

# JOHN B. CONNALLY MIDDLE SCHOOL

## CAMPUS POLICY

### JOHN B. CONNALLY MIDDLE SCHOOL ADMINISTRATION

Jaime Liendo - 397-1010.....	Principal
Julie Bearden - 397-1020.....	Vice Principal
Cassandra Fernandez - 397-1016.....	Academic Dean
Nicholas Longoria - 397-1015.....	Assistant Principal

### COUNSELING STAFF

Melynn Young – 397-1028.....	Head Counselor
Veronica Chavez – 397-1027.....	Counselor
Amanda King – 397-1026.....	Counselor

#### Section A Campus Policy 2018-2019

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## **WELCOME**

Welcome to John B. Connally Middle School! 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 Connally Middle School. Be proud of your school and take good care of it. As a Coyote, you are expected to conduct yourself with dignity, demonstrate respect and courtesy at all times and to strive to do your best. You will be challenged in the classroom to excel and will be given opportunities to grow as a young adult and to enjoy a variety of experiences associated with middle school including dances, games, clubs and concerts.

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, home access center, and conferences provide communication between parents/guardians, teachers and administrators which can support Academic and Social Skill 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. John B. Connally 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.

## **JOHN BOWDEN CONNALLY, JR.**

"The Education Governor of Texas" - John Connally believed that the most enduring way to address social problems was through education. He supported higher teacher salaries, better libraries, higher education research, and helped establish the University of Texas Institute of Texan Cultures in San Antonio. Mr. Connally was born February 27, 1917, in Floresville, Texas. During his sixth grade year, his family moved to San Antonio, Texas where John attended Harlandale High School and actively participated in debate and drama classes. To help finance his college education, Mr. Connally worked part time as a dishwasher and disc jockey. He earned a law degree from The University of Texas in Austin and married Idanell Brill (Nellie) on December 21, 1940. His mentor and longtime friend Lyndon B. Johnson was his best man.

After college, Mr. Connally served in the Navy and worked on General Eisenhower's staff where he helped plan the allied invasion of Italy in 1943. He was awarded the Bronze Star for bravery while serving as a fighter director on the USS Essex—enduring 52 consecutive hours of Japanese kamikaze attacks. Mr. Connally was appointed Secretary of the Navy by President Kennedy in 1961. He resigned that position to run for the Governor of Texas. Mr. Connally was elected as the 38th Governor of Texas, a position in which he served for three terms from 1963 to 1969. While Governor, he rode in the front seat of the same car as President Kennedy when President Kennedy was assassinated in Dallas, Texas. One of the gunshots hit Governor Connally in his back; he survived his multiple wounds but never fully recovered. After serving his third term as Governor, Mr. Connally spent another decade in national politics as Secretary of the Treasury for President Nixon and as a Presidential Candidate in 1979. After his unsuccessful campaign for the presidency, he retired to his ranch in Floresville, where he died at the age of 76 after a long battle with pulmonary fibrosis—a condition caused by the gunshot wound he received during the Kennedy assassination.

## **SCHOOL COLORS**

Navy Blue and Silver

## **SCHOOL MASCOT**

Coyote

## **PEOPLE WHO CAN HELP YOU**

### **YOUR PRINCIPAL – JAIME LIENDO – 397-1010**

The principal is responsible to the Superintendent of Schools for proper administration of John Connally Middle School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your problems.

### **VICE PRINCIPAL/ASSISTANT PRINCIPAL OFFICE – 397-1024**

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

### **ACADEMIC DEAN – CASSAUNDR A FERNANDEZ - 397-1016**

The academic dean works directly with the principal in the planning and implementation of curriculum, goals, and objectives to provide effective delivery of the curriculum and instruction. Coordinates the student assessment program and in disseminating and interpreting data relating to the overall instructional program.

### **COUNSELOR OFFICE – 397-1032**

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.

### **SCHOOL NURSE – BRANDY WILLSHIRE – 397-1009**

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 hallway.

### **ATTENDANCE CLERK – MARIA MARTINEZ – 397-1008**

## **TEACHERS**

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any policies set forth by the administration.

