



THE "NEW" E. B. COMSTOCK MIDDLE SCHOOL

Defining the Standard of Excellence



Student & Parent Handbook

Middle School

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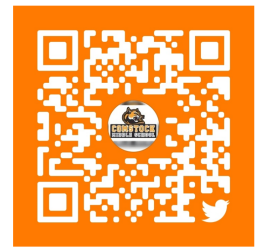


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MIDDLE SCHOOL

Dr. Alicia McCowan, Principal

Sheila Enoudo, Assistant Principal

Mattique Williams, Assistant Principal

Rene Crespo, Assistant Principal

Dvora Krause, Counselor

Rita Orr, Counselor

Estansilada Flanigan, Counselor

This Handbook is Subject to Revisions

Welcome to **Cougar Nation!**

Setting the Stage of Success for ALL Students!!!

A Message From Our Principal

Dear Cougar Nation:

Welcome to the 2023-2024 school year! It is an honor for me to have the opportunity to extend a warm welcome to Cougar Nation. This handbook is published so all E. B. Comstock Middle School students have easy access to information that will ensure a successful school year. It is essential that parents and students read this student handbook completely.

We will center our focus on three core values throughout the year:

- 1. Growth Mindset - Seek to improve yourself everyday**
- 2. Trust and Transparency - Have character and integrity. Say what you mean and do what you say.**
- 3. Cultural Responsiveness - Engaging with students in a way they can relate to and understand.**

Our school community has a long history of attaining excellence, academically and socially, and I look forward to facilitating excellence throughout the school year. I trust that you are ready to join me in making excellence an everyday occurrence at CMS.

Sincerely,

Dr. Alicia McCowan
Dr. Alicia McCowan, Principal
Comstock Middle School
almccowan@dallasisd.org
(972) 794-7359

Student Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, faculty, staff, administrators and community members – show pride by doing our share to make our middle school a better place in which to learn and work.

The following rules apply while on school premises, school buses, any other school property during school activities (whether on our campus or away from school), and/or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Any student conduct that would constitute criminal charges is also in violation of our code of conduct. These rules also apply to any form of student misconduct directed at a district official/employee or the property of a district official/employee, at any place or any time. A violation of any of these rules may result in disciplinary action.

Right to Search

Desks or storage places provided for student use are, and remain at all times, property of the Dallas Independent School District. These areas and its contents are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property, students themselves, and/or of items brought upon school grounds (including vehicles) when there is reasonable cause to believe that anyone may be in possession of anything that violates the law, Dallas Independent School District policy, and/or our student code of conduct.

Comstock Middle School



Mascot

Cougar

Motto

“Defining the Standard of Excellence”

School Colors

Orange, Black, and White

Our Vision

To be the premier middle school in Dallas ISD.

Our Mission

To create a culturally responsive environment where students and staff feel safe to learn, grow, and reach their full potential to influence the community.

Cougar Creed

I believe in myself and my ability to do my best on this day. For this day will not come anymore. I will think, listen, read, write, compute, and problem solve. I will do these things with one purpose in mind: To do my best and not waste this day. I believe that I have the power to create positive possibilities on this day, for this day will not come anymore.

Parent Portal

The Dallas ISD's Web-based Parent Portal gives parents and guardians access to a protected Web site where they can view confidential information about their children's grades, attendance, and assignments.

Access to the Parent Portal

Parents and guardians of Dallas ISD students can get access to their child's information on the Parent Portal by:

1. Registering for an account www.dallasisd.org/parentportal.
2. Come to Comstock Middle School to get your child's verification code.
3. Add your child to your Parent Portal account. You will need the verification code to complete this process.

Please contact the KCMS Community Liaison, Jannette Watts at 972-925-1600 to assist you with accessing the Parent Portal.

Obtaining Your Child's Verification Code

1. Take your child's Student ID Number and a valid government-issued ID (i.e., driver's license, state ID, passport, or other photographic identification) to Comstock Middle School. This is to protect your child's safety and security.
2. Present Student ID Number and the government-issued ID to school staff, who will verify your identification.
3. School staff will then issue a verification code for you to use to add your child's information to your Parent Portal account.
4. This Verification Code is **required** to successfully complete the online child addition process.

