



**E. B. COMSTOCK MIDDLE SCHOOL**

*Empowering Excellence, Transforming Futures, and Fostering Community*



# ***Student & Parent Handbook***

## ***2025-2026***



***Dr. Alicia McCowan, Principal***

**\*This Handbook is Subject to Revisions\***

**Welcome to **Cougar Nation!****  
***“The Premier Middle School of Dallas ISD”***

# A Message From Our Principal

Dear Cougar Nation,

Welcome to the 2025-2026 school year! It is an honor for me to have the opportunity to extend a warm welcome (or welcome back) to Cougar Nation. This handbook is published so all E. B. Comstock Middle School stakeholders have easy access to information that will ensure a successful school year. It is essential that this handbook is read in its entirety.

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

Respect. Treat others the way you want to be treated.

Responsibility. Be accountable for your actions and obligations.

Resilience. Overcoming obstacles or challenges and continue progressing towards personal and academic goals.

It is imperative that we work together as a community to ensure that the students of E.B. Comstock Middle School are successful. It is not a work that can be done alone. Only by coming together can we become the Premier Middle School of Dallas ISD.

Sincerely,

*Dr. Alicia McCowan*

Dr. Alicia McCowan, Principal

Comstock Middle School

[almccowan@dallasisd.org](mailto:almccowan@dallasisd.org)

(972) 794-7359

# **E.B. Comstock Middle School**

**VISION-** To be the premier middle school in Dallas ISD.

**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.

## **CORE VALUES- (3Rs)**

Respect. Treat others the way you want to be treated.

Responsibility. Be accountable for your actions and obligations.

Resilience. Overcoming obstacles or challenges and continue progressing towards personal and academic goals.

**MOTTO-** “Empowering Excellence, Transforming Futures, and Fostering Community”

**MASCOT-** Cougar

**SCHOOL COLORS-** Orange, Black, and White

## **ALMA MATER**

Here's to Comstock Middle School,  
We're proud to claim your name,  
As the years go passing by,  
You will grow in honor and fame,  
Here's to Comstock Middle School,  
Our Alma Mater true.  
Our hearts will be filled with loyalty  
E.B. Comstock, we're for you.

## **FIGHT SONG**

Cougars fight, with all our might,  
Victory in orange, black, and white,  
Raise our banner, hold it high,  
Cougars soar, we'll reach the sky!

Orange, black, and white, we stand so  
proud,  
Cougars' roar will echo loud,  
In life's game, we play with heart,  
United strong, we'll never part.

## **CREED**

Comstock cougars are premier!  
We are the premier scholars, who excel in  
class and community.  
We exhibit dedication and discipline.  
Success is not an option; success is an  
obligation.  
The lines of mediocrity & greatness are not  
blurred.  
We are the Cougars of Comstock Middle  
School.  
The Premier Middle School of DISD.

# Student Code of Conduct Notice

E.B. Comstock Middle School's reputation is determined by the scores we receive on state/national assessments, by the behavior of the students, the physical appearance of the building, and our social media presence. All stakeholders- parents, students, staff, and community must show pride by doing our share to make our middle school a better place 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.

Dallas ISD board policies, as well as state and federal law, are legal guidelines that bind the District, its employees, and students. Such policies and laws take precedence over the information in this Handbook, and any conflicts between such shall be interpreted and resolved in compliance with and in favor of board policy and/or applicable laws.

