

# JACK C. JORDAN MIDDLE SCHOOL CAMPUS HANDBOOK

## JACK C. JORDAN MIDDLE SCHOOL ADMINISTRATION

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### Section A Campus Handbook 2024-2025

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# **WELCOME**

As a student at Jack C Jordan Middle School, you have the opportunity of continuing the traditions and standards of excellence that started with our first classes in 1993-1994. Our state of the art facility 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.

Keep in mind at all times that you, the student, are the most important aspect of school life at Jack C. Jordan Middle School. Be proud of your school. This is your home away from home. Respect it and take care of those within your school as a Jaguar, 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.

Jack C. Jordan 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. As Jack C. Jordan Middle School opens and establishes its traditions, academic teachers will be planning lessons for students. Students will have a teacher who will monitor progress and work closely to help students problem solve and learn to assume personal responsibility.

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, 397-6150.

## ***JACK C. JORDAN***

Jack C. Jordan was a leading Texas educator whose first public school teaching “job” in 1955 was at a middle school known, in those days, as Harris Junior High School in San Antonio.

His reputation for having high expectations, and his belief that students are capable of doing even better than expected, saw him rise from teacher and coach to vice-principal. In 1964, Jordan became the first principal of Holmes High School, which had just opened.

Three years later, he moved to the main office as Deputy Superintendent of Northside School District, a position he held until he was promoted to Superintendent in 1982.

After taking charge of Northside School District, the 5th-largest school system in Texas, Supt. Jack Jordan was twice named one of the top five educators in the state. He announced his retirement in 1993 and planned to “return to that most important educational age group – the middle school,” as a writer and volunteer.

Mr. Jack C. Jordan passed away in 2017 but his legacy will always live on at JMS.

## **SCHOOL COLORS**

Forest Green and White

## **SCHOOL MASCOT**

Jaguar

## **Mission, Vision and Core Beliefs**

**Mission** - We will provide an engaging and empowering learning experience for all students.

**Vision** - We will create an inclusive culture that inspires, challenges, and nurtures all students.

**Core Beliefs** - We believe that::

- Each student deserves a quality education which honors their voice and prepares them to engage, contribute, and succeed.
- Students' health, safety, engagement, challenge, and support is directly linked to their academic achievement and future success.
- Meaningful relationships among students, families, educators, and the community are vital to student success.
- Classroom teachers have the greatest impact on student achievement followed by campus staff.
- Public schools are essential to foster community and develop engaged citizens.

## **PEOPLE WHO CAN HELP YOU**

### **The Principal**

The Principal is responsible to the Superintendent of schools for proper administration of Jack C Jordan Middle School. It is her 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 concerns. Conferences can be scheduled by calling 210-397-6150.

### **The Associate Principal/Assistant Principal**

The Associate Principal and Assistant Principal work directly with the principal in the management and organization of the school. They handle the day-by-day operations of the school and assume the responsibility of the Principal in her absence.

Due to morning duties and responsibilities on campus, administrators are not available for conferences prior to 8:40 a.m. We strongly suggest that if you wish to speak to an administrator, or have a conference with them, that you call 210-397-6150 to schedule an appointment. If you are unable to reach an administrator directly by phone, please leave a message and a campus administrator will return your call within 24 hours.

### **The Academic Dean**

The Academic Dean works directly with the Principal in the instructional processes of the school to improve student performance at Jack C. Jordan Middle School. She is in charge of all campus testing, both at the district and state level. She handles the day to day operations of the school that address academics and may assume the responsibility of the Principal in her absence. Conferences may be scheduled by calling 210-397-6150.

### **The Counselors**

All students are assigned a guidance counselor. Your counselor will be happy to assist you with problems concerning both school and your personal life. If you want an appointment with your counselor this can be arranged with the secretary in the guidance office before and after school. Parents can refer their child by contacting the counseling office and students can refer themselves through the online referral system posted in every classroom, hallway, and restroom. If your counselor cannot see you that same day, he/she will make an appointment with you for the next day. Conferences with students receive first consideration of the counselors' time. ***The function of the counselor is advisory, not disciplinary, and all information is confidential.***

### **The 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. The school nurse is unable to administer over-the-counter medication to your child and can only administer prescriptions in their original container.

