

# H. B. ZACHRY MIDDLE SCHOOL

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

## 2019-2020 Student-Parent Handbooks

### ADMINISTRATION OF H.B. ZACHRY MIDDLE SCHOOL

Susan Allain - 397-7410.....	Principal
Wendi Autumn Peralta- 397-7415 .....	Vice Principal
Leanna Young - 397-7411.....	Academic Dean
Juliana Molina– 397-7416 .....	Assistant Principal
Gerald Winter- 397-7417.....	Administrative Intern

### GUIDANCE COUNSELORS

Monica Perez-397-7425.....	Head Counselor
Elvira Martinez-Orozco - 397-7427.....	Counselor
Arturo Vargas - 397-7428.....	Counselor

#### 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. The student planner, e-mail, voice mail, and conferences 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	397-7400
Attendance office	397-7408
Counselor's office	397-7432
Nurse's office	397-7409
Special Ed. office	397-7418
Internet Website	<a href="http://www.nisd.net/zachry">www.nisd.net/zachry</a>
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 Vice Principal and Assistant Principals

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 Dean

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 students at school with medical needs and will work closely with parents/guardians and physicians in administering prescribed medication. The clinic is located in the main office.

### 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 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.

### Arrival at School

Supervision for students begins at 7:30 a.m. by school personnel. Students arriving prior to 7:30 must come inside the school and sit down in the cafeteria. At 7:30 students will be dismissed to designated, grade level areas. Once arriving at assigned areas, students must remain until the dismissal bell. Students may only leave assigned area with authorization. School starts at 8:40 a.m. Upon arrival at school, students are subject to school policies. Students leaving campus without authorization will be considered truant. A student arriving late to school must report to the attendance office with a signed note from his/her parents/guardians stating the reason for the tardy before going to his /her classroom. This rule also applies when students arrive between classes. The signed note should include a contact telephone number.

Students arriving after 9:00 a.m. without a parent note or being signed in by a parent/guardian will be considered truant and will be given consequences.

### **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**

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 ab-since 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.

### **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 of \$30.00 that if necessary, 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.

### **Benchmarks**

In an effort to prepare for the high stakes state and national assessments, Northside ISD has developed Curriculum Diagnostic Benchmarks to appropriately assess student progress in all academic areas. Student attendance is critical for these ongoing assessments.

### **Bicycles**

Students who ride bicycles to school **must walk** bicycles to and from the bike rack while on school property. **When crossing the street with a bicycle, the student must walk the bicycle across the street at the school crosswalk.** The school cannot assume responsibility for damage or theft of student property. Use of lock up chains is required for all bicycles and skateboards.

### **Bus Riders**

Students are eligible for NISD bus transportation based on their address. They are assigned to specific buses and seats on these buses. Students may not ride a bus other than their own unless approved by administration. Only extreme family emergencies would warrant such an assignment and must be approved by a school administrator prior to departure of buses from the school. **The bus loop may not be used for student drop-off or pickup before or after school. This is a safety concern & violators may be ticketed.**

### **CEP Guidelines**

All students receive free lunch and breakfast. Families may bring outside food for their child, but only if the adult has been documented on registration information. is on the medical emergency card.  
All food must be signed in through the front office.

### **Cafeteria/Lunch Guidelines**

Parents are encouraged to deposit money into the child's lunch account so that the child does not have to remember to bring money daily. Checks are to be submitted to the cafeteria staff before school. Mylunchmoney.com, a secure online pre-payment system, lets you put money into your student's account anytime, using a credit card.

### **EASY STEPS TO ENROLL:**

1. Go to the NISD Parent Connection website at: <http://www.nisd.net/parentconnection/>
2. First time users: Click the "New User Tour" link and choose the applicable school.
3. To make a payment: Click the "Make a Payment" link and choose your corresponding school.

For questions, contact NISD Online Payments Support at (210) 397-1199 M-F 8am – 5 p.m. CST, [onlinepayments@nisd.net](mailto:onlinepayments@nisd.net)

### **Cell phones/ Personal Electronic Devices/BYOD**

Personal Electronic Devices (PED's) must be turned off and not visible during the school day, including the hallway, unless you are using the device for 'teacher approved' instructional purposes. Devices may be used during lunch and before school in the morning areas. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. 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.

