

GREGORY LUNA MIDDLE SCHOOL CAMPUS HANDBOOK

ADMINISTRATION OF GREGORY LUNA MIDDLE SCHOOL

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Section A Campus Handbook 2024-2025

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WELCOME

Welcome to the herd! As a student at Gregory Luna Middle School, you have the opportunity of continuing the traditions and standards of excellence that started with our first classes in 2004-2005. 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 Luna Middle School. Be proud of your school, this is your home away from home. Respect it and take care of those within your school. As a longhorn, you are expected to conduct yourself with dignity. You will be challenged in the classroom to excel, will be given opportunities to grow as a young adult and to enjoy a variety of experiences associated with middle school e.g. dances, games, clubs and concerts.

Gregory Luna Middle School is dedicated to the purpose of teaching students to use their minds as well as build skills that will be useful and required, now and in the future. We are focused on the whole child-mentally, physically, and emotionally. Therefore, it is necessary to have certain rules to ensure each individual has the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Frequent reference will keep you informed of guidelines and allow you to take full advantage of all school offerings.

Please feel free to contact teachers and administrators when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program. Conferences may be scheduled by calling the school at the following number, 397-5300.

GREGORY LUNA MIDDLE SCHOOL MISSION STATEMENT

SCHOOL COLORS

Navy Blue & Burnt Orange

SCHOOL MASCOT

Longhorns

MISSION, VISION, AND CORE BELIEFS

Transform the learning experience for students, to improve the quality of life through education.

GREGORY LUNA

Northside's 14th middle school bears the name of a Champion of Texas Education, a man with strong roots in and love for the city of San Antonio and its people. Born the youngest of 17 children, Gregory Luna attended Brackenridge Elementary School, Lanier Junior High School, and Lanier High School. After high school graduation and attending classes at San Antonio College, Luna enlisted in the U.S. Army. He later joined the San Antonio Police Department and attended night classes to earn a bachelor's degree in math and his law degree from St. Mary's University. He began his law career as a San Antonio city prosecutor and then went into private practice in 1968. He got his start in politics by campaigning for Pete Torres in his run for City Councilman in 1967. Luna ran for several positions before becoming a State Representative in 1984. He remained in that position until 1992 when he became a State Senator. Luna made his mark on education from the first day that he walked into the State Capitol. He became known as a Champion of Texas Education because he was so focused on providing legislative support for Texas public schools and Texas school children of all ages. During his first term in the Senate, he won authorization for \$20 million in construction bonds for the University of Texas at San Antonio's long-sought Downtown Campus. He served on the Senate standing committees on Education, State Affairs, and Jurisprudence. He also served on the Conference Committee on SB7 dealing with education finance and the Select Committee on Judicial Reform. In 1997, Luna chaired the Senate Hispanic Caucus, led the opposition to private school vouchers paid for with public tax money, and served on the conference committee on HB 4 dealing with school property taxation. He is one of the founders of the Mexican American Legal Defense and Educational Fund (MALDEF). Over the years, he has received numerous awards and recognitions including the Matt Garcia Public Service Award for his "outstanding leadership and service to the community" by MALDEF, the Lifetime Achievement Award from UTSA Hispanic Research Center, the 1987 Mexican-American Bar Association award for outstanding legal contributions, the 1991 MABA Outstanding Legislator Award, and the 1998 ERNIE Award from the Avenida Guadalupe Association. In 2004, he received the Henry B. Gonzalez award from the St. Mary's Hispanic Alumni Association and the Champion of Civil Rights award from AARP and the Leadership Conference on Civil Rights. He married Helen Garcia in 1955, and they had four children: Leticia Ann, Delores, Gerard, and Gregory Val, and five grandchildren. All four Luna children attended Northside schools and graduated from Holmes High School.

PEOPLE WHO CAN HELP YOU

PRINCIPAL

The Principal is responsible to the Superintendent of Schools for proper administration of Luna Middle School. It is the Principal's duty to organize, supervise and administer all of the affairs of the school as they affect students, teachers, and patrons.

ASSOCIATE PRINCIPAL/ASSISTANT PRINCIPAL

The Associate Principal and Assistant Principal work directly with the Principal in the administration and organization of the schools. They are in charge of attendance and handle the routine discipline problems. They also assist the principal in supervision of personnel, instruction, and the implementation of the campus and district goals and mission. The Associate Principal assumes the responsibility of the Principal in his absence.

