

DR. HECTOR P. GARCIA MIDDLE SCHOOL CAMPUS POLICY

DR. HECTOR P. GARCIA MIDDLE SCHOOL ADMINISTRATION

Tracy Wernli.....	Principal
Sherry Mireles.....	Vice Principal
Veronica Poblano.....	Academic Dean
Theresa Diaz.....	Assistant Principal
-Julie Minnis, and Nanette Yzaguirre.....	Counselors

Section A Campus Policy

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WELCOME

Welcome to "Gladiator Empire!" 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 Hector Garcia Middle School. Be proud of your school and take good care of it. As a Gladiator, 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.

Hector Garcia Middle School is dedicated to the well being of the whole child – mentally, physically and emotionally. Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Please use it as a reference to keep you informed of the basic guidelines and allow you to take full advantage of all school offerings.

Please feel free to contact teachers, counselors and administrators when you deem it necessary. Active parental involvement is encouraged and welcomed. 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 (210) 397-8400.

OUR NAMESAKE

Dr. Hector P. Garcia (January 17, 1914-July 26, 1996)

Dr. Hector P. Garcia was a Mexican-American physician and surgeon. He began by attending Edinburg Junior College after his parents (both teachers) cashed in their life insurance policy to fund his education. In 1934 he attended UT Austin and graduated with a degree in zoology. Among the top ten in his class he then enrolled in medical school at University at Texas at Galveston earning his doctorate in medicine in 1940. After residency he volunteered for the army and fought in World War II earning many honors including the Bronze Star. After his years of service he settled in Corpus Christi where he practiced medicine and continued his mission to help others by becoming a civil rights advocate, and founder of the American G.I. Forum. As a result of the national prominence he earned through his work on behalf of Hispanic Americans he was named alternate ambassador to the United Nations in 1967, was appointed to the United States Commission on Civil Rights in 1968, and was named to the Order of St. Gregory the Great by Pope John Paul II in 1990.

In addition, Dr. Garcia's efforts to desegregate Texas public schools resulted in the closure of many substandard schools for Hispanic children. Dr. Garcia, who grew up in Corpus Christi, was the recipient of the Presidential Medal of Freedom, in 1984, making him the first Mexican American to receive the nation's highest civilian award.

SCHOOL COLORS

SILVER and BLACK

SCHOOL MASCOT

GLADIATORS

PEOPLE WHO CAN HELP YOU

Principal

The principal is responsible to the superintendent of schools for proper administration of Hector Garcia Middle School. It is her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and parents. She will be glad to help you with any of your concerns.

Vice Principal/Assistant Principal

The vice principal and assistant principal will work directly with the principal in the administration and organization of the school. They are in charge of attendance and handle the routine discipline problems. They handle the day by day operation of the school and assume the responsibility of the principal in her absence. Conferences may be scheduled by calling (210) 397-8424.

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 her duty to coordinate all testing for the campus and assist teachers in creating a classroom environment that is learner centered and engaging. Conferences may be scheduled by calling (210) 397-8400.

Counselors

You have a guidance counselor who will be assigned to you while you are at Hector Garcia Middle School. Your counselor will be happy to assist you with problems concerning both school and/or your personal life. If you want an appointment with your counselor, this can be arranged with the secretary in the guidance office at any time. If your counselor cannot see you that same day, he/she will make an appointment with you as soon as possible. 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.*

Teacher

Your teachers are specialists in the fields 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 additional policies set up by the administration.

Teachers will be on campus each school day from 8:15 a.m. - 3:55 p.m. for the purpose of helping any student desiring to report at this time unless other arrangements have been made such as tutoring, club meetings, etc. Your teachers are the classroom leaders, and they are charged with the responsibility of supervising and directing all students in the pursuit of their education.

Librarian

The librarian will assist you in the orientation and use of the wonderful Garcia library. Before, after or during the school day feel free to consult her in order to more efficiently use the library.

Police Officer

The police officer assists students when needed and helps maintain a safe environment. He/she helps supervise all after school events and as a courtesy, helps monitor traffic when available. The SAFE hotline number is (210) 397-7233.

