

H. B. ZACHRY MIDDLE SCHOOL

9410 Timber Path • San Antonio, TX 78250 • (210) 397-7400

2021-2022 Student-Parent Handbook

ADMINISTRATION OF H.B. ZACHRY MIDDLE SCHOOL

Susan Allain -210- 397-7410	Principal
Juliana Molina - 210-397-7411	Academic Dean
Gina Rodriguez - 210-397-7495	Academic Dean Zachry Magnet School
Richard Delagarza - 397-7415	Associate Principal
Joe Bishop -210-397-7416	Assistant Principal
Gerald Winter- 397-7417	Administrative Intern

GUIDANCE COUNSELORS

Monica Perez-210-397-7425	Head Counselor
Chris Benavidez - 210-397-7427	Counselor
Yvonne Martinez - 210-397-7428	Counselor
Lindsey Gervais - 210-397-7496	Counselor Zachry Magnet School

Section A Campus Policy

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WELCOME

Welcome to Wolverine Country.

At H.B. Zachry, you have the privilege and opportunity of being a part of one of the finest middle schools in our nation. Our school offers you many opportunities. In return you are expected to give your cooperation, interest and enthusiasm in the classroom and in your extracurricular activities.

The purpose of this student/parent handbook is to assist in the development of organizational and success oriented skills that students need throughout their lives. Communication is a key to success.. We utilize e-mail, voice mail, and conferences to provide communication between parents/guardians, teachers and administrators which can support Academic, STAAR and Social Skills success. Please feel free to contact school staff when you have questions, concerns or ideas. The cooperation of staff, parents/guardians and students will result in a more efficient and successful educational experience for all students.

H.B. Zachry Middle School is dedicated to the purpose of training minds and building social skills that will be useful and required, now and in the future. Therefore, it is necessary to have certain rules to ensure every individual the opportunity to be successful. This handbook outlines some of the basic policies around which our school functions. Frequent review of the handbook will keep you informed of guidelines and allow you to take full advantage of all school offerings.

MISSION STATEMENT

Every student, every day, learning at high levels of achievement.

VISION

All means ALL

SCHOOL COLORS

Red and Black

SCHOOL MASCOT

Wolverine

The Wolverine is legendary for its fierceness and its great strength and is noted for its fearlessness. The wolverine is blackish brown, with a light-brown band of fur extending from shoulder to rump along each side of the body and onto the tail. A light-brown band of fur also extends across the face about the eyes, and a bonnet of light-brown fur runs across the head as well.

SCHOOL SLOGAN

Building for the Future

SCHOOL NAMESAKE

HENRY BARTELL ZACHRY

September 27, 1901 - September 5, 1984

The 1922 Texas A & M University Yearbook wrote that Henry Bartell Zachry was: "A quiet, hardworking, unassuming man of sterling character, with the faculty of making strong friends and keeping them. He accomplishes much with little noise, fights hard, and is one who really has the passion and ability to succeed." This statement, which appeared under the senior picture of H.B. Zachry in the 1922 "Longhorn," proved to be unerringly prophetic. He became a giant, not just in the business world with his construction company, but more important, in his dedicated service to Texas and San Antonio.

H.B. Zachry was born on September 27, 1901 in Uvalde, Texas. He graduated from Texas A & M in 1922 with a Bachelor's Degree in Civil Engineering. In 1924 he began his construction company by building a single bridge. The accomplishment started a worldwide conglomerate which now includes construction, oil and gas, cement manufacturing, ranching, gravel and sand mining, insurance and real estate.

Education of Texas students was always of utmost importance to Mr. Zachry. He was a member of the Alamo Heights Independent School District Board of Trustees for nine years. He was a member of the Board of Directors of the Texas Board for Special Schools and Hospitals as well as a member and chairman of the A & M Board of Directors. He headed a committee that established the Coordinating Board for Texas Colleges and Universities, which helped make our state university system second to none in the United States.

Zachry's dedication to education was underscored by his contributions for scholarships and academic support. At one time, for example, 350 students were receiving scholarship money from Mr. Zachry. Thousands of students have attended our Texas colleges due to Mr. Zachry's generosity. Many of these never knew who provided their support, and that was the way he wanted it. He specifically ordered college officials to never disclose the total amount of his contributions, but it is known to have been in the millions of dollars.

