

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Dr. Hector P. Garcia Middle School

14900 Kyle Seale Parkway ♦ San Antonio, TX 78255

Phone (210) 397-8400 ♦ Fax (210) 695-3830

Tracy Wernli, Principal

Theresa Heim, Vice Principal

Veronica Poblano, Academic Dean

TBA, Asst. Principal

August 2018

Hello Gladiator Community:

Welcome to the 2018-2019 school year! This year marks our 10 year anniversary! I have had the privilege of being a part of this campus since the beginning! A lot has changed in ten years, however, our focus remains the same: student achievement!

I look forward to meeting our new families and catching up with our veterans! I welcome feedback and suggestions throughout the school year. My goal is to provide clear and consistent communication with you about all the great things happening on our campus! I will send out a weekly newsletter via Remind. Be sure to sign up so you can stay connected.

Outlined below are some key dates and information to help prepare you for the 2018-2019 school year.

MARKET DAY, AUGUST 15:

Market Day is an opportunity to purchase key items and receive valuable information. This is a come and go event in the **cafeteria from 8:00 a.m.- 5:00 p.m.** Each item must be purchased separately, so please bring cash or multiple checks. (PTA will accept debit/credit cards.)

<ul style="list-style-type: none">• PE uniforms (\$16)• Student agendas (\$10)• Spirit shirts (\$25)• Yearbooks (\$45)• Join PTA (\$10)• Sign up for Gladiator Games (\$20)• Put funds in cafeteria account	<ul style="list-style-type: none">• Get connected with HGMS• Speak to transportation• Attendance information• Complete background check to volunteer• Purchase HGMS spirit gear• Get lockers and student schedule• Snacks available for purchase
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6th GRADE OPEN HOUSE, AUGUST 24:

2:30-4:06 PM (A-L), 5:00-6:36 PM (M-Z)

Meet the teachers and tour the school! Students and parents will report to their first period class which is located on the mailing label attached to the **outside of the provided envelope**. Schedules will be distributed during first period; students and parents will follow the given schedule. Bell schedule provided below.

Bell Schedule for Open House August 24, 2018

2:30-4:06 (A-L)	5:00-6:36 (M-Z)
1st period: 2:30-2:40 (10 minutes)	1st period: 5:00-5:10 (10 minutes)
2nd period: 2:44-2:54 (10 minutes)	2nd period: 5:14-5:24 (10 minutes)
3rd period: 2:58-3:06 (8 minutes)	3rd period: 5:28-5:36 (8 minutes)
4th period: 3:10-3:18 (8 minutes)	4th period: 5:40-5:48 (8 minutes)
5th period: 3:22-3:30 (8 minutes)	5th period: 5:52- 6:00 (8 minutes)
6th period: 3:34-3:42 (8 minutes)	6th period: 6:04-6:12 (8 minutes)
7th period: 3:46-3:54 (8 minutes)	7th period: 6:16-6:24 (8 minutes)
8th period: 3:58-4:06 (8 minutes)	8th period: 6:28-6:36 (8 minutes)
There will be a 4 minute passing period between each class	

7th/8th GRADE OPEN HOUSE, SEPTEMBER 5:

7th Grade: 5:00 PM-6:15 PM

8th Grade: 6:30 PM- 7:30 PM

Meet the teachers and tour the school! This will be a come and go event for parents to meet their child's teacher and receive information about the course. Parents will need to have their child's schedule so they know which rooms to visit. This open house is specifically for parents.

SCHOOL SUPPLIES:

Our school supply list is available on our campus website. (www.nisd.net/Garcia) Copies are also located in our front office. Students may bring school supplies to place in their locker on Market Day.

IMMUNIZATION INFORMATION:

Our campus nurse, Merry Garcia, will be available during Market Day and 6th grade open house to answer any questions regarding required immunizations, as well as, collect up-to-date immunization records. Northside ISD and Garcia Middle School adheres to a strict *No Shots, No School* policy which means we will not distribute a schedule to any student who does not have a current immunization record. For questions, you may contact our campus nurse at (210)397-8409 or NISD Health Services at 397-3551.