The teachers are available before and after school for the purpose of helping any student who desires to report at that time.

Students should arrange an appointment with their teacher prior to the day and time.

Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

## **CAMPUS POLICE – OFFICER TREVINO – 397-1045**

The campus police officer helps ensure that your school is a safe learning environment. He is available to you at all times for assistance with non-academic problems. He assists the vice and assistant principals in investigating situations and directing traffic before and after school.

## **LINE OF COMMUNICATION**

So that we may effectively and efficiently serve you, please direct inquiries and concerns to the appropriate areas listed below. See the following people for all matters pertaining to the listed information.

1. Teachers (397-1000)
  - academic performance
  - classroom behavior
  - progress reports
  - curriculum questions
  
2. Physical Education Coaches
  - Girl's Coaching Office 397-1066
  - Boy's Coaching Office 397-1060
  
3. Counselors (397-1032)
  - school work
  - course selection
  - group and social problems – personal problems
  
4. Vice Principal's / Assistant Principal's Office (397-1024)
  - behavioral matters unresolved with teachers
  - discipline issues
  - textbook, bus and locker concerns
  - Spring scheduling of baseball fields
  - 504 behavioral meetings
  
5. Academic Dean (397-1016)
  - academic matters unresolved with teachers
  - student achievement
  - grades
  - 504 Dyslexia meetings
  - high school credit
  
6. Principal (397-1010)
  - all issues unresolved after aforementioned chain of command has been followed
  - policies and practices of school operations on the campus and district level
  - community relations

Additional Support Staff:

Main Office number: 397-1000

Attendance: 397-1005

Nurse: 397-1009

Fax number: 257-1004

## **GENERAL INFORMATION**

### **ACADEMIC DAY**

When students arrive on campus they may enter the school through the front doors of the building. The students may go to the cafeteria to eat breakfast from 7:30 a.m. - 8:15 a.m. Adult supervision is provided between 7:30 a.m. and 4:00 p.m. on all school days. Once the student arrives on campus, they are not allowed to leave campus unless a parent or guardian signs them out in the front office. Any student caught leaving campus after they have arrived, will be considered truant and will be sent to In School Suspension. After 7:30 a.m. if they are not eating breakfast they are to go to their designated area. At 7:45 a.m. students are allowed to go to the library, tutoring, computer lab or attend their morning club.

It is the student's responsibility to make sure they follow their individual class schedule and report to all classes on time. Loitering at the lockers or in the hall-way is not permitted. All students have the responsibility of bringing the necessary materials to class and that they are adequately prepared for each class.

REMINDER: Staff members supervise students from 7:30 a.m. to 4:00 p.m. and at all scheduled extra/co-curricular activities. No adult supervision is available at any other time. To ensure student safety, please limit your student's time on campus to supervised hours only.

## BELL SCHEDULE

### CONNALLY MS Bell Schedule

8:24 - 8:30 All students are dismissed to their first period class

8:30-8:38 Pledges, Announcements, Morning Business in 1st period class.

6th Grade		7th Grade		8th Grade	
1st Period	8:38- 9:23	1st Period	8:38- 9:23	1st Period	8:38- 9:23
2nd Period	9:27-10:12	2nd Period	9:27-10:12	2nd Period	9:27-10:12
3rd Period	10:16-11:01	3rd Period	10:16-11:01	3rd Period	10:16-11:01
<b>Lunch</b>	<b>11:05-11:35</b>	4th Period	11:05-11:50	4th Period	11:05-11:50
4th Period	11:39-12:24	<b>Lunch</b>	<b>11:54-12:24</b>	5th Period	11:54-12:39
5th Period	12:28-1:13	5th Period	12:28-1:13	<b>Lunch</b>	<b>12:43-1:13</b>
6th Period	1:17-2:02	6th Period	1:17-2:02	6th Period	1:17-2:02
7th Period	2:06-2:51	7th Period	2:06-2:51	7th Period	2:06-2:51
8th Period	2:55-3:40	8th Period	2:55-3:40	8th Period	2:55-3:40

## ABSENCES - ATTENDANCE

Attendance at school is not only Texas State Law but necessary for academic and STAAR success. Attendance is vital to success. Upon return from an absence the parent/guardian has three days to turn the note regarding their absence to the attendance office prior to the start of school. 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 absence 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 sent with your child, emailed to our attendance secretary [Maria.Martinez@nisd.net](mailto:Maria.Martinez@nisd.net) or faxed to 257-1004. The attendance secretary can be contacted by phone at 210-397-1008. 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.