H.B. Zachry died on September 5, 1984. Because he did not seek the limelight, the public will probably never know the full extent of his good works. We should remember, however, his undying belief in the virtues of individual initiative and the American free enterprise system.

Mr. Zachry's Philosophy

"I do not choose to be a common man. It is my right to be uncommon if I can. I seek opportunity – not security. I will refuse to be a kept citizen, to be humbled and dulled by having my state and nation look after me. I want to dream and to build, to fail and to succeed - never to be numbered among those weak and timid souls who have known neither victory nor defeat. I know that happiness can come only from the inside through hard constructive work and sincere positive thinking. I know that the so-called pleasures of the moment should not be confused with a state of happiness. I know that I can get a measure of inner satisfaction from any job if I intelligently plan and courageously execute it. I know that, if I put forth every iota of strength that I possess - physical, mental, spiritual - toward the accomplishment of a worthwhile task, before I fall exhausted by the wayside, the Unseen Hand will reach out and pull me through. Yes, I want to live dangerously, plan my procedures on the basis of calculated risks, to resolve the problems of everyday living into a measure of inner peace. I know if I know how to do all this, I will know how to live and, if I know how to live, I will know how to die."

IMPORTANT PEOPLE AND THEIR TELEPHONE NUMBERS

Main Office	210-397-7400
Attendance office	210-397-7408
Counselor's office	210-397-7432
Nurse's office	210-397-7409
Special Ed. office	210-397-7418
Internet Website	www.nisd.net/zachry
Twitter Account	@NISDZachry

PEOPLE WHO CAN HELP YOU

Our Principal

The principal is responsible to the superintendent of schools for proper administration and instructional leadership of H.B. Zachry Middle School. It is her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and community stakeholders. She will be glad to help you with any of your questions, concerns or ideas.

Our Associate Principal, Assistant Principal and Administrative Intern

The vice principal and assistant principal work directly with the principal in the administration and organization of the school and instructional leadership. They monitor attendance and manage discipline. In the absence of the principal, the vice principal and/or assistant principal will manage the operations of the campus.

Our Academic Deans

The academic dean is responsible for guiding curriculum and instruction, Title One regulations, academic assessments, and other related academic needs. The academic dean is available to students, parents/guardians, teachers, and community stakeholders relating to any academic or instructional concerns.

Our Counselors

One of the many roles of the school counselor is to provide guidance and counseling services to all students. Counselors assist students in goal setting, academic/career planning, problem solving/ decision making skills, and a developing awareness of self and others. All information remains confidential and parents/guardians may be contacted if harm to self or others exists, safety issues arise, or sexual contact is disclosed. Parents/guardians may contact the counselor regarding their child's developmental concerns.

Our Librarian

The librarian will assist in the orientation and use of the library as well as utilizing our technology resources for research purposes. Before, after, and during the school day, feel free to consult the librarian so that you may use the library more efficiently.

Our School 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. .

Our 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 397-7233 or text safe@nisd.net.

Our Teachers

Our teachers are specialists in the field in which they teach and will work with our students to achieve academic and STAAR success.

The teachers are given the responsibility for teaching our students the Texas Essential Knowledge and Skills. Our teachers provide tutoring to support academic success in an environment of "Learning for All". Our teachers are classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

Our Secretaries

Our secretaries work under the direction of the administration and counselors. All of the secretaries carry out the important clerical functions of the school and assist students, parents/guardians, and community shareholders in matters concerning attendance, report cards, etc.

GENERAL INFORMATION

After School Activities

Students will be notified of the start and ending times for After School Activities (Games, Dances, Club meetings, Performances, etc.). **If an activity begins at 5 p.m. or later, the students must go home or to our Homework Center.** There is no supervision for them on campus after 4:15 p.m. Students who are involved in after school activities (band, athletics, dances, choir, field trips, etc.) should be picked up promptly at the stated time. School personnel **ARE NOT** responsible for students who are not picked up at the designated time. Students should make arrangements for how they will go home before the beginning of the school day. Students must get permission from a campus staff member to use the school telephones. Students who are not picked up within 30 minutes of the end of an afterschool activity may not be allowed to participate in the next event. Parents/Guardians will be notified.

