

Navarro Middle School of Excellence
5100 Polk Street · Houston, Texas 77023 · (713) 924-1760

PARENT/STUDENT HANDBOOK



2023-2024

2023-2024



Principal
Alejandro Lopez

J. Navarrete
Assistant Principal

6th

J. Montgomery
Principal

7th Assistant

G. Candelaria
Principal

8th Assistant

T. Cooper

Counselor

A. Beltran
Secretary

Campus

A. Aristondo
Manager

Finance

J. Contreras
Police Officer

Campus

W. Barksdale
Chair

Sped.

S. Deutsch
Wraparound Services

PARENT/STUDENT HANDBOOK
2023 - 2024

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- VOLUNTEERS
- WITHDRAWING FROM SCHOOL

WELCOME

We, at Navarro Middle School of Excellence, are so proud that you

have chosen us as your educational institution of choice in HISD. For this reason, we are committed to assisting you on your educational path and ensuring that FAILURE IS NOT AN OPTION. Together, with you and your child, we will build a community

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of doers and learners. We are enthusiastically awaiting your arrival and hope that together, this will be the beginning of a successful school year.



FORWARD

We encourage you to familiarize yourself with the information contained in this handbook. In which, we have addressed those areas of district policy that pertain to your child while enrolled at Navarro Middle School. If you would like to know more about HISD's mission, goals, and policies we encourage you to visit the HISD website: www.houstonisd.org.

MISSION STATEMENT

The faculty, staff and parents at Navarro Middle School support and

hold each other accountable to respond to all students by reinforcing and recognizing all students' progress and academic success. The Navarro Middle School community utilizes subject and cluster team collaboration in implementing educational initiatives that meet individualized student needs.

NAVARRO WAY

Discipline

Respect

Excellence

VISION STATEMENT

Navarro Middle School will continue to be the school of choice in this community by taking pride in and embracing our school's cultural diversity. We will foster community and family relationships that promote a safe and productive learning environment.

Navarro Middle School of Excellence

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HOUSTON INDEPENDENT SCHOOL DISTRICT

2023-2024 Academic Calendar

July 2023	August 2023	September 2023																																																																																																																																												
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Key Holidays Teacher Preparation Days (no students) Teacher Development Days (no students)	Holidays September 4 Labor Day September 25 Fall Holiday November 20-24 Thanksgiving Holiday December 25-January 5 Winter Break January 15 Martin Luther King, Jr. Day March 11-15 Spring Break March 25 Chavez Huerta Day March 29, April 10 Spring Holidays May 27 Memorial Day June 19 Juneteenth	Significant Dates August 14, 2023 Teachers report to work August 28, 2023 First day of school December 22, 2023 Last day of first semester January 9, 2024 First day of second semester June 5, 2024 Last day of school for students June 6, 2024 Last day for teachers
Grading Cycles August 28-September 29 October 1-November 10 November 13-December 22 January 9-February 27 February 28-April 19 April 22-June 5		Report Card Date October 6 November 17 January 12 March 8 April 26 June 5 (ES, K-8, MS) June 14 (HS)

