

SAM RAYBURN MIDDLE SCHOOL CAMPUS POLICY

SAM RAYBURN MIDDLE SCHOOL ADMINISTRATION

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Section A Campus Policy

<p>Foreword A-1</p> <p>Sam T. Rayburn A-1</p> <p>Philosophy A-1</p> <p>People Who Can Help You A-1</p> <p style="padding-left: 20px;">Principal A-1</p> <p style="padding-left: 20px;">Vice Principal/Assistant Principal A-1</p> <p style="padding-left: 20px;">Academic Dean A-1</p> <p style="padding-left: 20px;">Counselors A-1</p> <p style="padding-left: 20px;">Teachers A-1</p> <p style="padding-left: 20px;">Librarian A-1</p> <p style="padding-left: 20px;">Secretaries A-2</p> <p>General Information A-2</p> <p style="padding-left: 20px;">Attendance Procedures A-2</p> <p style="padding-left: 20px;">Arrival to School/Check-out Procedures A-2</p> <p style="padding-left: 20px;">Backpacks A-2</p> <p style="padding-left: 20px;">Daily Schedule A-2</p> <p style="padding-left: 20px;">Cell Phones A-3</p> <p style="padding-left: 20px;">Change in Name, Home Phone Numbers, or Address A-3</p> <p style="padding-left: 20px;">Corridor Passes A-3</p> <p style="padding-left: 20px;">Dress Code A-3</p> <p style="padding-left: 20px;">Examinations A-4</p> <p style="padding-left: 20px;">Gum/Food Items A-4</p>	<p>Health Services Department/Nurse A-4</p> <p>Internet Acceptable Use Policy A-4</p> <p>Intramurals A-4</p> <p>Library A-4</p> <p>Lockers A-4</p> <p>Lunch Procedures A-4</p> <p>Note Writing, Autograph Books and Petitions A-5</p> <p>Nuisance Items A-5</p> <p>Performing Organizations A-5</p> <p>Pets A-5</p> <p>Physical Education A-5</p> <p>PTA A-5</p> <p>Public Display of Affection A-5</p> <p>Schedule Changes A-5</p> <p>School Hours A-5</p> <p>Student Council A-5</p> <p>Tardies A-6</p> <p>Telephone A-6</p> <p>Textbooks — Lost or Damaged A-6</p> <p>Visitors on Campus A-6</p> <p>Withdrawal From School A-6</p> <p>Conclusion A-6</p>
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FOREWORD

Sam Rayburn Middle School is dedicated to the purpose of training minds and building skills that will be useful and required, now and in the future. In order for this to be accomplished to the highest degree for each individual, it is necessary, in the interest of efficiency and order, to have certain rules to assure each individual the opportunity to attain maximum benefits from the program. Therefore, for the convenience of the student and parent, we are outlining some general regulations to be used as guides.

SAM T. RAYBURN

Sam Rayburn Middle School was named in honor of Sam T. Rayburn (1882-1961). Rayburn was a lawyer from Bonham, Texas, who served for forty-five years as a Representative (D) to the U.S. Congress. He presided over the House of Representatives for seventeen years, more than twice as long as any House Speaker in American history. In his position as Speaker, he exercised great influence and was responsible for the formulation and support of many progressive social and economic laws and policies.

"Mr. Sam", as he was called, was known and loved by many. He was closely associated with Lyndon B. Johnson, whose name he placed in nomination against that of John F. Kennedy in 1960. Johnson lost the race for the Presidency, but gained the second spot on the winning ticket and became the U.S. Vice President.

Sam Rayburn died of cancer at age seventy-nine. He is remembered as a master of parliamentary tactics.

PHILOSOPHY

We at Sam Rayburn believe in a fundamental tenet of democracy, which is to permit and foster the development of the common fund of knowledge and skills vital to the welfare of the individual and the nation. In addition, each child should be familiar with the American democratic process and its value to the American way of life.