Due to morning duties and responsibilities on campus, administrators are not available for conferences prior to 8:40 a.m. We strongly suggest that if you wish to speak to an administrator or have a conference with them, that you contact the front office and schedule an appointment.

ACADEMIC DEAN

The Academic Dean shall report and work directly with the Principal in the administration and organization of the schools. They assist the principal in supervision of all personnel, instruction, curriculum, budget, parent relations, and public information. The Dean monitor's and assists teachers in the planning and implementation of curriculum, goals, and objectives to provide effective learning experiences for each student on our campus and to raise student achievement.

COUNSELORS

All students are assigned a guidance counselor. Your counselor will be happy to assist you with problems concerning both school and your personal life. If you want an appointment with your counselor this can be arranged with the secretary in the guidance office before and after school. Parents can refer their child by contacting the counseling office, and students can refer themselves through the online referral system posted in every classroom, hallway, and restroom. If your counselor cannot see you that same day, he/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 all information is confidential.***

SCHOOL NURSE

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the main office. Please notify the school nurse of any medical conditions that may be of concern. The school nurse is unable to administer over-the-counter medication to your child and can only administer prescriptions in their original container.

POLICE OFFICER

The Police Officer assists students when needed and helps maintain a safe environment. He/she helps supervise after school events and helps monitor traffic. The SAFE hotline number is 397-7233 or text safe@nisd.net.

GENERAL INFORMATION

CAMPUS OPERATING HOURS

- Classes begin for Gregory Luna Middle School students at **8:40 a.m.** and end each afternoon at **3:55 p.m.** each day, Monday through Friday.
- Campus doors will remain locked all day, visitors must enter at the front foyer by ringing the doorbell. All visitors must have a picture ID to enter the building.
- The cafeteria foyer doors will be opened and supervision of students will start at 7:45 AM. Students who arrive at school before 8:30 a.m. are allowed to eat breakfast (if they choose) and report to the designated areas.
- Students on campus are expected to follow the student code of conduct as soon as they arrive.
- Front Office Hours are from 7:45 - 4:15 PM.
- Students will not be allowed to be checked out after 3:30 PM due to dismissal procedures.

ATTENDANCE

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 the doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes should be turned into the attendance office when student's return to campus. Students should bring all notes to the attendance office between 7:55 and 8:40 a.m. A note for a student's absence may also be faxed to the attention of the Attendance Secretary to 210-647-5246 or can be emailed through the CONTACT SCHOOL link on the Luna website. Please add your child's ID number on the note to ensure that the absence is appropriately processed.

The note should contain the following information:

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) and date the student will be able to return to school
4. Reason for absences, and nature of illness or injury
5. Signature of parent/guardian, or doctor
6. Phone number where a parent can be reached

TARDIES

Students will be counted tardy if they are not in their classroom when the class period begins. Habitual tardiness may result in disciplinary action. Students tardy after 15 minutes may be considered truant or absent.

BACKPACK/BOOK BAGS

Backpacks and/or book bags may be used to carry books and supplies to and from school, and may be taken to classes during the school day. Rolling backpacks are only allowed if there is a documented medical need.

BREAKFAST AND LUNCH PROCEDURES

Breakfast will begin at 7:45 am and be served until 8:30 am. Duty teachers will direct students where to sit. Students must raise their hand for permission to leave their seat. Duty teachers will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to keep their area clean.

Breakfast/Lunch Money - Students will no longer receive free breakfast and lunch. Go to <https://www.nisd.net> to access your student's cafeteria account and add money as needed. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases. We also ask that students only purchase items for themselves due to other student allergies or restrictions.

Parents will be permitted to eat lunch with students this school year at a designated table/area. Parents can not bring food for other students.

Luna Lunch Procedures

1. When dismissed for lunch, students walk to the cafeteria and enter through the closest designated doors.
2. Lunch monitors will direct students to designated seats and through the lunch lines.
3. Students must raise their hand if they need to get out of their seats.
4. Students are encouraged to access the restrooms before the lunch period is completed.
5. Lunch monitors will dismiss students by tables to discard their food items.
6. Students will be dismissed by lunch monitors or sent to wait in a designated area.

