

# WILLIAM P. HOBBY MIDDLE SCHOOL HOBBY HEALTH SCIENCE MAGNET SCHOOL CAMPUS HANDBOOK

## CAMPUS ADMINISTRATION

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Section A  
Campus Handbook  
2023-2024

**Welcome**

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## **WELCOME**

Welcome to the amazing community that is Hobby Middle School. Your administrators, counselors, teachers and support staff are very excited about helping you achieve your goals. They promise to provide you with tools you need to build a strong foundation for learning. As a middle school student, you are responsible for using those tools to the best of your ability. 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. Attend school regularly, be on time to all of your classes, follow expectations for behavior, demonstrate best effort on first attempts, apply effort to improve when mastery is not immediate and share knowledge and talents to help others.

Hobby Middle School is dedicated to the well-being of the whole child – mentally, physically and emotionally. Therefore, it is necessary to have certain rules/procedures to ensure each individual has the opportunity to benefit from their educational experience. 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, including volunteerism is encouraged and welcomed. The cooperation of the school community will result in a more positive and productive school experience. Conferences may be scheduled by calling the school at (210) 397-6300.

## **OFFICE HOURS:**

- 7:45 a.m.-4:20 p.m.
- Doors remain locked at all times. For safety and security reasons, you may have to wait to be admitted into the office.

## **WILLIAM PETTUS HOBBY**

Governor William P. Hobby was known as the “Tactful Texan”. In September of 1917, William P. Hobby became Governor of Texas. He succeeded the impeached governor Ferguson and later in 1918 was elected by a record majority to serve from 1918 to 1920. During his term in office, William Hobby took charge of wartime responsibility, sponsored first “tidelands” law, “right-to-work” legislation, and his education proposals have made history.

The Northside Independent school District has chosen Texas governors and notable Texans to be the namesakes of the middle schools in the district. In the choice of William Hobby for this middle school, the district has made an excellent selection, as Governor William P. Hobby was an illustrious contributor to the newspaper business and State Governor of Texas. James A. Clark said of Governor Hobby, “William P Hobby is a great man. He is a pleasant, charming person with the most genuinely profound wit I have ever known. He is most accurate and penetrating as a dedicated newspaper man, and I believe history will record the same day that he was one of the truly great governors of Texas.

## **SCHOOL COLORS:**

Purple and Gold

## **SCHOOL MASCOT:**

Hawk

## **Hobby Middle School Mission, Vision and Core Beliefs**

**Our Mission:** We will transform the learning experience for all students within our inclusive community.

**Our Vision:** Everyday, every learner grows in confidence, curiosity and capability

### **Our Beliefs:**

- All students deserve a quality education.
- A positive school environment is directly linked to students’ academic achievement and future success.
- Positive school relationships are vital to students’ social and emotional well-being.
- Classroom teachers have the most impact on students’ achievement and behavior.

## **PEOPLE WHO CAN HELP**

### **Principal**

The principal works collaboratively with teachers, staff, and stakeholders to achieve the campus/district mission, vision and goals. He reinforces values through a common language, motivates stakeholders through modeling, practice assessment, feedback, intervention and professional development; he promotes a continuum of learning and shared leadership recognizing expertise as he builds capacity, organizes and assesses the implementation of the Professional Learning Community (PLC).

### **Academic Dean**

The Academic Dean is an instructional leader who is responsible for curriculum and instruction on the campus. The Academic Dean also assists the principal in supervision of personnel, instruction and the implementation of the campus and district goals and mission. As a collaborative member of the Professional Learning Community (PLC) process, she works to achieve the campus/district mission, vision and goals.

### **Associate Principal/Assistant Principal**

The Associate 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 the routine discipline problems. They also assist the principal in supervision of personnel, instruction, and the implementation of the campus and district goals and mission. The Associate principal assumes the responsibility of the Principal in his absence. As collaborative members of the Professional Learning Community (PLC) process, they work to achieve the campus/district mission, vision and goals.

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

The Magnet Director works directly with the Principal in the management and organization of the Magnet Health Science Program. The Director handles the day-by-day operations and recruitment of the Magnet Program. Our Program Coordinator supports the Director in the recruitment and daily operations.

### **Counselors**

Students have the same guidance counselor throughout middle school. As part of the Professional Learning Community (PLC), the counselors work collaboratively to achieve the campus/district mission, vision and goals. Counselors will be happy to assist students with concerns regarding school and/or personal life. If students would like to make an appointment with a counselor, this can be arranged with the secretary in the guidance office. If a counselor cannot see students that same day, she will make an appointment for later time. 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 based on district guidelines.