## ADVISORY – 6<sup>TH</sup> GRADE ONLY

Advisory period is a time for students to work with advisors and counselors to solve problems, establish goals and participate in affective development activities. This is the student's home base where they can always go for assistance. Constructive use of this time can greatly enhance the students' educational experience.

## AFTER SCHOOL PARTICIPATION

Students are encouraged to participate and contribute to school life in as many ways as possible. Students will profit from the varied experiences and the overall school environment will profit as well. Students participating in after school activities should be picked up in the front of the school at the designated time. Arrangements for transportation should be made the day before the activity. Students may lose the opportunity to participate in after school activities if they are not picked up at the designated time and if they are in ISS or suspended.

## APPOINTMENTS/CONFERENCES

All conferences must be pre-arranged and scheduled 24 hours in advance. Contact your student's teacher to request a conference. Do not go directly to a teacher's classroom at any time.

## **ATHLETICS**

Students in the seventh and eighth grades have the opportunity to participate in competitive U.I.L. sports. Organized teams for both boys and girls are offered. All athletic teams are extracurricular which means that all rules, including grades, are monitored under the jurisdiction of the U.I.L. Students participating in athletics are expected to provide their own transportation to and from practice. All participants are expected to attend all practice sessions and games. Continued participation on athletic teams is a coach's decision. Students who are removed from athletic teams are usually removed for discipline reasons or failure to attend practice sessions. A physical exam, proof of insurance coverage and academic eligibility are required prior to participation.

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, soccer, volleyball, basketball 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 Connally 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 Connally 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. We welcome student participation in our athletic program, and we hope that all will be enriched by the experience.

## **BACKPACKS**

Students are allowed to carry items in their backpack provided that these items will fit inside of a standard size backpack. This may include but is not limited to a purse, lunch sack, gym bag, and/or a canvas bag or backpack.

## **BAND, CHOIR, AND ORCHESTRA**

Participation in these performing arts can be a very rewarding experience. Students of all grade levels and abilities can participate. Students are expected to attend all required concerts as a part of their grade; they are required to purchase or lease instruments except for the larger instruments that are owned by the school. There is a cleaning/repair fee for school owned instruments. Students are expected to practice DAILY and will be required to participate in morning and/or after school practices, tests, etc.

## **BICYCLE SAFETY**

Students may choose to ride a bicycle to school. Our students are asked to always follow bicycle safety rules and to remember to WALK their bicycle while on school grounds. Bicycle racks will be provided, but students must provide their own chain and lock. Bicycles should never be chained to any item other than the bicycle rack.

## **BIRTHDAYS**

Even though birthdays are wonderful times for children, items such as balloons and birthday bouquets are not allowed. Unfortunately, the distraction associated with these items may negatively affect the educational atmosphere of school. Birthday food items are limited to your child only.

## **CELL PHONES/PERSONAL ELECTRONIC DEVICES/BYOD**

Personal Electronic Devices (PED's) must be turned off during the school day unless you are in a school designated 'electronic device zone' or using the device for 'teacher approved' instructional purposes. Students may use their electronic device before school, at lunch and after school when the bell rings at 3:40 a.m. Students must put their ear buds and head phones away out of site or they will be taken up for a parent to pick up after school in the Vice Principal's Office. Each teacher has the right to determine the use of PED's in their classroom that support student achievement. Pictures and videos of students, teachers, or other individuals on campus are prohibited. If the use of any device disrupts school or classroom environment, the device will be confiscated and require the parent to pick up the device. The district is not responsible for the loss or theft of a personal device, or for damage, or unauthorized access to the device nor data that resides therein. All use of personal electronic devices is governed by the NISD Acceptable Use Policy and The Family Education Rights and Privacy Act regulations. If student has multiple infractions of the PED policy then the student may be subject to escalating consequences. 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.