Comstock Middle School

A.M. / P.M. Drop-Off and Pick-Up

Parents,

Please be aware that students who are continually left unsupervised after 4:05 p.m. will result in the notification of proper authorities regarding this issue.

Students should not be dropped off before **8:00 A.M.** Students will not be allowed to enter the building before **8:05 A.M. (Breakfast will be served in the cafeteria.)**

Students will be **dismissed at 3:55 P.M.** Parents are responsible for **supervising students after 4:05 P.M.**

Please **drop all students off in the student loading zone in the mornings.**

Pick Up Locations:

Please pick up car riders at the front entrance of the building.

Bus riders and walkers will be dismissed separately from the rear of the school.



Bus Riders' Code of Conduct

Bus riding is a privilege that requires responsible behavior. Certain rules of conduct are necessary for the safety of all students who ride the bus. However, some students may choose not to conduct themselves appropriately. Students displaying the following infractions will be reported to the assistant principal by the bus driver.

1. Improper boarding/departing procedures;
2. Bringing any type of weapon or other article of injurious or objectionable nature aboard the bus;
3. Failure to remain seated when directed or when the bus is moving;
4. Refusing to obey driver or monitor or addressing driver or monitor in disrespectful manner;
5. Fighting, pushing, tripping or assault;
6. Eating or drinking on the bus;
7. Extending any part of a student's body, clothing, or any other article outside a bus window;
8. Throwing, pitching, or shooting objects inside or out of the bus;
9. Lighting matches or smoking or use of tobacco products on the bus;
10. Spitting or littering;
11. Unnecessary noise; with bus equipment or vandalism of bus property;
12. Rude, discourteous, or annoying conduct;
13. Destruction of property;

14. Using profanity;
15. Harassing or distracting the driver;
16. Possession or use of tobacco, tobacco products, drugs, abusable volatile chemicals, or alcohol;
17. Public lewdness or indecent exposure;
18. Making a false alarm or report or terroristic threat;
20. Engaging in conduct that constitutes a felony;
21. Other behavior detrimental to safety, well-being, and respect for others.

CONSEQUENCES FOR BUS INCIDENTS

Consequences for Bus Incident Referrals, written by bus drivers will be addressed by campus security and administration. Students may lose their right to ride the school bus if inappropriate behavior does not improve. Once a student loses his/her right to ride the school bus, he/she will not be allowed to ride any other school bus.

The number of Bus Referrals	Consequences	Parent contact
1	Parent Conference	Telephone/ Letter
2	Suspension	Telephone/ Letter
3	Expelled	Telephone/ Letter

Note: A student may lose the right to ride the bus at any time if the level of offense is considered a mandatory or expellable offense.

Prohibited Items

- Sunglasses or non-prescription glasses
- Body sprays, lotions, makeup kits, etc...
- Hats, scarves, head wraps, bonnets etc...
- Jackets or coats with hoods to be worn inside the building
- Facial jewelry of any kind
- “Rat” tail combs or afro picks
- Blankets
- No colored undershirts (white only)
- No cargo shorts or logo shirts (i.e. Hollister)
- Lasers of any kind
- No chips/snacks etc (unless in lunch form)
- No open containers
- No crocs, houseshoes, or slippers



ZERO TOLERANCE!!!

Cafeteria Policy

1. Students will be escorted to and from lunch by their teacher.
2. Transitions to and from lunch will be quiet and orderly.
3. While in line there will be: No cutting, No pushing, No touching with your hands, feet or any other object.
4. Students will use level two conversational voices inside the cafeteria.
5. Students will move into the cafeteria and follow directions given by all faculty or staff.
6. Students will sit at designated tables by class.
7. Students are allowed to talk at the tables. (Level two conversational voices only)
8. Students are not allowed to re-enter the lunch line once seated.
9. Students will remain seated until their table is called to empty trays
10. Students will empty their trays in the trash, quietly line up in the designated area.

All food and beverage items with the exception of water must be eaten in the school cafeteria.