## School Information

**School Phone Number:** 972.794.1300

**School Address:** 7044 Hodde Street, Dallas, Texas 75141

**School Hours of Operation:** 8:05a.m. -4:05p.m.

**Front Office Hours of Operation:** 8:35a.m. -3:30p.m.

**Social Media:** EB\_Comstock

**School Principal:** Dr. Alicia McCowan      [almccowan@dallasisd.org](mailto:almccowan@dallasisd.org)

**Assistant Principals:**

Sheila Adewole  
[senoudo@dallasisd.org](mailto:senoudo@dallasisd.org)

Lewis Sanchez  
[lesanchez@dallasisd.org](mailto:lesanchez@dallasisd.org)

# Campus Communication

## **Campus Website**

All pertinent information regarding E.B. Comstock Middle School can be found our district website: [comstock.dallasisd.org](http://comstock.dallasisd.org)

## **Weekly Newsletter**

A weekly newsletter will be sent out via email to the primary contact registered to students every Sunday at 5:00p.m. Please ensure your email is up to date. These newsletters will also be posted on the website and our social media accounts.

## **Parent Call-Outs**

Phone calls will be initiated to remind parents about upcoming events, progress report/report card distribution, student tardiness, and for emergencies. Please ensure your phone number is up to date. All calls will come from 972.794.1300.

## **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. Parents are encouraged to download the PowerSchool app on their mobile device for constant access to their child's information.

To access the parent portal you will need:

- Registered PowerSchool account
- Your child's verification code
- District verification code: TKBS



You can retrieve your child's verification code ONLY by requesting it from the front office via email or in-person. Codes will not be provided over the phone to ensure student confidentiality.

# Student Attendance

According to Texas State law, each student must be in attendance 90 percent of the days the class is offered. **Students not in compliance with this law will be considered for retention.**

## **Morning Arrival:**

**Campus doors open at 8:05a.m. for all students.** Students are considered tardy at 8:35a.m. Breakfast is served to all students from 8:05a.m. to 8:30a.m. General education students will enter through the rear auditorium doors by grade level. Special Education students will be retrieved from their vehicles and school bus by Comstock staff. Please do not drop and go with our special education students.

## **Afternoon Dismissal:**

**Our school day ends at 3:55p.m.** Dismissal will be staggered by grade-level. Car riders will be retrieved from the front-entrance of the building. Bus riders and walkers will be dismissed separately from the rear of the school. Proper authorities will be contacted regarding any student remaining on campus after 4:15p.m. that is not participating in an afterschool event.

## **Tardy Policy:**

All students are expected to arrive at each of their scheduled classes on time. Students are given 4 minutes to transition from class to class.

TARDY SWEEPS will be enforced periodically and will not be announced. Students first tardy will receive a verbal warning. Once a student has received their third tardy, parents will receive a phone call from our automated system. Appropriate consequences will be applied to students with excessive tardies (5 or more) including but not limited to: afterschool detention, assigned community service, parent/administration conferences, student contract, student chaperone, mandatory parent shadows, and/or RESET center placement.

## **Early Release:**

-Students can only be released by the principal, assistant principals, and/or the nurse (after being examined and determining if the student needs to go home). Parents/Guardians will be contacted before a student is released.

-In the event that students leave campus without permission, parents will be contacted, and they 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 within 3 days to ensure attendance is updated for periods missed.

**It is school policy that no students can be released after 3:30p.m. due to dismissal protocols being in progress at this time.**

## **Student Absences:**

Students are required to attend school from the time the school day begins (8:35a.m.) until the time the school day ends (3:55p.m.). A partial-day absence will be accrued when a student is not present for part of the school day.

-If a student is absent, they have three (3) days to submit an excuse to the attendance office once he/she has returned to school. Excuses not submitted within the three (3) day time frame will be accepted.

-If a student is out five (5) or more days, he/she must submit an excuse along with a note from parent/guardian that includes all dates missed.

-Acceptable excuses include: written note from parent/guardian, documentation from a health provider, copy of obituary, court documentation

**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 (skips class). (Notes will not excuse these absences.)**

## **Dress Code**

E. B. Comstock Middle School students are required to adhere to the following dress code:

**ID Badges are required for all students at all times. Students will be provided their first badge and lanyard free of charge. Additional badges will cost students \$5. Additional lanyards will cost \$2**

### **Males:**

**Bottoms:** Khaki, black, or navy colored pants or shorts. Ensure pants are appropriate size as sagging pants are not permissible.