GENERAL INFORMATION

Academic Coaching

All teachers provide academic coaching to allow students an opportunity for growth and/or reinforcement in the content area. Dates and times are posted on the campus website. Prior to 7:50 a.m., the student must have a pass issued by the teacher.

Attendance Procedures

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

Absences for dental appointments will not be counted as full day excused absences without written authorization from your dentist. All doctors' notes 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)
4. Date the student will be able to return to school
5. Reason for absences, and nature of illness or injury
6. Signature of parent/guardian, or doctor
7. Phone number where a parent can be reached

The following are examples of acceptable excuses and those that will be noted as unexcused:

UNEXCUSED ABSENCES:

- Car trouble / flat tire
- Missing the bus / ride
- Oversleeping
-
- Caring for a sibling
- Court appointments for traffic violations
- A confirmed truancy
- A family vacation or travel
- Weddings

EXCUSED ABSENCES:

- Personal illness
- Immediate family funerals
- Medical appointments
- Court appointments with a subpoena
- Church/religious trips with appropriate notice and documentation
- Family emergencies with valid explanation
- NISD School sponsored functions
- Absences that fall under the acceptable excused business guidelines allowed under 19 TAC 75.411 rule

These are not intended to be exhaustive lists, but serve as examples. Please refer to Section D, (District Policies), in this handbook for further clarification regarding attendance.

Students who have a doctor's appointment during the day need to bring a note from the doctor's office to the attendance office before school upon their return to school the following day or upon their return from the appointment. It is imperative that you give yourself plenty of time to make your appointment, as your child will not be called out of class until you arrive to pick them up for their appointment. Students will then be given a permission slip to leave class at the appropriate time.

It is sometimes necessary for the attendance office to contact the parent/guardian for important information regarding attendance. Please be sure your student's address, telephone number and guardian information is updated on the medical release card when there is a change, so that we can have the most accurate and current information.

Students who are absent from school will not be allowed to participate in extracurricular activities that fall after school on the same day of the absence. However, if a student has a doctor's appointment and is checked out for the appointment and returns to school, they may still participate in the event, assuming that they have a note from the doctor that clears them to participate in the activity and allows them to return to school. There may be an extenuating circumstance that arises that is unforeseeable, and in those instances participation may be cleared by the Principal or her designee. When requesting work for your child when they are absent or suspended, teachers have a 24-hour window to collect the assignments and provide them to the front office staff so that the parent or guardian can collect for their child.

NOTE: Please refer to the District policies on attendance in the following section of this handbook.

Backpack / Book Bags

Backpacks and/or book bags may be used to carry books, laptops, and supplies to and from school. They will be allowed to carry them to the classrooms unless a safety issue arises. Backpacks may be stored in the student's locker if needed.

Bus Assignments and Transportation

Students are expected to ride the 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, a note must be sent by a parent/guardian the day prior to or the morning of and be brought to the Vice Principal's office for administrative approval. Parent contact will be made before the beginning of fifth period to verify the changes. Please keep in mind the number of students assigned to a bus will be taken into consideration prior to granting approval. All bus routes and assignments of students are done through the district's transportation offices.

Corridor Passes

Students out of any class will be charged with the responsibility of having in their possession a corridor pass signed by a member of the faculty or staff. The date and time leaving and returning to class will be noted on the pass. Students in the halls without a pass will be subject to disciplinary action.

Delivery of Items

In an effort to minimize interruptions and maximize instructional time, we do not deliver items directly to students. However, we also recognize that students will sometimes forget an item at home. We will deliver glasses and house keys. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. Flowers, balloons, birthday presents etc., will be held in the office until the end of the day when students can pick them up to be taken home.

Detention Halls

1. Held Monday-Thursday (as scheduled by administration) 3:45-4:45 p.m.
2. Students must be on time and bring ample work and supplies.
3. Students will be expected to study and remain quiet during this time.
4. Each student is given notification of his/ her assigned detention in advance and is expected to inform his/ her parent.
5. Students who miss an assigned detention are subject to further disciplinary action, to include suspension.
6. For excused absences, detentions can be rescheduled with sufficient, written notification from the parent/guardian.
7. ALL school rules will apply in detention hall.
8. Detention is monitored by a staff member at all times.
9. Detention Hall will only be rescheduled at the request of a parent.