updated 02/09/23

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Period (65 mins)	8 th Grade		Period (65 mins)	7 th Grade		Period (65 mins)	6 th Grade	
Period (65 mins)	Start Time	End Time	Period (65 mins)	Start Time	End Time	Period (65 mins)	Start Time	End Time
1 st Period	8:30 AM	8:42 AM	1 st Period	8:30 AM	8:42 AM	1 st Period	8:30 AM	8:42 AM
	8:42 AM	9:47 AM		8:42 AM	9:47 AM		8:42 AM	9:47 AM
Transition	9:47 AM	9:50 AM	Transition	9:47 AM	9:50 AM	Transition	9:47 AM	9:50 AM
2 nd Period	9:50 AM	10:55 AM	2 nd Period	9:50 AM	10:55 AM	2 nd Period	9:50 AM	10:55 AM
	10:55 AM	10:58 AM	Transition	10:55 AM	10:58 AM		10:55 AM	10:58 AM
Lunch	10:58 AM	11:28 AM	3 rd Period	10:58 AM	11:29 AM	3 rd Period	10:58 AM	12:03 PM
	11:28 AM	11:31 AM		11:29 AM	11:32 AM		12:03 PM	12:06 PM
3 rd Period	11:31 AM	12:36 PM	Lunch	11:32 AM	12:02 PM	Lunch	12:06 PM	12:36 PM
	12:36 PM	12:39 PM		12:02 PM	12:05 PM		12:36 PM	12:39 PM
4 th Period	12:39 PM	1:44 PM	3 rd Period	12:05 PM	12:36 PM	4 th Period	12:39 PM	1:44 PM
	1:44 PM	1:47 PM		12:36 PM	12:39 PM		1:44 PM	1:47 PM
5 th Period	1:47 PM	2:52 PM	4 th Period	12:39 PM	1:44 PM	5 th Period	1:47 PM	2:52 PM
	2:52 PM	2:55 PM		1:44 PM	1:47 PM		2:52 PM	2:55 PM
6 th Period	2:55 PM	4:00 PM	5 th Period	1:47 PM	2:52 PM	6 th Period	2:55 PM	4:00 PM
				2:52 PM	2:55 PM			
			6 th Period	2:55 PM	4:00 PM			

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GENERAL INFORMATION

ANNOUNCEMENTS

Announcements are made over the public address system each morning and in the afternoons, if necessary.

AFTER-SCHOOL STUDY

Students may remain after school at their teacher's request to address their academic deficiencies. Students remaining after-school will be required to have a signed permission slip by the parent/guardian, which will be provided by their teacher.

Tutorial Program:

Throughout the school year, teachers may request that your child attend either week day or Saturday tutorials. The tutorial sessions will be implemented to support the student. Notice will be given in advance. Either a phone call or permission slip will be sent home with the student prior to the session beginning. Tutorial transportation is not provided. Parents can communicate with the child's teacher about the tutorials.

Teacher or Administrative Detention:

Students may be required to remain after school for detention at their teacher's/administrator's discretion. Parents and students will be notified at least 24 hours prior to the assigned detention day(s). Detention **is not an option** for students, but it may be re-scheduled at the teacher's or administrator's convenience.

ARRIVAL AND DISMISSAL

There is a number of Navarro MS staff on duty each day supervising the building, grounds, and cafeteria. Each Navarro MS employee has the authority to correct any student. Students may arrive by 8:00 a.m. and proceed to their designated grade level area. **Please, no arrivals before 8:00 a.m.**

FOR ALL students:

1. **ALL BUS RIDERS** enter/exit **GUSTAV ST.**
2. **EVERYONE ELSE** enter/exit **BAIRD/BELL**

6th Grade-Report to the Cafeteria

7th Grade-Report to the Big Gym

8th Grade-Report to the Small Gym

At 8:30, the first bell will ring to get student to their first period. The dismissal time is 4:00 p.m. Parents are responsible for picking up students promptly **UNLESS** the student has teacher and parent permission to remain after school for tutorials, athletic practice or another after-school program. **STUDENTS WILL NOT BE ALLOWED TO LOITER AROUND THE SCHOOL AND WILL BE GIVEN A CONSEQUENCE FOR LOITERING.**

CHILD ABUSE

Any employee of the district who has cause to believe that a child's physical/mental health or welfare has been or may be adversely affected by abuse or neglect shall make reports as required by law to Child Protective Services. (Family Code 34.02-34.08)

EARLY SCHOOL DEPARTURE

The parent/guardian must report to the **main entrance** to sign-in and check out the student. The parent/guardian must present a picture ID to the clerk. Only people who are listed on the enrollment form/school database will be allowed to pick up students. The student will be brought to the main entrance to officially be signed out.

Upon returning to school, the student must have a note from the parent, doctor or dentist stating the time and date(s) the student was in his/her office.

The student's success in class is directly related to their daily attendance. We urge parents to limit the number of times a student is picked up early during the school year. If the school personnel notice that a student is frequently picked up early, a referral will be made to the appropriate Assistant Principal who will in turn request a parent conference.