### **The Police Officer**

The Police Officer assists students when needed and helps maintain a safe environment. He/she helps supervise after school events and helps monitor traffic. The SAFE hotline number is 210-397-7233 or text safe@nisd.net.

# GENERAL INFORMATION

## AFTER SCHOOL ACTIVITIES

All school and U.I.L. rules apply to conduct and dress code for students who attend after-school activities. Written permission and/or an admission fee may be required for many events. Transportation to and from school is the responsibility of the parents for these activities; parents are expected to pick up their child immediately at the conclusion of each activity. Children should not have to wait longer than 15 minutes for parents to pick them up after a school event. If a parent or guardian does not pick up their child in a timely manner, the protocol and procedure set forth by NISD in the Crisis Handbook could be followed by the administrator or staff member if they deem it necessary. Students who are not picked up in a timely manner after a school event, practices, or school function could be denied the right to attend future after school functions for the remainder of the year. Students who exhibit inappropriate behaviors will be removed from the activity. Limousine transportation is not appropriate for these events. Any clothing deemed inappropriate or suggestive is not permitted.

### Circumstances that restrict students from attending after-school events are the following:

- Out of school suspension/in school suspension assigned for the day of the event
- Other disciplinary actions that may warrant non-attendance of the event
- Absence from school the day of the event
- Repeated misconduct at after-school events
- Assignment to an alternative educational campus
- Withdrawal from Jack C. Jordan Middle School (athletic events may be permitted.)

## ATTENDANCE PROCEDURES

Attendance is where success begins. The Texas Compulsory Attendance Law states, "A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered." Unexcused and excused absences count towards the Texas Compulsory Attendance Law.

Following any absence, students should turn in a dated note signed by the parent or a doctor's note to the attendance office within 3 days of the student's absence. The signed parent note should explain the reason for the student's absence. If a student has a doctor's appointment, students should attend school before or after their appointment on the same day to receive credit for the class. When the student returns from a same day appointment, the student should turn in the doctor's note to the attendance office. All unexcused and excused absences count towards the overall attendance requirement. Absences will be reviewed periodically to ensure students are in compliance with this expectation.

For high school credited courses, students will have an opportunity to retrieve time missed to ensure they meet the attendance requirements by attending **Attendance Recovery**. Students must attend Attendance Recovery for absences that exceed the legal limit.

Students should bring all notes to the attendance office between 7:50 and 8:40a.m. A note for a student's absence may also be faxed to the attention of the Attendance Secretary to 210-523-4876 or can be emailed through the CONTACT SCHOOL link on the Jordan website. Please add your child's ID number on the note to ensure that the absence is appropriately processed.

**Tardies** - Students have 4 minute passing periods. If your child has a tardy on any given day, you will receive an automated call to notify you. If a student accumulates 4 or more tardies for a week, they may be assigned a consequence. If a student is more than 15 minutes late to class, they will be marked absent for the class period.

## BACKPACKS / BOOK BAGS

Backpacks and/or book bags may be used to carry books and supplies to and from school, and may be taken to classes during the school day. Rolling backpacks are only allowed if there is a documented medical need.

## BREAKFAST AND LUNCH PROCEDURES

All students will enter the cafeteria in an orderly manner. There are specific rules on how students sit in the cafeteria, and the majority of the time, students will be allowed to sit with their friends, as long as cafeteria rules are followed. While in the cafeteria line, students are to only touch the food items they intend to buy. Students must raise their hand for permission to leave their seat. Duty teachers will dismiss students in an orderly manner to throw away their trash and exit the cafeteria. Students may not leave the cafeteria before permission is granted. Students are required to keep

their area clean. If a student intentionally causes a spill or mess, they will be asked to clean the spill or mess. Lunch misconduct, to include but not limited to throwing food, mischief/horseplay, getting up without permission, leaving the cafeteria without permission, profanity, etc., can result in disciplinary action.