DRESS FOR SUCCESS

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 pajama 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.
- No yoga pants, bicycle pants, leggings or other tight fitting pants will be permitted.
- Pants hems should be worn at or below the ankles and not drag the ground.
- No clothing with inappropriate holes, rips, tears or frayed will be allowed. Jeans that have tears, rips or frays must be at the knee level or below. , 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.
- Capri/ Cargo pants should be no less than one inch below the kneecap.
- Skirts with slits must be no more than 4 inches above the knee (the slit must meet the same requirement)
- 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 through are not allowed. Jackets are not allowed to cover dress code violations.
- House shoes/slippers/shower shoes/and athletic slides are not permitted.
- Body piercing other than ears is not permitted. Earrings, like all jewelry, must be school appropriate, and earlobe spikes and/or "spacers" are prohibited. No other body piercing jewelry is allowed.
- Tattoos should be covered at all times.
- 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.
- No hats or distracting head gear.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent, or unusual as to detract from the classroom environment. 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 not complying with the dress code may be removed from the regular school setting until the parent is able to provide appropriate attire.

We acknowledge that students form close association/friendships. When those associations/friendships are expressed outwardly by the wearing of specific colors or displaying of jewelry items that stand out from the general student body, disciplinary action may be issued. Final determination of acceptable dress code and grooming rests with the principal or his/her designee.

GLADIATORS CODE

Hector Garcia Gladiators will:

1. Show respect for self, others and property.
2. Be present, punctual, prepared and attentive to the assigned task.
3. Exhibit non-disruptive behaviors.
4. Take responsibility for their own actions.
5. Follow student handbook policies.

Gladiator Recognition

Hector Garcia recognizes students who display good behavior and academic excellence. Each six weeks those students who make the honor roll will be recognized. Ribbons will be given to students who qualify at the end of the six weeks.

Graffiti

Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Hector Garcia Middle School. These items will be confiscated and documented in the student's discipline record.

Guidance and Counseling

Counseling services are provided to students at Hector Garcia Middle School. Students and parents may schedule conferences with counselors in the Counseling Office during the day, and parents may telephone for appointments by calling (210)397-8432. All conferences are kept confidential. Counselors follow their students from grade to grade, providing consistent student services throughout their middle school career. Counseling services are organized along the four following areas.

1. GUIDANCE CURRICULUM – Lessons are provided for all students systematically based on developmental needs of students. Guidance lessons are most often taught in classroom-sized groups of students.
2. INDIVIDUAL PLANNING – Students are assisted in the monitoring and management of their own educational, career, personal and social development. Students are assisted in setting, planning, analyzing, and assessing the progress of their own goals. Particular emphasis is paid to transition times in students' lives (elementary to middle school; middle to high school.) Pre-registration, interpretation of test results, and educational/career planning are other major activities.
3. RESPONSIVE SERVICES – Counselors use their specialized training to help students face difficult issues or complex problems. Counselors are available to counsel with students, consult with parents and educators, and coordinate school and community resources on behalf of students.
4. SYSTEM SUPPORT – Counselors provide indirect services to students by utilizing other programs established to deliver services to students. Some of the programs include the regular education program, career education, testing, special education, and parent involvement.

A counselor for each grade level is provided to give students the best service. Students are encouraged to come and see their counselor at any time.

Internet 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.

Library

Our library supports the Hector Garcia 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 tinyurl.com/hqms/libcat. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials.

In order to provide a well-run, student-oriented learning center, the following policies have been established.

1. Library hours each day are from 7:50 a.m. to 4:10 p.m. Space in the library is limited and often meets capacity. Students will be allowed to enter on a first come first served basis.
2. Students have a limit of three books checked out at any time. Books are checked out for three weeks.
3. All books taken from the library must be charged to a student's account. The student is responsible for care of the library books and for their prompt return. Students must pay for the loss or damage of library books.
4. Students may use the library during the school day with an appropriate pass from their teacher.
5. Students are urged to be respectful in the library so as not to disturb others. Students may be asked to leave if their conduct is in any way improper.
7. Chewing gum and candy are not allowed in the library.
8. Computer data bases are available for student use, provided they are used responsibly and with care.