STUDENTS WILL NOT BE RELEASED AFTER 2:45 PM UNLESS PARENT PROVIDES A DOCTOR'S NOTE.

DISCIPLINE GUIDELINES

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▪ Disciplinary measures shall be administered when necessary to protect students, school employees, and school property.
▪ Students shall be treated fairly and equitably. Disciplinary action shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:

- The seriousness of the offense.
- The frequency of misconduct.
- The student's attitude.
- The potential effect of the

misconduct on the school
environment.

Teachers are responsible for managing discipline of students in Level I and Level II offenses (please review "Student Code of Conduct"). Teachers must inform parents of student misbehavior and keep a log of all parent communications.

ELECTRONIC DEVICES

It is a violation of the Code of Student Conduct to use cell phones or any other electronic devices during school hours. If they are confiscated electronic devices will be returned to the parent/guardian only. **Violators will have the property confiscated. These items will be confiscated by school personnel. A \$15.00 fee may be assessed as well.** A parent will be required to pick up the cell phone from the Finance Manager in the front office. Parents/Guardians assume all risks associated with the electronics. Lost or stolen electronics are **NOT** the responsibility of Navarro Middle School personnel. If electronic devices are not picked up within 30 days, they will be sent to the District office, per District guidelines.

EMERGENCY CLOSING

If school is to be canceled due to inclement weather, all radio stations, and television channels 45, 48, 11, 13, and 2 will be notified by 6:00 a.m. Parents and guardians are advised to listen to these stations for up-to-date reports. You may also call HISD weather hotline at 713-267-1704 or 713-556-6000.

HALLS

Students are **NOT** permitted in the halls during classes without a pass that has the time on it. You are asked to pass quickly through the halls.

HOMEWORK

Homework will be given at the teacher's discretion. In addition, each student is expected to read a book of choice at least 30 minutes per night. Students may be required to keep track of their reading activities with a reading log. Parents will need to sign daily.

LOST AND FOUND

Lost and found articles should be taken to the main office. Articles will not be kept from one school year to the next. Lost textbooks will be returned to the corresponding teacher. **Remember, students, you are ultimately responsible for your personal property.**

LUNCHES/LUNCH MONEY

Lunches or lunch money left at the main office for a student will be kept in the office and a note sent to the student to pick up his/her lunch or lunch money between classes. The school does not have any funds set aside for lending purposes. Parents may deposit money in the student's account by visiting www.schoolcafe.com or directly through the cafeteria manager.

NON-DISCRIMINATION POLICY

It is the policy of the Navarro Middle School not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

OFFICE HOURS

The main office and switchboard at Navarro Middle School are open from 8:00 a.m. until 4:00 p.m. *Teachers are on duty from 8:20 a.m. until 4:15 p.m.* All school business should be conducted during these hours, unless other arrangement have been made.

PARENT CONCERN PROCEDURES

If a parent/guardian should have a concern or complaint, please follow these steps:

1. Discuss with the child's teacher to resolve the issue.

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If the situation is not resolved to your satisfaction, then

2. Discuss with the child's Assistant Principal to resolve the issue.

If the situation is still not resolved to your satisfaction, then

3. Discuss with the Principal to resolve the issue.

If the situation is still not resolved to your satisfaction, then

4. Call the parent assistance office at 713-556-7025.

STUDENT RECORDS

OPEN RECORDS: School Districts maintain all records of students in all schools as prescribed in the Texas Open Records Law Article 6262-17A, the Federal Family Education Rights, and the Privacy Act of 1974. Copies of the entire policy are available at the Hattie Mae White Administration Building located at 4400 West 18th Street, Houston, Texas 77092. For information call 713-556-6000.

STUDENT PHONE CALLS

Students are not permitted to use the telephone during the school day. They must have written permission from the classroom teacher to see their counselor or assistant principal for permission to use the telephone.

No student will be dismissed from class to receive a telephone message or to return a call. In case of an emergency, ask for your child's counselor or assistant principal.