### **Teachers**

Teachers play an important role for the success of their teams. All team members are interdependently responsible for the success of the campus, sharing ownership for student achievement. Teachers work collaboratively to achieve the campus/district mission, vision and goals with each individual taking role(s) with clear understanding how he/she can contribute and relate to the overall work of the Professional Learning Community (PLC).

### **Librarians**

The Hobby Middle School library opens each morning, Monday-Friday at 8:00 a.m. The librarian is an invaluable resource when researching class assignments, finding a great book to read and assisting with technology, including audio-books, databases and class projects. As part of the Professional Learning Community (PLC), the librarian works collaboratively to achieve the campus/district mission, vision and goals. The librarian is available to assist you every school day from 8:00 a.m. to 4:00 p.m. Check out the Hobby Library.

### **Police Officer**

The police officer assists students when needed and helps maintain a safe environment. As part of the Professional Learning Community (PLC) the police officer works collaboratively to achieve the campus/district mission, vision and goals. The officer helps supervise all after-school events and helps monitor traffic. The Northside ISD Police Department maintains a 24-hour anonymous SAFE hotline number at (210) 397-7233.

## **School Nurse**

The school nurse is available to help students at school with medical emergencies and will work closely with parents and physician(s) in administering prescribed medication. Please notify the school nurse of any medical conditions that may be of concern.

## **GENERAL INFORMATION**

### **AFTER-SCHOOL ACTIVITIES**

All school and U.I.L. rules apply to conduct and dress code for students who attend after-school activities. Written permission and/or an admission fee may be required for many events. Transportation to and from school is the responsibility of the parent for these activities; parents are expected to pick up their child within 20 minutes of the conclusion of the event. If a parent or guardian does not pick up their child in a timely manner, protocols and procedures set forth by NISD in the Crisis Handbook may be followed by the administrator or staff member if they deem it necessary. Students who are not picked up in a timely manner after a school event or school function may be denied the right to attend future after-school functions for the remainder of the year. Students who exhibit inappropriate behaviors will be removed from the activity. Formal attire and/or limousine transportation are not appropriate for these events. Any clothing deemed inappropriate or suggestive is not permitted.

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

- Out of school suspension (OSS)/in school suspension (ISS) assigned for the day of the event
- Other disciplinary actions that may warrant non-attendance of the event
- Absence from school the day of the event
- Excessive absences
- Repeated misconduct at after-school events
- Assignment to an alternative educational campus
- Withdrawal from Hobby Middle School

### **Athletics**

Athletics at Hobby Middle School are considered extracurricular activities and most practices are scheduled before or after school. Athletes at Hobby are boys and girls who have indicated a desire to contribute time and energy for the good of themselves, the team and their school. We recognize this contribution in various ways and expect our athletes to be good representatives of Hobby wherever they go. An athlete is first a lady/gentleman who acts courteously and is an example of good conduct and grooming for others to follow.

We have team sports such as football, basketball, soccer and track for 7th and 8th grade boys. We have basketball, volleyball, soccer and track for 7th and 8th grade girls. We have lifetime sports for all students in tennis and golf at the 7th and 8th grade level.

The athlete must maintain a passing grade of 70 or above to remain eligible to participate in any extracurricular activities. There are no special privileges for athletes and none are expected. The athlete is assuring for himself/herself a more well-balanced education through a variety of interests. We welcome student participation in our athletic program, and we hope it will result in victorious competition.

### **Attendance Procedures/Tardies**

Following an absence, students should bring a dated note signed by a parent or doctor explaining the reason for the absence. All notes should be sent to school within 3 days of the absence. Failure to provide the note in a timely manner may affect perfect attendance for the year.

- The attendance office is open from 7:45 a.m. to 4:15 p.m.
- Parents and/or guardians can also send a copy of the note directly to [beverly.tiffany@nisd.net](mailto:beverly.tiffany@nisd.net) Four minutes is the time allotted for students to pass from one period to the next. If a student is not in class at the end of the passing period, the teacher will consider the student tardy.
- All unexcused tardies will be subject to escalating consequences.
- Should a student be held in a classroom 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.

### 1. Tardy 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 consequence.

### 2. Coming to School Late

If a student arrives on 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. Repeated offenses will result in a meeting with administration.

### 3. Excessive Tardies

Students with excessive tardies will be referred to an administrator.

## Awards

Students are recognized for outstanding achievements at the Hawk Awards Ceremony held at the end of the year. Students will receive honor roll ribbons at the end of each marking period except for the last nine (9) weeks.

To be eligible for "A" honor roll recognition, students must have As in all subjects. For "A"/"B" honor roll, the student must have A's and B's in all subjects. **Students cannot have N's or U's in conduct to receive honor roll status.**

## Backpacks

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

## Band/Choir/Orchestra

Students in band are expected to buy their instruments except in a few instances where the instrument is furnished. Students are expected to participate in Solo and Ensemble contests. Students are required to attend all performances as part of their grade. Students are also expected to attend before and after school rehearsal in preparation for upcoming concerts.