We believe the school must recognize the problems and stresses related to inner-city mobility and the socioeconomic conditions of our community. One of our most important tasks is to arrange instruction in line with the student's needs, providing remediation or added challenge when necessary. We should encourage expanded thinking and a broadening of experiences. Parents should be sufficiently involved and committed to ensure continuity in the child's experience.

The education of children cannot be better than the school personnel doing the work. Good human relations among the staff should be encouraged. We believe it is our responsibility as teachers to respect the dignity of individual students and to be understanding for successful interactions with our students. We believe that staff members should have a thorough and current knowledge of subject matter and of the materials and methods conducive to learning. Teachers should be flexible in adapting methods, routine, scheduling and activities to our current student -population.

We realize that extracurricular activities are essential at the middle school level for the development of a variety of interests. These activities should be geared to the level of the student's maturity. All students should be encouraged to participate in the activities which are offered.

Because we believe the student is in an important period of transition, we provide an atmosphere of learning with some structure as a guide to the student adapting to the middle school environment. The student needs to demonstrate his/her ability to properly function within a framework of discipline. Opportunities for the development of self-discipline and responsibility should be provided.

All students must have equal educational opportunities. Discrimination on the basis of sex, ethnic origin, religion, socioeconomic background, or physical, emotional, or mental handicaps does not provide these equal opportunities.

Individual differences should be determined through diagnosis of learning needs by testing and input provided by teachers and counselors. Appropriate resources should be provided where possible. The student has a right to the educational experiences which are best suited to his/her abilities and needs. The student has a responsibility to take full advantage of these experiences. Within this process, the responsibility is shared by the learner, the teacher and the parent.

The middle school experiences should include command of the fundamental skills of communication and thought, cooperative habits and attitudes of living, creative interests and skills, understanding of the physical and cultural world, and skills and knowledge for citizenship, home, living, work and further training.

PEOPLE WHO CAN HELP YOU

Principal

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

Vice Principal/Assistant Principal

The Vice Principals work directly with the Principal in the administration and organization of the school. They are active in all phases of school administration and handle routine discipline problems.

Academic Dean

The Academic Dean works directly with the Principal in the administration and organization of instruction and curriculum of the school. The function of the academic dean is to provide support for the instructional focus of the school.

Counselors

The counselors are in charge of the school's testing program and student records. You may consult with the counselor on problems having to do with students' school work, course selection, group and social problems, or problems of a personal nature. The function of the counselor is advisory, not disciplinary.

Teachers

The teachers are specialists in the field which they teach and are eager to help students get the most out of their classes. They are the classroom leaders and are given the responsibility of supervising and directing all students in the pursuit of education. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Trustees and any additional policies set up by the administration.

Librarian

The Librarian will assist you in the orientation and use of the library. Before, after and during the school day feel free to consult him/her in order to more efficiently use the library.

Secretaries

The secretaries work under the direction of the administration, counselors and librarian. All of the secretaries carry out the important clerical functions of the school and will assist you in matters concerning attendance, report cards, etc., or will refer you to the office where you can obtain the information or assistance which you will need.

GENERAL INFORMATION

Attendance

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

The first rule of success for a student is to "show up" on time. Attendance is one of the Principal's top priorities in managing the school's population. Students cannot learn if they are not present in school; teachers cannot teach empty seats.

Attendance Procedures

1. Students should turn a note in to their first period teacher the day they return to school following an absence. The note must include the following: a) date of note, b) name of child, c) date(s) of absence(s), d) specific reason for absence(s), e) parent signature, and f) telephone number(s) where parent can be reached. *Third party notes are accepted (i.e., doctor, dental, funeral, family court) and need to meet the same criteria as listed above.
2. Students without a note will be issued an unexcused absence. The student must bring a note within three school days to the attendance secretary for the record to be amended.