TEXTBOOKS

Students that intentionally damage textbooks will be assessed a fine of \$25.00 for minor damage and may be required to pay the full replacement cost of the book for major damage. Additionally, the student may receive ISS or suspension.

WITHDRAWING FROM SCHOOL

When withdrawing a student from school, the parent/guardian must fill out the necessary paper work in the Front Office and must show the proper ID. Once the administrator has signed off, the school has 24 hours to complete the withdrawal process. The name and address of the new school must also be

documented. All library books, technology and textbooks must be returned and fines be cleared. Permanent records will not be forwarded to the receiving school until the withdrawal procedure is completed.

ACADEMIC GRADING STANDARDS

The values of academic grades are as follows:

A = 90-100 Excellent accomplishment through mastery of subject area.

B=80-89 above average accomplishment; good consistent effort.

C = 75-79 Fair accomplishment.

D = 70-74 Passing.

F=69& Below Failure to meet acceptable standard of accomplishment; lack of comprehension.

CONDUCT GRADES

E = Excellent conduct; good attitude; cooperative; conforms well to school and class rules.

S = Satisfactory conduct; Behavior is generally good; occasional infractions.

P = poor conduct; frequent minor infractions of Code of Student Conduct.

U = Unsatisfactory behavior; poor attitude; uncooperative; disruptive; disrespectful toward peers, school personnel, and does not follow class rules.

PROGRESS AND REPORT CARDS

A progress report will be issued to students every 3rd week of a 6 week cycle. Parents are encouraged to contact a teacher at (713) 924-1760 if there are any questions concerning their child's grade(s). Parents may register to use parent student connect through HISD in order to access grades. Report cards will be issued to the student at the end of each six week's grading period.

PROMOTION AND RETENTION

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In order for HISD students to move to the next grade level, they must show that they have reached HISD's "Promotion Standards," according to the State of Texas requirements. These standards generally include classroom grades, attendance and state tests. A student's total number of unexcused absences cannot exceed 10% of class meetings.

HONOR ROLL

Students meeting the academic requirements and earning no less than an "S" in conduct for any reporting period will be placed on the Honor Roll list.

- All A Honor Roll
- All A and 1 B Honor Roll
- All A's and 2 B's Honor Roll

This also includes elective classes.

CLUBS AND ORGANIZATION

Students may have the opportunities to participate in various clubs and organizations. Students must have good conduct and good grades in order to participate.

EXTRA-CURRICULAR ELIGIBILITY

Any student who earns a grade of less than 70 in any class for a six weeks grading period (following the first six weeks of the school year) shall be suspended from participation in any extra-curricular activity for the three weeks following this six-weeks grading period. At the end of the 3 weeks, the student must demonstrate a grade of 70 or above in all classes to be eligible.

To be eligible to participate in extra-curricular activities (band, sports, and academic meets, etc.), a student must have passed all subjects from the previous three weeks. If one of these events requires that a student miss school, a student will not be permitted to participate if he/she is failing at the time of the activity.

Students are responsible for completing any missed assignments due to school-sponsored activities during the school day.

ATTENDANCE AND TARDY RULES

All students are expected to attend school daily. Students who have been absent must present a written excuse from their parents/guardians or doctor when they return to school. Excused absences include the following:

- Personal Illness
- Medical Appointments (doctor's excuse)
- Illness or family emergency
- Weather or road conditions making travel dangerous
- Religious Holidays (requested in advance)
- Unusual causes or circumstances approved by the Principal

The written excuse must be turned in to the Attendance Office within three days of the absence. Failure to turn in a note within three school days will result in your receiving an unexcused absence. You will not be allowed to make-up the missed schoolwork.

MAKE-UP WORK POLICY

Students are required to complete classroom assignments and/or homework missed as a result of an absence. Students will have five class days to turn in make-up work.

UNEXCUSED ABSENCES

MIDDLE SCHOOL STUDENTS MUST MEET ALL PROMOTION STANDARDS AND MUST NOT EXCEED THE 10% LIMIT ON EXCESSIVE ABSENCES OR HE/SHE WILL BE RETAINED IN THEIR CURRENT GRADE LEVEL.