## Bell Schedule

Note: The bell schedule is posted to the Hobby Middle School website.

## Bus Assignments and Transportation

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

## Campus Operating Hours

Classes begin at 8:40 a.m. and end at 3:55 p.m.

- The doors to the cafeteria will be opened to all students at 7:15 a.m. with video surveillance until 7:30 a.m.
- All school rules are in effect once students arrive on campus.
- Breakfast begins at 7:30 a.m. and ends at 8:30 a.m.
- Students who arrive at school prior to 8:00 a.m. are to report to the cafeteria.
- Students who arrive after 8:00 a.m. are allowed to eat breakfast (if they choose) and then report to their grade level designated areas.
- Front office hours are 7:45a.m. – 4:20 p.m.
- Attempting to sign out your students after 3:30 p.m. may be delayed due to dismissal procedures.

## **Campus Visitors**

All parents and visitors are required to register in the Front Office with the Principal's secretary regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass, and must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus or field trips. The background check may be done on-line through the NISD website.

## **Cell Phones/Personal Electronic Devices**

Studies show that access to smartphones, texts, and social media magnifies the issues of inclusion and acceptance, issues most middle schoolers grapple with during the day. Face-to-face time with friends and classmates counteracts the isolating, depressive feelings that come up when looking at a screen. Students' academic performance actually goes down with the mere presence of a phone in class. When parents help their kids plan their days without text messages, they help them to develop valuable executive-functioning skills. Studies show that kids' academic performance actually goes down with the mere presence of a phone in class.

Hobby Middle School uses the following protocol for Personal Electronic Devices (PED's):

**Red:** Classroom - Students may not use their Personal Electronic Devices (PED) for any purpose, including music. If devices are needed for learning, students will utilize their Chromebooks.

**Yellow:** Hallway - Students may access their personal electronic devices with caution and safety awareness. Staff will address safety concerns such as walking without looking up and students stopping in the hallway.

**Green:** Students may use their personal electronic devices when seated in arrival areas or at lunch tables.

Upon entering the classroom, students will be expected to place their phone in a classroom storage device or in their backpacks. Air pods or like devices will be turned off and put away during classes.

Airpods/earbuds/headphones will not be worn in the hallway at any time.

\*Students are allowed to use their PED's before school, at lunch and after school.

## **Clubs**

Membership in clubs is open to all students. Every student will profit from the varied experiences which he/she will enjoy as a member of a club. Regular meetings are held each month, either before or after school.

## **Courtyard**

Students will have the opportunity to sit in the courtyard outside the cafeteria during lunch if they have met the following criteria each grading period:

- Honor Roll academics
- 95% attendance
- Few to no disciplinary referrals **or at the discretion of the Associate/Assistant Principal.**

## **Dances and After School Activities**

School dances sponsored by the PTA and club organizations will be held periodically. These dances are open only to Hobby students in good standing. In order to continue to attend future dances or after school activities, students must be picked up no later than twenty (20) minutes after the function (ex: football, volleyball, basketball, and Intramurals). Parent contact will be made by an administrator if the student is not picked up after the function within the time frame.

## **Deliveries/ Lunch and Lunch Deliveries**

In order to minimize interruptions of the learning environment, we do not deliver items directly to students. However, we also recognize the need for a child to receive forgotten items. Therefore, we will gladly accept any item delivered by a parent to the office. Balloons, flowers and personal gifts for students will not be delivered to the student during the day. All items will be held in the front office for student pickup at the end of the day

- **Using a 3<sup>rd</sup> party delivery service (Door-dash, Uber Eats, etc. ) will be prohibited due to safety issues and payment complications.**

All students will receive free breakfast and lunch during the school day. Students will be able to purchase a la carte menu items. If for some reason the student does not receive lunch, please see an administrator as soon as possible. Parents/guardians are invited to each lunch with their student and will be placed in the front courtyard.

- Bringing lunch for other students or groups is not permitted without administrator approval i.e. birthday parties, etc.). Parents/guardians should call the school and ask to speak to an administrator prior to.
- Parents may bring food for their students and drop off in the main office. Students will be contacted during lunch to retrieve food items.

### **Dress Code: Dress for Success**

School staff recognizes that parents bear the primary responsibility for setting standards for their children's dress and grooming. However, because of health and safety factors, the influence of dress and grooming on students' attitude and behavior, and because of the need to prevent disruptive influences and preserve the academic environment of the school, student dress and grooming are appropriate concerns of teachers and administrators.