Come and visit your library often.

We're glad you're here!

Lockers

Lockers should be kept locked; a student should not divulge the combination to another student. Direct all locker problems to the office. 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 vice principal's secretary.

Lost and Found

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

Lunch Money

The school does not loan lunch money to students and as a rule, the cafeteria manager will not allow students to charge for student lunches. Additionally, we do not allow commercially prepared food to be delivered to any student other than your own child.

Lunchroom Procedures

All students will enter the cafeteria in an orderly manner. Students will be allowed to sit wherever they elect, as long as cafeteria rules are followed. Students must raise their hand for permission to leave their seat and duty teachers will dismiss students. 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.

National Junior Honor Society (NJHS)

All NISD students who have attended the same North side school for the equivalent of one semester, and who have demonstrated outstanding scholarship, character, citizenship, and service will be considered for membership. Students may not apply for membership. The Hector Garcia faculty council 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.

Nuisance Items

The following items are to be left at home:

- Skate boards – Full size or mini
- **Chewing gum**
- Permanent markers
- Water guns, *cascarones* (confetti eggs), balloons, stuffed animals or any other toys
- Distasteful reading materials
- Poppers, "stink" bombs, fireworks, matches and lighters
- Items for sale, such as candy or gum that are not part of a school approved fundraiser
- Laser pointers
- Putty
- Other: any item/toy that disrupts the learning environment

These items cause a distraction from the school's academic atmosphere, and they can be easily lost or stolen. **The school cannot be held responsible for any of these lost or stolen items.**

Confiscated items will be returned to the parent only. Students who bring these items to school are subject to disciplinary action.

Offices/Clinic

The offices of the Principal, Vice-Principal, and Academic Dean are open from 8:30 a.m. until 4:00 p.m. each school day. All school business should be transacted during these hours. Appointments are strongly encouraged.

Front office is open from 7:30-4:00p.m.
Counseling office is open from 8:00a.m.-4:00p.m.
Clinic is open from 8:15a.m.-4:00p.m.

PTA

All parents and teachers have an opportunity to participate in and become members of the Parent-Teacher Association. The PTA plans parent receptions, helps organize fund raisers, assists the school in organizing events, helps in the school setting, etc. Meetings will be held periodically and will be advertised through flyers sent home, on the marquee or using the school messenger system. Parent volunteers are welcome and encouraged at Hector Garcia Middle School. A district background check is required and available online.

Parent Pick-up Guidelines

We understand that sometimes parents need to pick students up before dismissal time. However, for safety reasons and possible loss of instructional time, we will not send for a student until the parent arrives and we have checked identification. Due to a high volume of activity in the main office, please refrain from signing out your child 20 minutes before dismissal.

A large number of our students are picked up or dropped off by their parents. There are times when traffic may get congested between the hours of 8:10 – 8:30 a.m. and 3:40 – 3:55 p.m. For the safety of our students who walk to and from school, our community and our staff, please adhere to the parking lot markings and safety cones that are placed in specific locations. Most of our students have transportation services available to them from the district. We encourage students to take advantage of this service when possible.

For safety reasons, all students must be picked up by 4:15p.m. unless they are in academic coaching, athletics, or other school sponsored event.

Physical Education

All students are required to take physical education. Students are required to dress out during physical education classes. Any student not able to dress out and participate for a prolonged period of time because of injury or illness must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity.

Public Displays of Affection

Embracing or kissing is not an acceptable practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment. This includes practices such as excessive touching, caressing or placing hands on one another in an affectionate manner. Lack of cooperation regarding this policy may result in disciplinary action.

Regular Class Periods

Students will be expected to attend all regularly scheduled classes assigned to them. Students will be expected to bring all of the necessary materials to class each day and will be expected to participate in all class activities and complete all assigned school work. Students will be expected to conduct themselves in a proper manner and follow all classroom regulations.