LATE ARRIVALS

All Students arriving after the tardy bell at 8:30 am will need to report to the attendance office in room A 200 to receive a tardy pass.

TARDY POLICY

At Navarro Middle School, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem that interferes with student success. Therefore, the tardy policy will be implemented as follows: Three tardies documented in PowerSchool by a classroom

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teacher or by the attendance office will add up to one unexcused absence in the class where the tardy was recorded. All students arriving late in the morning will be sent to the attendance office where the tardy will be documented, written excuses collected, and if necessary the assistant principal may be emailed regarding excessive tardies. The parents may also be called regarding the repeated tardiness.

It is imperative that the students arrive to school on time. Thank you for your cooperation in ensuring that students at our school make maximum use of class time. Should you have any questions or concerns, please do not hesitate to contact the campus.

TRUANCY

A student absent from school without the consent of his/her parent is **TRUANT**. This constitutes an **UNEXCUSED ABSENCE** and the student will not be allowed to make-up work. Repeated truancy will necessitate further disciplinary and/or legal action.

CAFETERIA

1. Students will be seated at their assigned tables in the cafeteria.
2. Students will immediately join one of two lunch lines (or the snack bar line when available) when asked to by a lunch monitor. Entering the snack bar line without permission will have a consequence.
3. Students in violation of cafeteria rules, e.g., disruptions, excessive loudness, skipping the line, out of dress code, etc., are immediately removed and placed at the end of the line. Students may not leave seats w/o permission from cafeteria monitors.
4. All **trash, plates, food** must be removed from tables and floors before students are released from their tables.
5. If food brought from home (chips, candy, cookies, etc.) becomes a distraction, food will be confiscated and returned to the student at the end of the day.

CLINIC AND ILL STUDENTS

The school nurse serves as the liaison between the school, home and medical

community. The school nurse provides first-aid and emergency management. The nurse must supervise and delegate responsibilities to school support staff according to the school emergency plan. The nurse will care for ill or injured students until parents arrange to pick them up. Students should not be sent to school with a fever, vomiting or rashes.

A student must obtain a permit from his or her teacher before going to the nurse. At the discretion of the nurse, parents will be contacted. Students are not allowed to call parents to pick them up. **Note:** It is very important that staff have an updated working phone number for all students on record. 911 will be called only in the event of an emergency. For other injuries or illness, the parents will be notified and the EMS can be called at their discretion. It is the responsibility of the parents to inform the school nurse if the student has any chronic illness or is on medication at home.

MEDICATION POLICY

The Houston I.S.D. policy allows school nurses to administer medication to students during school hours should medication be necessary. Medication is administered under the following conditions:

- The school has received or has on file a written authorization from a doctor to administer medication to the student. Note: Forms may be obtained from the nurse's office.
- Prescription medication must be in the original container clearly labeled with the child's name, name of medication, and instructions for dispensing medication.
- All medication must be brought to the clinic. Students will not be allowed to carry medications.
- Short term medication such as antibiotics or eye drops can be arranged during non-school hours.
- For the safety and protection of all students, medication must be picked up by the parent.
- It is a violation of the Student Code of Conduct for students to possess or use any prescription or non-prescription drug, medicine, or vitamins in violation of school district guidelines.

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HEALTH SCREENING

The school nurse will be conducting mandated health screenings. The 7th graders will be screened for Vision, Hearing and the Aconthosis Nigricans. The 7th grade girls and 8th grade boys will receive Spinal screening . If the parent declines their child to be screened, they must submit an affidavit of exemption to the school nurse, as soon as possible.

IMMUNIZATIONS

The state law requires that all students must be immunized with age-appropriate vaccinations to attend school. Please send a copy of shot records to school. It is the responsibility of the parent/guardian to provide the school with an accurate updated immunization record.

PERSONAL CARE ITEMS

Girls should bring their own personal care supplies (sanitary napkins).

BACTERIAL MENINGITIS

Meningitis is an inflammation of the covering of the brain and spinal cord – also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment, and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life-support management.

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Health Office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Center for Disease Control and Prevention and the Texas Department of Health.

