

# H.B. Zachry and Zachry Magnet Middle School

## Student Handbook

### 2024-2025



## Campus Administration

Veronica Poblano	Principal
Richard Delagarza	Associate Principal
Juliana Molina	Academic Dean
Matthew Patty	Magnet Director
Randolph Neuenfeldt	Assistant Principal
Jennifer Dever	Magnet Program Coordinator

## Guidance Counselors

Monica Perez	Head Counselor
Chris Benavidez	Counselor
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# Section A Campus Policy

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## **H.B. Zachry**

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.

## **FOREWORD**

This Student Handbook has been prepared for your information and guidance. From it, you and your parents will better understand the spirit, ideals, and objectives of H.B. Zachry Middle School. Zachry Middle School is dedicated to the purpose of training minds and building 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 the program. 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 confer with 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.

At Zachry Middle School, you will have the opportunity to be a part of a community that has been around for over 35 years! In this opportunity, we expect you to be proud of your school, be respectful to staff and your fellow students and to represent our campus with dignity. Another expectation is that you learn the skills needed in order to be a successful member of society. Please know that you, the student, play a very big role at Zachry Middle School.

## **School Colors**

Red and Black

## **School Mascot**

Wolverines

## **Mission, Vision, and Core Beliefs**

Mission - Maximize student opportunities that engage, challenge, and build connections.

Vision - Every day, every student grows to their greatest potential.

### Core Beliefs

- Each student deserves a quality education which honors their voice and prepares them to engage, contribute, and succeed.
- Students’ health, safety, engagement, challenge, and support is directly linked to their academic achievement and future success.
- Meaningful relationships among students, families, educators, and the community are vital to student success.
- Classroom teachers have the most impact on student achievement followed by campus principals.
- Public schools are essential to foster community and develop engaged citizens.

## **PEOPLE WHO CAN HELP YOU**

### **Principal**

The principal is responsible to the superintendent of schools for proper administration of H.B. Zachry Middle School. It is his/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He/she will be glad to help you with any of your problems.

### **Associate Principal & Assistant Principal**

Both the Associate and Assistant Principals work directly with the Principal in the day to day operations of the school. In addition, they are in charge of attendance, routine discipline problems and help to evaluate the instructional progress of students. Both the Associate and Assistant Principal assume the responsibility of the principal in his/her absence.

### **Academic Dean**

The Academic Dean works with the Principal to ensure that students are offered high quality instruction and appropriate rigor in their courses. It is his/her duty to work with the Student Services Facilitator (SSF) to coordinate all testing for the campus and assist teachers in creating a classroom environment that is learner centered and engaging.

### **Magnet Director/Magnet Programs Coordinator**

The Magnet Director and Magnet Programs Coordinator work directly with the principal in the management and organization of the Magnet Program. They handle the day-by-day operations and recruitment of the Magnet Program.

### **Counselors**

You have a guidance counselor who will be assigned to you while at H.B. Zachry Middle School. Your counselor will be happy to assist you with problems concerning both school and your personal life. An appointment with your counselor can be arranged with the secretary in the guidance office before and after school, or during a study period. 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.***

### **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**

### **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. If any after school activity begins at 5 p.m. or later, the students are expected to go home. There is no supervision after 4:15 p.m.

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
- repeated misconduct at after-school events
- assignment to an alternative educational campus
- withdrawal from Zachry/Zachry Magnet Middle School

### **Attendance Procedures**

Parents are charged with the responsibility of ensuring their child comes to school and attends all classes. Students are expected to attend school and be on time to their classes. State law and school policy requires attendance every day that school is in session. Illness, doctor/clinic visits, death in the family, court appearances, religious holidays, and school-sponsored activities are the only excusable reasons for Non-attendance. Absences for reasons other than those stated above will be determined excused or unexcused by the Principal or her designee.

The first rule of success for a student is to “show up” on time. Attendance is one of the Principal’s top priorities in managing the school’s population. Students who are absent whether excused or unexcused are at risk for falling academically behind.

1. Notes must be turned in to the Attendance Office immediately upon student’s return to school. The note must include the following: a) date of note, b) name, id#, grade level of child, c) date(s) of absence(s), d) specific reason for absence(s), e) parent signature, and f) telephone number(s) where parent can be reached. \*Third party notes are accepted (i.e., doctor, dental, funeral, family court) and need to meet the same criteria as listed above.

2. Students without a note will be issued an unexcused absence. The student must bring a note within three school days to the attendance secretary for the record to be amended.

3. Students with 3 or more unexcused full or partial day absences, in accordance with state law, will be issued an attendance warning notice (AWN). Students with additional absences after issuance of AWN may be routed to truancy court.

**NOTE: Please refer to the District policy on Attendance in Section D of this handbook.**

Tardies - Students should be in their classrooms when the tardy (second) bell rings at 8:40 am. Campus expectation is for students to attend every class on time before the tardy bell rings. If your student(s) are counted tardy for any class period during the school day, you will receive a callout stating that your student has received a tardy(s) for the day. Students and parents are able to view the specific class period(s) that are marked tardy on [HAC](#). Tardies will reset each week and your student will have a fresh start. We look forward to working with you to maximize your student’s success. Excessive unexcused tardy accumulations each week will result in the student receiving disciplinary action

### **Backpacks/Book Bags**

Any appropriate backpack is acceptable.

