

# THE REDDIX CENTER

## CAMPUS POLICY

### Administration

Robin Fields	Principal
Olivia Chamberlain.....	Admin. Intern

### Reddix Teachers

Jennifer Stevenson	Rose Zarate
Fiona Macaulay	Pauline Barboza
Jo Segovia	Charles Young
Alfred Montalvo	Alfredo Mujica
Shelby Lugo	Timothy Shuff
Joshua Brem	Devon Puga
Christopher Cady	James Caldwell
Ariel Mendez	Brittany Cervantes
Chelsea Teran	Vacancy -

### Support Staff

Yvonne Larralde.....	Social Worker
Monica Leyva.....	Counselor
Emily Willeford.....	School Psychologist
Rebecca Brem.....	Transition Coordinator
Lizeth Herrera.....	Dept. Chair
Mark Marcinik.....	Campus Coordinator

## Section A Campus Policy

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### INTRODUCTION TO PARENTS AND STUDENTS

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Northside Independent School District. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook.

#### To Parents

The home is the greatest influence upon the child during the formative years; from these influences the child develops his first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child.

Please make every effort to encourage your child to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your child with information about the Reddix Center. Frequent reference to this handbook will acquaint you with functions of your school. Please feel free to confer with the teachers and administration when you deem it necessary.

The cooperation of school patrons, based on knowledge of the functions of the school, will result in a more efficient and successful school program.

#### To Parents and Students:

Questions regarding interpretations of rules and regulations in this handbook should be directed to the The Nellie Reddix Center administration.

The Nellie Reddix Center is fully accredited by the Texas Education Agency (TEA).

#### Nellie M. Reddix

First Black N.I.S.D. Trustee and first woman on the Board in several decades, Nellie M. Reddix came to the N.I.S.D. Board of Trustees from P.T.A. Council Presidency.

She is credited with Board work to put a reading specialist, music teacher, and art teacher in every school, as well as increasing opportunities for girls in athletics. She saw to the reversal of a federal busing directive in 1975 helping N.I.S.D. demonstrate "equal educational opportunity."

An advocate of rights of children, she encouraged stronger parent participation in programs such as Right to Read and Special Education. She also worked to implement the first tax exemption for Senior Citizens. Reddix currently lives in Colonies North with her husband Dr. Mason Reddix, currently a retired surgeon and consultant for Lutheran General Hospital. At age 50, after rearing her three children, Reddix earned a degree in Business Administration with a specialty in Management at OLLU. Since 1979, she has been Coordinator of Assessment for OLLU, guiding college students in career choices and course selections.

In summary, Nellie M. Reddix is viewed as an extremely successful woman in government, business, and education. Everything she says she does “for her own growth and pleasure has a way of improving the lives of others.”

## **CODE FOR THE GOOD CITIZEN OF THE AMERICAN HIGH SCHOOL**

I realize that, as a student in an American high school, I owe an obligation to parents or relatives, whose sacrifices have given me the foundation upon which I am building, to the school which offers me an opportunity to develop my natural powers, and to the community which makes my educational advantages possible, to my country which gives me liberty under law, to my own future as an individual, and as a citizen.

As a token of my determination to discharge this obligation I promise:

- That I will use the facilities offered by the classroom to enlarge and broaden my interest, to increase my knowledge, to bring me closer to truth, and to cultivate habits of industry and sound thinking.
- That I will broaden my sympathies and practice the arts of sociability, true friendliness and helpfulness in my home, in the school and in all my association; avoiding snobbishness in my own conduct and condemning it in others.
- That I will develop habits of reading and conversing which will broaden my culture and enable me to better understand the problems of community, state, and union.
- That I will carry on discussion in and out of classroom, not to overcome opponents and gratify my pride, but that I may grow in knowledge and wisdom.
- That I will avoid every form of cheating or dishonesty and will undertake to discourage all dishonorable practices.
- That I will obey every rule or law of school, city, state, and nation, reserving the right to criticize rules and laws constructively, but respecting them so long as they prevail.
- That I will use my powers and influence for the common good. That I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be hopefully pursued by everyone in my home, my school, my community, my country, and the world.

Adopted by the National Association  
of Student Councils

## **School Staff**

### **Principal**

The Principal is responsible to the Superintendent of Schools for the proper administration of the Reddix Center programs. 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 problems.

