

Navo Middle School

Student & Parent Handbook

2022-2023



Welcome to Navo Middle School, home of the Panthers! Our goal is to provide the highest quality educational program possible. Your attitude and work ethic are essential in ensuring your success during your time at Navo Middle School. You are now a member of a family that will support you in all the great things that you hope to accomplish.

Our students are the heart and soul of our school. It is our hope that you take advantage of the many great opportunities that Navo Middle School provides. The cooperative efforts between students, families, and staff members will make our school one in which our entire school community will take great pride.

This handbook has been developed to help you and your parents become more acquainted with your school. This is a supplement to the Denton ISD Code of Conduct, so you are provided with information specific to Navo Middle School. Every effort has been made to outline school policies, procedures, and services. The contents reflect the expectations for being a great student and citizen. We encourage you to take the time to carefully study the guidelines in this handbook.

Have a great 2022-23 school year at Navo Middle School!!

Dr. Beth Kelly
Principal
Navo Middle School

Student Information

Students are expected to follow the rules and policies established for the welfare of the entire student body. Students are expected to comply with the policies and procedures in the Denton ISD Student Code of Conduct, communication sent from the assistant principal or principal, and any information listed in the student handbook.

Accidents

Students are required to report all accidents to the teacher immediately. If an accident occurs outside of the classroom, it should be reported to the nearest available staff member.

After School

Students are not to remain after school unless they are under the direct supervision of a school staff member. Unless they have prior arrangements with a staff member (tutoring, practices, etc.) students must arrange to be picked up within 15 min of the end of any activity. The times will be announced in advance. All students attending sports activities must be picked up (within 15 minutes of the ending of the event or risk future attendance at activities.)

Attendance

Regular school attendance is an essential part of school success. State law requires that all students attend at least 90% of the days in a semester to receive credit for courses. If a student is absent from school for any reason, the parent or guardian must call the attendance office to notify the school of the absence. The parent or guardian must submit a note explaining the absence upon returning to school, even if a call was made. The note must be brought to the school as soon as the student returns to school. Notes may also be submitted use the following link: <https://forms.dentonisd.org/Forms/absence-note>. All absences are recorded as unverified (unexcused) if the student does not turn in a note.

Athletics/PE Dress Code

All students must dress out in the appropriate clothing EVERYDAY. Even with an excuse from physical activity, the student must dress out. No jewelry may be worn during class. The student must secure their possessions in the gym locker. The coaches are not responsible for lost items. All students in athletics will be required to abide by the Athletic Code of Conduct.

Bicycles

Bicycle safety is to be always practiced when riding a bike to school. Once you are on campus, please walk your bike to the bike stand. Bikes must be securely locked at the bike stands. Owners assume all responsibility for the security of their bicycles. Motorized vehicles, skates, scooters, shoes with wheels, hover boards and skateboards are not allowed on campus at any time.

Buses

Bus service is provided to students living a specified distance from the campus. If you have any questions about buses, call the district transportation office at 940-369-0300. Students are expected to always behave properly on the bus. There is a "zero tolerance" for any kind of threatening behavior at bus stops or on the bus. All school rules are enforced at all bus stops and in the bus loading area at school. Buses will depart within 5 minutes of school dismissal. If a student misses his/her bus, they must report to the office and call a parent or guardian for transportation. Buses will not return for a student who misses his/her bus.

Cafeteria

The expectations for cafeteria behavior are posted in the cafeteria. Students will follow all instructions given by staff members in the cafeteria. Those who do not follow the rules may lose the privilege of eating with their classmates in the cafeteria. No food may be taken out of the cafeteria.

Cell Phones

For instructional and safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes.

A student must have administrative or teacher approval to possess personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

Except when being used for principal or teacher approved purposes, telecommunication and electronic devices shall not be visible, audible, or used during school hours as determined by the principal.

If a student uses a telecommunications device without authorization during the school day, a district employee may confiscate the device. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE.]

*In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF.]*

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Closed Campus

Like all middle schools in the Denton ISD, Navo Middle School is a closed campus. This means that the students may not leave the school grounds from the time they arrive on campus until the time they are dismissed or signed out by a parent. Leaving the school grounds is considered truancy and will be dealt with as a discipline referral.

Conduct

Navo Middle School students are expected to behave themselves in a safe, appropriate, and responsible manner at all times, in all places, and in all situations.

Counselors

The counselors on staff at Navo Middle School are here to assist students with education planning and related needs. Students may request an appointment by signing into the Google form located on the counseling website. Students The counselors will call the classroom teacher for the student when it is time for the visit. In an emergency, the student may ask their teacher for an emergency pass to the counselor's office.

Deliveries at School

The school will not accept any item to be delivered to students. This includes food delivery service such as Door Dash or Uber Eats, and flowers, balloons, cookies, cakes, etc. on student birthdays. Please have these items delivered to your home.