MORNING PROCEDURES:

Students FIRST day of school is Monday, August 27, 2018

The doors of the campus will open at 7:30 a.m. and our cafeteria will begin serving breakfast at 7:45 a.m. If students arrive to school before 7:50 a.m., they should be dropped off at the flagpole and report to the cafeteria. (They enter through the doors closest to the cafeteria.) At 7:50 a.m., all students will be dismissed to their grade level hallway. Students will remain in their designated areas until the first bell rings at 8:27 a.m. On the first day, we will have lists posted in the hallway and on the windows in the front office with student's first period room number in case they were not able to attend orientation or receive their schedule at Market Day. Schedules will be available for pick-up only if **all** immunizations are current and on file with the nurse.

STUDENT DROP-OFF & PICK-UP INFORMATION:

Parents dropping off and picking up students may only use the loop in the front of the campus. We also ask that you pull your vehicle up as far as you can in the drop-off lane to allow for a faster and safer drop-off and pick-up. For safety reasons, we ask that you **do not drop-off or pick-up in the parking lot unless you park your vehicle in a designated parking spot**. Please do not drop off or pick up your child on Tall Heights, which is part of the Grandview subdivision.

BUS RIDERS:

Students riding the bus to and from school will be dropped off and picked up behind the cafeteria in the bus loop. Special needs busses are dropped off and picked up outside the Vice Principal's office on the side of the building. First round of PM busses are dismissed at 3:50 p.m. on a daily basis. Bus information can be found at www.nisd.net. Scroll down to Boundaries and Buses. Please ensure that your child knows their bus number prior to the first day of school.

GET CONNECTED TO HGMS:

We encourage you to get connected with HGMS through the following venues:

Facebook: HGMSPTA

Twitter- @NISDGarcia

Remind- text @hgms1 to 81010 OR (281)-823-9732

Instagram- NISDGarcia

PTA- hgmspta.com

Campus information- www.nisd.net/Garcia

PARENT CONNECTION:

Northside moved to a new gradebook at the beginning of the 2017-2018 school year and along with this came a new parent/guardian access point called the Home Access Center or HAC.

To be able to access student's grades and attendance, **new accounts will need to be created** in HAC once the new school year begins. Please take a few moments to complete this process that will ensure you have easy access to the new HAC portal for the upcoming 2018-2019 school year. Troubleshooting assistance will be provided at Market Day on August 15.

I look forward to an incredible school year and want to remind you that I am always available to address your concerns or suggestions. You can contact me at (210) 397-8405 or through email: Tracy.Wernli@nisd.net

It's a **GREAT** day to be a Gladiator!

Tracy Wernli
Principal

Good To Know

Attendance Procedures:

Following any 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 doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes must be turned in within **3 days** of the student's absence. Failure to bring a note to the office following an absence will result in an "unexcused" absence. Only **four** parent notes per semester will be accepted to excuse a student's absence. Students should bring all notes to the attendance office between 7:50 and 8:20 a.m. In the event that a student reports to school following an absence without a note, he/she must report to the Attendance Office.

Medical excuses (dental/doctor/counseling, etc.) should contain the following information (if applicable):

1. Student's name and school ID number
2. Date(s) of absences
3. Date(s) they were under doctor care, (if they received doctor care)
4. Date the student will be able to return to school
5. Reason for absences, and nature of illness or injury
6. Signature of parent/guardian, or doctor
7. Phone number where a parent can be reached

Bus Procedures:

In the event that a student wants a friend to ride home with them on the bus, **a note must be**

provided to the Vice Principal's Office at the start of the school day. The note must include a phone number where the parent can be reached. The student riding the bus must qualify for bus services in order to ride with a friend. The note can be picked up at the end of the school day and presented to the bus driver.

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 and house keys. 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. Flowers, balloons, birthday presents etc., will be held in the office until the end of the day when students can pick them up to be taken home.

Lunch Delivery: Food items may be dropped off by parents **for their child (only)** to eat in the cafeteria during lunch. Food items may not be shared with others. We will have "blackout" dates where food delivery will not be permitted due to campus activities.

Parent Pick-up Guidelines:

We understand that sometimes parents need to pick students up before dismissal time. However, for safety reasons and possible loss of instructional time, we will not send for a student, or allow a student to wait in the office and/or foyer area, until the parent arrives and we have checked identification. Due to high volume activity in the Main Office, we ask that parents try to refrain from checking students out the last 20 minutes before dismissal.

Staff Numbers:

Main Number- (210) 397-8400

Academic Dean- (210) 397-8406

Assistant Principal- (210) 397-8424

Counseling Office- (210) 397-8432

Nurse (210) 397-8409

Police Officer (210) 397-8445

Principal- (210) 397-8405

Special Ed. Office (210) 397- 8451