Visitors must sign in to receive a visitor's pass before coming into the cafeteria and sitting at the assigned parent table. **Parents may not bring lunch to their children or have it delivered.** No celebrations are permitted in the cafeteria (e.g. birthdays).

Breakfast/Lunch Money - Go to <https://dev.nisd.net/parents/online-payments> to access your student's cafeteria account and add money as needed. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases.

## **Bus Assignments and Transportation**

Students are required to ride only the designated bus assigned to them by transportation. Riding a school 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, and receive an official bus change form, **a signed note from the parent/guardian must be received by the associate principal's office the morning of** for administrative approval to ride a different bus. Students will be given a note from the Associate Principal's office that needs to be given to the bus driver. 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 done through the district's transportation offices.

## **Campus Operating Hours**

- Classes begin for Jack C. Jordan Middle School students at 8:40 a.m. and end each afternoon at 3:55pm. each day, Monday through Friday.
- The doors will be opened to all students at 7:50 a.m. and supervision of students will start at 7:50 AM. Students who arrive at school before 8:30 a.m. are allowed to eat breakfast (if they choose) and are to report to the grade level designated areas.
- Front Office Hours are from 7:50 - 4:15 PM.
- All doors will be locked, if you need to enter the school you must go to the front security lobby entrance.

## **Campus Visitors**

All parents and visitors are required to check-in with a driver's license or ID with the front office staff regardless of how long they plan to stay on campus. Visitors must indicate the reason for visiting the campus. Upon sign-in, all parents and visitors must show identification and should receive a visitor's pass. They must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus or field trips. The background check may be done on-line through the NISD website.

## **Delivery of Items**

In an effort to minimize interruptions and maximize instructional time, **we do not deliver items directly to students**. However, we also recognize that students will sometimes forget an item at home. We will deliver glasses, school items (computers, assignments, etc), house keys, and lunch money. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. No business or individual will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery, restaurant meals, food delivery services, etc). This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. **Flowers, balloons, cupcakes, presents etc. will not be delivered and will be held in the office until the end of the day when students can pick them up to be taken home.**

## **Grade Reporting Through Home Access Center (HAC)**

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line Parent Portal. Students will receive a progress report in the middle of each nine weeks grading period and a report card at the end of each nine-week grading period via the (HAC) Home Access Center. The progress reports are designed to inform parents and students of current classroom performance and grades in the middle of the grading cycle. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average. Report cards will provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you check your home access center account each nine weeks to view your child's report card. If you have difficulty viewing your child's report card,

please contact the counselor's office for assistance. If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher. If the question or concern is not answered/solved, then contact the counselors' office and administration.

## **LOCKERS**

School lockers will not be issued. Students will be issued gym lockers in PE/Athletics/Dance.

## **LOST AND FOUND**

IF YOU FIND ANY ARTICLE OF VALUE, PLEASE TURN IT IN TO THE OFFICE IMMEDIATELY.

As the school assumes no responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school (to include, but not limited to, jewelry, earbuds, and phones). Students should carefully label each article, such as clothing, personal belongings, and school supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of each grading period will be donated to charity. The school assumes no responsibility for lost or stolen items.

## **REGISTRATION/WITHDRAWAL FROM SCHOOL**

Registrations - To register your student, please go to <https://www.nisd.net/schools/registration> and complete the pre-registration. A counselor will contact you and schedule an appointment to complete the registration process.

Withdraw of Student - When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks, NISD issued electronics/items, and library books must be returned. Any fines owed the school need to be paid before records may be released. Electronics must be returned to the Electronic administrator. NO records will be released until all obligations (textbooks, library books, instruments, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.

