

# ADMINISTRATION OF GREGORY LUNA MIDDLE SCHOOL

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## Section A Campus Policy 2019-2020

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# WELCOME

Welcome to the land of the Longhorns. As a student at Gregory Luna Middle School, you have the opportunity of continuing the traditions and standards of excellence set by the first student body class of 2004-2005. 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 School. Be proud of your school. Take good care of it. 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.

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 ensure each individual the opportunity to benefit from his or her educational opportunity. This handbook outlines some of the basic policies around which your school functions. Frequent references will keep you informed of guidelines and allow you to take full advantage of all school offerings.

Please feel free to contact teachers and the administration when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program.

## OUR NAMESAKE – GREGORY LUNA

Gregory Luna is remembered as an education hero who fought tirelessly for equality for all the school children of Texas. Luna, the youngest of 17 children, was born in New Braunfels, Texas. Growing up he worked as a restaurant busboy, as a grocery store sacker, and in the mailroom at the San Antonio Express News. He joined the Army in 1953 and later, with help of the GI Bill, financed his college education. Luna attended Trinity University while working full time at the San Antonio Police Department. He continued to work full time while earning his law degree at St. Mary's University School of Law.

Luna served in the Texas House of Representative from 1985-1992 and in the Texas Senate from 1993 until his resignation. In the Senate, he was vice chairman of the Public Education Committee and served on the Select Joint Committee on Education and the Joint Committee on High School Dropouts. He was chairman of the Senate Hispanic caucus.

Luna helped found the Mexican-American Legal Defense and Educational Fund (MALDEF). The civil rights group waged a long-running lawsuit that led to changes in the way state education money is distributed. Luna was also instrumental in fighting for education finance reform, in securing funding for the downtown campus of the University of Texas at San Antonio and in opposing school vouchers. At his funeral mass at San Fernando Cathedral, Barrientos recalled Luna writing to his colleagues: "Take care of the children of this state. They are the future of Texas."

Kelley Shannon, Associated Press, 11/10/99

## LUNA MIDDLE SCHOOL MISSION, VISION, AND BELIEF STATEMENTS

- Mission Statement: Improving the quality of life through education
- Vision Statement: Whatever it takes
- Belief Statements:
  - School should be a safe, nurturing, educational environment and should provide for diverse needs of students, allowing them to attain their individual potential.
  - We believe in developing future leaders who are critical thinkers and problem-solvers.
  - We share a commitment for student success that is a collaborative responsibility among all educators, families, and students.
  - We believe that this is a place where each student matters and each student can achieve, where every student is an individual and an important part of the community.
  - We create an environment that prepares and promotes all students to be critical thinkers and problem solvers, in preparation for post-secondary in an ever changing society.

## SCHOOL COLORS

Orange and Blue

## SCHOOL MASCOT

Longhorn

## PEOPLE WHO CAN HELP YOU

### Your Principal

The principal is responsible to the superintendent of schools for proper administration of Gregory 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 your concerns or suggestions for improvement.

### Your Vice Principal/Assistant Principal

The vice-principal/assistant principal works directly with the principal in the administration and organization of the school. They are in charge of attendance and handle the routine discipline problems. They handle the day-to-day operation of the school and assume the responsibility of the principal in her absence.

### Your Academic Dean

The academic dean works directly with the principal concerning curriculum and instruction. He manages benchmark testing, test scheduling, data analysis, and other academic concerns.

### Your 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 office before school, after school, or between classes. If your counselor cannot see you that same day, she will make an appointment with you for the next day. Conferences with students receive first consideration of the counselor's time.

***The function of the counselor is advisory, not disciplinary, and information is confidential.***

## Your Teacher

Your teachers are specialists in the fields in which they teach and are eager to help you learn. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

Your teachers will be on duty each school day at 8:25a.m. and will remain after classes until 4:00 p.m. to work with any student needing help. Your teachers are the classroom leaders and charged with the responsibility of supervising and directing all students in the pursuit of their education.