Clinic

The school nurse is in charge of the clinic. Clinic staff is available daily. The responsibilities of the nurse are to: attend to student/faculty health problems, perform state-mandated screenings, monitor immunization requirements, maintain comprehensive health records, and provide acute and urgent care to ill or injured students and employees.

The nurse cannot enroll students in school unless immunization records (diphtheria, tetanus, mumps, measles, and polio) are up to date.

Students must not bring medicine to school unless prescribed by a doctor. The school nurse can administer only physician-prescribed medicine when it is in the original bottle and labeled correctly with the names of the physician and student. **THERE ARE NO EXCEPTIONS.** All student medications must be carried to the nurse upon arrival at school and should have the applicable parent completed forms on file in the clinic. When a student feels sick, he/she must ask the teacher for the form that allows him/her to go to the clinic. Do not send students without the proper documentation. The school Nurse can be reached at (972) 925-1603.

Dress Code (Students)

The Dallas Independent School District's Board of Education has empowered school principals to enforce a standard uniform policy as a local policy decision. E. B. Comstock Middle School students are required to adhere to the following dress code:

Males:

1. Pants or Shorts – khaki, black, or navy colored pants or shorts. NO jeans, or oversized pants allowed.

- a. Sweat pants and other athletic apparel can be worn during athletic periods only.
- b. Students must be in dress code in all areas of the building.
- c. Underwear cannot be visible and this includes thermal underwear.

2. Shirts – 6th White, 7th Orange & 8th Black

- a. Polo style shirt with collar (long or short sleeve). Shirts must be tucked in at all times.
- b. NO graphic images on shirts.
- c. Students may not wear other garments over their uniform shirts (ex. T shirts, sweaters, etc)

3. Pullover HOODIES are NOT permitted. Students are only allowed to have zip up jackets or zip up hoodies.

4. Undershirts must be white. NO other color will be allowed.

- a. Shirts must be tucked in at all times.
- b. Uniform pants and shirt cannot be altered (rips, tears, etc)

5. Shoes – Athletic, dress, and closed-toe shoes are permitted.

- a. Shower shoes, water shoes, sandals, flip-flops, CROCs, and steel toe boots are **NOT** permitted.
- b. House shoes (slippers) are **NOT** permitted.
- c. Socks need to be worn at all times.

6. Belts – Belts are to be solid black or brown. Belts are to be worn at all times if the pants have belt loops. Oversized belt buckles, glitter, logos, or graphics of any kind are NOT allowed.

7. Facial jewelry – Nose rings and other visible body piercing are NOT permitted. Earrings are permitted. Earrings may not be larger than the size of a quarter.

8. Sweatbands, skull caps, hats are not permitted.

9. Students are not allowed to wear shades inside the building and this includes the black rimmed glasses. (prescription only)

Females:

1. Pants/Skirts/Bermuda or Shorts – Khaki, Black, or Navy.

No oversized or undersized pants will be permitted. Ladies may not wear clothing that is too tight or revealing of chest or midriff.

- a. Sweat pants and other athletic apparel may be worn during athletic periods only.
- b. Ladies will not be allowed to wear oversized clothes (SAG).
- c. Underwear cannot be visible and this includes thermal underwear.

2. Shirts – 6th White, 7th Orange & 8th Black

- a. Polo style shirt with collar (long or short sleeve). Shirts must be tucked in at all times.
- b. NO graphic images on shirts.
- c. Students may not wear other garments over their uniform shirts (ex. T shirts, sweaters, etc)

3. Pullover HOODIES are NOT permitted. Students are only allowed to have zip up jackets or zip up hoodies.

4. Undershirts must be white. NO other color will be allowed.

- a. Shirts must be tucked in at all times.
- b. No graphic images on shirts.

5. Shoes – Athletic, dress, and other closed-toe shoes are permitted.

- a. Shower shoes, water shoes, sandals, flip-flops, CROCs, and steel toe boots are **NOT** permitted.
- b. House shoes (slippers), HIGH HEELS, and/or slides are not permitted.
- c. All shoes must have a closed-toe enclosed-heel.

6. Belts – Belts are to be solid black or brown. Belts are to be worn at all times if the pants have belt loops. Oversized belt buckles, glitter, logos, or graphics of any kind are NOT allowed.

