

SUL ROSS MIDDLE SCHOOL CAMPUS POLICY

SUL ROSS MIDDLE SCHOOL ADMINISTRATION

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Section A Campus Policy

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WELCOME

This Student Handbook has been prepared for your information and guidance. From it you will better understand the spirit, ideals, and objectives of Sul Ross. It is hoped that you will keep this book as a source of accurate and ready information. In it you will find the answers to many of your questions.

Sul Ross Middle School is a community in which all students are citizens. To live together in the school community so that everyone may receive the greatest benefit from their school citizenship, it is necessary that certain rules be understood by all. When students accept the privileges of citizenship, they also accept the obligations of following rules and directions. You will be expected to observe all rules and regulations listed in your handbook and all other administrative directives.

During your years at Sul Ross it will be our goal to help you develop your interests, talents, and capacities so that your success and happiness in the next stage of your school life – high school – will be assured. You will have many opportunities to explore and to analyze your own abilities and interests. Your counselor and teachers are anxious to help in this process.

The time you spend in this school will prove to be happy and exciting if you will follow a few simple suggestions:

1. Know your capabilities and always present the best quality of work that you can achieve.
2. Take full advantage of every educational opportunity.
3. Learn to budget your time. Allow plenty of time for study as needed; play hard when it is appropriate and possible; save time in your schedule to follow some wholesome interests, such as leisure reading and hobbies, and to develop your individual talents.
4. Take an active part in school life according to your interests and abilities. This is one way you can make valuable friendships, develop your social personality, and become a well-rounded citizen.
5. Be responsible for your attitude, for your behavior, for your educational attainment, and for the organization and care of your personal belongings and materials. Be on time and prepared for class and follow the classroom behavior expectations.

Following these suggestions can help you be successful in school and in later life. May you have a happy and profitable experience here at Sul Ross Middle School.

Sincerely,
Faustino Ortega
Principal

LAWRENCE SULLIVAN ROSS

Sul Ross Middle School was named for Lawrence Sullivan Ross, the eighteenth governor of Texas. Ross was born in Ohio in 1838, and his father moved the family to Texas a year later. After attending such schools as the frontier afforded, he entered Florence Wesleyan University in Alabama from which he graduated in 1859.

Shortly after his graduation, "Sul", as he was popularly known throughout his life, was commissioned a captain in the Texas Rangers by Governor Sam Houston. He took part in numerous campaigns with the Comanches and earned a commendation from Governor Houston.

With the opening of the Civil War, Sul Ross joined the Confederate Army. He participated in more than a hundred battles in the War Between the States and attained the rank of Brigadier General.

At the close of the war General Ross returned to Texas. He took up farming for a brief period until the citizens of McLennan County persuaded him to enter politics. He served in the State Senate and then was elected Governor of Texas in 1886. From 1887 until 1891 Sul Ross gave Texas one of its best administrations.

At the expiration of his second term as governor, Ross became president of the Agricultural and Mechanical College of Texas, a position he held until his death in 1898. Under his leadership, Texas A & M grew into a college that commanded the respect of all Texas.

Sul Ross Middle School in the Northside Independent School District, San Antonio, Bexar County, Texas, now proudly bears the name of the distinguished Confederate soldier, eminent statesman, and successful editor — Lawrence Sullivan Ross.

SCHOOL COLORS

Green and Gold

SCHOOL MASCOT

Rebel

GENERAL INFORMATION

PEOPLE WHO CAN HELP YOU

Your Principal

The principal is responsible to the Superintendent of Schools for the proper administration of Sul Ross Middle School. It is the duty of the principal to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, parents, and other community members.

Your Vice Principal and Assistant Principal

The Vice Principal and Assistant Principal work directly with the Principal in the administrative organization of the school. They are in charge of attendance and handle the routine discipline problems. They also handle the day to day operations of the school and assume the responsibility of the Principal in the event of an absence.

Your Academic Dean

The Academic Dean assists the principal in the organization, administration, and implementation of instruction, curriculum, personnel, parent relations, and public information. The focus of the Academic Dean is to enable the staff to provide appropriate learning experiences so that all students at Sul Ross Middle School can achieve their potential. This focus will be maintained by addressing writing and implementing curriculum, supervision of instruction, application of research, interpretation of assessment, staff development, personnel assimilation, and programs.

Your Counselors

The counselors are available for consultation on orientation, choice of courses, occupations, and personal issues. The function of the counselors is advisory, not disciplinary. They administer and interpret the annual testing program. They also spend time in individual classrooms as part of a group guidance program.

Your Teachers

Teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education. Teachers objectively assess students' abilities and determine grades awarded. Students who need special help will find their teachers ready and willing to offer assistance. Teachers are responsible for carrying out the rules and regulations of the Board of Education and any additional policies established by the administration.

THE SCHOOL DAY

Classes begin for Sul Ross students each morning at 8:30 a.m. and end each afternoon at 3:40 p.m. Students may arrive at school no earlier than 7:30 AM and must be off campus by 4:00 PM.

Athletics

Seventh and eighth grade students at Sul Ross Middle School may become involved in organized sports. Athletic participation for boys and girls is optional and the programs come under the jurisdiction of the University Interscholastic League of Texas. All athletic programs are extracurricular activities. Students must have a physical exam and be academically eligible prior to participation.

Attendance

It is the parents' legal responsibility to ensure that their child attends school regularly and on time: to school. The State Compulsory School Attendance Law requires that all children between the ages of six (6) and eighteen (18) must attend school. The law also states that all children enrolled in school must attend all day, every day, for the entire school year.

