

Navo Middle School

Student Handbook

2018-2019



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 2018-19 school year at Navo Middle School!!

Beth Kelly
Principal
Navo Middle School

2018-2019
Navo Middle School
Bell Schedules

School opens Bell 7:45
Students head to 1st Period Bell 8:09

Regular Bell Schedule

1st Period 8:15-9:02
2nd Period 9:06-9:53
3rd Period 9:57-10:44

6th Grade

Lunch 10:48-11:18
4th Period 11:22-12:09
5th Period 12:13-1:00

7th Grade

4th Period 10:48-11:35
Lunch 11:39-12:09
5th Period 12:13-1:00

8th Grade

4th Period 10:48-11:35
5th Period 11:39-12:26
Lunch 12:30-1:00

6th Period 1:04-1:51
7th Period 1:55-2:42
8th Period 2:46-3:35

Modified/Assembly Bell Schedule

1st Period 8:15-8:55
2nd Period 8:59-9:39
3rd Period 9:43-10:23

6th Grade

Lunch 10:27-10:57
4th Period 11:01-11:41
5th Period 11:45-12:25

7th Grade

4th Period 10:27-11:07
Lunch 11:11-11:41
5th Period 11:45-12:25

8th Grade

4th Period 10:27-11:07
5th Period 11:11-11:51
Lunch 11:55-12:25

6th Period 12:29-1:09
7th Period 1:13-1:53
8th Period 1:57-2:37
Assembly: 2:42-3:35

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 student is to bring a note from the parent or guardian 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. All absences are recorded as unverified (unexcused) if the student does not turn in a note.

Athletics/PE Dress Code

All students 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 practiced at all times 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 behave properly on the bus at all times. 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

Cell phones are permitted on campus but must be turned off during the school day, unless a teacher allows for instructional use. If phones are carried in the hallway, class, or any other part of the building without prior staff member permission for an educational purpose, they will be taken up by a staff member and taken to the office. Students will receive one warning before being assessed a fee. A \$15.00 administrative fee will be charged before the parent can retrieve the phone. Repeat offenders will have phones taken and not returned to the parent until the end of the semester, again with a \$15.00 administrative fee. Only the parent of the student may retrieve the phone. Students bring these items at their own risk, and the school cannot assume any responsibility if the items are lost or stolen.

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 the clipboard in the outer area of the counseling office before school and during passing periods. Students will be responsible for getting to class on time after signing the clipboard. The counselors will send passes to the students 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 flowers, balloons, cookies, cakes, etc. on student birthdays. 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 (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 will be assigned to ISS.

DRESS CODE

Navo Middle School's dress code is established to teach hygiene, instill self-discipline, prevent disruptions, promote safety, and provide an environment for learning. The responsibility for adhering to the dress code begins with the student and parents of the student. Enforcement of the code is the responsibility of classroom teachers, staff members, and administration. The following guidelines are to assist students and parents in selecting appropriate attire (as determined by campus administration):

1. All students are to present a clean, well-groomed appearance at school and school activities. Students may be asked to alter their hairstyles if the campus administrator believes they are a distraction to the educational process.
2. The following items have been determined to be unacceptable for wear at school:
 - a. Bike pants
 - b. Bare midriffs
 - c. Halter-tops
 - d. Tank tops
 - e. See-through apparel or mesh/net clothing

- f. Pajamas
 - g. Saggy, baggy pants
 - h. Bandanas of any color or design
 - i. Sunglasses (inside the building)
 - j. Strapless dresses/blouses
 - k. Chains or accessories, which can be used as a weapon (such as collars or bracelets with spikes)
 - l. Steel-toed shoes (except in identified CTE classes for which this is appropriate), house shoes, slippers, slides or any other footwear deemed inappropriate by campus administration
 - m. Any make-up, hair color, unnatural cosmetic contact lenses, or accessories **which create a disruption as determined by an administrator.**
 - n. Any headgear other than part of an approved school uniform
 - o. Tattoos and body art which promote or reveals nudity, obscenity, or gang activity must be covered
 - p. Any display of undergarments
 - q. Shirts open at the sides (excessively large armholes)
 - r. Garments containing offensive or obscene words or phrases, pictures, symbols, or images
 - s. Garments which promote or advertise alcohol, tobacco, or other products prohibited at school
 - t. Short shorts or skirts (measured as no shorter than 4" from the top of the knee)
 - u. Tights/hosiery/leggings/jeggings are not considered pants and should be covered with shorts, a skirt, a dress or pants that are dress code acceptable. A shirt will not serve as an acceptable form of cover-up.
 - If a student wears leggings, their shorts or dress should be as long or longer than their middle finger in the front, back and sides.
 - v. Holes in jeans may not appear above the knees. Additionally, any holes in jeans must not be gaping holes (bigger than 3"x1").
3. All clothing must be sized to fit properly
 4. Accessories applied to the facial area, tongue, or body such as safety pins to the eye area, studs, ear gauges, or rings through the nose cannot be worn at school.
 5. The principal will have the final say as to the appropriateness of any dress code question, concern or decision.

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

In order 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. Citizenship and behavior may also be factors in determining ability to participate in events.

Food, Drinks, and Gum

Food and drinks are not allowed in classrooms at any time. However, if a teacher has arranged lunch tutorials, students may bring their lunch to that class, provided they have a pass. 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

IDs will be worn around the neck or clipped on the top of the student's shirt and must be visible at all school activities at all times. 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 go to the library and purchase a new one.
3. The student may call home and have a parent bring their ID to them.
4. Students who are not wearing their ID will go to the end of the lunch lines to be served.

On the 4th violation and thereafter, students will be assigned an Administrative After-School 2-hour detention by their AP.

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.

Lockers

Lockers are issued to students at the beginning of the year. School personnel may inspect lockers at any time. Campus administrators may also routinely conduct locker searches for book checks, safety concerns, etc. Students must not share their combinations with other students. Lockers must not be "set" to automatically open; they should always be left in the locked position. Money or other valuables must not be stored in lockers. Lockers are to be kept clean. No stickers of any kind are to be placed on the lockers.

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 at student services or in the hallway outside 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 situation, 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 CD players, radios, games, MP3 players, iPods...) trading cards, tobacco products, toys, lighters/matches, fireworks, stink/smoke bombs, e-cigs 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 (the average of Reading and English, Math, Science, 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

In the event that 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. Every student is expected to take care of the books. They are to be covered at all times. 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 located 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.