BUSES/TRANSPORTATION

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. It is the student's responsibility to walk to the bus loop and get on to the bus at dismissal. Students may be assigned a specific seat on their bus. In order to ride a different bus home, and receive an official bus change form, a note must be sent by a parent/guardian the day prior to or the morning of and be brought to the Associate Principal's office for administrative approval. **This approval must be obtained prior to the end of the school day** (these will not be approved after school in the bus loop) for a student to ride a different bus. Students will be given a note from the Associate Principal's office that needs to be given to the bus driver. The number of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. All bus routes and assignments of students are done through the district's transportation offices.

Limousines will not be allowed on our campus property to pick up, or drop off students before, during, or after school, including special events.

AFTER SCHOOL ACTIVITIES

All school and U.I.L. rules apply to conduct and dress code for students who attend after-school activities. Written permission and/or an admission fee may be required for many events. Transportation to and from school is the responsibility of the parents for these activities; **parents are expected to pick up their child immediately at the conclusion of each activity.** Children should not have to wait longer than 15 minutes for parents to pick them up after a school event. If a parent or guardian does not pick up their child in a timely manner, the protocol and procedure set forth by NISD in the Crisis Handbook could be followed by the administrator or staff member if they deem it necessary. **Students who are not picked up in a timely manner after a school event or school function could be denied the right to attend future after school functions for the remainder of the year.** Students who exhibit inappropriate behaviors will be removed from the activity. Formal attire and/or limousine transportation are not appropriate for these events. Any clothing deemed inappropriate or suggestive is not permitted.

Circumstances that restrict students from attending after-school events are the following:

- out of school suspension/in school suspension assigned for the day of the event
- other disciplinary actions that may warrant non-attendance of the event
- absence from school the day of the event
- parent/guardian signed after school event(s) permission slip
- repeated misconduct at after-school events or failure to be picked up in a timely manner
- assignment to an alternative educational campus
- withdrawal from Luna Middle School (athletic events may be permitted.)

CAMPUS VISITORS

Our campus will remain locked during operational hours. Parents and visitors are asked to ring the front doorbell to enter the building. All parents and visitors are required to be listed as a current student contact, and present an ID before visiting our campus or signing out a student. Visitors are required to register in the Front Office with staff regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all parents and visitors should receive a white Visitor's Pass, and must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus. The background check may be done on-line through the NISD website. Please remember, in order to shadow your child, you must request permission from an administrator, 24 hours prior to being allowed to visit a classroom. This is done so that teachers can plan accordingly with regards to the visit.

DELIVERY OF ITEMS/OUTSIDE FOOD ITEMS

In an effort to minimize interruptions and maximize instructional time, items brought to school after the day has begun will not be delivered to classrooms, unless the item is required for school purposes. These items will be held in the front office, and a notice will be sent to the student informing him/her that the item may be picked-up in the front office. **No food deliveries will be accepted at the campus for students from parents or outside delivery services. This procedure helps the school to maintain an academic environment and eliminates unnecessary visitors on campus.** Flowers, balloons, birthday presents, cupcakes, etc. will not be delivered and will be held in the office until the end of the day when students can pick them up to be taken home.

Parents will be permitted to eat lunch with students this school year. Parents eating with students will be directed to a designated area to eat with their child only, and away from the general student population. Parents may not drop off fast food for delivery during the school day. Only adults listed as a student contact may sit with and provide a student with lunch, no sharing with friends.

DRESS FOR SUCCESS

The district's dress code is implemented (Section D); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus.

In an effort to promote a safe and positive school environment which is conducive to learning, students should wear appropriate clothing that will not cause disruptions in learning or safety. Inappropriate, indecent, suggestive or distracting clothing will not be allowed. Students are to follow the district dress code. More information will be sent in the Summer Newsletters.

