Students are considered tardy if they are not in the classroom when the bells ring. All tardies will be managed through the Skyward Tardy Kiosk. All tardies, parent communication, and consequences will be managed through the Tardy Kiosk. An updated parent email is needed.

When the bell rings for each class, teachers will shut their door. Tardy students will be swept to the tardy kiosk each period. Students will enter their student ID to get a pass to class. The Kiosk will automatically count tardies by class period, and will email parents when their child is tardy.

The tardy policy for students is:

(Automated parent/guardian notification for every tardy)

- 1st and 2nd tardy-warning
- 3rd Tardy-Automated email/call with warning about detention for remaining tardies
- 4th Tardy-Two Days Lunch Detention
- 5th Tardy-One Week Lunch Detention
- 6th Tardy- After School Detention/Skyward Discipline Referral
- 7th Tardy-Friday Night Lights/Skyward Discipline Referral
- 8th Tardy and subsequent- administrator discretion/Skyward Discipline Referral

Tardy counts start over every six weeks.

Textbooks

Students are not assigned individual textbooks. Classroom teachers have books in their room for student use. Parents may request that textbooks are issued to the student by contacting Jean Spencer at 832-223-3700. If books are lost or damaged, the parent/legal guardian of the student will be held financially responsible.

Tutorials

Tutorials for Math, Reading, Science, and Social Studies are available for all students Monday-Friday from 7:30 AM -8:10 AM. All students are welcome.

Monday- ELA Tutorials
Tuesday-Math Tutorials
Wednesday-Science Tutorials
Thursday-Social Studies Tutorials
Friday-Electives Tutorials

Individual tutorials can be arranged with the child's teacher by contacting the teacher directly.

Valuables

Students are responsible for the safekeeping of all personal items brought on campus. Recovery of lost or stolen items is rare. Students are not allowed to bring extra shoes or clothing to school unless it is in their P.E. locker. Students should not be sharing or trading clothing. If students

trade shoes or clothing, it is their responsibility to get it back. NMS will not track down articles of clothing, shoes, or other valuable personal property that a student has given to another student. The best prevention is not to bring them on campus. **NMS and LCISD are not responsible for lost or stolen items.**

Verbal/Written Abuse

There is no place at school for any behavior that hurts another person's feelings. Name-calling, hazing (teasing), derogatory remarks, sexual harassment, bullying, cyber-bullying, inappropriate physical contact, humiliation, etc. will not be tolerated. Any negative comments regarding race, ethnic background or sexual orientations will not be tolerated. **Students engaging in this type of behavior will be disciplined in accordance with the LCISD Student Code of Conduct.**

Parents who suspect their child is being bullied need to report it to the campus assistant principal or counselor as soon as possible. Any photos, messaging, or other digital media which prove cyber bullying should not be deleted.

Visitors

All persons visiting the campus must sign in at the Front Office reception area by using the Raptor Security System. All visitors must present a valid driver's license or acceptable form of identification upon entering the building for each visit. Visits are limited to 30 minutes a day in order to minimize distractions to the learning environment. Classroom visits must be arranged 24 hours in advance with teacher and administrator approval. Small children are not allowed to sit in a classroom with a parent due to the disruption to the classroom environment. It is at the discretion of the classroom teacher and administration to allow or deny parent visitation based on events determined for the day.

Specifically, no classroom visits will be allowed during tests and state assessments.

**Navarro Middle School
Classroom Behavior Expectations
for All Students**

NMS students are expected to conduct themselves in a manner which is responsible and respectful. Students who do not conduct themselves in such a manner are subject to disciplinary consequences under the Lamar Consolidated ISD Student Code of Conduct.

Each infraction will be recorded on the NMS school-wide behavior record sheet, which is housed in each student's planner. Level One student infractions accumulate campus wide by semester, not separately by each class. Parents are encouraged to check the planner daily for both assignments and discipline concerns.

First Offense: verbal warning/planner signature

When the student receives a verbal warning, the teacher will discuss how the infraction has impacted the learning environment with the student. The teacher and student will address how this action should be corrected and what the student should work on to meet the classroom expectations. The teacher will document the infraction in the planner.