The district's dress code is implemented (Section D); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus. In an effort to promote a safe and positive school environment which is conducive to learning, students should wear appropriate clothing that will not cause disruptions in learning or safety. Inappropriate, indecent, suggestive or distracting clothing will not be allowed.

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

### **Extra-Curricular Activities**

All Hobby students are encouraged to participate in extracurricular activities. Students must maintain their academic eligibility to participate fully. However, students who do not attend school on the day an extracurricular event is scheduled may not participate in that activity. Students will be allowed to attend home games conducted at Hobby Middle School. Students are expected to follow the Hobby Middle School Dress Code and the NISD code of conduct.

- Attendance at events is contingent on good standing in regards to behavior and attendance.
- Students will report directly to the cafeteria on event days and will be escorted to the event by an administrator.
- Students are not allowed to leave the campus after school and return for the event without a parent/guardian.
- After the event is concluded, all student spectators must be picked up no later than 20 minutes after the conclusion of the event. Any student who is not picked up in this time frame may be subject to removal of the privilege to attend future events.
- For events scheduled after 6:00 p.m. (i.e. music concerts) students will not be allowed to stay on campus after school. They may return no earlier than 30 minutes prior to the start of the event. A parent is required for student spectators to be in attendance for these events.

### **FLEX**

FLEX is an intervention and enrichment time built into the school day at Hobby Middle School. Flex allows Hobby Middle School the opportunity to help students who may be struggling with a concept or who need additional time and/or support to be successful. Intervention also allows students who have missed class to catch up.



## **Hobby PBIS/ Matrices**

**What is PBIS-**A school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment.

- In terms our Math teachers can relate to:

**Teaching Expectations**  
**+Reinforcing Appropriate Behavior**  
**Better Student Behaviors**

### Matrices

**P- Punctuality**

**R- Respect**

**I- Integrity**

**D- Determination**

**E- Excellence**

These expectations will be taught to all students throughout the year.

### **Intramurals**

The purpose of the intramural program at Hobby is as follows: to provide a short recreation period for all students. All intramurals will take place immediately after school. Students taking part in intramurals should be picked up at 5:30 pm.

### **Leaving Campus**

- Once students arrive on campus (Parent drop off, bus or walking to school), they are not allowed to depart campus without parents that have followed campus procedures for check out.
- Students who are attending athletic events are not allowed to leave campus and return without a parent.
- During the school day, students are not allowed to leave campus without a parent or guardian signing them out. Any student found to have left campus will result in escalating consequences assigned by an administrator.

### **Library**

- The library is open each day, Monday-Friday 8:00 a.m.-4:05 a.m. Students are expected to follow the student code of conduct.
- Passes are handed out in the cafeteria prior to dismissal to grade level locations.
- Students may use the library during the school day with an appropriate pass from the teacher..
- We do not charge fines for overdue items, but students are responsible to pay for the loss or damage of library materials.

### **National Junior Honor Society**

All of the middle schools in the Northside Independent School District sponsor a chapter of the National Junior Honor Society. Seventh and eighth-grade students who have attended the same Northside 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. Past faculty councils have required a cumulative grade average of 90 or above for 7th and 8th (if applicable) grade work for a student to be considered for membership.

A faculty council is appointed annually by the principal. This council determines final selection for membership by reviewing an assessment of each scholastically eligible student according to criteria based upon qualities of character, citizenship, leadership, and service.

Membership in the National Junior Honor Society is both an honor and a responsibility. Once selected, members have the responsibility to continue to demonstrate those qualities. Members who resign or are dismissed are never again eligible for membership or its benefits.

A National Junior Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

**Nuisance Items**

Items that cause a distraction from the school's academic atmosphere are not permitted. 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.

**Technology**

Students must use the Northside network and the Internet in a responsible, efficient, ethical, and legal manner in accordance with the Northside ISD Acceptable Use Policy. At the beginning of each school year, there are two forms that must be signed and returned to the school before your child will be able to use a networked computer at Hobby Middle School or have their work published on Hobby's website. To function effectively in this environment, students must assume personal responsibility to behave ethically, even when technology provides them the freedom to do otherwise.

The use of the Northside network and the Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the Acceptable Use Policy and guidelines as a condition of using the Northside network and the Internet. Use of the Northside network or the Internet that is inconsistent with this policy may result in **loss of access** as well as other disciplinary or legal action. When a student is referred to the Associate Principal's office for a discipline infraction, students will turn in their phone while administrators conduct an investigation. Administration reserves the right to hold the phone until the conclusion of the investigation and/or the end of the school day

**Withdrawal from School**

The student should bring the withdrawal documentation form filled out by the parent/guardian prior to the withdrawal date. Any outstanding school issued items must be turned in prior to the completion of the withdrawal.