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

Arrival to School/Check-out Procedures

The regular school day is from 8:30 a.m. until 3:40 p.m. Students arriving early must go to designated areas (cafeteria, B building, or gym) until being released to first period. However, supervision is not provided until 7:30 a.m. Once a student arrives on school property, he/she must remain on the campus for the entire day unless checked out by guardian/parent. Students arriving late must report to Main Office to receive a Tardy Slip.

Checkout procedures are as follows:

1. The adult picking up the student must present valid identification and sign the sign-out book.
2. Student will be summoned from class once verification is made.
3. If the adult picking up the student is someone other than the parent/guardian, he/she must be listed on the Medical Emergency release card and office personnel must confirm release with the parent.

Backpacks

Backpacks must be clear or see-through mesh.

Breakfast

Breakfast is served from 7:30 to 8:15. After 8:15, all students are to clear the cafeteria and report to designated grade level areas. Sixth grade students report to the **upper B Building**, seventh grade students report to the **lower B Building**, and eighth grade students report to the **lower E building**.

Daily Schedule

Sam Rayburn is using an 8 period schedule as follows:

Breakfast 7:50 – 8:15

Morning Entry 8:20 – 8:25

Pledges and Announcements 8:25 – 8:30

Period 1 8:30 – 9:18

Period 2 9:23 – 10:08

Period 3 10:13 – 10:58

Period 4 11:03 – 11:58

6th A Lunch 10:58 – 11:28

6th B Lunch 11:28 – 11:58

Period 5 12:03 – 12:58

7th A Lunch 11:58 – 12:28

7th B Lunch 12:28 – 12:58

Period 6 1:03 – 1:58

8th A Lunch 12:58 – 1:28

8th B Lunch 1:28 – 1:58

Period 7 2:03 – 2:49

Period 8 2:54 – 3:40

Students will have advisory during the alternating lunch period.

Cell Phones

Please refer to the District policy on cell phones. Cell phones and other electronic devices should not be a distraction and are to be kept in the off position, out of sight in classrooms unless otherwise directed by the teacher for instructional purposes. Teachers will indicate when personal technology is allowed through the red/green personal device indicator posted in each classroom. Infractions to the cell phone policy may result in confis-

cation of the phone and possible disciplinary action.

Change in Name, Home Phone Numbers, or Address

The attendance secretary should be informed of any change in the student's name, telephone number, or address as soon as possible. Address changes require a proof of residence.

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, time leaving class and returning to class will be noted on the pass. Students in the halls without a pass will be subject to disciplinary action.

Students must secure a corridor pass from his/her teacher the day before to enter the building before school day commences. The student must report directly to the teacher's classroom or designated location.

Dress Code

Effective the 1998-1999 school year, Sam Rayburn Middle School established a mandatory uniform policy. The mandatory specifications are given below. Please remember that in addition to Rayburn's uniform policy, we enforce the Northside Independent School District dress code policy as stated in Section D.

Colors: Boys – Beige/tan khaki or black twill pants with a polo shirt; 6th grade shirts will be red, seventh grade shirts will be white, eighth grade shirts will be black.
Girls – Beige/tan khaki twill or black pants, a-line skirt, pleated skirt or a-line jumper with a polo shirt; 6th grade shirts will be red, seventh grade shirts will be white, eighth grade shirts will be black.

Guidelines for Pants:

Beige/tan khaki or black color only.

No jeans, "carpenter/painter" pants, hip-huggers, leggings/stretch pants, or "capri" pants.

Pants must be the correct waist size and should not be rolled up or folded at the cuffs

No cargo pockets, cuffs or drawstrings

No logos or brand names on exterior.

Must have at least a one-inch hem. **(No slits in pants allowed)**

Pants must be worn at the waist so proper fit is achieved (no sagging).

