

# GREGORY LUNA MIDDLE SCHOOL CAMPUS HANDBOOK

## GREGORY LUNA MIDDLE SCHOOL ADMINISTRATION

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### Section A Campus Handbook 2021-2022

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# **WELCOME**

As a student at Gregory Luna Middle School, you have the opportunity of continuing the traditions and standards of excellence that started with our first classes in 2004-05. Here at Luna Middle School you will be offered 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 Gregory Luna 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 Longhorn, 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, like dances, games, clubs and concerts.

Gregory Luna 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.

Please feel free to contact teachers and administrators when you deem it necessary. Conferences may be scheduled by calling the school at the following number, (210) 397-5300.

## **GREGORY LUNA**

Northside's 14th middle school bears the name of a Champion of Texas Education, a man with strong roots in and love for the city of San Antonio and its people.

Born the youngest of 17 children, Gregory Luna attended Brackenridge Elementary School, Lanier Junior High School, and Lanier High School. After high school graduation and attending classes at San Antonio College, Luna enlisted in the U.S. Army. He later joined the San Antonio Police Department and attended night classes to earn a bachelor's degree in math and his law degree from St. Mary's University.

He began his law career as a San Antonio city prosecutor and then went into private practice in 1968. He got his start in politics by campaigning for Pete Torres in his run for City Councilman in 1967. Luna ran for several positions before becoming a State Representative in 1984. He remained in that position until 1992 when he became a State Senator.

Luna made his mark on education from the first day that he walked into the State Capitol. He became known as a Champion of Texas Education because he was so focused on providing legislative support for Texas public schools and Texas school children of all ages.

During his first term in the Senate, he won authorization for \$20 million in construction bonds for the University of Texas at San Antonio's long-sought Downtown Campus. He served on the Senate standing committees on Education, State Affairs, and Jurisprudence. He also served on the Conference Committee on SB7 dealing with education finance and the Select Committee on Judicial Reform. In 1997, Luna chaired the Senate Hispanic Caucus, led the opposition to private school vouchers paid for with public tax money, and served on the conference committee on HB 4 dealing with school property taxation.

He is one of the founders of the Mexican American Legal Defense and Educational Fund (MALDEF). Over the years, he has received numerous awards and recognitions including the Matt Garcia Public Service Award for his "outstanding leadership and service to the community" by MALDEF, the Lifetime Achievement Award from UTSA Hispanic Research Center, the 1987 Mexican-American Bar Association award for outstanding legal contributions, the 1991 MABA Outstanding Legislator Award, and the 1998 ERNIE Award from the Avenida Guadalupe Association. In 2004, he received the Henry B. Gonzalez award from the St. Mary's Hispanic Alumni Association and the Champion of Civil Rights award from AARP and the Leadership Conference on Civil Rights.

He married Helen Garcia in 1955, and they had four children: Leticia Ann, Delores, Gerard, and Gregory Val, and five grandchildren. All four Luna children attended Northside schools and graduated from Holmes High School.

## **SCHOOL COLORS**

Burnt Orange and Navy

## **SCHOOL MASCOT**

Longhorns

## **MISSION STATEMENT**

Transform the learning experience for students.

## **PEOPLE WHO CAN HELP YOU**

### **PRINCIPAL**

The Principal is responsible to the Superintendent of schools for proper administration of Luna 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) 397-5300.

### **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.

We strongly suggest that if you wish to speak to an administrator, or have a conference with them, that you call (210) 397-5307 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 1 business day.

### **ACADEMIC DEAN**

The Academic Dean works directly with the Principal in the instructional processes of the school to improve student performance at Gregory Luna Middle School. She handles the day to day business of the school that addresses academics and may assume the responsibility of the Principal in her absence. Conferences may be scheduled by calling (210) 397-5300.

### **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 by calling (210) 397-5332. Parents can refer their child by contacting the counseling office\_ and students can refer themselves in person or through the online referral counselor form. Conferences with students receive first consideration of the counselor's time. *The function of the counselor is advisory, not disciplinary, and all information is confidential.*

### **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.

### **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 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 and may be prohibited from attending future after school 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 Luna Middle School (athletic events may be permitted.)

## ATTENDANCE PROCEDURES

Parents 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.

1. Notes must be turned in to the Attendance Office immediately upon student’s return to school. The note must include the following: **date, name, student id#, grade level, date(s) of absence(s), specific reason for absence(s), parent/guardian signature, and parent/guardian telephone number.** \*Third party notes are accepted (i.e., doctor, dental, funeral, family court) and need to meet the same criteria as listed above. A note for a student’s absence may also be faxed to the attention of the Attendance Secretary to (210)645-5246, or the excuse note can be emailed directly to the attendance specialist at [patricia.barthold@nisd.net](mailto:patricia.barthold@nisd.net).