## **JORDAN BEHAVIOR EXPECTATIONS**

Jordan MS follows the NISD Student Handbook, Section C: Student Code of Conduct ([Section C](#)). Jordan implements a system that encourages and rewards positive student behavior and clearly defines student expectations. If a student does not meet the discipline expectations, they will be seen by an administrator and parents/guardians will be contacted.

## **DRESS FOR SUCCESS**

The district's dress code is implemented ([Section D](#)); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus. In an effort to promote a safe and positive school environment which is conducive to learning, students should wear appropriate clothing that will not cause disruptions in learning or safety. Inappropriate, indecent, suggestive or distracting clothing will not be allowed. Appropriate footwear must be worn; slides and flip-flops are not allowed to be worn. Headwear, such as hoodies, caps, beanies, bandanas, etc., are not allowed to be worn on the head. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

Students out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Students will be asked to change into school issued clothing if parents cannot be reached. School supplies, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, drugs, controlled substances, weapons, gang related materials, or any design or inscription that administration determines to be unacceptable are not permitted at Jordan. These items will be confiscated and documented, if necessary, in the student's discipline record.

**Final determination of acceptable dress code and grooming rests with the Principal or her designees.**

## **ELECTRONIC DEVICES/TECHNOLOGY**

School districts throughout the country, including Northside ISD, have moved into the "Information Age" by providing technology and network/internet access for students. Students will be issued a chromebook/laptop and charger at the beginning of the year and it should be brought to school daily. Technology will be used at Jordan Middle School for classwork, homework, testing reading levels of students, accessing the Library's card catalog database, and more. This requires the use of networked computers. In accordance with the Northside ISD Acceptable Use Policy, students must use the Northside network and the Internet in a responsible, efficient, ethical, and legal manner. At the beginning of each school year, two forms are signed via data verification/registration so that your child is able to use a networked computer at Jordan Middle School or have their work published on the Jordan MS website. All users of the Northside Network assume full responsibility for understanding the Acceptable use Policy and guidelines

as a condition of using the Northside Network and the internet. Use of the Northside network or the internet that is inconsistent with this policy may result in loss of access as other disciplinary or legal actions.

NISD is a 1:1 district, therefore, the campus will provide each student with a chromebook and a charger to use for instructional purposes. Students are expected to bring their charged chromebook to school everyday. Students who do not bring their charged computer to class constitutes "lack of materials" and/or "lack of participation/preparation" and can be subject to disciplinary action. Guardians are financially responsible for misplaced, lost, stolen, or damaged electronic devices and chargers. Chromebook replacement: \$240 Charger replacement: \$10

Students will not be allowed to have their cell phones, earbuds, and personal electronic devices out during the school day between the hours of 8:35 and 3:50, unless given permission. Students who are found using these devices during the instructional school day will be subject to them being confiscated and/or assigned a consequence. If a student is a repeat offender the device will be confiscated and the parent will be asked to pick up the device. Jordan MS is not responsible for misplaced, lost, damaged, or stolen personal electronic items.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Please refer to [Section E](#) of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy. 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 the Northside Network and the Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior.

### **E-CIGARETTES**

Any student found in possession of an e-cigarette (nicotine, THC, CBD, etc.), will be removed from the campus and placed in an alternative educational setting per S.B 2428 and H.B. 114.

### **NUISANCE ITEMS**

Items that cause a distraction from the school's academic atmosphere are not permitted. The school cannot be held responsible for any of these lost or stolen items. Confiscated items will be returned to the parent only. Students who bring these items to school are subject to disciplinary action.

\*permanent markers      \*laser pointers      \*confetti eggs      \*noise makers      \*speakers      \*bandana      \*toys  
\*any other item that administration deems a distraction

### **TERRORISTIC THREATS**

Jordan MS has a team that will assess and evaluate all terroristic threats towards the school and individuals on campus. Students who engage in a terroristic threat (to include social media threats) will be prosecuted to the extent of the law.

**\*\*Note: As policies and procedures change, administration reserves the right to update the campus handbook.**