## **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. Students should also keep a copy of this information in their notebooks.

### **Classroom Behavioral Expectations:**

1. Each student will report to his/her assigned class and begin the posted focus activity before the tardy bell rings.
2. Each student will have all required materials in class each day.
3. Each student will remain in class the first 10 minutes of class and the last 10 minutes of the class period.
4. Each student must obtain the teacher's permission prior to engaging in electronic communication of any kind.
5. Each student must obtain the teacher's permission prior to leaving his/her assigned seat.
6. Each student will be dismissed by the teacher, not the bell, at the end of the period or assigned activity.

## **CLUBS**

Many clubs are offered for student involvement and participation. Newly-formed clubs must have a Connally teacher as a sponsor, and approval must be solicited from the campus Academic Dean. The sponsor is required to attend each meeting, and meetings are usually held before or after school hours. Meeting times and locations are announced during announcements.

## **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. Please see **SHADOWING** if you wish to follow your student at school for a day.

## DANCES

There will be several dances scheduled throughout the year. Dress for these dances will range from "school dress" to "Sunday dress." Only currently enrolled Connally students will be allowed to attend dances; students from other schools are not allowed. Students who are on the "No Fly List" will not be allowed to attend. For safety reasons, once students enter the dance, they will not be allowed to leave the dance until its conclusion unless accompanied by their parents. Parents are to pick up students promptly at the announced ending time of the dance. Students may not display inappropriate dance styles, dress, or behavior, including public or private affection.

## DELIVERIES

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.

## DETENTION HALL

Detention Hall is assigned to students who have excessive tardies and other incidents of misbehavior. Detention Hall is held from 3:45 p.m. to 5:00 p.m., Monday through Thursday. All students will bring written notice home for parent signature at least one day prior to the assignment. Students are required to return the written notice with parent signature to the Vice Principal's Office before school on or before the day of the detention assignment. Failure to return the signed parental notice may result in additional disciplinary action. Students who leave the building will not be allowed back inside unless accompanied by their parent or guardian. Students who are late or do not attend (or forget to attend) a required detention hall are subject to further disciplinary measures.

## DISCIPLINE PROCEDURES

Since every case is judged on its own merit, consequences will be determined after an investigation and review of student discipline history. We employ a wide range of disciplinary techniques, and we will work to apply the most appropriate consequence based on the specific incident. If there is a violation of law, students may be subject to the issuance of a citation or arrest. Major policy violations are subject to a review by the Office of Pupil Personnel and may result in a hearing and placement into an alternative educational campus. Please refer to Section C of the Parent Student Handbook for further information.

## DISHONEST PRACTICES

Cheating of any kind on a test, homework/class assignment, or project, etc., is considered a violation of academic policies and may result in disciplinary action. Teachers may also impose grading sanctions against the individual involved including citizenship grades. Other dishonesty concerns include falsifying information, forgery, stealing, lying, and improper ID. All of these dishonest practices are subject to regular disciplinary action.

## DISMISSAL PROCEDURES

Students are dismissed at 3:40 p.m. They are to leave school in a timely manner. Buses depart from school promptly at 3:50 p.m. Students are to be picked up in the front of the school and not the bus loop. Students who walk or ride bicycles should always follow the rules of safety on the roadways and sidewalks. Once a student leaves the building, he/she is not allowed to return to campus for any reason unless a parent accompanies the student. This includes after school activities.