**Shirts:** Polo style shirt with collars only in the color appropriate for grade level. White or Black undershirts are permitted. Shirts must be tucked in at all times.

6th grade- White Shirts      7th Grade- Orange Shirts      8th Grade- Black Shirts

**Jackets/Hoodies:** All jackets and hoodies must be appropriately sized and worn over an approved uniform shirt. For safety and security reasons, students may not wear the hood over their head during the school day. Students refusing to remove their hood from their head will have appropriate consequences applied including but not limited to (removal of the entire jacket/hoodie, RESET center placement, and/or parent phone call).

**Shoes:** Athletic, dress, and closed-toe shoes are permitted. Socks must be worn at all times.

**Belts:** Belts are to be solid black or brown. Belts are to be worn at all times if the pants have belt loops.

**Facial jewelry:** Earrings are permitted. Earrings may not be larger than the size of a quarter.

### **Females:**

**Bottoms:** Khaki, black, or navy colored pants, shorts, skirts, or dresses. Ensure clothing is not too tight, or revealing.

**Shirts:** Polo style shirt with collars only in the color appropriate for grade level. White or Black undershirts are permitted. Shirts must be tucked in at all times.

6th grade- White Shirts      7th Grade- Orange Shirts      8th Grade- Black Shirts

**Jackets/Hoodies:** All jackets and hoodies must be appropriately sized and worn over an approved uniform shirt. For safety and security reasons, students may not wear the hood over their head during the school day. Students refusing to remove their hood from their head will have appropriate consequences applied including but not limited to (removal of the entire jacket/hoodie, RESET center placement, and/or parent phone call).

**Shoes:** Athletic, dress, and closed-toe shoes are permitted. Socks must be worn at all times.

**Belts:** Belts are to be solid black or brown. Belts are to be worn at all times if the pants have belt loops.

**Facial jewelry:** Earrings are permitted. Earrings may not be larger than the size of a quarter.

**The following are not allowed to be worn on campus:**

Bottoms: Jeans, oversized pants, sweatpants, athletic apparel (unless during athletic periods), visible undergarments, bottoms with rips or tears, leggings, biker shorts, etc.

Belts: Oversized belt buckles, glitter, logos, and/or graphics

Shoes: Shower shoes, water shoes, sandals, flip-flops, CROCs, house shoes/slippers, and steel toe boots

Facial Jewelry: Facial piercings of any kind other than earrings

Hats: Sweatbands, skull caps, hats, bonnets, scarves, du rags, etc.

Shades: Students are not allowed to wear shades inside the building

**Physical Education:** Students are required to dress out for physical education classes. Students can wear a gray t-shirt and black bottoms or purchase a Comstock MS gym uniform.

Consequences for students who do not follow the dress code are as follows:

**1<sup>st</sup> Offense**- Parent Contact/Warning

**2<sup>nd</sup> Offense**- Parent Contact/Lunch or Afternoon Detention

**3<sup>rd</sup> Offense**- Parent Contact/ISS & On-Campus Community Service

In all instances, parents will be contacted to bring appropriate clothing for students. E.B. Comstock is not responsible for providing students with appropriate clothing.

*Comstock administration will work with families as long as you communicate any extenuating circumstances that would keep your student from being in uniform. Please ask to speak to Ms. Abonza at 972-749-1300.*

## **Prohibited Items**

The following items will be confiscated from students if brought on campus. The campus is not responsible for the return of these items.

- Food items that do not constitute a student's lunch
- Open containers/beverages
- Permanent markers
- Blankets
- Rat-Tail Combs or Afro Picks
- Hats
- Lasers
- Weapons of any kind
- Excessive amounts of body sprays, lotions, make-up

## **Clinic & Medicine**

The school nurse is in charge of the clinic and is available to students daily with the appropriate pass. The school nurse will provide acute and urgent care to ill or injured students.