Athletic Period

Athletic periods for seventh and eighth grade students exist for those students interested in participating throughout the school year in team sports. Team sports include football, volleyball, basketball, soccer, and track for seventh and eighth grade students. We also have lifetime sports for all students in tennis and golf at the 7th & 8th grade level. Students who are enrolled in the athletic period receive Physical Education credit. Athletes at Zachry are students who have demonstrated a desire to contribute time and energy for the good of themselves, the team, and their school. We recognize this contribution in various ways. We expect our athletes to be good representatives of Zachry wherever they may go. An athlete is first a lady or a gentleman, acts courteously, and is an example of good conduct and grooming for others to follow. There are no special privileges for athletes and none are expected. Students who are picked up late after practice or games for a total of three times during a season are subject to being removed from the team by the coach. We welcome student participation in our athletic program, and we hope that all will be enriched by the experience.

Attendance

Parents/Guardians are charged with the responsibility of ensuring their child comes to school and attends all classes. Students are expected to attend school and be on time to their classes. State law and school policy requires attendance every day that school is in session. Illness, doctor/clinic visits, death in the family, court appearances, religious holidays, and school-sponsored activities are the only excusable reasons for Non-attendance. Absences for reasons other than those stated above will be determined excused or unexcused by the Principal or her designee.

The first rule of success for a student is to "show up" on time. Attendance is one of the Principal's top priorities in managing the school's population. Students cannot learn if they are not present in school; teachers cannot teach empty seats.

1. Notes must be turned in to the Attendance Office immediately upon student's return to school. The note must include the following: a) date of note, b) name, id#, grade level of child, c) date(s) of absence(s), d) specific reason for absence(s), e) parent signature, and f) telephone number(s) where parent can be reached. *Third party notes are accepted (i.e., doctor, dental, funeral, family court) and need to meet the same criteria as listed above.

2. Students without a note will be issued an unexcused absence. The student must bring a note within three school days to the attendance secretary for the record to be amended.

3. Students with 3 or more unexcused full or partial day absences, in accordance with state law, will be issued an attendance warning notice (AWN). Students with additional absences after issuance of AWN may be routed to truancy court.

NOTE: Please refer to the District policy on Attendance in Section D of this handbook.

Tardies - Students should be in their classrooms when the tardy (second) bell rings. Unexcused tardy accumulations in any one class during a nine week's grading period will result in the student being referred to the office for disciplinary action.

Attendance at school is not only Texas State Law but necessary for academic and STAAR success. Student attendance will be rewarded throughout the year through various methods. Attendance is vital to success. Upon return from an absence a student must present a parent/guardian note to the attendance office prior to the beginning of the school day. The parent note needs to include (1) reason for absence, (2) date of absence(s), (3) parent signature, and (4) telephone number where parent can be contacted. If a student has a health care appointment (doctor, dentist, etc. a note from that office is an appropriate excuse. As stated in the NISD

student-parent handbook, "The school district is under no obligation to excuse an absence if documentation is submitted more than 3 days after a student returns to school from any absence." For absences of three or more consecutive days, a doctor's note is required. A warning notice will be issued for three or more unexcused absences in a four week period. Further attendance issues will result in a court filing. Please refer to the Student Handbook under Section D for further information concerning attendance. **Absence notes may be emailed to our secretary jimann.caliva@nisd.net** or faxed to 210-706-7432. The attendance secretary can be contacted by phone at 210-397-7408. Thank you for your partnership in monitoring your student's attendance through Parent Connection and letting us know if there are any discrepancies as quickly as possible.

BACKPACKS/BOOK BAGS

Any appropriate backpack is acceptable.

Band

Students in the band are expected to buy/rent their instruments except in a few instances where the instrument is furnished by Zachry MS. Furnished instruments will require a yearly rental fee if necessary, this may be paid in installments. Students in the band are expected to attend all performances as part of their grade. Participation in the band is a very rewarding experience. The pride associated with our band program is a big factor in its success.

Bicycles and Skateboards

Students who ride bicycles to school **must walk** bicycles and skateboards to and from the racks while on school property. The school cannot assume responsibility for damage or theft of student property. Use of lock up chains is required for all bicycles and skateboards.