## DRESS CODE

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

- Trench-style coats are not permitted.
  - Jackets and coats should not be worn tied at the waist.
  - Undergarments are not to be visible, nor should they be worn as outer garments (for example: plain white T-Shirt, muscle shirts), including pajamas tops or bottoms. All undershirts must be tucked inside trousers.
  - Pants and skirts must be worn at the waist, no loose waistbands or oversized pants are permitted.
  - Yoga pants, bicycle pants, leggings, tights, or other tight fitting pants will be permitted UNLESS the student is wearing a top, blouse or dress that is no more than 4 inches above the knee.
  - Pants hems should be worn at or below the ankles and not drag the ground.
  - No clothing with inappropriate holes, ripped, tears, purposely torn, frayed, or tear-away pants will not be allowed.
  - No oversized clothing sagging, bagging, and dragging pants. Pant legs secured at the cuff with rubber bands or other devices will not be permitted.
  - Shorts are prohibited for boys and girls.
  - Skirts and slits must be no more than 4 inches above the knee (the slit must meet the same requirement)
- Flip flops, house shoes, and slide on shoes are not permitted. All shoes /sandals must have a back strap or closure. This is a safety issue.
- Wallet chains, dog chains, dog collars, spike and leash type jewelry is prohibited.
  - Inappropriate, indecent, suggestive, low cut, excessively tight, or distracting clothing (some examples: sexual slogans, gangs, tobacco, alcohol/drug products, weapons, violence or writing across the buttocks) will not be allowed. This includes patches, drawings, or writing on clothing.
  - All Shirts/Tops must be worn appropriately – baggy & long shirts below the buttock area are not acceptable. The top of the shirt (shoulder) must be no less than 2 ½" wide and must come to the edge of the shoulder.
  - No exposed midriffs, backs, or underpants. No tank tops, halter tops, spaghetti straps, strapless, tube top, camisole type, see though are not allowed. Jackets are not allowed to cover dress code violations.

- House shoes/slippers/shower shoes/slides are not permitted.
  - Body piercing other than ears is not permitted. Ear rings, like all jewelry must be school appropriate, and earlobe spikes and/or “spacers are prohibited. No other body piercing jewelry is allowed. Tattoos are not permitted and will be covered at all times. Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is not permitted.
  - Body piercing, other than traditional ear piercing, is not permitted. All jewelry must be school appropriate; earlobe spikes &/or spacers are not permitted.
  - Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is prohibited.
  - Hair must be neat and clean. Unconventional colored, multi-colored or spiked, Mohawk or Fohawk hairstyles are not permitted. Hair must not cover the eyes.
  - Insignias or initials, lines, designs etched in the eyebrows, hair or any part of the scalp are not permitted.
- Body piercing, other than traditional ear piercing, is not permitted. All jewelry must be school appropriate; earlobe spikes &/or spacers are not permitted. Tattoos are not permitted and will be covered at all times. Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is not permitted.

If you are found in violation, you will be seen in the VPO. It is the parents responsibility to ensure the dress code is adhered to.

Students not complying with the dress code may be removed from the regular school setting until the parent is able to provide appropriate attire.

Northside attire must be worn daily by all Connally students. Parents are expected to provide attire that complies with the school’s and district’s dress code. The student’s clothing must fit properly not exceeding one size beyond/below the correct size. A student will not be permitted to attend class if his/her clothing is out of compliance with the Northside attire policy. If a student arrives at school and is not in compliance with the Northside attire policy, he/she will be offered appropriate attire and his/her parent/guardian will be called to bring clothing. Persistent noncompliance with the Northside dress policy will result in disciplinary consequences. If you have any questions regarding clothing, please contact a campus administrator.

## **HALL PASS**

Students out of class are required to be in possession of an official hall pass. Corridor passes must include the time, date, reason, and teacher signature. In addition, students who want to enter the main hallways of the building prior to the first bell will need a corridor pass; the students should make specific arrangements with the teacher the day before to obtain a pass for the next morning.

## **HOME ACCESS CENTER (HAC)**

Northside ISD is proud to present HAC, another method of increasing collaboration and communication between teachers and parents. HAC will allow parents and guardians access to students’ grades and attendance. Parents will need to create a HAC account for the new school year. Teachers will update grades weekly. Please be aware that some projects and papers may take longer to grade.

## **HONOR ROLL**

Students are recognized on the Connally 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. We celebrate these academic achievements!