7. Facial jewelry – Nose rings and other visible body piercing are NOT permitted. Earrings are permitted. Earrings may not be larger than the size of a quarter.

8. Sweatbands, wraps, scarves, hats, bonnets, and head scarves are not allowed during the school hours.

9. Students are not allowed to wear shades inside the building and this includes the black rimmed glasses. (prescription only)



Dress Code- Code of Conduct

1st Offense- Warning/Parent Contact

2nd Offense- Student will be assigned community service.

3rd Offense- Student assigned to ISS for 1 day

- *Comstock administration will work with families as long as you call and notify the school of any extenuating circumstances that would keep your student from being in uniform 972-749-1300*

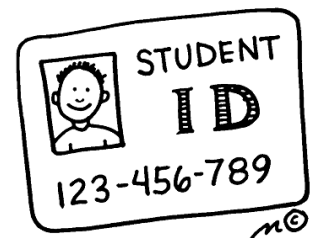
Hallway Procedures

1. Students will walk on the right side of the hallway.
2. Students will not run in the building
3. Students will be polite at all times.
4. Students will not stop and stand in the hall.
5. Students will walk and talk while passing between classes.
6. Students will use level two conversational voices.
7. Students will sip and go at the water fountain.

KEEP IT SAFE AND CIVIL

ID Badges

ID badges WILL be required for the 2023-2024 school year.



In-School Suspension (Reset Center)

Students committing certain Level I or Level II offenses may be assigned to the Reset Center at the Administrator's discretion. Please refer to the Campus Discipline Management Plan and the DISD 2023-2024 Student Code of Conduct manual for details on offenses punishable by ISS.

Progress Reports

At the third week of each six-week grading period, progress reports will be delivered by U.S. mail to the current student address listed on the enrollment document.

Tardy Policy

The goal of the tardy policy is to ensure that all students are in class on time and on task ready to begin bell-to-bell instruction. The purpose of the “Start on Time” program is to create and maintain a safe environment structured to promote and enforce student punctuality. TARDY SWEEPS will be enforced periodically. The following procedures are instituted for tardy sweeps.

1. During TARDY SWEEPS students must immediately report to the designated area.
2. A faculty or staff member will record the tardy and issue the student a pass to class.
3. Students are given three warnings when tardy for class.
4. Once a student receives a fourth tardy, parents will be notified.

Students must have a hall pass to be out of the classroom. Passes will not be given the first and last ten minutes of class. (10:10 Rule)

When a student is tardy to the Classroom, the following procedures will be followed:

- Tardy sweeps will be randomly conducted 10 minutes after the start of class bell.
- Only during tardy sweeps, teachers will close classroom doors after the Cougar Round-up announcement.
- Administrators and hall monitors will sweep late students to the tardy stations in their areas.
- Students will receive an Ecampus tardy pass and report directly to class.
- Tardy Process:
 - Tardy 1 - Warning
 - Tardy 2 - Phone Call
 - Tardy 3 - Parent Conference
 - Tardy 4 – ISS All Day
 - Tardy 5 – Level 1 Offense Failure to Comply: Withdrawal of privileges such as participation in school events, extracurricular activities, clubs or organizations, and holding honorary offices.

STUDENT ATTENDANCE/ ABSENCE PROCEDURES

Tardy Policy

- Students first three (3) tardies will receive a verbal warning.
- Once a student has received their fourth (4th) tardy, parents will receive a phone call
- Once a student has received their sixth (6th) tardy, student will be put on a 30-day contract that will be signed by the parent and the student. Students not abiding by the contract will require a parent-administrator conference and be considered to attend ISS for days assigned by the Administrator.
- Students with excessive tardies will meet with the Principal to discuss the issue and next steps to resolve the issue.