### **Breakfast/Lunch Procedures**

Breakfast will begin at 7:35 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.

All students will enter the cafeteria in an orderly manner. There are specific rules on how students sit in the cafeteria and the majority of the time students

will be allowed to sit with their friends, as long as cafeteria rules are followed. 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. While in the cafeteria line, students are to only touch the food items they intend to buy.

Visitors must sign in and receive a visitor's pass before coming into the cafeteria. **Parents may bring lunch to their children; however, parents may not bring lunch for other students due to other student allergies or restrictions.** No celebrations are permitted in the cafeteria (e.g. birthdays). To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks should eat lunch with their children at a designated table in the cafeteria.

We are pleased to inform you that Zachry/Zachry Magnet Middle School will be implementing the Community Eligibility Provision (CEP) under the National School Lunch and School Breakfast Programs for School Year 2024-2025. All enrolled students at Zachry/Zachry Magnet Middle School are eligible to receive a healthy breakfast and lunch each day at no charge to your household for the 2024-2025 School Year.

Breakfast/Lunch Money - Go to <https://www.nisd.net> to access your student's cafeteria account and add money as needed for additional snacks that are not covered by CEP. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases.

## Bus Assignments/Transportation

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus.

Only a family emergency would warrant assignment to a different bus. (Staying overnight with a friend is not an emergency.) 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.

## Campus Operating Hours

- Classes begin for Zachry/Zachry Magnet Middle School students at **8:40 a.m.** and end each afternoon at **3:55 p.m.** each day, Monday through Friday
- The cafeteria foyer doors will be opened and supervision of students will start at 7:30 AM. Students who arrive at school before 8:30 a.m. are allowed to eat breakfast (if they choose) and then report to their designated areas.
- Front Office Hours are from 7:45 - 4:30 PM.
- Students will not be allowed to be checked out after 3:30 PM due to dismissal procedures.

## Campus Visitors

All Parents and Visitors are required to enter the building through the main doors and register in the front office with the front office 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 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 or field trips. The background check may be done on-line through the NISD website. In order to shadow your child, you must request permission from an administrator, 24 hours prior to being allowed to visit a classroom.

## Delivery of Items/Outside Food

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, school items (books, assignments, etc), house keys..

For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. **No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery, food delivery services).**

This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. **Individuals dropping off food need to be an emergency contact listed in HAC for that student. Students need to be aware food is being delivered and are not permitted to share food with other students. Flowers, balloons, birthday presents 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.**

## Dress Code

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. 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 out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Students will be asked to change into school issued clothing if parents cannot be reached. Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Zachry MS. These items will be confiscated and documented, if necessary, in the student's discipline record.

**Final determination of acceptable dress code and grooming rests with the Principal or his/her designees.**

### **Electronic Devices/Technology**

Electronic devices such as cell phones, MP3 players, iPods, smart watches etc. may be used before and after school ONLY. If you feel your child must have a cell phone/communication device, it must remain in their backpack, turned off or on silent during the school day (8:30 a.m.-3:55 p.m.), including lunch time. The use of electronic devices will not be allowed in the cafeteria, restrooms, locker rooms, library, or classroom. Failure to follow these guidelines may result in confiscation of the device. If an electronic device is confiscated it will be logged and securely held until the end of the school day, at which point it can be collected by the parent. As stated in section E of the NISD student parent handbook, the district is not responsible for any damaged, lost, or stolen electronic 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.

### **Grade Reporting Through TAC**

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 grading period. The progress reports are designed to inform parents and students of current classroom performance and grades. The teacher may require the students to have you sign and return each progress report sent home to verify that you received your child's report. If the teacher deems necessary, you may be contacted by phone to make sure you received the report. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average.

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. We implore you to make sure that you receive a report card every grading period. 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/solve, then contact the counselors' office and administration.

### **Lockers**

Lockers are used in our PE/Athletics locker rooms, Band, and Orchestra. Lockers should be kept locked; a student should not divulge a combination to another student. Students should direct all locker concerns to the Coach/Director first. Sharing of lockers is not permitted. Students found sharing lockers will be subject to disciplinary action.

1. Valuable items should be left at home, not kept in a locker.
2. Students should plan to use their lockers **ONLY** at designated locker times.
3. Locker problems should be reported to the Associate Principal.
4. Abuse of lockers will result in disciplinary action.

### **Lost and Found**

**IF YOU FIND ANY ARTICLE OF VALUE, PLEASE 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. Students should carefully label each article, such as clothing, books, and supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of each grading period will be donated to charity.

### **Nuisances Items**

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

## **Registration/Withdrawal 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.

## **Skateboards, Scooters and Bicycles**

Students who ride bicycles to school must walk bicycles and skateboards to and from the racks while on school property. The school cannot assume responsibility for damage or theft of student property. Use of lock up chains is required for all bicycles and skateboards.

## **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 distraction 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 a.m. until 3:55 p.m. 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 child(ren) through the front office.

## **Zachry Behavior Expectations/PBIS**

Zachry Middle School implements a system called PBIS (Positive Behavioral Interventions and Supports) that encourages and rewards positive student behavior and clearly defines student expectations. We follow our CLAWS acronym and student expectations.

- Caring
- Leaderships
- Attitude
- Work Ethic
- Safety

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