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. Students must raise their hand for permission to leave their seat. Duty teachers will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to keep their area clean.

Visitors must sign in and receive a visitor's pass before coming into the cafeteria. **Parents may bring lunch to their children; however, parents may not bring lunch for other students.** No celebrations are permitted in the cafeteria (e.g. birthdays). To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks should eat lunch with their children at a designated table in the cafeteria.

All students at Zachry Middle School are part of the Federal CEP program which provides Free Breakfast and Free Lunch to all students. Families will be asked to fill out the CEP form each fall as part of our Title 1 designation.

Bus Riders

Students are required to ride the designated bus assigned to them by transportation. Riding a 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 note must be sent by a parent/guardian the day prior to or the morning of and be brought to the vice principal's office for administrative approval. **This approval must be obtained prior to the end of the school day** (these will not be approved after school in the bus loop) for a student to ride a different bus. Students will be given a note from the Vice 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 Zachry Middle School students at **8:40 a.m.** and end each afternoon at **4:05 p.m.** each day, Monday through Friday.
- The doors will be opened to all students at 7:30 a.m. and supervision of students will start at 7:45 AM. Students who arrive at school before 8:30 a.m. are allowed to eat breakfast (if they choose) and to report to the grade level designated areas.
- Front Office Hours are from 7:45 - 4:30 PM.
- Students will not be allowed to be checked out after 3:45 PM due to dismissal procedures.

CAMPUS VISITORS

All Parents and Visitors are required to register in the Front Office with the Principal's secretary regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass, and 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.

Celebrations

Students are recognized on the H.B. Zachry six weeks honor roll if they make all "A's" or "A's" and "B's." Students who receive a citizenship grade below satisfactory are not eligible for either honor roll. Athletic awards are recognized in the spring, as well as End of Year awards for all grade levels. Families are encouraged to attend the celebration and take part as Team Zachry. Please sign in at the front office.

CLAWS - Zachry Positive Behavior Intervention Support (PBIS)

Zachry MS implements a system called PBIS (Positive Behavioral Interventions and Supports) that encourages and rewards positive student behavior and clearly defines student expectations. Every area of the campus has a posted matrix with the CLAWS acronym and student expectations.

- **Citizenship**
- **Leadership**
- **Attitude**
- **Work Ethic**
- **Safety**

Dances

All dances are held in the school cafeteria. Dances are chaperoned by teachers, administrators, our campus officer, and parent volunteers. Students buy **wristbands** at school before school or during lunches on the day of the dance. Once students arrive to the dance, they may not leave before the end of the dance unless a parent comes inside to pick them up. Refreshments (sodas and snacks) are sold at the dance. **Students will be removed from the dance for inappropriate conduct and parents/guardians will be contacted.** Only Zachry students may attend the dance. Times and dates of each dance will be publicized through announcements at school and in the Wolverine Wire sent home throughout the school year. **Students who have school fines or have been issued ISS or off-campus suspension in the two weeks prior to the dance may not attend the dance. Students must be picked up within 30 minutes of the end of the dance to be able to attend the next dance.**

DELIVERY OF ITEMS/ OUTSIDE FOOD 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 (books, assignments, etc), house keys.. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery, food delivery services). This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. **Parent/Guardian dropping off food needs to be an emergency contact listed in HAC. Student needs to be aware food is being delivered and are not permitted to share food.** **Flowers, balloons, birthday 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.**

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. 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. Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Zachry Middle School. 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 his/her designees.

ELECTRONIC DEVICES / TECHNOLOGY

School districts throughout the country, including Northside ISD, have moved into the "Information Age" by providing network and Internet access for students. Technology will be used abundantly at Zachry Middle School. Everything from testing reading levels of students to accessing the Library's card catalog database requires the use of networked computers. With this privilege comes responsibility. Students must use the Northside network and the Internet in a responsible, efficient, ethical, and legal manner in accordance with the Northside ISD Acceptable Use Policy. At the beginning of each school year there are two forms that must be signed and returned to the school before your child will be able to use a networked computer at Zachry Middle School or have their work published on Zachry's website.

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. USERS ASSUME 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 WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.