## **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) is an alternate classroom placement used as a disciplinary technique in some circumstances. Students assigned to ISS are required to report to ISS prior to the 8:30am tardy bell. They will not be allowed to attend their regular classes but will be placed in a closely-monitored classroom. Students will not be allowed to talk to other students while in ISS and are expected to do all assigned work before being released. Students who do not successfully complete the academic or discipline requirements of ISS will be assigned additional days or may be suspended from school. During the course of an ISS assignment students are not allowed to participate in any school activities during or after school.

## **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 who are unable to comply with rules or are unable to show self-control 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.

## **ILLNESS AT SCHOOL**

We ask that children be kept at home when ill. This is important for the health of the child and for the health of other children in the school. It is recommended that a child be kept at home for 24 hours after he/she is completely free of fever. If a student becomes ill or is injured at school, he/she will be given first aid or appropriate care in the clinic. If the student needs immediate medical attention or is too ill to return to class, parents will be called to pick up the student. All designated persons who pick up a child from school will be asked to present a picture I.D. before releasing student into their custody. It is extremely important that parents pick their child up as soon as possible. If a parent cannot come immediately, an alternate adult listed on the medical emergency card will be contacted to pick the child up.

TO ENSURE THE STUDENT’S SAFETY, ONLY THOSE PEOPLE LISTED ON THE MEDICAL EMERGENCY CARD MAY SIGN A STUDENT OUT OF SCHOOL. In the event that a designated person is not available, a parent must notify the school as to the person who is coming to school for the student. In extreme emergencies, EMS will be called. Payment for EMS services is the parent’s responsibility.

## **LEAVING CAMPUS DURING SCHOOL HOURS**

Once a student arrives on campus, he/she may not leave campus for any reason until the end of school without first signing out in the attendance office. Students who walk, ride a bus, or arrive by car are to remain on campus once they arrive in the morning. Students who leave campus without officially signing out will be issued a disciplinary action.

Students, who need to leave school during the day for doctor appointments will be called upon parent arrival.

## **LIBRARY**

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them.

The library is a vital tool in the educational process. In order to maintain the library efficiently, the following guidelines have been developed:

1. Maintain quiet in the library.
2. All materials taken from the library must be charged to the student's name.
3. The student is responsible for prompt return of library books.
4. If the student does not return an overdue book after receiving a final notice (the third notice), a \$1.00 fine will be assessed. Books returned prior to the third overdue notice are assessed no fine.
5. Students must pay for lost or damaged library books.
6. Library hours are 7:45 a.m. to 4:00 p.m.
7. Students who wish to use the library before school or during advisory must obtain a pass from a teacher or the librarian.

## **LOCKERS – FOR PHYSICAL EDUCATION**

Individual **P.E. locker** assignments are made during the first week of school. Lockers should be kept locked; a student should not divulge the combination to another student. Direct all locker problems to the Student's coach. Sharing lockers is not permitted. Students found sharing lockers will be subject to disciplinary action.

Students should observe the following practices:

1. Valuable items should be left at home, not kept in a locker.
2. Do not share lockers - Sharing lockers can lead to the loss of expensive textbooks and personal items.
3. Do not give your locker combination to anyone, including your best friend.
4. Locker problems should be reported to the student's coach and Vice Principal's Office.

## **LOST AND FOUND**

If you find any article, please turn it in to the main office IMMEDIATELY. Any electronic devices or money may be turned into the Vice Principal's Office. If you lose something, the lost and found is located in the cafeteria. As the school assumes no responsibility for lost articles, we urge students to take every precaution to protect their possessions. We ask that you do not wear expensive jewelry or bring other valuable items to school. Students are advised to label possessions so they may be easily identified. If you accept an item or are in possession of an item that is not yours, you may be subject to disciplinary action. Lost and Found items not claimed by the end of the school year will be donated to charity.

## **LUNCH MONEY**

The school may not loan lunch money. Students are advised to establish a meal account. When visiting your student for lunch, you may purchase items or a lunch in our cafeteria. Food brought from outside vendors is not permitted to be shared with other students.

## **LUNCHROOM PROCEDURES**

All students will enter the cafeteria in an orderly manner. When students enter the cafeteria they are allowed to sit wherever they elect, as long as the cafeteria rules are followed. Once all students are seated students will be dismissed by table to get their lunch. Students must raise their hand for permission to leave their assigned seat and duty teachers will dismiss students. Students are encouraged to access the restrooms before the lunch period is completed. Students may not leave the cafeteria before permission is granted.