Schedule Change

Schedules will not be changed unless extenuating circumstances exist. A student's schedule will not be changed because of low grades or individual differences. Parents are encouraged to meet with the teacher and discuss possible solutions to avoid disruption of the students' schedule.

Requests to change teachers will not ordinarily be granted except in cases where the change will assist in equalizing the teacher classroom size.

The School Day

Classes begin for Hector Garcia Middle School students at 8:27 a.m. and end each afternoon at 3:40 p.m. each day, Monday through Friday.

The doors will be opened to all students at 7:30 a.m. Students who arrive at school between 7:30a.m. -7:50 a.m. are to report to the cafeteria. Students should vacate the campus by 4:15p.m.

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. As a courtesy, inform your child's teachers and administration at least 24 hours in advance of your intentions to shadow;
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;
4. To preserve the academic environment, please do not take part in the lesson unless invited to do so by the teacher. Do not visit with your child or other students during class time.

Student Activity Programs

The aim of our student activity programs are to provide students an opportunity to participate in worthwhile experiences which normally will not be found in regular class-work.

The following criteria apply to all activities in our programs:

1. The organization must be sanctioned by the Principal.
2. The organization must be composed entirely of Hector Garcia students and must have a faculty advisor.
3. Membership in clubs is open to all qualified students.
4. Club constitutions may limit membership by grade averages, conduct, and special activities.
5. Supply fees may be charged.
6. Club officers will be elected using the criteria set forth in the club constitution.
7. Club sponsors may place a time limit on the enrollment in each club.
8. Club meetings will be coordinated through the club sponsor.
9. Field trips and fund raising activities will be coordinated through an administrator.

Tardies

The efficient student is not tardy. Sufficient time is provided to pass from one class to another. If you are not in class at the end of the passing period, the teacher will consider you tardy. All unexcused tardies will be subject to a penalty. Teachers are not required to allow the student consideration for any unexcused tardies.

Should a student be detained by a teacher, he/she should secure a note from that teacher and present it to the teacher in charge of the class he/she is entering. For such an occurrence, the student will not be charged with an unexcused tardy.

1. Tardiness to class

If a student is tardy to class, he/she should report directly to his/her teacher, who will evaluate his/her reason for tardiness and assess an appropriate penalty.

2. Coming to school late

If a student arrives on the campus late, he/she will report immediately to the attendance office for a class admittance slip. Students who arrive late on the campus may be subject to an administrative consequence. Repeat offenders will be reported to truancy court.

3. Excessive Tardies

Students with excessive tardies will be referred to the administrator for disciplinary action. Repeat offenders will be reported to truancy court.

Telephone / Cell Phones

The telephone in the office is for school business and emergencies. The office telephone is not for general use by students. A student will not be called from class to answer the telephone or make calls. In addition, students are not to make phone calls from their teacher's classroom during the school day. In extreme emergencies or unforeseen circumstances (e.g. car break down, doctor's appointment cancelled, etc.) a message will be taken by the office staff and delivered to the students. **Arrangements of scheduled appointments and rides home from school activities should be made before the student comes to school.**

Personal Electronic Devices (PED's) must be turned off and not visible during the school day unless specified by a teacher or administrator or when used for 'teacher approved' instructional purposes. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources

Visitors

Hector Garcia staff encourages visits from parents and patrons. We welcome you. All parents and visitors are required to register in the Main 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 will must receive a Visitor's Pass.

Older siblings are not allowed to visit unless accompanied by a parent. For classroom visitation policy, see **Section B**.

Withdrawal from School

The student should bring a written statement from his/her parents or his/her guardian requesting withdrawal. This written statement should be taken to the attendance office on the morning of the day he/she is to check out of school. The student will receive a withdrawal form to be taken to each of his/her teachers, to the counselor, and to the librarian for signature. Textbooks and all other school materials assigned to the student are to be turned in to the front office secretary. Each teacher will list his/her grade for that particular six (6) weeks period up to the time of withdrawal. The librarian must indicate that the student's library record is clear. In addition, before withdrawal is completed, all other records must be cleared.

When all necessary information has been secured, the student should return the withdrawal form to the attendance office for final signatures by school administrators. One copy will be given to the student, and the other will be retained by the school.