TELEHEALTH/HAZELHEALTH

With Hazel, your child can get the health care they need, when they need it, at school or at home, via Telehealth at no out-of-pocket cost to you . The parent/guardian must complete an online consent form for services at houstonisd.org/telehealth.

INSURANCE

Student insurance forms are provided by the school at the beginning of the school year, but the school acts only as a service agent not the insurer. Parents have the option of purchasing this insurance for their student. Once the insurance is purchased, all further documentation is sent to the home address. Claim forms should be sent directly to the insurance carrier.

PHYSICAL EDUCATION

Physical Education is an activity which each child should look forward to and enjoy. Not only do young people benefit from the exercise aspect of physical education, but from the social aspect as well. Students learn to follow group instruction, to cooperate with each other, and to work as a team.

PHYSICAL EDUCATION RULES:

Attire: For reasons of health and safety, each student should dress appropriately for physical education classes. All students enrolled in P.E. will be required to wear a gray or white t-shirt with black shorts. Students may also participate in Karate in place of physical education. A fee for Karate participation is required.

STUDENT DISCIPLINE RULES AND REGULATIONS

Good discipline is a requirement for a good educational atmosphere. In order to have good discipline, it is necessary to have the joint cooperation of the school and home. The administration and faculty who are charged with maintaining adequate discipline in the school appreciate the cooperation of all parents and guardians.

Navarro Middle School will follow the HISD Student Code of Conduct. **This document will be reviewed with the students the first week of school and sent home for parent review and signature at the end of that same week. It is imperative that the signature page is returned to the school next day.**

The following list of rules and regulations will apply to all students and with everyone's help

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we will maintain a high educational and moral standard at Navarro Middle School.

DISCIPLINARY REASSIGNMENT: Students will receive disciplinary reassignment to their home (out-of-school suspensions) for these and other serious offenses.

1. Smoking, use or possession of alcohol, and gambling are prohibited in or on school premises.
2. Possession or use of any weapon, knife, gun, metal comb, rakes, or any article including fireworks that might be injurious to persons or property is forbidden.
3. **FIGHTING OR STEALING WILL NOT BE TOLERATED!**
4. Forgery of any type, including communication between school and home
5. Continued disobedience and open persistent defiance of authority of a teacher is not acceptable. **Every teacher at Navarro is every student's teacher.**
6. Destroying or damaging school property in any way will result in student being held fully responsible for such damages.
7. Habitual profanity or vulgarity will not be tolerated.
8. Use, sale, or possession of narcotics is grounds for expulsion.
9. Encouraging, promoting, or participating in a riot, sit-in, walk-out, blockage of entrances or trespassing shall result in disciplinary reassignment to home.
10. Intimidating, harassing, or injuring any employee of HISD shall result in disciplinary reassignment and possibly further criminal charges.
11. Any child that is involved or is caught bullying another student will be subjected to disciplinary procedures. This is a Zero Tolerance offense so suspensions and further citations may be necessary.

ADDITIONAL RULES: Violators of the following rules will receive disciplinary actions.

1. Dishonesty of any kind will not be tolerated. Students cheating on exams or giving or receiving help

from others will be given a "0" on the work and a reduction in their conduct grade.

2. Students are not allowed to enter the teachers' lounges or workrooms before, during, or after school.
3. Students must respect and follow instructions of school personnel at all times, in all parts of the building, on the school premises, on field trips, on buses, at stadiums, etc.
4. Students are expected to conduct themselves in a proper manner during school activities and programs (football games, assemblies, etc.)
5. Students are to remain silent and leave the building in an orderly manner during all fire drills.
6. Former students will not be permitted on campus to visit classrooms or teachers during school hours.

ANY ACTION WHICH INTERRUPTS INSTRUCTION OR ENDANGERS THE WELL-BEING OF THE STUDENTS OR STAFF WILL BE SUBJECT TO DISCIPLINARY ACTION.