Early Release

- Students becoming ill during the school day must report to the Nurse's office to be examined by the nurse. The school nurse will determine if the student needs to go home, and will contact the parent.
- Students leaving campus without permission will receive an unexcused absence for all periods missed.
- Students leaving early due to medical, dental, court appointments, etc. must bring documentation from said appointments the next day to ensure attendance is updated for periods missed.
- **It is school policy that no students can be released after 3:00p.m. due to dismissal protocols being in progress at this time.**

Student Attendance/Student Absences

- A student has three (3) days to submit a letter to the attendance office once he/she has returned to school.
- If a student is out five (5) or more days, he/she must submit a note to the attendance office from a physician, along with a note from parent/ guardian that includes all dates missed.
- If a student is absent at any time from school due to a doctor's appointment, he/she must have documentation from that health provider.
- If a student is absent due to a funeral, he/she must bring a copy of the obituary.
- If a student is absent due to a court appearance, he/she must have documentation from the court.
- If a student is sent home by the nurse, he/she must return with a written excuse from parent or guardian.
- If a student is picked up early from school, he/she must return with proper documentation to excuse the rest of the day.

NOTE: Students can be marked absent while attending school. A student is considered absent if he/she does not attend all classes during the school day. (Notes will not excuse these absences.)

****Cell Phone Policy****

-Cellular Phones/Electronic Devices

For safety purposes, the district permits students to possess personal cellular phones and pagers and beepers. However, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes.

The District prohibits the use of cellular phones at all schools during the instructional class time. All students may possess cellular phones, however, such devices shall not be visible and shall remain off during the instructional class time.

To ensure the images and videos of our students are not being captured on cell phones, personal laptops, tablets, and/or smart watches during instructional time, in personal spaces, and to ensure cyberbullying is not occurring, these devices will not be permitted to be in the possession of students during school hours.

****Any special circumstances for students to possess their personal cell phone, laptop, tablet, and/or smart watch must obtain written approval from the principal****

Students first and last class each day is Advisory. When students arrive for advisory in the morning, they will turn in all devices to their advisory teacher who will place all devices in a safe and secure location. Once students return to their advisory class at the end of the day, their devices will be returned to them.

Students who arrive late will turn in their devices to the front office.

In case of emergencies parents/guardians can contact the main office at **972-794-1300** at which time we will notify the student to come to the main office to contact their parent.

Any student refusing to give their device to school staff will be subject to disciplinary action.

THIS POLICY WILL BE STRICTLY ENFORCED BY ALL SCHOOL PERSONNEL.

All confiscated phones must be turned in to the principal's office immediately, if possible, or as soon as practicable the day the phone is confiscated. – **FNCE(LOCAL)**

Campus administrators shall have the discretion to determine the appropriate use of cellular phones during the instructional day and for students participating in extracurricular activities while on school property or while attending school-sponsored or school-related activities on or off school property. However, all cellular phones must be turned off during instructional class time. The use of cellular phones 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.

The District is not liable for lost or stolen cell phones. All confiscated phones must be turned in to the principal's office immediately, if possible, or as soon as practicable the day the phone is confiscated. All staff members must place confiscated cell phones in a secure location. Once the cell phone has been confiscated, the following procedure will be used to return the device:

1. The first time a cell phone is confiscated, it can be picked up by the student or parent no earlier than the end of the instructional day.
2. The second time a cell phone is confiscated, it can be picked up by the student or parent no earlier than the following school day. An administrative fee of \$10 will be charged before the device can be returned.
3. The third time a cell phone is confiscated, it can be picked up by the student or parent no earlier than the following Monday. An administrative fee of \$15 will be charged before the device can be returned. Parents will be notified that the student's device has been confiscated for the third time.
4. If a cell phone is confiscated a fourth time, it will be kept for 30 days. An administrative fee of \$25 will be charged before the device can be returned.
5. If a cell phone is confiscated a fifth time, it will be kept until the end of the school year. An administrative fee of \$25 will be charged before the device can be returned. Any device not claimed by the last day of school will be forfeited to the school and the phone will be disposed of properly. disposed of according to FNCE (LOCAL).

*Any student refusing to give the device to school personnel will be subject to Level I disciplinary consequences.



Other Cell Phone Issues:

CYBER BULLYING PROHIBITED: Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

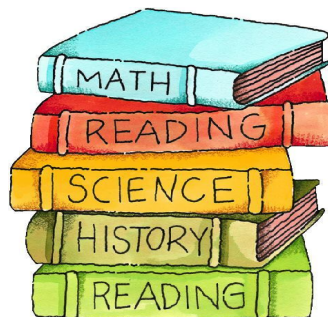
- Physically, emotionally or mentally harming an individual;
- Placing an individual in reasonable fear of physical, emotional or mental harm;
- Placing an individual in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with an individual's educational opportunities. All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school district.

Offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

Textbooks

Students will be issued a set of textbooks for home use by parent's request. The student will be responsible for ensuring that the textbooks are not lost or damaged while in your possession. Students will be required to bring all books at the end each six weeks and the end of the semester for inventory.

If you have questions or concerns, please direct them to one of our Assistant Principals, (972)925-1300.



E. B. Comstock Middle School Visitation/Observation Policy 2023-2024

Dear Parent and Guardians:

The goal of the visitation policy is to maintain a safe and orderly school environment. Parents are encouraged to come to their child's school during normal operating hours. All visitors are required to present a Texas ID, sign in at the main office, and obtain a visitor's badge to ensure the safety and security of students and staff.

Parents may visit the classroom at the teacher's invitation, request a conference with a teacher, or request to make a formal observation of a classroom. **Parent conferences can be scheduled 24 hours in advance with team teachers by calling (972) 925-1300.** Making an appointment with the school at least one (1) day in advance of an observation and/or conference is a courtesy and requirement that enables you to schedule the observation and/or conference for the maximum benefit.

Teachers cannot and will not stop teaching to confer with parents who stop by without an appointment. Please remember an appointment is required to visit a classroom or conference with a teacher. Staff will accompany visitors to the classroom. Siblings and other children should not attend observations. Teachers will be happy to discuss the observation at a mutually convenient time. Parents are welcome to visit the cafeteria and eat lunch with their child. Upon completion of the visit, all visitors must sign out when leaving the building.

Principals retain the authority to deny access to the school for any individual when there is reasonable cause to believe that the person may be in possession of anything that violates the law, Dallas Independent School District policy, and/or our student code of conduct. The principal can also deny access to anyone who has disrupted or disturbed the learning environment in the past, who is disrupting or disturbing the learning environment, or who lacks a valid or legal purpose for entering the school. Additionally, all parents are expected to dress in proper attire and to abstain from inappropriate language (profanity) or behaviors that disrupt the learning environment. We reserve the right to ask any parent to leave the campus who is not in compliance with campus policies and procedures. Campus Police will be notified when campus safety and security is threatened in any way. Our shared commitment and cooperation is essential for the safety of our students and staff.

To schedule an appointment to conference with any staff, faculty or administration member, please contact our front office or email the staff member directly so that an appointment can be scheduled.

Respectfully,
Dr. Alicia McCowan, Principal

E. B. Comstock Middle School

7044 Hodde St.

Dallas, TX 75217

Dr. Alicia McCowan, Principal

ACKNOWLEDGEMENT OF RECEIPT OF BUS RIDERS' CODE OF CONDUCT

I, _____,

PLEASE PRINT - First Name

Middle

Last Name

I have read and understand the Riders' Code of Conduct. I understand that riding the school bus is a privilege that may be revoked. I understand that the Riders' Code of Conduct rules are necessary for my safety while riding the school bus. I understand that I may not get off at any bus stop other than my own unless I have written authorization from my campus principal. I understand that any infractions of the Riders' Code of Conduct that I may commit will be reported to my school principal and documented in my student file. I accept the consequences of any infraction of the Riders' Code of Conduct and agree to be kept accountable to their governance.

Student's Signature _____

Date _____

Parent's Signature _____

Date _____

E. B. Comstock Middle School
7044 Hodde St.
Dallas, Texas 75217
Dr. Alicia McCowan, Principal

HANDBOOK ACKNOWLEDGEMENT

Parents should inform the school of changes in residence, custody, home, work and emergency telephone numbers.

My signature below indicates that I have received and read the student handbook and have read it in its entirety.

Student's Name (Print) _____

Student's Signature _____

Date _____ Grade _____

1st Period Teacher _____

Parent's Signature _____

Address _____

Cell _____ Home _____ Other _____

Please sign and return this form to your 1st period teacher

This Handbook Subject to Revision