Options: Pleats, elastic in waist

Guidelines for Skirts and Jumpers (for girls only):

Must be beige/tan khaki only **(No stretch skirts)**

A-line or pleated skirt, a-line jumper

Length mid-thigh or longer

Skirts or jumpers must fit properly (not excessively tight or loose)

No straight skirts

At least a one inch-hem

No buttons down the front or back

No slits

No logos or brand name on exterior

No shorts or skorts

Options: Side pockets, elastic waist

Guidelines for Shirts:

Polo style with a collar and buttons; sixth grade shirts will be red, seventh grade shirts will be white, eighth grade shirts will be black

No logos or brand names on exterior

May have short or long sleeves

Textured or smooth finish

Mock turtlenecks/T-shirts may be worn under uniform shirt and undergarment shirts must be solid red, black, white, or gray.

Must be thick enough material to not see through

Oversized shirts are not permitted

Spirit shirts may only be worn on the days designated by the Principal.

Guidelines for Outer Wear:

Only school colors (red, black, white, or gray) sweaters, coats, wind jackets, and sweatshirts (any style) may be worn in addition to the uniform.

No offensive or distracting writing or logos will be permitted on the outer wear.

Oversized shirts over the uniform are **not** permitted.

Guidelines for Headwear:

Headwear (i.e., bandanas, beanies, visors, caps, hats, dew-rags, hoods) are not permitted on campus.

Guidelines for Earrings:

Girls – Permitted to wear no more than two earrings per ear lobe.

Boys – One stud earring may be worn in each ear. **No hoops or any other type of earring is permitted.**

Guidelines for Jewelry:

All jewelry worn around the neck must be tucked inside uniform shirt at all times. Leather-type bracelets and/or necklaces are not permitted.

No body or facial piercings are permitted.

Guidelines for Grooming:

In addition to Northside's rules for dress and grooming, cut/shaved hair designs are not permitted. All final decisions related to dress code are at the discretion of the Principal or his designee.

Examinations

Tests may be given by teachers on any particular day. These are known as daily tests. Tests will be given at six-week intervals, covering subject matter studied during that period. The dates of these tests are scheduled by the administrative staff.

District Benchmarks will be given periodically and scheduled in conjunction with campus administrative team and department coordinators.

Gum/Food Items

Due to the unsanitary conditions created by the improper disposal of gum, students are not permitted to chew gum on campus. Students who violate this regulation will be subject to disciplinary action.

All food, candy, etc. must be consumed only in the cafeteria. Eating candy and other food items or consuming drinks will not be allowed anywhere else.

Health Services Department/Nurse

The Clinic is located in the administrative area. The school nurse provides first aid only for injuries and illnesses that occur during the current school day. She does not diagnose but will notify parent/guardian of their child's symptoms. Students with fever of 100 degrees or greater should not attend school until they have a normal temperature for 24 hours. This is important for the health of all children at school. Students wanting to go home will not be allowed to wait in the clinic for long periods of time due to space limitations and numerous students needing to see the nurse.

During the year, the nurse will be doing State mandated screenings for Vision, Hearing, Scoliosis, and Antes (diabetes: high insulin). If parents do not wish their children to be screened, a letter stating this must be presented to the school nurse. It will be the parent's responsibility to provide the nurse with a doctor's note stating the screening results.

Refer to Student Health for additional information concerning health services. PLEASE KEEP YOUR EMERGENCY PHONE NUMBERS UPDATED FOR OUR INFORMATION.

Internet Acceptable Use Policy

Please refer to Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communications System policy covered in Section B.

Intramurals

Intramural activities are available to all students **in the Spring**, after normal school hours several days each week. A permission form signed by a parent is required for participation. Schedules of the various activities will be announced periodically during the school year.

Injuries which occur during intramurals must be reported to the teacher in charge immediately.

Library

Each campus library provides a wide variety of electronic and print materials selected to support curriculum and recreational reading needs. Information literacy and reading skills for life-long learning and a love of reading are taught and applied. Faculty, staff, students, and parents are encouraged to use the resources available in the library. Home access to the library's electronic resources is available at <http://www.nisd.net/rayburn/admin/Library/Index.htm>. The library's online catalog is available from this page or from <http://webcat.nisd.net>.