Visitors must sign in and receive a visitor's sticker before coming into the cafeteria. Parents may bring lunch to their children; however, parents may not bring lunch to other students. No celebrations are permitted in the cafeteria (e.g. birthdays). Food and drink items brought in from an outside vendor/source may not be shared with other students.

## **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.

## **MESSAGES TO STUDENTS**

We appreciate everyone's cooperation as we work diligently to maintain the learning environment for all students. 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.

## **NATIONAL JUNIOR HONOR SOCIETY (NJHS) – REFER TO SECTION B-9**

All NISD students who have attended the same Northside school for the equivalent of one semester, and who have demonstrated outstanding scholarship, leadership, character, citizenship, and service will be considered for membership. Students may not apply for membership. Connally has set a 90 or above average for a student to be considered for membership.

Membership in NJHS is both an honor and a responsibility. Once selected, members have the responsibility to continue to demonstrate the qualities listed above. Members who resign or are dismissed are not eligible for membership or its benefits.

## **NOTICES TO PARENTS**

Parents will always be notified of disciplinary action given to their child. Notification may be made by telephone or a letter/student offense report sent home with the child.

## **NUISANCE ITEMS**

Any item in a student's possession that causes a disruption to the classroom or school environment will be confiscated and returned only to the parent or guardian. Confiscated items will be kept in the Vice Principal's Office. All items not claimed by the last day of the school year may be donated to a local charity.

## **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.

## **PLANNERS**

Students are encouraged to record their learning targets, agendas, and assignments in an organized calendar style planner. Students are strongly encouraged to use the official school planner; however they are permitted to utilize other paper or electronic calendars with the understanding that the planner allows for the entry of learning targets, agendas and assignments.

## **PROGRESS REPORTS**

A progress report will be sent home at the end of the third week of the six weeks. Please review and use Parent Connection/Parent Portal as a separate resource to examine grades more closely.

## **PHYSICAL EDUCATION**

Students are required to take physical education classes. All students are required to dress out for PE, and uniforms may be purchased during registration before school begins. If a student is unable to participate a note from a doctor for long term (more than one week) or a note from a parent for short term (less than one week), for non-participation, is required in advance. The student may still be required to dress out, but an alternate assignment will be given. Students who frequently forget their PE uniforms may be subject to academic and/or disciplinary consequences.

## **PTA - PARENT TEACHER ASSOCIATION**

John Connally's PTA is a member of the National Congress of PTA's and the Northside Council of PTA. Parents are encouraged to support their children by joining and attending PTA meetings. Notice of meetings will be given to students prior to the meetings.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate in a school environment and are subject to discipline procedures. 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.

## **REPORT CARDS**

Report cards are issued at the end of each six week grading period. The last report card is mailed directly to students' homes. Please make sure that you sign the appropriate copy of each report card and return it to the school with your student the next day.

## **SCHEDULE CHANGES**

Schedule loads are done with the intent to maximize instruction and to facilitate equitable class sizes throughout each discipline. Every effort is made to honor requests made on course cards, but sometimes due to class size and other extenuating circumstances students receive the requested alternate choice for electives. Parents that request schedule changes must have a reason deemed legitimate by the Principal or his designee. A student's schedule will not be changed because of low grades or individual differences. Parent and teacher conference must have taken place before any schedule change will be considered. After exhausting every avenue to remedy the concern, the parent may request to meet with the Principal, Academic Dean or the Principal's designee to see if a schedule change will be granted.

## **SELLING/BUYING ITEMS**

Items may not be sold or bought at school without an administrator's permission. All fund-raising must be approved through administration. Selling or buying unauthorized items will result in a disciplinary action.

## **SHADOWING**

Shadowing" or following their child through the school day, gives parents an opportunity to observe their children during an ordinary school day and can help open dialogue between parents and children about school.