## Classroom Interruptions

If you need to contact your student for an emergency (i.e. car breaks down, doctor's appointment cancelled, etc.), please call our front office at 210-397-7400. A message will be taken by the office staff and delivered to your student. A student will not be called from classes to answer the telephone or make phone calls. Please do not text your child expecting them to respond as they are in a learning environment. Arrangements for appointments, and rides home from sporting events etc. should be made before the student comes to school. State regulations prohibit classroom interruptions. In an attempt to minimize these interruptions, we do not deliver personal items directly to students. Students will be expected to come by the front office between classes to pick up items brought from home. We will accept items such as house keys, lunch money, homework assignments, and other school-related items delivered by a parent/guardian to the front office. Parents should tell their student that it is his/her responsibility to check in the front office after he/she realizes an item is forgotten.

## Class Procedures

Procedures and policies will be given to students and discussed in class at the beginning of school. These procedures and policies will be posted in each class for review throughout the school year.

## Clubs

All clubs and student organizations must receive administrative approval. Membership in clubs is open to all students. Every student will benefit from the varied experiences that he/she will enjoy as a member of a club. Regular meetings are held before or after school. A list of clubs will be sent home with students in the fall. Announcements during lunch will let students know when clubs will meet.

## Conferences / Classroom Visits

Conferences must be scheduled at least 24 hours in advance. Contact your student's teachers to request a conference. Teachers will notify the front office of scheduled conferences so that a pass can be issued at the front office.

## Corridor Passes

Students will be required to have a pass for any departure from the classroom. Time leaving class and returning to class will be noted on the pass. Students in the halls without a pass will be subject to disciplinary action. Morning passes may be used between 7:30 and 8:10 a.m. to attend tutoring/office hours, club meetings, etc. Athletics, Band, and Choir students may report earlier for rehearsal/practice purposes with a pass.

## Crosswalks

For safety reasons, students must use the crosswalks when coming to or from the campus. **School Staff are not responsible for supervision of students arriving before 7:30 am.**

## 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.**

## Dismissal Procedure

Students will be dismissed at 3:50 PM to leave the building by 4:00 PM. Students who ride the bus home should report promptly to their designated area. All other students will depart at the parent pickup/walkers exit. Students who walk home or ride bicycles should walk off the campus promptly in a safe and timely manner (by 4:00 p.m.). Students who are picked up by parents after school should exit through the same door and wait for their ride to arrive. **STUDENTS ARE NOT TO RE-ENTER THE BUILDING ONCE THEY HAVE LEFT FOR THE DAY.** Students who are waiting may not leave campus and must wait in designated areas. Students who fail to adhere to these policies are subject to administrative disciplinary action.

## DRESS AND GROOMING

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student, it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear. School staff recognizes that parents bear the primary responsibility for setting standards for their children's dress and grooming. However, because of health and safety factors, because of the influence of dress and grooming on students' attitude and behavior, and because of the need to prevent disruptive influences and preserve the academic environment of the school, student dress and grooming are proper concerns of teachers and administrators. Regulations shall be established concerning the grooming of students for those classes where safety in the use of power machinery and sanitary conditions in food preparation is mandatory. Students enrolled in these classes shall be informed of those regulations and are expected to conform while in these classes. The campus administration, after consulting with the School Advisory Team and considering school/community needs, may have additional dress or grooming regulations that are campus specific. To aid students and their parents in making decisions about appropriate dress and grooming for schools, the following guidelines are established. Final determination of acceptable dress and grooming rests with the principal or his/her designee.

1. Shorts, skirts, dresses, culottes and skorts may be worn and should be no more than four inches above the top of the kneecap. There should not be a cut or slit in the clothing that extends beyond the four inch limit.
2. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited. For student safety, we ask that all shoes have backs, closed toed shoes for science labs, and athletic shoes for physical education.
3. Hair must be neat and clean. Unconventional colored, multi-colored or spiked or Mohawk hair styles are not permitted.

4. Headwear must not be worn in buildings.
5. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.
6. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
7. All pants are to be full length (Capri pants should be no less than four inches below the bottom of the kneecap) and worn at the waist (no "sagging" or "bagging"). Tight fitting pants (e.g., tights, Spandex, bicycle pants) are also prohibited.
8. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry worn in the ear. Tongue rings, nose piercings, and tongue studs 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 or indecent, or so bizarre and unusual as to detract from the classroom environment.

**Backpacks/ Large Purses/ Totes** are allowed if they fit in the storage basket (12"x8"x12") under a student desk. Inappropriate logos are not allowed. We encourage mesh or see-through backpacks.

### **Guidelines for Classroom Success**

Students are expected to be ready to begin class by being inside their classroom when the tardy bell rings. Student success requires students to be prepared as they enter each class with the proper tools, including pencils/pens, paper and assigned work. It is each student's responsibility to be prepared for each class.