Second Offense: verbal warning/planner signature

When the student receives a verbal warning, the teacher will discuss how the infraction has impacted the learning environment with the student. The teacher and student will address how this action should be corrected and what the student should work on to meet the classroom expectations. The teacher will document the infraction in the planner.

Third Offense: Parent Contact via phone or email and planner signature

Fourth Offense: Restorative Discipline Conference with parent, teachers, and student. The next offense in any class will warrant a detention. Planner will be signed.

Fifth Offense: One-and-a-half-hour detention after school. Parent will be notified and a detention form will be sent home to be signed by the parent. The student is responsible for giving the form to the parent.

Sixth Offense and All Subsequent Offenses: Teacher will notify parent of child's behavior. Parent will be informed that a discipline referral has been submitted to the Assistant Principal's office. Parents will be contacted by the Assistant Principal within 3 business days of the referral's submission.

**** Any Severe Offense: Immediate Office Referral** – Students will receive an automatic discipline referral for severe offenses such as fighting, profanity, vandalism, bullying, derogatory comments, disrespect, insubordination, etc. Discipline consequences are subject to administrator discretion in accordance with LCISD policy.

LCISD Student Code of Conduct (Secondary Student Handbook): [http://www.lcisd.org/docs/default-source/students-parents-documents/secondary-education/2017-2018-secondary-student-handbook-\(english\).pdf?sfvrsn=2](http://www.lcisd.org/docs/default-source/students-parents-documents/secondary-education/2017-2018-secondary-student-handbook-(english).pdf?sfvrsn=2)



N- Notice and track any speaker

A- Accept responsibility for your actions

V- Value other's comments, opinions, and ideas

A- Always give 100% in academics and behavior

R- Respect all adults and peers

R- Rise above conflicts and challenges

O- Offer Kindness ALWAYS



NMS Cell Phone Policy

The following is the Navarro Middle School Cell Phone Policy:

In an effort to support student safety before and after school, Navarro Middle School students are allowed to possess cell phones on campus. Students must adhere to the following rules regarding cell phone use:

- Cell phones must be turned off and cannot be visible on campus during the school day.
- The campus is defined as: loading and unloading areas for cars and buses, in the building, or on campus grounds.
- The school day is defined as, but is not limited to, before or after school, class time, passing periods, lunch periods, after school detention or tutorials, during emergency drills, practices for extracurricular events and field trips.
- Placing a cell phone on vibrate or texting is not considered off and is prohibited.
- Using a cell phone to record or video tape is prohibited.
- Students are not permitted to possess ear buds, headphones, speakers, radios, MP3 players, video or audio recorders, DVD players, cameras, games or other electronic devices at school unless prior permission has been obtained by campus administration.

If a student is in need of making a phone call to parents or guardians, they may do so in the Front Office or in their teacher's classroom with teacher permission. If parents need to give a message to their child, we will gladly take it in the office and deliver it to your child. Per Student Code of Conduct, a teacher **may allow students to use cell phones for instructional use only and phones must be turned back off at the end of class.**

FIRST OFFENSE

- The cell phone will be confiscated and returned to a student at the end of the school day.

SECOND OFFENSE

- The cell phone will be confiscated and returned to a parent or guardian at the **end of the day**. Parent will be notified by phone.
- In accordance with Texas Education Code 37.082 a \$15 administrative fee will be collected.

THIRD OFFENSE

- The cell phone will be confiscated and returned to a parent or guardian after a **mandatory parent conference**.
- **Student loses the ability to attend the end of the year House Olympics and Field Day.**
- In accordance with Texas Education Code 37.082 a \$15 administrative fee will be collected.

Additionally, any violation of this policy which causes or involves a distraction or interruption of transportation, the instructional environment or leads to the violation of other district rules or policies will be subject to disciplinary action according to the Student Code of Conduct. **Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action according to the Student Code of Conduct.** If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students

need to use a phone during the school day, they must use a school phone, which are made available to students with appropriate permission. Lamar ISD personnel are not responsible for any lost, stolen or damaged cell phone or electronic devices.