## Your Librarian

The librarian will assist you in the orientation and use of the library. Before, after or during the school day feel free to consult her in order to more efficiently use the library.

## Your Police Officer

The police officer assists students when needed and helps maintain a safe atmosphere. He helps supervise all after school events and helps monitor traffic. The SAFE hotline number is 397-7233.

# GENERAL INFORMATION

## Attendance Procedures

Following an absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to school within three days to substantiate absences. Doctors' notes received after the three day period may not be accepted as excused. Students should bring all notes to the attendance office between 8:05 a.m. and 8:40 a.m. In the event that a student reports to school following an absence without a note, he or she must report to the Attendance Office.

**NOTE:** Please refer to the District policy on attendance in the following sections of this handbook.

## Back Packs

Back Packs and/or book bags may be used to carry books and supplies to and from school, but they are not to be taken to classes during the school day. All backpacks and book bags must be stored in the student's locker for the duration of the school day.

## Bus Assignments and Transportation

Students are expected to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students are assigned to specific seats on their bus. Only a family emergency would warrant assignment to a different bus. (Staying overnight with a friend is not an emergency). The numbers of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes.

## Corridor Passes

Students out of any class at any time must have a corridor pass signed by a member of the faculty or staff or the assigned hallway pass.. Time leaving class and returning to class will be noted on the pass. Students in the halls without a pass may be subject to disciplinary action.

## Delivery of 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, house keys and lunch money. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility.

## Detention Hall

A supervised detention hall will be held at Gregory Luna Middle School. Students are assigned to detention when appropriate for disciplinary purposes resulting from minor infractions. Detention Halls are scheduled on Monday through Thursday from 4:00 p.m. until 5:00 p.m. and on Saturday mornings from 8:00 a.m. until 10:00 a.m. There is no detention hall on the day before a holiday. Transportation is the responsibility of the parents.

Parents will receive notification prior to the day of the assigned detention hall. While in detention hall, students are expected to follow all rules and to complete a problem-solving packet.

## Dress Code

The district's dress code is implemented (Section D page 7); therefore, students are 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 the following will be enforced:

- No exposed midriffs, backs, or underpants. tank tops, halter tops, strapless tops, tube tops ,off-shoulder peasant blouses, see through or sheer clothing are not allowed. Spaghetti straps and camisole type blouses are allowed if covered by a jacket.
- No headbands with ears, horns, or anything that is vertical from the head
- Dresses or skirts worn with leggings must still meet the 4 inch hemline requirement.
- Gym style sweat pants without pockets are not permitted.
- Skinny pants with pockets are allowed.
- Jackets and coats should not be worn tied at the waist.
- Undergarments are not to be seen or worn as outer garments (for example: plain white T-Shirt, muscle shirts), including pajama tops or bottoms.
- Pants and skirts must be worn at the waist; no oversized pants are permitted.
- Pants hems should be worn at or below the ankles.
- Clothing with holes, ripped, tears, purposely torn, frayed, or tear-away pant must be worn with leggings underneath so that no skin is showing.

- Shorts are prohibited for boys and girls.
- Capri pants should be no less than four inches below the bottom of the kneecap.
- Wallet chains, dog chains, dog collars, spike and leash type jewelry are prohibited.
- Inappropriate, indecent, suggestive, low cut, excessively tight, or distracting clothing (some examples: sexual slogans, gangs, tobacco, alcohol products drugs or violence) will not be allowed. This includes patches, drawings, or writing on clothing.
- No Flip-Flops, or house shoes/slippers are permitted. Sliders are not permitted.
- Body piercing other than ears is not permitted. Earrings, like all jewelry must be school appropriate, and earlobe spikes and/or "spacers are prohibited. No other body piercing jewelry is allowed. Inappropriate, indecent, or suggestive bracelets, necklaces, or other accessories are prohibited.
- Tattoos should be covered at all times.
- Hair must be neat and clean. Unconventional colored, multi-colored or spiked, or Mohawk hairstyles are not permitted. Designs etched in the eyebrows are not permitted.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent, or unusual as to detract from the classroom environment. 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 not complying with the dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. We acknowledge that students form close association/friendships. When those associations/friendships are expressed outwardly by the wearing of specific colors or displaying of jewelry items that stand out from the general student body disciplinary action may ensue. Final determination of acceptable dress code and grooming rests with the principal or her designee.