### **Health Care – Sickness at School**

The school nurse and school personnel can only give first aid. They do not diagnose illnesses, but take note of symptoms and observe students. If the student is seriously ill, injured, or unable to return to class, the parents/guardians will be notified. It is recommended that a child be kept home for 24 hours after the student has been free of fever of 100 degrees or more. The parent/guardian is responsible for furnishing ALL emergency information on the student's medical card including alternative adults and current phone numbers.

### **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.

### **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 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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](http://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.

## **Lost and Found Locations**

Please label students' clothing, shoes, and belongings. The student has to assume responsibility for items misplaced at school. Found purses, wallets, keys, jewelry and glasses are held in the main office. Found Clothing (including shoes and PE uniforms) are placed in the wooden bin in the cafeteria. Found items pertaining to PE classes are kept in the PE dressing areas. Found books, notebooks, and folders are turned into the front office. Please do not remove other students' belongings from these locations. Items in the lost and found will be donated to charity a week after the last day of school.

## **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 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.

## **Money and Valuables**

Students are cautioned not to bring large sums of money to school. Bring only the money needed for each day's expenses.

## **Nuisance Items**

Nuisance items which disrupt the learning environment may be confiscated and parents/guardians will need to collect them from the Vice Principal's Office.

## **The Home Access Center (HAC)**

The Home Access Center is another method of increasing collaboration and communication between teachers and parents/guardians. Parents/guardians and students have real-time, online access to your student's daily grades and attendance records. Teachers will update grades weekly. Please be aware that some projects and papers may take longer to grade.

Quick Start Guide will guide you through the initial set up process for the Home Access Center. You can access HAC by going to <https://hac.nisd.net>. Your user name is the email address where you received the NISD Parent Portal Account Information email. Your temporary password was given in the email and will need to be reset.

The first time you log-on to HAC you will be automatically directed to the MY ACCOUNT page.

1. It is important that you create a new password that only you know and will remember. • The password must be 8 - 15 characters. • The password may contain letters, numbers, and symbols.
2. Select CHANGE PASSWORD when finished. Note: HAC will lock your account when five incorrect attempts have been made. You may try to reenter your account after one hour.
3. Create three challenge questions to help secure your account. • You may enter any three questions and answers. • The questions and answers cannot be the same word or phrase. • The three questions cannot be the same. • The three answers cannot be the same.
4. Select UPDATE CHALLENGE QUESTIONS when finished.

## **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.

## **Passing Periods**

Time between classes must be used to move from one class to the next in a timely and orderly fashion. Students have 4 minutes to pass from class to class and to use the restroom.

## **Physical Education**

All students are required to take physical education. Students are required to dress out during physical education classes as a part of their grade. Any student who is not able to dress out and participate for a period of more than three days 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. Non-participation for less than three days will be excused if a note is provided by the parent/guardian explaining the circumstances.

## **Public Display of Affection**

Embracing, holding hands, kissing or other displays of affection are not accepted practices anywhere on the school campus. Lack of cooperation regarding this policy may result in disciplinary action.

## **Schedule Change**

Parent/guardian must contact the teacher/coach to request a schedule change. If both determine that a schedule change is appropriate, the teacher/coach will notify the academic dean and work with a counselor to make the schedule change if possible. Schedule preferences are requested before the last day of the school year when planning for the next year.

### **School Advisory Team (SAT)**

The School Advisory Team is the primary site-based advisory body for our campus. It is comprised 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.

### **Suspensions**

All violations listed in Category IV in the Student Code of Conduct may result in a suspension. Suspension may range from overnight to three days in length. A conference between the parent and an administrator may be requested held before the student is allowed to return to school. Students are expected to complete any work missed due to an off-campus suspension in a timely manner. It is the student's/ parent's responsibility to request missing work.

### **Tardies**

Students must be in the classroom when the tardy bell rings. Students will be subject to consequences for excessive tardiness. Each teacher will monitor the tardies for his/her classes. The first tardy will be a warning from the teacher. The second tardy will result in a conference or parent phone call from the teacher. Any subsequent tardies will result in an office referral with appropriate consequences.

### **Technology Usage Guidelines**

Refer to section E-1.

### **Visitors**

All visitors are required to sign in at the main office and indicate the reason for visiting the campus. Upon signing in, visitors will be issued a visitor pass that must be visibly worn for identification purposes. Visitors are also required to sign-out prior to leaving the campus.

### **Withdrawal from School**

Parents/guardians should contact the Counseling Office at 397-7432 at least 24 hours in advance if possible, before withdrawing their student(s) in order to facilitate the withdrawal process.