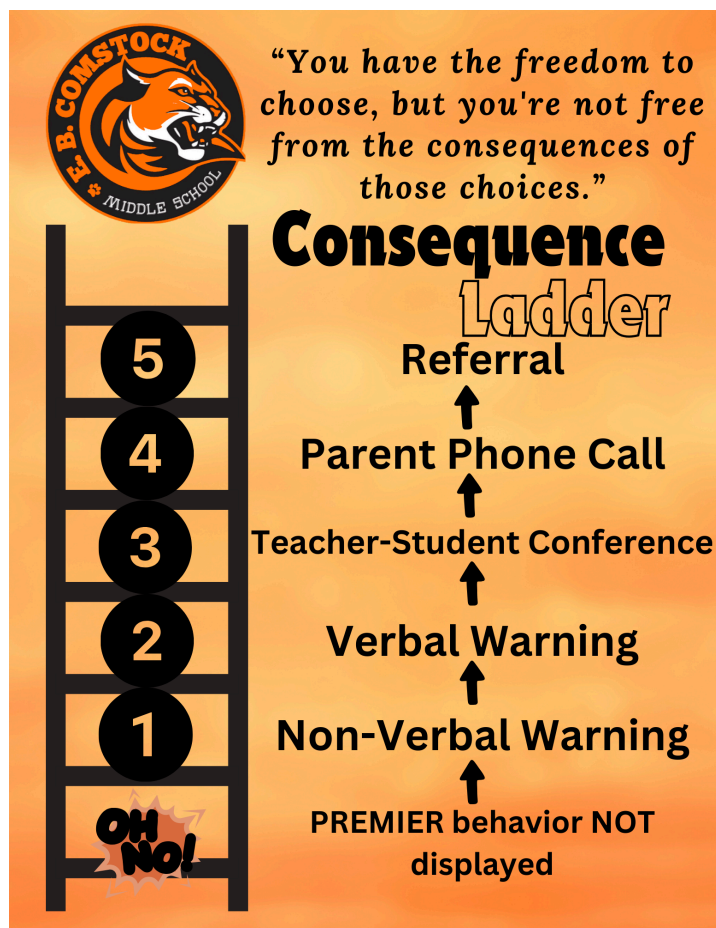
The nurse cannot enroll students in school unless immunization records (diphtheria, tetanus, mumps, measles, and polio) are up to date.



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 with appropriate medicine forms completed. The school nurse can be reached at 972.794.1307.

## Campus Discipline

Students committing Level I or Level II offenses as described in the Dallas ISD Student Code of Conduct will be assigned the appropriate consequences. All employees at E.B. Comstock Middle School will utilize the following consequence ladder for most Level I offenses:



## Grading Policy

Students will receive 2 progress reports and 1 report card each 9 weeks. Grades can be checked at will by parents via the PowerSchool app (See Parent Portal instructions above). These reports will be sent home via the student. Parents may request a copy of the progress report or report cards.

Students who do not show academic progress (70 or better) at the end of the year in their core classes will be considered for retention.

Grades 6-8

Class work/Homework:	45% (no more than ¼ homework)
Tests:	20% grade weight
Projects/Products:	20% grade weight
9 weeks exams (certain subjects):	15% grade weight

Students will have weekly homework assignments in all ACP and STAAR tested areas.

### **Late Work**

- Students must be given at least one opportunity to submit late work not related to an absence.
- Students will lose 10 points for every day the late work has not been submitted to the teacher.

### **Make-Up Work**

- Students may make up assignments and tests without grade penalty after an absence.
- Students will be given at least two school days for every day missed to complete the assignments or tests missed after an absence.

## **Cell Phone Policy**

For safety purposes, the district permits students to bring cell phones on campus. The District prohibits the use of cellular phones at all schools during the instructional class time. E.B. Comstock Middle School follows a strict cell phone policy as outlined below:

**All students MUST turn in any cell phones, smart watches, and/or headphones upon their arrival on campus. Students will turn in all phones during 1st period, or to the front office if the student arrives late. All devices will be returned to the student prior to dismissal from campus. Any student refusing to give their device to school staff will be subject to disciplinary action.**

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

All student devices will be kept in a safe and secure location.