### **6<sup>th</sup> Grade Advisory**

6th grades will be assigned an advisory period that can act as academic intervention time where students have an opportunity to receive additional instruction in order to master concepts with which they may be struggling.

### **Guidance and Counseling**

Your counselor will be with you for three years as you progress through middle school. You may make appointments to consult with your counselor on problems having to do with your schoolwork, course selection, group or social problems or problems of a personal nature.

In addition, your counselor is highly trained in the testing field, specifically in the area of interpretation of test data.. But the most valuable part of the counseling program is the classroom guidance. Your counselor will visit you in your classroom several times in the course of the school year with lessons on a variety of topics ranging from "how to make and keep friends to how to report sexual harassment to how to make the most of your middle school years."

### **Honor Roll**

At the end of each grading period, students with outstanding scholastic and citizenship records receive special recognition by having their names placed on the Honor Roll. The exception will be the final six weeks; report cards are mailed home and honor roll is not posted.

Any student who receives an "N" or "U" in citizenship is not eligible for Honor Roll recognition during that particular grading period.

### **Internet Acceptable Use Policy**

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

### **Library**

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. If library materials are lost or damaged the student is expected to pay for them.

In order to administer the library efficiently, a set of regulations has been formulated.

1. Library hours each day are from 8:00 a.m. to 3:45 p.m.
2. Students may arrange for additional time if needed.
3. All books taken from the library must be charged to a student's name. The student is responsible for the prompt return of library books. Students must pay for the loss or damage of library books.
4. Students may use the library during the school day with an appropriate pass from their teacher.
5. Students are urged to be quiet in the library so as not to disturb others.
6. Chewing gum, candy, and other foods are not allowed in the library.

### **Lockers**

Individual locker assignments are made after the first week of school. Lockers should be kept locked. Locker problems should be reported to the main office. Abuse of lockers may result in disciplinary action. To help students plan their day, and to guard against lost instructional time, **students may visit their lockers before school, during lunch, and after school only.**

Students should observe the following practices to safeguard their belongings:

1. Valuable items should be left at home, not kept in a locker.
2. Do not share lockers.
3. Do not give locker combination to anyone, including one's best friend.
4. Students may check their cell phones at their lockers during school locker time.

## **Lost and Found**

IF YOU FIND ANY ARTICLE OF VALUE, TURN IT IN TO THE 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, and students should carefully label each article, such as clothing, books, and supplies for easy identification. If you accept an item that is not yours or are in possession of an item that is not yours, you may be subject to disciplinary measures. Lost and found items collected and not claimed by the end of the six weeks grading period will be donated to charity.

## **Lunch Money**

The school does not loan lunch money to students. Therefore, students are advised to purchase a ticket for emergency use. We do not allow commercially prepared food to be delivered to students on campus.

## **Lunchroom Procedures**

All students will enter the cafeteria in an orderly manner. . Students must raise their hand for permission to leave their assigned seat. Duty teachers will dismiss students. Students may not leave the cafeteria before permission is granted. Visitors must sign in and receive a visitor's sticker before coming into the cafeteria. Parents may bring lunch to their children; however, parents may not bring lunch to other students. No celebrations are permitted in the cafeteria (e.g. birthdays). Food and drink items brought in from an outside vendor/source may not be shared with other students.