2. Students without a note will be issued an unexcused absence. The student must bring a note 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, may be issued an attendance warning notice (AWN). Students with additional absences after issuance of AWN may be routed to truancy court. Students tardy after 7 minutes may be considered truant or absent.

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

**Tardies** - Students should be in their classroom, ready to learn, when the 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.

## 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/LUNCH PROCEDURES

Breakfast will be served in the cafeteria each morning from 7:45 a.m.-8:30 a.m. Each student will be assigned a lunch period

based on their grade level and teacher. The lunch schedule will be shared with students and families prior to the first day of school.

All students will enter the cafeteria in an orderly manner. Once students get their food and sit down, they must raise their hand for permission to leave their seat, including to use the restroom located in the cafeteria. Duty teachers will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to report any spills immediately and throw away trash before they leave the cafeteria.

Visitors must sign in and receive a visitor's pass before coming into the cafeteria or commons. **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 or commons.

Breakfast/Lunch Money - Go to [Online Payments | Northside Independent School District \(nisd.net\)](https://nisd.net) 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 the designated bus assigned to them by transportation. All bus routes and assignments of students are done through the district's transportation offices. 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. 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 associate principal's office for administrative approval. This approval must be obtained prior to the end of the school day. Students will be given a note from the Associate Principal's office that needs to be given to the bus driver.

### **CAMPUS OPERATING HOURS**

- Classes begin for Gregory Luna 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.
- Breakfast will be served in the cafeteria from 7:45 a.m. to 8:30 a.m.
- Front Office Hours are from 7:45 a.m. - 4:15 p.m.
- Students will not be allowed to be checked out after 3:45 p.m. 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.

### **DELIVERY OF ITEMS/ OUTSIDE FOOD ITEMS**

In an effort to minimize interruptions and maximize instructional time, we will only deliver essential items to students, which include glasses, school items (books, 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 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. Any Parent/Guardian or adult dropping off food to a student needs to be listed in HAC. Students need 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.

Binders, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials, self-harm or any design or inscription that administration determines to be unacceptable are not permitted at Gregory Luna Middle School. These items will be confiscated and documented, if necessary, in the student's discipline record. Students out of compliance with dress code may be required to complete their class assignments in the office or the In-School Suspension (ISS) room until the parent/guardian is able to provide appropriate attire. **Final determination of acceptable dress code and grooming rests with the Principal or his/her designees.**

### **ELECTRONIC DEVICES/TECHNOLOGY**

All Northside ISD students are expected to behave in accordance with the Student Code of Conduct at all times. District technology resources, including computers, the Internet, and other computer resources, such as Schoology, is a privilege, not a right.

Any use of a device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a disruption to the educational environment.

Using devices to bully and/or threaten other students or staff members is unacceptable and will not be tolerated. System users may not send, forward, or post messages that are abusive, obscene, vulgar, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

### **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 and HAC system. 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. The teacher may require the students to have you sign and return each progress report sent home to verify that you received your child's report. If the teacher deems it necessary, you may be contacted by phone to make sure you received the report. 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 be issued 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 receive a report card every six weeks. If a parent did not receive their 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, then if the question or concern is not answered/solved, contact the counselors' office and administration.

### **LOCKERS**

Students will have access to lockers in the Gym locker room and Dance hallway during the PE or Dance class. Lockers should be kept locked; a student should not divulge the combination to another student. Direct all locker problems to the office. 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**

The lost and found is located in the Main Office. Students and staff may turn in found items to this location or visit the lost and found if they misplace an item. 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.

## **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.

## **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.

Withdrawal 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 to 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 Assistant Principal. 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.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

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

## **LUNA BEHAVIOR EXPECTATIONS/MADE**

Luna MS implements a system called MADE (Make A Difference Everyday) that encourages and rewards positive student behavior and clearly defines student expectations. Every area of the campus has posted guides and examples of the PRIDE acronym and student expectations:

- **Prepared-** arrive on time, have all materials, be engaged in your learning
- **Respectful-** keep hands and feet to yourself, follow teacher directions, use level 2 voice
- **Integrity-** use kind and appropriate words, be mindful of others, take ownership of your actions
- **Deliberate-** walk on the right side of the hallway, be safe, go straight to class
- **Excellent-** get your materials in a timely manner, actively listen and participate

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