### **Teachers**

Your teachers are specialists in the field in which they teach and are eager for you to get the most out of your classes. They are classroom leaders and are charged to follow all policies and procedures established by the Board of Trustees and administration. Each teacher is available to confer with parents at any time. To make an appointment to see a teacher, parents are requested to telephone the office and make their request.

### **Nurse**

The campus nurse is a registered nurse (R.N.). She is responsible for student health, maintenance, prevention of illness and everyday care. Illnesses are not diagnosed, but observations of adverse symptoms will be given to the parent, guardian or Q.M.R.P. Any student with an acute illness or infectious disease shall be excluded from school during the course of the illness or disease.

## **Secretaries**

The secretarial staff is available to help administrators, teachers, and patrons with situations that deal with day-to-day operation of the school. Every major office in the school has a secretary to help in any way possible.

## **Instructional Assistants (IA's)**

The primary responsibility of IA's is to assist teachers in the necessary clerical and record keeping tasks in order to assure data is accurate and current on each student in specific classes/courses. IA's support the teacher by helping in the directing of students in the pursuit of their education.

## **Custodians**

The custodial staff is directed by a Head Custodian who assigns duties for custodians during both the day and night shifts. They are charged with the responsibility of maintaining and cleaning the entire school grounds and facilities. They also have the duty of keeping all systems and equipment operations for the entire school.

## **Cafeteria Personnel**

They provide wholesome, well-balanced, nourishing meals for the student body and the staff at a reasonable cost. Our cafeteria is managed by an experienced person who is trained in nutrition and management. Courtesy should be extended to these individuals and concerns may be directed in an appropriate manner to the manager or the Principal.

## **Campus Rules**

### **Attendance**

Student must be in class before 10:00 am to be counted present for the day.

### **Withdrawal for Non-Attendance:**

The district may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

- The student has been absent ten (10) consecutive school days  
AND
- Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful

## **Voluntary Enrollment of Students 19 and Over**

A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered.

After the **third (3rd) unexcused absence** of a person who voluntarily enrolls, a district shall issue a warning letter to the person that states the person's enrollment may be revoked for the remainder of the school year if the person has more than five (5) unexcused absences in a semester.

A district may revoke for the remainder of the school year the enrollment of a person who has **more than five (5) unexcused absences** in a semester, except a school district may not revoke the enrollment of a person under the provision on a day on which the person is physically present at school.

A person whose enrollment is revoked for exceeding the limit, may be considered an unauthorized person on school grounds for the purposes of Education Code 37.107 regarding trespassing.

As an alternative to revoking a person's enrollment, a school district may impose a behavior improvement plan described by Education Code 25.0915(a-1)(1).

## **Attendance Policy Notification of Withdraw Policy**

1. **After the third (3rd) unexcused absence:** parent(s)/guardians will receive notification from teacher, inquiring about student's whereabouts and condition
2. **After the fifth (5th) unexcused absence:** parent(s)/guardians will receive notification from the campus coordinator to schedule an attendance/revision ARD to discuss/implement incentives to help improve attendance
3. **After the third (3rd) unexcused absence following the date of the attendance/revision ARD:** parent(s)/guardians will receive notification from administration informing of next steps, up to and including the withdraw process

## **Personal Communication Device Policy**

In compliance with state law, the use of personal communication devices by students is not allowed at any NISD campus during the school day, from the first official bell to the last official bell. Usage of these items will also not be allowed during passing periods or lunch periods.

Personal communication devices include cell phones, smart watches, earbuds, tablets, or any other similar items.

Devices of this nature should be powered off and placed into student backpacks and kept in a designated location in each classroom. Students without a backpack will be required to place their device(s) into an identified storage container in the classroom.

District provisions allow for Reddix students to use their devices under staff supervision for instructional purposes, per their IEP.

Students in violation of this State law and district policy will be subject to progressive disciplinary consequences, to include possible confiscation of the device. Confiscated items will be released to the student's parent/guardian.

## **Change in Name, Home Phone Number, or Address**

The office should be informed of any change in the student's name, phone number, or address. This information and notification of such changes should be given to the secretary in the office immediately. It is important the school have this information in case of an emergency.

## **Financial Obligations**

In order for a senior to participate in senior related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, and project graduation, the student must be in financially good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; and any other financial debt or obligation from school owned items checked out to the student.

## **Withdrawals**

When it becomes necessary for a student to withdraw from school, he should report to the office with a note from his parents requesting permission to withdraw, and stating when and why they would like to have him withdraw. Upon the acceptance of a verified note, the student should then attend his scheduled classes that day. The student will remove all articles from his assigned locker and return all items belonging to the Reddix Center.