## **No Materials**

Being unprepared for instruction is defined as not having needed supplies. Students will be given a warning after the first time they arrive at class with no materials. Teachers will make phone calls and assign a detention hall the second time a student arrives unprepared. Teachers will set up conferences as well as assign detention the third time a student arrives unprepared. This conference is to address the pattern of no materials that results in lost instructional time and to problem solve between parents and teachers on the student's behalf. If a student comes to class more than three times unprepared (other than a writing utensil and notebook paper), the student will receive an office referral.

## **Nuisance Items**

Any item not related to school can be considered a nuisance and should not be brought on campus. Examples are, cameras, toys, video games, and large stuffed animals. Any other items that are considered nuisances by the principal are also not permitted. For Safety reasons, WHITE OUT (LIQUID PAPER), PERMANENT MARKERS, PAINT PENS AND FOUNTAIN/CARTRIDGE PENS ARE NOT ALLOWED FOR STUDENTS USE. These items will be confiscated and held in the vice principal's office for parents to pick up. Students bringing nuisance items on campus may be subject to disciplinary action.

## **Offices**

The offices of the principal and the vice principal are open from 8:00 a.m. until 4:00 p.m. each school day. All school business should be transacted during these hours. Appointments to see administrators in the vice principals' office begin at 8:30 a.m.

## **Planners/Supplies**

Planners are available for all students to help them keep track of daily and long-term assignments. Planners are on sale in the Front Office for \$5.00. .

## **PTA (Parent-Teacher Association)**

All parents have an opportunity to participate in and become members of the Parent-Teacher Association.

## **Public Display of Affection**

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. This includes over familiarity such as petting, caressing or placing hands on another in an affectionate manner. Lack of cooperation regarding this policy may result in disciplinary action.

## **Physical Education**

All students are required to take physical education. Students are required to dress out during physical education classes. Any student not able to dress out and participate for a prolonged period of time because of injury or illness must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity.

## Schedule Change

Schedules will not be changed unless extenuating circumstances exist and approval from the principal is secured. In order to change a schedule a student must have a legitimate reason. A student's schedule will not be changed because of low grades or individual differences.

Requests to change teachers will not ordinarily be granted except in cases where the change will assist in equalizing the teacher load.

## The School Day

Classes begin for Luna Middle School students at 8:40 a.m. and end each afternoon at 3:50p.m. each day.

The doors will be opened to all students at 7:55 a.m. Students are to report to either the cafeteria for breakfast, or to their grade level hallway until 8:30 a.m.

## Shadowing

"Shadowing" gives parents an opportunity to observe their children during an ordinary school day and can help open dialogue between parents and children about school.

Parents are welcome to "shadow" their children, that is, to follow them through their school day. In order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines.

1. As a courtesy, inform your child's teachers at least 24 hours in advance of your intentions to shadow.
2. Register in the Administrative Office, secure a visitor's pass, and review shadowing guidelines.
3. Shadowing is not a time for parent/teacher conferences. If you desire a conference, please make prior arrangements with your child's teachers.
4. To preserve the academic environment, please do not take part in the lesson unless invited to do so by the teacher. Do not visit with your child or other students during class time.

## Student Activity Program

The aim of our student activity program is to provide students an opportunity to participate in worthwhile experiences which are not part of the regular school day.

The following criteria apply to all activities in our program:

1. The organization must be approved by the principal.
2. The organization must be composed entirely of Luna students and must have a faculty advisor.
3. Membership in clubs is open to all qualified students.
4. Club constitutions may limit membership by grade averages, conduct, and special activities.
5. Membership dues or fees will not be charged.
6. Club officers will be elected using the criteria set forth in the club constitution.
7. Club sponsors may place a time limit on the enrollment in each club.
8. Club meetings will be coordinated through the principal and must be on the school calendar.
9. Field trips and fund raising activities will be coordinated through the principal.

## Telephone / Cell Phones /Personal Electronic Devices (PED's)

The telephone in the office is for school business and emergencies. The office telephone is not for general use by students. A student will not be called from class to answer the telephone or make calls. In addition, students are not to make phone calls from their teachers' classrooms during the school day. In extreme emergencies or unforeseen circumstances (e.g. car breakdown, doctor's appt. cancelled, etc.) a message will be taken by the office staff and delivered to the students. Arrangements of scheduled appointments and rides home from school activities should be made before the student comes to school.