TRANSPORTATION

BUS PROCEDURES:

All **HISD** and **PRIVATE BUS RIDERS** (Martha's Bus, Huerta's Bus, Blanca's Bus, etc.) will report to the cafeteria immediately following the dismissal bell. Once you report to the cafeteria, you will need to sit in the area that is specifically designated for your bus. At that time, when your bus is ready to be called you will be given a pass, and will be asked to walk outside to your bus and board in an orderly manner. A staff member will be at the bus to receive your pass. All cafeteria rules apply while waiting for the buses in regards to discipline and behavior.

HISD BUS SAFETY AND CONDUCT RULES:

1. Obey your school bus driver. It is important for students and parents to know their driver's name and route number. Your bus driver must be respected as one who is interested in your safety.
2. Avoid distracting the driver's attention from the road by making unusual noises, loud chattering, or any

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- horseplay. Refrain from talking to the driver unless absolutely necessary.
- Students must be on time; the bus driver cannot wait for those who are tardy. However, do not arrive at the bus stop too early. Ten (10) minutes before the scheduled pick-up time is recommended.
 - Good behavior at the bus stop is very important. Wait in orderly manner and avoid horseplay. Destruction of property will not be tolerated.
 - Stand off the road while waiting for the bus.
 - Board the bus in an orderly fashion.** Students must be seated at all times. Fill rear seats first. Keep seated on the bus and do not change seats while the bus is in motion. Remain seated, facing forward and keep aisles and exits clear at all times.
 - The emergency door at the rear of the bus should only be used in the case of emergency! This bus door is not to be used in boarding or leaving the bus for any other circumstances.
 - Avoid placing books, musical instruments, or other items in the aisle. Keep your feet out of the aisle. Help to keep the bus clean and sanitary by not throwing trash, chewing gum, or candy on the floor or seats. **Eating and drinking are not allowed on the bus.**
 - Smoking on the bus is prohibited by law and school rules.
 - Refrain from passing things on or from the bus. Keep arms and head inside the bus at all times.
 - Misconduct on the bus will not be allowed. Any child who does not conduct himself/herself properly may lose the privilege of riding the bus. See Code of Conduct.**
 - Electronics should not cause distractions on the bus or endanger other students. The bus driver will report any violations to administration.**

**DISCIPLINARY CONSEQUENCES
(PER HISD ADMINISTRATIVE
PROCEDURES 318.320):**

1ST OFFENSE: Warning/Parent Contact

2ND OFFENSE: 1-2 Day Bus Suspension
3rd OFFENSE: 5-7 Day Bus Suspension
4th OFFENSE: May result in bus
expulsion for the semester or school
year.

SEVERE DISRUPTION:

The following inappropriate behavior will result in **automatic suspension of transportation privileges:**

- Refusal to obey driver
- Physical harm to the driver
- Physical harm to another student
- Failure to give correct name
- Property damage (Student will be charged.)
- Total disruption deemed by driver/administrator

If you are interested in finding out more information about transportation, please contact Ms. Alfaro or Ms. M. Alaniz at 713-924-1760.

VANGUARD PROGRAM

The Navarro MS Vanguard is a facet of the Magnet School Program for HISD. The program provides gifted and talented students from within the HISD family with accelerated, challenging, differentiated, and a stimulating academic curriculum. The program envisions achievable success for all students with these special strengths and needs.

Who is the Vanguard Student?

- A student who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experiences, or environment and who:
- Exhibits high performance capability in an intellectual, creative, or artistic area;
- Possesses an unusual capacity for leadership; or excels in a specific academic field.

Requirements:

Total matrix profile sheet of a score of 62 or above which includes the following:

- Ability score/Naglieri

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- Stanford/Aprenda scores
- Overall grade average
- Teacher rating

Student Ambassadors

For information regarding the Vanguard Program, please contact: Melissa Alaniz at 713-924-1760, ext. 054110.

Vanguard Program Student Expectations:

- Maintain an overall average of 75 or higher in each Pre-AP/AP class during each grading period
- Complete assignments, classwork, homework, special projects
- Bring necessary materials to class
- Refrain from disruptive behavior
- Maintain a high degree of organization
- Participate and remain on-task in class
- Maintain regular attendance
- Adhere to the student code of conduct

Navarro Middle School, in collaboration with parents and community, will strive to foster a nurturing environment where students become life-long learners and are successful through:

- **Meaningful and lasting relationships**
- **An appreciation of diversity**
- **A strong academic curriculum utilizing technology**

What can the Navarro Vanguard program do for me?