Parents are welcome to "shadow" but in order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines:

1. Request to shadow through administration at least 24 hours in advance.
2. Register in the Main Office, secure a visitor's pass, and review shadowing guidelines.
3. Shadowing is not a time for parent/teacher conferences. If you desire a conference, please make prior arrangements with your child's teachers.

## STUDENT COUNCIL

The Student Council was created to promote the general welfare of the school, to provide training in democratic processes, and to encourage student participation in the management of school affairs. The Student Council is composed of representatives from each grade level. A representative must have high moral character and must have earned a grade of "C" or better in each subject area from the previous year and maintain this academic requirement throughout the term as representative. No "F's" or "U's" on the report card are permitted. A student who does not maintain the academic or citizenship standards will be placed on probation for one six-weeks grading period. If the grades or conduct do not improve to election standards, the representative will be dropped from the Council. Any representative who commits a serious infraction of school policy will be subject to review to determine if probation or removal from Student Council membership is appropriate. A member may be removed by an administrator or sponsor as a result of any disciplinary or academic problem.

## 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 must be held before the student is allowed to return to school. Students are expected to complete any work missed due to an off-campus suspension.

## TARDY TO CLASS

Students should be in their seats when the tardy bell rings. Violating the tardy policy in any one class during a six weeks will result in a teacher assigned detention hall. Any tardy thereafter in the same six weeks will result in an office referral. Students have four minutes between classes.

## TARDY/LATE TO SCHOOL

A student coming later than ten minutes to school must obtain a pass from the front office. The pass will be unexcused, if an acceptable parent note is not presented. Over-sleeping, running late or other "parental" obligations are not excused tardies. Excused tardies are usually limited to the student's personal illness or a doctor's appointment. This rule applies even when the student arrives between classes. If a student is simply tardy and arrives on campus prior to 8:40 a.m., he/she is to report directly to class and will be counted tardy.

## TECHNOLOGY USAGE GUIDELINES – REFER TO SECTION E-1

## TEXTBOOKS

Each student may be issued appropriate subject matter textbooks. Once the textbooks are issued to the student, the student assumes all responsibility for any loss or damage to the textbooks. Do not loan your textbooks to other students. State law requires that all textbooks must be covered at all times. Covers are available from your teacher. Lost textbooks are located in the Vice Principal's office.

## THROWING OBJECTS

Throwing objects such as rocks, acorns, sticks, paperclips, food, etc., will not be tolerated. Throwing objects has the potential for injury or property damage and will result in severe disciplinary action.

## TRAFFIC FLOW

To avoid traffic congestion in the parking lot before school, please do not drop students off directly in front of the school. After entering the front drive, proceed to the student drop off point on the far west end of the school parking lot. Students are asked to exit the car at this point and enter in the front doors of the school.

## TRANSPORTATION – BUS RIDERS

If a student is eligible to use Northside ISD transportation services, the student must ride only the bus to which he/she is assigned. Permission to ride an alternate bus cannot be given unless a medical emergency exists. In such cases, parents must provide a written request to the Vice Principal's Office. Students are asked to turn in the written request before the 8:24 a.m. bell to allow ample time to review the request. This same procedure applies to those students who request to get off the bus at a stop other than the one to which they are assigned.

If students lived within 2 miles of the school, they are not eligible for bus transportation. Students are eligible for NISD bus transportation based on their address. Special Education students may be exempt from the 2-mile rule based on disability. All bus students 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.** Students who do not qualify for bus transportation will not be allowed to ride a school bus at any time (exception: school-sponsored field trips).

## VISITORS

All Parents and Visitors are required to register in the Administrative Office and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

## WITHDRAWAL FROM SCHOOL

When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks and library books must be returned. Any fines owed the school need to be paid before records may be released. On the day of withdrawal, textbooks must be returned to the front office. A check-out form must be returned to the Counselor's Office before a final clearance can be granted. No records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. Students are expected to be in school the last day, all day.

## WITHDRAWAL OF PRIVILEGES

Students who are assigned Detention Hall, ISS, and/or Suspended off campus will be placed on the Connally Middle School "No Fly List." Students on the "No Fly List" will not be allowed to attend school-related functions and/or extracurricular activities.