Cell phones are allowed on campus and can be incorporated into classroom instruction at the discretion of the teacher. Students may use their cell phones outside the building after school or other after school events to arrange for parent pick up. Cell phones are not to be used to make unauthorized calls or text messages during the school day. Students who compromise the academic environment with unauthorized use and / or possession of a cell phone during the school day may be subject to disciplinary action. **Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.**

## Tardies

Being tardy to class is a loss of instructional time. Sufficient time is provided to pass from one class to another. If students are not in their classes at the end of a passing period, the teacher may consider them tardy. An unexcused tardy is being late to class without a written explanation from faculty or staff explaining the tardy. All unexcused tardies will be subject to a penalty. Students will be given a warning the first time they are tardy. Teachers will make phone calls and assign an after school detention the second time a student is tardy. Teachers will set up a parent conference as well as assign a detention hall the third time a student is tardy. This conference is to address the pattern of tardiness that results in lost instructional time and to problem solve between parents and teachers on the student's behalf. If a student is tardy more than three times, he or she will receive an office referral. Late to school Students arriving on campus more than five minutes late will report to the attendance office for a class admittance slip. Students who arrive late on the campus may be subject to a penalty.

## Tutoring

Teachers offer tutoring before and after school. Students may request help or teachers may flag students not mastering essential concepts and skills. Teachers tutor on specific days and times—some before school and some after. After school tutoring ends at 5:00 pm. Transportation is available, contingent on funding.

## Visitors on Campus

Luna staff encourages visits from parents and patrons. We welcome you. All parents and visitors are required to register in the Administrative Office with the Principal's sec-

retary 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.

Older siblings are not allowed to visit unless accompanied by a parent. For classroom visitation policy, see Section B.

### **Withdrawal from School**

The student should bring a written statement from his/her parents or his/her guardian requesting withdrawal. This written statement should be taken to the attendance office on the day before the student is to check out of school. The student will receive a withdrawal slip to be taken to each of his/her teachers, to the counselor, and to the librarian for signature. Textbooks are to be turned in to the front office secretary. Each teacher will list his/her grade for that particular six weeks period up to the time of withdrawal. The librarian must indicate that the student's library record is clear. In addition, before withdrawal is completed, all other records must be cleared.

When all necessary information has been secured, the student should return the withdrawal slip to the counselors' office for signature. One copy will be given to the student, and the school will retain the other.

## **STUDENT GOVERNMENT**

### **Student Council**

The student council officers shall consist of a President, Vice-President, Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms. The President shall be an eighth grade student.

### **Clubs**

All clubs will submit a description of club activities, club purpose, proposed membership, date and time of meetings and location of meeting to principal for approval. All club activities must be listed on the school calendar of events.

### **Membership**

1. Members of the club must meet standards which are set up by the organization.
2. Some criteria should be set up where membership in the club is restrictive to some extent. For example, a student making very low grades should not be allowed membership in any club where members should have a satisfactory scholastic standing. Citizenship should also be considered in club membership.
3. There should be evidence that the individual has a genuine interest in the club.
4. If the membership totals more than 50 pupils co-sponsors will be needed.
5. Students may join more than one club.

### **Meetings**

1. Club meetings will be held before or after school. All clubs will meet at least once a month.
2. Meetings will be supervised by faculty sponsors. Sponsors should not leave until all members have left the school grounds after a meeting.

### **Schedule, Activities, Etc.**

1. All scheduling, activities, etc. must receive approval from the principal.
2. All activities must be on the main calendar. After approval has been given the sponsor must see to it that it is on the calendar.
3. Sponsors will be responsible for the action of their organization.

Proper dress and behavior should be expected when the organization is representing Gregory Luna Middle School.