Take advantage of AP and high school credit courses in middle school that allows you to take college credit courses in high school, therefore, saving money on college tuition.

Courses offered:
Algebra I (7th & 8th grade)

Advantages of being in the Navarro MS Vanguard Program

AP options to assist your graduation plan
College field trips-College prep
SAT Duke Tip for Qualified 7th graders
Leadership Opportunities

VOLUNTEERS

Children whose parents are involved in schools are the ones who excel in school. Parent involvement is a critical factor in a child's educational success. A positive home-school relationship benefits the children, family, and the school. Helping your child realize the value of education is extremely important. Your presence at school is one way to show your love and encouragement.

Our school's mission is to create an educational environment in which students are given the opportunity to reach their full potential, and the academic, social, and developmental needs of each student are met. We are looking for volunteers to help us with that awesome task.

We invite you to come to Navarro MS to volunteer your time and talents. We will value you as a volunteer, and appreciate your dedication to the children as a supportive aide, role model, and mentor.

We know your time is precious, but we hope this invitation will empower you to come in and volunteer. You will need to be cleared through HISD VIPS program in order to volunteer. Please feel free to contact Ms. Cruz, our parent engagement coordinator, at 713-924-1760 or Room A 108 to discuss the process and a time to volunteer that is convenient for you.

Thank you in advance for volunteering your time and talents! Together, we can make a difference in the lives of children.

**STUDENT AND PARENT ACKNOWLEDGMENT
PARENT/STUDENT HANDBOOK
2023-2024**

Signatures of parents and students acknowledge receipt of a copy of Navarro's *Student/Parent Handbook*. The contents in the following areas have been read and understood:

- ACADEMIC GRADING STANDARDS
- ANNOUNCEMENTS
- AFTER-SCHOOL STUDY
- ARRIVAL & DISMISSAL
- ATTENDANCE & TARDY RULES
- BACTERIAL MENINGITIS
- BELL SCHEDULE
- CAFETERIA RULES
- CHILD ABUSE

- CLINIC AND ILL STUDENTS
- DISCIPLINE GUIDELINES

- EARLY SCHOOL DEPARTURE

- ELECTRONIC DEVICES
- EMERGENCY CLOSING

- EXTRA-CURRICULAR ELIGIBILITY
- HALLS
- HEALTH SCREENING
- HOMEWORK
- HONOR ROLL
- IMMUNIZATIONS
- INSURANCE
- CLUBS AND ORGANIZATIONS
- LOST AND FOUND

- LUNCHES/LUNCH MONEY
- MAKE-UP WORK POLICY
- MISSION, VISION & NAVARRO WAY
- MEDICATION POLICY
- NON-DISCRIMINATION POLICY
- OFFICE HOURS
- PARENT CONCERN PROCEDURES
- PERSONAL CARE ITEMS
- PHYSICAL EDUCATION
- PROGRESS & REPORT CARDS
- PROMOTION & RETENTION
- REPORT CARD DATES
- SCHOOL CALENDAR
- STUDENT DISCIPLINE & REGULATIONS
- STUDENT RECORDS
- TARDY POLICY
- TELEPHONES
- TEXTBOOKS
- TRANSPORTATION
- TRUANCY
- UNEXCUSED ABSENCES
- VANGUARD PROGRAM
- VOLUNTEERS
- WITHDRAWING FROM SCHOOL

Message to Parent: Please be advised that your son/daughter has acknowledged the distribution of the student/parent handbook. We encourage you to take the time to review the handbook.

Dear Parent/Guardian and Student,

Once you have finished reviewing the handbook, please sign below and return this page to your 1st period teacher. This page is due during the first week of school of during the first week that you receive it.

Thank you,
Administration

X _____
Parent or Guardian

X _____
Student