Detention

Any member of the faculty or administration may assign detentions for violations of the student code of conduct, the student agenda, campus rules/regulations, or classroom rules. After other corrective measures have failed, teachers may assign before school detentions (7:45- 8:15AM) or after school detentions (3:35- 4:00PM). In the event a student is assigned a detention, parents and students shall be responsible for transportation.

This is the hierarchy of discipline response for routine disciplinary infractions: teacher detention (30 minutes), lunch detention (30 min), administrative office detention for 1-hour, administrative office detention for 2-hours, ISS. It is to the student's advantage to take care of discipline consequences at the lowest level possible.

Dress Code

The administrative staff will have the final say as to the appropriateness of any dress code item. Any dress code violations will be sent to an administrator. The administrator will ensure that the matter is handled appropriately and will offer the following solutions:

1. Allow the student to change into other clothes.

2. Allow the student to call home to get a change of clothes brought to them.
3. Allow the student to exchange their clothes for an appropriate item provided by Navo, if available.
4. If all of this does not fix the violation, the student may be assigned to ISS.

DRESS CODE

The Navo Middle School dress code has been adapted from the Denton ISD dress code found on page 60-61 of the 2022-2023 Parent/Student Handbook.

The following items have been determined to be unacceptable for wear at school:

- Accessories that create a disruption
- Accessories applied to the facial area, tongue, or body such as safety pins to the eye area, studs, or rings through the nose
- Any headgear other than part of approved school uniform
- Bandanas
- Bare midriffs
- Biker's Shorts
- Chains or accessories which can be used as a weapon (such as spiked collars/bracelets)
- Display of undergarments
- Flip-flops (except in high schools, or as determined by administration on all campuses)
 - Navo allows flip-flops and slides
- Garments containing offensive or obscene words or phrases, pictures, symbols, or images
- Garments which promote or advertise alcohol, tobacco or other prohibited products
- Halter tops or tank tops
- Mesh/net clothing
- Pajamas or house shoes
- Ragged or intentionally cut-torn clothing as determined inappropriate by the campus principal or designee
 - Navo allows holes with skin showing from the knees down
 - Navo allows holes with no skin showing above the knees
 - Students may patch the holes or wear clothing under the pants (i.e., leggings or shorts)
- Saggy/baggy pants
- See-through apparel, including leggings
 - Navo allows leggings to be worn as pants provided that they are not see through, and the top stops at the midthigh.
- Shirts open at the sides (excessively large armholes)
- Short shorts/skirts (mid-thigh length)
- Steel-toed shoes (except in identified CTE classes)
- Strapless dresses/blouses
- Sunglasses
- Unnatural cosmetics contact lens colors (considered distracting)
- Inappropriate hairstyles that cause a disruption
 - Navo allows unnatural hair color provided it is not a distraction
- Visible tattoos and body art which promote nudity, obscenity or gang activity are unacceptable and must be covered.
- School issued ID badge must be visible on or above the waist.

The Denton ISD dress code is established to teach hygiene, instill self-discipline, prevent disruptions, promote safety, prepare students for life after high school, and provide an environment for learning. When there is a

question on the dress or appearance of a student, the building administrator and school staff will use discretion concerning the dress code.

Please note that multiple violations of the dress code will result in disciplinary consequences.

Elevator Use

The elevator is not for general use. If you have a special circumstance that makes it necessary for you to use the elevator for health reasons, you may obtain an elevator pass from the school nurse or an assistant principal. Anyone caught using the elevator or playing with the controls will be subject to disciplinary action.

Eligibility

To participate in extracurricular activities, students must maintain passing grades in all subjects. If a student receives less than a 70 in any class, they are ineligible for the three weeks following the failure. Navo follows the UIL eligibility calendar. Citizenship and behavior may also be factors in determining ability to participate in events.

Food, Drinks, and Gum

Water is permitted in the classroom and in the hallways in a clear bottle. Food is permitted in the classroom if permitted by the teacher. Also, **this is a gum free campus. Gum is not allowed on campus.** Students, staff, and visitors must make every effort to keep our campus beautiful and clean.

Hall Passes

Students must have a hall pass to go anywhere in the building. Students in the halls without passes will be returned to class and receive consequences consistent with the student code of conduct.

ID Cards

School issued IDs must be always visible on or above the waist at all school activities. There may be no markings or stickers on the ID. Students may not possess an ID other than their own. There will be consequences for improper use of the cards. Students who repeatedly do not wear their ID will be subject to disciplinary consequences. Students must replace lost or damaged IDs immediately. If students do not have their ID on properly, the following procedures will be followed:

1. The student will be asked to put their ID on.
2. The student may be asked to go to the library and purchase a new one.
3. The student may be asked to call home and have a parent bring their ID to them.