1. Shorts of mid-thigh length may be worn at all school levels. Suggestive and/or indecent shorts will be prohibited. Students are only allowed to wear the PE/Athletic uniform/shorts/shirt during PE/Athletic class.
2. Mid-thigh length skirts, skorts, and dresses may be worn at all levels. There should not be a cut, fray or slit in the clothing that extends above the mid-thigh. Suggestive and/or indecent styles will be prohibited. These requirements also apply to school uniforms.
3. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited. **No house shoes or pajamas. Crocs and Slides will be permitted.**
4. Hair must be neat and clean. Unconventional hairstyles that distract from teaching and learning will be prohibited. No bandanas, hats, headgear or hoods on when inside of the building. No sunglasses inside the building.
5. Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. Specifically, oversized clothing, sleeveless/ tank tops, muscle shirts, halter/crop tops, spaghetti straps, **exposed backs or midriffs**, and see-through garments are prohibited.
6. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited. Undergarments must not be visible.
7. All pants are to be worn at the waist (no "sagging"). **Frays or holes above the knees are prohibited.**

****Final decisions on dress code will be determined by the campus principal or designee.****

GRADE REPORTING THROUGH HOME ACCESS CENTER (HAC)

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line Parent Portal. Students will receive a progress report in the middle of each nine weeks grading period. The progress reports are designed to inform parents and students of current classroom performance and grades.

Report cards will be issued at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. There is a special comments section on the report card. The teacher's comments help parents and students understand more fully the current grades. We encourage you to make sure that you receive a report card every six weeks. If a parent did not receive their child's report card, please contact the counselor's office for assistance. If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher, then if the question or concern is not answered/solved, then contact the grade level counselor or Academic Dean.

A student's schedule will not be changed because of low grades or individual differences. Every effort will be made by the school to facilitate parent conferences and staffing's with the teacher and parent before any schedule change will be considered. After exhausting every avenue to remedy the concern, the parent may request to meet with the Academic Dean to see if a schedule change will be granted.

LUNA CODE OF EXCELLENCE

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

LOCKERS/GYM/ELECTIVE LOCKERS

To promote productive transitions, Luna does not issue school lockers. Textbooks are in the classroom for students to use and will not be carried throughout the day. Students may carry their backpacks throughout the day and are encouraged to bring only necessary school supplies. Gym and elective lockers will be used. We encourage students to keep lockers locked at all times; a student should not divulge the combination to another student. Sharing lockers is not permitted. The student assigned the locker is considered the owner of the locker contents. Coaches and elective teachers will provide more information regarding lockers and issues with lockers should be directed toward the assigning teacher.

LOST AND FOUND

Students are encouraged to take every precaution to protect their possessions, as the campus assumes no responsibility for lost or stolen items. Any article of value that is found on campus should be turned in to the front office or to a staff member immediately. Failure to turn in found items in a timely fashion could result in disciplinary action.

NUISANCE ITEMS/ELECTRONICS

Students are encouraged not to bring personal electronic devices or nuisance items that would be a distraction to the instructional environment. If they are brought to school and deemed a distraction to the instructional environment by administration, they may be taken up and held in the front office. Students who bring their own personal electronic devices, including cell phones, are doing so at their own risk. The school will not assume liability over lost or damaged items. As trends can change radically, items may be deemed a nuisance item at any time by the principal or his/her designee.

CELL PHONE POLICY

Cell phones and other personal technology will only be allowed before school and after school. Phones and other personal devices (ex: airpods) must be put away and turned off/silenced before 8:35 am. Electronic devices should not be used/visible during transition times, passing periods, and instructional settings (ex: classroom). The goal is to maintain the focus on instruction during the instructional day and remove the distraction caused by personal devices. **When a student is referred to the Associate Principal's office for a discipline infraction, students will turn in their phone while administrators conduct an investigation. Administration reserves the right to hold the phone until the conclusion of the investigation and/or the end of the school day.**

TECHNOLOGY ACCEPTABLE USE POLICY

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

In an effort to minimize the distractions of social media, texting and playing games, students will be required to put away all personal technology (phones, earphones/buds, gaming devices, tablets) at 8:30 am when students are dismissed from their holding areas until 3:55 pm. **This includes during passing periods, lunch, and class time.** We have found that the distraction these items create interferes with the focus of learning. Parents can communicate with their student(s) through the front office.

Students will be held responsible for maintaining their district provided technology. Students may be required to pay for lost or damaged items.

REGISTRATION/WITHDRAW FROM SCHOOL

Registrations - To register your student, please go to <https://www.nisd.net/schools/registration> and complete the pre-registration. A counselor will contact you and schedule an appointment to complete the registration process.

Withdraw of Student - Students that are withdrawing from the campus must return all district issued devices, books, instruments, performance uniforms or any other campus property. Any fines owed to the school need to be paid before records may be released.

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