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/guardian. Students may also request to use the phone to notify their parents/guardians of important information.

**THIS POLICY WILL BE STRICTLY ENFORCED BY ALL SCHOOL PERSONNEL.**

Cell phones found in a student's possession during the school day, will be confiscated and turned in to the front office. The consequences of cell phone confiscation are as follows:

**1st Offense-** Student or parent may pick up the phone at the end of the day. Student will have to sign for the phone.

**2nd offense-** Parent/Guardian must pick up the cell phone the NEXT school day and a \$10 administrative fee will be charged. Parent/Guardian will have to sign for the phone.

**3rd Offense-** Parent/Guardian must pick up the cell phone the NEXT school day and a \$15 administrative fee will be charged. Parent/Guardian will have to sign for the phone.

**4th Offense-** Parent/Guardian must pick up the cell phone the NEXT school day and a \$15 administrative fee will be charged. Student will not be allowed to bring a cell phone back to campus. If a student is found with a phone after being banned, the phone will be kept until the end of the school year.

## Technology Agreement

To support student learning and promote responsible digital citizenship, **all students and parents/guardians must review and sign a Technology Agreement prior to a student being issued or using any school-issued device** (Chromebooks, computers, tablets, etc.).

This agreement ensures understanding of **student expectations**, proper use of school devices and networks, and outlines the **consequences for misuse**.

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### Student Technology Use Expectations

Students are expected to:

- Use all devices **only for educational purposes** as directed by teachers or staff.
- **Respect and care for devices** issued to them (no damage, stickers, graffiti, or misuse).
- **Keep login credentials private** and never log in under another student's account.
- Access only school-approved websites, platforms, and digital resources.
- Report any technical issues, damage, or loss immediately to a staff member.
- Follow the **Dallas ISD Acceptable Use Policy** and all school guidelines for digital conduct.

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### Prohibited Actions Include (but are not limited to):

- Visiting inappropriate or non-instructional websites (gaming, streaming, social media).

- Tampering with device settings or bypassing content filters.
  - Damaging or altering school property (keyboards, screens, charging ports, etc.).
  - Using the device to bully, harass, or threaten others.
  - Sharing devices without staff permission.
  - Downloading or installing unauthorized software or apps.
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### **Consequences for Misuse**

Violations of the Technology Agreement or misuse of technology may result in:

- **Temporary or permanent loss of device privileges**
  - **Disciplinary referral** and administrative consequences per the Student Code of Conduct
  - **Parent contact and/or conference** required for reinstatement of access
  - **Financial responsibility** for repair or replacement of damaged devices. Laptop damage starts at \$30 and total replacement is \$250.
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### **Signed Agreement Required**

No student will be permitted to:

- Receive a device
- Use any campus technology
- Access school Wi-Fi

...until this agreement is signed by both the student and parent/guardian.

This form will be available **digitally and in print** during enrollment and at schedule pickup.

Thank you for helping us create a safe and productive digital learning environment.

# Visitors/Meeting Requests

All stakeholders are encouraged to take care of all school business during the schools operating hours of 8:35a.m. to 3:30p.m. 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.

All parent conferences and meeting requests that are non-emergency in nature must be scheduled in advance. Meetings can be scheduled by calling the front office at 972.794.1300 or online. The links for scheduling meetings with specific administrators will be provided on the school website, in the newsletter, and on our social media platforms. **Instructional time will not be interrupted for parent conferences (a mutual time during the teachers planning, before school, or after school will be set up).**

**Please note:** We reserve the right to ask any parent to leave the campus who is not in compliance with campus policies and procedures, disrupts the learning environment, and/or 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) and hostile behavior towards any stakeholder. 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.