ISS (In School Suspension)

Students completing a disciplinary consequence in ISS will not be allowed to attend any school-related activity during the time assigned to ISS. These students are not allowed to be anywhere on campus at any time unless under the direct supervision of the ISS teacher, school counselor, or administrator. Students who are assigned ISS on the day of an event are not allowed to participate in or attend the event.

Leaving During the Day

Students cannot leave campus once they have arrived unless a parent/guardian signs them out through the attendance office. Students will not be released to anyone not listed on the health card.

Library

The library is available throughout the day and before and after school. Passes may be obtained from the library staff. Students are encouraged to use the library. Rules for the library are posted in the library.

Loitering

Students cannot arrive on campus before 7:45AM unless they are participating in a directly supervised activity such as athletics or fine arts sessions. Students must be picked up by 3:45PM.

No adult supervision is available before 7:45AM or after 3:45PM unless prior arrangements have been made.

Lost and Found

Students should not bring valuable items to school. Lost items turned in to the office will be placed in the lost and found bin located in the cafeteria. Items not claimed in a reasonable time will be donated to charity. Put your name in all coats and other items to help us in returning items to you. If a student needs to report a lost or stolen item, he/she must make a report to our School Resource Officer (SRO).

Make-up Work

Students who are absent have a period equivalent to the number of days missed plus one to complete all make-up work. It is the responsibility of the student to obtain the assignments from the teacher immediately upon his or her return to school. The office will not collect assignments for students who are absent. An absence does not excuse a student from being responsible for previously assigned work or tests on the day of return to school.

Markers/etc.

No permanent markers, "white-out" products, Marks-A-Lots, or paint pens are allowed in the building. These items will be taken up by the staff and will not be returned to students. Only water-based markers may be used in school.

Medications

Refer to medication policy in the Denton ISD Student Code of Conduct. These policies are strictly enforced on campus.

Nurse's office

Students who become ill or injured during the school day must report to the nurse's office. All students must have a pass to come to the nurse's office. All calls made to parents regarding illness/injury must be made from the nurse's office. Make sure that the nurse has current home, work, and emergency contact phone numbers. If no parent/guardian can be contacted in an emergency, the student will be transported by ambulance at the parent's expense.

Prohibited Items

The following items are not allowed at school or at school sponsored activities: weapons of any kind, electronic devices (such as handheld videogames, iPods...) trading cards, tobacco products, toys, lighters/matches, fireworks, stink/smoke bombs, e-cigs, toy guns or anything that could cause a disruption of the learning process.

Promotion/Retention

To be promoted to the next grade, a student must pass (70 or above) three of the four core courses (ELAR, Math, Science, and Social Studies). The student must also have an overall average (all classes) of 70 or higher. Additionally, 8th grade students must meet promotion requirements set for by the Texas Education Agency's Student Success Initiative.

School Cancellations

If school must be closed due to weather or other emergency conditions, announcements will be made on the local TV and radio stations. Announcements will be posted on the district and campus website.

Tardy Policy

- After three tardies to any class, the student will receive a teacher detention.
- After the fourth tardy, the teacher will email the appropriate administrator.
- After five tardies, the teacher will write an office referral.
- Chronic tardies may result in an additional disciplinary action.
- Impromptu TARDY SWEEPS may occur at any time during the school day.
- Tardies start over every 9 weeks.

Telephone

Students have access to the telephone in Student Services only when they have a pass completed by a staff member. Please make all transportation and social arrangements prior to coming to school. There are no pay telephones available.

Textbooks

The district provides textbooks in print and in electronic versions. Every student is expected to take care of the books. They are to be always covered. All textbooks have two identifying bar codes. If these bar codes are removed or defaced in any manner, the student will be held responsible for the full cost of the book. Students who lose or damage a book, while it is checked out to them, will be expected to pay for it.

Vending Machine

The product companies own the vending machines located on campus. The school cannot make refunds. Students should also be aware that stealing from the machines or tampering with any of the products is against the law and will be dealt with by the school and law enforcement. Vending machines may not be used between classes and those vending machines that are in the Teachers' Lounge and are off limits to students.

Visitors

Adult visitors are welcome at Navo Middle School. All visitors must sign in at the main office desk upon arrival, must wear a visitor's badge for the durations of the visit and must sign out when leaving. Parents are welcome to have lunch with their students in the cafeteria. Students are not allowed to have non-adult guests or friends attend classes or lunch. These rules are vital to the safety of the students, and we appreciate your cooperation.

If a parent requests to observe a classroom, they must be granted approval from their student's assistant principal at least 24 hours in advance.

District Electronic Devices

Every student is expected to comply with district and school rules when using any electronic device. If a student damages, vandalizes or destroys a school issued device, the student will be responsible with the full cost of replacing or fixing (if possible) the device.

Students are expected to bring their Denton ISD issued Chromebook and charger to school every day.