1. Library hours are from 8:00 a.m. to 4:00 p.m. each school day. Students are encouraged to use the library before and after school for classwork or checking out books.
2. Students from classes must present a library pass signed by the classroom teacher with specific information about the student's assignment. Students without a signed pass will be sent back to class.
3. A student may check out a maximum of two books at any one time and may renew each book once. Books are checked out in the borrower's name and may be kept for up to two weeks. The due date is stamped in the back of the book.
4. The library does not charge late fees; however, students must pay the replacement cost for a lost book. Students with books more than one month overdue may not check out more books until the overdue book is returned or paid for. A student is responsible for all books checked out to him/her, so students are instructed to never lend their library book to another student.
5. Gum, candy, drinks, and food are not allowed in the library.
6. Students may use library computers if they have a signed NISD Acceptable Use Agreement on file. They may use the computers only to use the online library catalog or to complete assignments using electronic resources and/or district software applications.
7. All school rules will be observed by individual students and classes at all times in the library.

Lockers

Lockers are not used at Rayburn. However, lockers and locks are available for use during Physical Education classes. Students should secure all of their personal items in the locker with the assigned lock. Students should not share lockers or give their combinations to anyone.

Lunch/Procedures

Students will report to the cafeteria in an orderly fashion at a designated time determined by the administration and are to fill up tables as determined by the lunch monitor. Students need to be respectful towards lunch monitors, cafeteria, custodial staff, and their peers at all times. Students will be dismissed by the lunch monitor to empty their trays. Failure to do so could result in assigned seating or disciplinary action.

Note Writing, Autograph Books, and Petitions

1. Notes are not to be circulated or originated at school, **to include electronic versions or through social media.**
2. No "slam" books or "dare" logs.
3. No petition is to originate or be circulated at school without prior permission of the principal or vice principal.

Nuisance Items

Any item not school related can be considered a nuisance and is not to be brought on campus. Examples are **game systems**, Bluetooth speakers, blankets, cameras, radios, toys, and stuffed animals. Any other items that are considered nuisances by the administration are also not permitted. The campus is not responsible for any lost or misplaced items.

For safety reasons, **WALLET CHAINS, WHITE OUT (LIQUID PAPER), PERMANENT MARKERS, PAINT PENS AND FOUNTAIN/CARTRIDGE PENS ARE NOT ALLOWED FOR STUDENT USE.**

These items will be confiscated and held in the vice-principal's office for parents to pick up. Students bringing nuisance items on campus are subject to disciplinary action.

Performing Organizations

Persons belonging to a performing organization such as band, orchestra, chorus, etc. are expected to be present at performances. Failure to participate in special functions could result in a failing grade.

Students in the Band are expected to buy their instruments except in a few cases where a school-owned instrument is assigned to a pupil, i.e. French horn, bass drum and bass horn.

Students who are using school-owned musical instruments are responsible for their care. Any damage other than what is considered normal wear and tear will become the responsibility of the student who is assigned that instrument. Students who are issued school-owned instruments and/or equipment are not to allow anyone else to use them without permission of the teacher who issued them.

Pets

Pets are not to be brought to school without prior permission through the office.

Physical Education

Physical education is required of all students by the Texas Education Agency. Students suffering from minor illnesses may be excused from active participation for a period not to exceed three days, provided a note from the parent requesting this is presented to the teacher.

More serious illnesses or conditions requiring the student to miss more than three days of physical education must be excused by a physician. In addition, Restricted Physical Education and Adapted Physical Education is available and may be required for students who qualify. Information about these programs is available from the P.E. teachers or school counselors.

Unless specifically forbidden by a doctor's statement, students excused from physical activities for any reason will be required to suit up, even though they do not participate.

Grades in Physical Education are determined by a student's participation in the three areas of the program. Failure to participate in one or more of the areas will affect a student's grade.

Area A — Dressing for Participation

All students are required to wear teacher approved attire. Students who do not dress appropriately for P.E. will participate and will be subject to disciplinary action. P.E. uniforms in our school colors will be offered for sale by P.E. staff for the convenience of patrons. Information concerning these uniforms is available from the P.E. teachers.