GRADE REPORTING THROUGH HOME ACCESS CENTER (HAC)

Parents/Guardians 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. The progress reports are designed to inform parents and students of current classroom performance and grades. A teacher may contact you by phone or email about your student's progress. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average. Grades will be issued electronically at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you review your student's grades every nine weeks. If you need assistance in viewing your student's grades, 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, then if the question or concern is not answered/solved, then contact the counselors' office and administration.

Intramurals

Students may participate in intramural activities in the spring. Signed parent permission forms are required for student participation. Students are expected to have fun, compete, and develop sportsmanship when playing intramural activities. Students in 6th, 7th and 8th grades may participate in intramural activities. Students who are unable to comply with rules will not be allowed to continue. We ask parents to please be on time when picking up their children. Students may be removed from intramural activities if parents are consistently late for pick-up.

Interventions

We have a number of interventions on campus for behavior and academics. These include AM detention before school, PM detention after school until 5:00, In School Suspension, and Off Campus Suspension for behavior. We like to take a restorative approach to discipline to teach expected behaviors to our students. We are a Positive Behavioral Interventions and Supports campus that improves social emotional and academic outcomes for all students. In addition, we have tutoring, Lunch and Learn, and Homework Center for academics.

Library

The librarian encourages use of our library before, during and after school each day. She will provide orientation, assist with reading selections, teach the use of the computer databases, locate resources and assist all library patrons in all areas related to our library. Students can use E-Books or their electronic devices to download books from nisd.lib.overdrive.com. Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. In order to administer the library most justly and efficiently, a set of regulations has been formulated. These will be reviewed with the students during library orientation at the beginning of each school year.

1. Maintain quiet in the library.
2. All students who enter the library must sign in.
3. All materials taken from the library must be charged to the student's name.
4. Students must pay for any library books that are lost or damaged while charged to his or her name.
5. Magazines may not leave the library.
6. Library hours each day are 7:50 a.m. to 4:00 p.m.
7. Students must have a signed AUP on file in order to use the library's computers.
8. Since the library is frequently fully occupied by classes throughout the school day, individual students are encouraged to use the library before and after school, and at advisory period. Morning passes are required before school.

Lockers

Lockers are used in our PE/Athletics locker rooms, Band, and Orchestra. Lockers should be kept locked; a student should not divulge the combination to another student. Direct all locker problems to the Coach/Directo first. Sharing lockers is not permitted. Students found sharing lockers will be subject to disciplinary action.

Students should observe the following practices:

1. Valuable items should be left at home, not kept in a locker.
2. Do not share lockers - Sharing lockers can lead to the loss of expensive textbooks and personal items.
3. Do not give your locker combination to anyone.
4. Locker problems should be reported to the Associate Principal's secretary.

LOST AND FOUND

IF YOU FIND ANY ARTICLE OF VALUE, PLEASE TURN IT INTO THE Associate Principals' 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. Students should carefully label each article, such as clothing, books, and 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.

Make-up Work

Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted time.

In the case of extended absences (3 or more days) parents may request make-up work from the attendance office. Upon notification of the attendance office or administration, make-up work will be available for pick up within 24 hours. It is each student's responsibility to make up missing assignments. Please plan on attending teachers' designated tutoring times/office hours, Homework Center, or make an appointment with your individual teacher in order to maintain good standing in each class.

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/guardian only. Students who bring these items to school are subject to disciplinary action.

Parent Pick Up and Drop Off

Parents should pick up and drop off students in the front of the school. It is a safety concern if cars are in the bus lanes.

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 and library books must be returned. Any fines owed the school need to be paid before records may be released. On the day of withdrawal, the student should report to the Counselor's office and pick up a check-out form which must be signed by each teacher.. Textbooks must be returned to the Textbook administrator. The check-out form must be returned to the Counselor's Office before a final clearance can be granted. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.

School Advisory Team (SAT)

The School Advisory Team is the primary site-based advisory body for our campus. It is composed of elected faculty, parents/guardians, and community members. Members of the community are invited to attend the meetings and/or place items on the agenda for consideration. Times and dates of committee meetings will be posted prior to meetings. Participation on the School Advisory Team is requested at the start of each school year.

Technology Usage Guidelines

Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy.

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