## **Conduct**

The school of today requires reasonable order and classroom decorum for the large numbers of teachers and students. Necessary steps are required to protect the best interests of students, staff, and the educational climate of the Northside schools.

The conduct of students shall be that which contributes in a positive and constructive way to the improvement and development of the learning situation in which the school is involved. Students shall be held responsible for their conduct both at school, on the job site, and in transit to and from school, since such behavior directly affects school morale.

Northside students, while on the school campus or on school sponsored activities, will abide by the laws of the Federal Government, State of Texas, City of San Antonio, and policies and regulations of the Northside School District.

Abusive or vulgar language or actions are never appropriate and are subject to disciplinary action.

Embracing or kissing is not an accepted practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment. Lack of cooperation by students in this matter can result in a parent conference being held and/or disciplinary action being taken.

Radios, tape players and other electronic devices, playing cards, and any games (items not related to the day-to-day activities of our school) are not conducive to a healthy educational atmosphere and should not be brought to school.

Possession of lighters, cigarettes and matches is also prohibited on the Reddix Center campus.

Headwear: Students are not permitted to wear headwear inside the building. Headwear confiscated the first time may be picked up the following Monday after school. On second offense, any confiscated item (included headwear, radios, walkmans, etc.) will be returned to parents only.

## **Visitors**

All Parents and Visitors are required to register in the Administrative Office with the Principal's secretary and 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. Visitors need to be escorted by staff if visiting classrooms or other areas. It is recommended that parents/guardians and agencies give 24 hour notice to staff before visiting classrooms.

## **Student Activities**

### **Student Activity Areas**

We are very fortunate to have a school as well maintained and equipped as this one. Space has been provided especially for students to use as student areas where they may visit, plan for school activities, or just relax. Please help us keep these areas clean. Remember, the attitude that you, as an individual, display in the student areas, and the manner in which you keep them will reflect upon our visitors the general attitude of the student body.

### **Bus Loading Area**

The bus loading areas are for bus riders only. As students wait for the arrival of their assigned buses, they must remain in their assigned seat. Students must wait until their buses come to a complete stop before proceeding toward the buses. The bus area is designed with the safety of our students in mind and students violating the above rules will be subject to disciplinary measure.

### **Lunch Periods**

Students have a 30 minute lunch period. If any student needs additional time to complete his/her lunch due to medical/physical needs, that time will be provided as needed.

## **I.D. Cards**

Each Reddix Center student is required to obtain an identification card. Students will be presented information pertaining to the issuance of I.D. cards at the beginning of school.

1. This card is the official student activity card and must be carried by the student at all times on campus and at school functions.
2. Students are required to present this card to any official or authorized representative of the school upon request.
3. I.D. cards are issued at no cost the first time a student registers at The Reddix Center.

## **Health Cards**

Medical Release and Emergency Information cards will be distributed prior to the beginning of the new school year. It is essential that this card be completed, front and back sides, signed by the parent, guardian, or Q.M.R.P., and returned to school. The information on the card is necessary in the event of a student injury, illness or medical emergency. Information on cards must be

accurate and kept up-to-date.

### **Lockers**

Lockers are assigned to students at the beginning of each school year for their use. Responsibilities for lost or stolen items is not assumed by the school or the administration. Report problems with your locker to the office. Each student is responsible for removing all belongings from his locker on the last day of the school year.

### **Telephones**

Office telephones are for business only and students are not to use them without permission. Telephone messages for students can be given to the office. Class will not be interrupted for telephone calls. If students use cell phones without permission, they will be confiscated by administration and parents/guardians will be notified to pick up the phone at the school.

**Lost and Found**

If you find anything of value on the grounds or in the building, turn it in to the office, and they will attempt to find the rightful owner. If you lose anything, notify the lost and found department in the office and identify the article. Please label all clothing.

**2016-2017**  
**THE NELLIE REDDIX CENTER**  
**BELL SCHEDULE**

8:50	1 <sup>st</sup> Period
9:35	2 <sup>nd</sup> Period
10:15	3 <sup>rd</sup> Period
11:00	4 <sup>th</sup> Period
12:00	5 <sup>th</sup> Period
1:00	6 <sup>th</sup> Period
2:00	7 <sup>th</sup> Period
3:00	8 <sup>th</sup> Period