Area B — Showering After P.E. Class

All students are encouraged to shower after P.E. class. Bathing helps control body odor and bacterial growth, and promotes good hygienic practices. Students must supply soap and towels.

Area C — Participation in Exercises and Games

A variety of activities designed to promote strong, healthy bodies are provided in the P.E. curriculum. All students should participate vigorously in all activities to achieve maximum benefit. Since physical fitness is a major goal of the program, all students will be required to participate in a physical fitness program.

Injuries which occur during P.E. class must be reported to the coach in charge immediately.

PTA

Membership in the Sam Rayburn Middle School PTA is encouraged. Any parent or school staff member may join the organization. Normally, four meetings are held each year, the first meeting being Open House. The dates and times of other meetings are announced at the first meeting or are available in the school office.

Public Display of Affection (PDA)

Any display of affection such as holding hands, hugging, or kissing is not permitted on campus. Students will be subject to disciplinary action.

Schedule Changes

Schedules will not be changed after the second week of school unless extenuating circumstances exist.

School Hours

1. School Beginning time
8:30 a.m. Tardy Bell for first period
2. School Dismissal Time — 3:40 p.m.

Students who live within walking distance of school are to leave the campus for home and be off the campus within fifteen minutes after the dismissal bell. If parents plan to pick up their son/daughter, this should be done within fifteen minutes after the dismissal bell. Students are permitted to stay after school for school business (i.e., tutoring, extra-curriculum activities, study hall, or after school programs). Bus students are held in their classroom until their bus is called.

Student Council

Student Council officers are elected in the spring proceeding the year of their terms of office. Homeroom representatives are elected in the fall. The constitution of the Student Council lists the qualifications necessary for each officer and for representatives.

Students who are members of Student Council must:

1. Maintain a "75" average for each grading period and
2. Not receive any failing grades or "U"s nor more than one "N" during the school year.

Tardies

The efficient student is not tardy. Sufficient time is provided to pass from one class to another (five minute passing period). If you are not in your class at the end of the passing period, the teacher may 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 the 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.

Students arriving late to school after 8:40 a.m. should report to the attendance secretary and present a note for the tardy. *Disciplinary/Court action may be administered for persistent tardiness.

Telephone

The telephone in the office is for school business and emergencies only. The students may use the office phone between 3:40 - 4:00 with an appropriate pass from their teacher. Messages will be delivered only for emergencies.

Textbooks — Lost or Damaged

It is the students' responsibility to maintain and protect the textbooks that have been issued to them. Textbooks that are lost must be paid for. The amount due for textbooks that are damaged will be prorated based on the prior condition of the book.

Visitors on Campus

Visits from parents and patrons are encouraged by Rayburn staff. All Parents and Visitors are required to register in the Administrative Office with the receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass. Older siblings are not allowed to visit unless accompanied by a parent. For classroom visitation policy, see Section B of this handbook.

If parents visit their child during lunch, they may sit in the courtyard or at a table made available in the cafeteria, separate from other students.

Withdrawal From School

Parents should notify the Attendance Secretary if possible at least 24 hours in advance if student is to be withdrawn. A withdrawal requires one working day for processing. Students are to report to the front office on the morning of the day they are to withdraw from school. The student will receive duplicate withdrawal slips to be taken to each of his/her teachers for withdrawal grade, and to counselor, cafeteria, and librarian for clearance. Textbooks are to be turned in to Vice Principal's office. Records will not be released to students owing fines or to students who have lost a textbook, library book, etc., until payment has been made to the school.

Conclusion

Our students have a big responsibility to themselves and to the community to maintain the good name Rayburn has established over the years. They are expected to display good manners and model good citizenship. These expectations can be achieved when students follow campus policies as outlined in this handbook.

The Administration of Rayburn Middle School reserves the right to add to or change campus policies at any time.