Written confirmation of the absence is due when the student returns to school. The excuse note should be delivered to the attendance office the day immediately following the absence. The excuse note should contain the following information:

1. Student name (printed)
2. Student ID#/Grade level
3. Parent name (printed)
4. Parent Signature
5. Date(s) of absence
6. Specific reason for absence
7. Telephone number where parent can be reached

When a student's absence for personal illness reaches three or more consecutive days, a statement from the physician or health clinic verifying the illness or other condition should be provided. The school will not excuse an absence if documentation is submitted more than 3 days after a student returns to school from an absence. If a student has 10 or more absences to date (both excused and unexcused) or establishes a questionable pattern of absences, a doctor's note will need to be provided for future absences to be excused. The school administration, attendance secretary, and a district attendance officer monitor school attendance. State law requires 100% attendance unless excused by school officials. Parents and students are held responsible for attendance. Students who are absent due to truancy may only receive a maximum grade of 70 on make-up work. It is highly recommended that you schedule appointments after school or on weekends. If you must keep an appointment during the school day, return the child to school unless the doctor recommends immediate home rest. Provide a doctor's note to the school when your child returns. Arriving late or leaving early disrupts the class, reduces valuable learning time for everyone. Being late or leaving early from school is counted as a partial-day absence, which is a violation of the Compulsory Attendance Law. After 3 unexcused absences an Attendance Warning Notice will be issued. If the unexcused absences continue court action will be taken.

Backpacks

Backpacks and book bags must be made of a mesh or a clear "see through" material. Students will use backpacks to transport homework, supplies, and textbooks during the school day. There should be no writing on the backpack or straps of the backpack.

*Lockers will not be issued.

Cafeteria Guidelines

- Students must be in the line before the tardy bell rings or they are considered late to lunch.
- Walk to the lines. Cutting or saving places is not permitted.
- Food and drinks may only be consumed in the cafeteria. These items may not be taken to any outside area.
- Clean up after yourself. Food or other items are not to be thrown.
- Students will not be released from the cafeteria until approved by the lunch supervisor.
- Once students leave the cafeteria, they may not re-enter.
Parents are encouraged to join their child for lunch. Outside food can not be shared with other students.

Cell Phones/ Personal Electronic Devices/BYOD

Northside Board Policy allows middle school students to have a cell phone at school. However, from the time of arrival on campus until 3:40 PM, the phone must be turned off and out of sight. Any use of the cell phone or disruption during the school day will result in having the phone confiscated and disciplinary action taken. Camera use is not permitted on campus at any time. (See Section D) Personal Electronic Devices (PED's) must be turned off and not visible during the school day unless you are in a school designated "electronic device zone" or using the device for "teacher approved" instructional purposes. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.

Classroom Behavior Expectations

PROMPT: I will be in my seat before the tardy bell rings.

POSITIVE: I will always enter the room with PRIDE, expecting to learn something new every day.

POLITE: I will respect the rights of others to learn. I will remain in my seat and listen while teaching and learning is in progress.

PRODUCTIVE: I will be a participant and always strive to get the most out of my education. I will set goals and be all that I can be.

PREPARED: I will come to class with my homework in hand and all materials needed for class.

Clubs and Organizations

Every student will profit from the varied experiences enjoyed as a member of a club or organization. Meeting times and locations are announced during morning announcements, and they are scheduled on the monthly activity calendar.

Membership in clubs is open to all students who meet the established guidelines of each organization and who are eligible.

Dances

Several dances are scheduled each year. Attire will be school dress or "Sunday dress." Uniforms are not required at school dances, but students must adhere to NISD's adopted dress code policy. Formal attire is not appropriate at the middle school level; long dresses, formal dresses, tuxedos and limousines are discouraged for middle school events.

Wristbands are sold the week of the dance. Students must be wearing a wristband to enter the dances. Anyone absent on the day of the dance will not be allowed to attend. Dances are for currently enrolled Sul Ross students only.

For safety purposes, once a student has entered the dance, he/she will not be allowed to leave until the conclusion of the dance unless accompanied by his/her parent. Parents are to pick students up promptly at 6:00 p.m. Anyone who is referred to the VP's office for disciplinary reasons in the two-week period of time prior to the dance will not be allowed to attend the dance. These referrals include teacher assigned detentions.

Deliveries

In an attempt to minimize interruptions of the learning environment, we do not deliver items directly to students. However, we realize adolescents may sometimes forget school-related materials. Therefore, we will gladly accept any necessary school items delivered by a parent to the office. Students will be expected to come by and pick up the item(s) between classes. This procedure has proven effective in teaching students responsibility and ensuring an uncompromised classroom environment.

We prohibit the delivery of balloons, flowers and fast food items. They will not be delivered to the classroom. Food items may not be shared with other students during lunch.

Detention Hall

Detention Hall is held from 3:45 to 4:45 p.m. on Monday through Thursday or in the morning 7:45 AM to 8:30 AM on Monday through Friday of each week. Administrators and teachers may assign after school detention. If any disciplinary offense should occur during detentions, administrative action will be taken. Transportation will be the responsibility of the parent(s).

Dress Code and Uniform Policy

In order to promote a safe and positive school environment, Northside ISD has approved a mandatory uniform policy for ALL students at Sul Ross Middle School. The student's uniform must fit properly and should not display any profanity, obscenity, gang graffiti, or logos of any kind. A student will not be permitted to attend class if his/her uniform is out of compliance with the Sul Ross uniform policy. If you have any questions regarding the uniform please contact a campus administrator. The campus administrator will make the final decision on any questionable garment.

ALL OTHER NISD DRESS CODE POLICIES WILL BE ENFORCED IN ADDITION TO THE CAMPUS STANDARDS OUTLINED BELOW.

The following guidelines apply to **SLACKS OR PANTS:**

- The campus required khaki pants for boys and khaki pants or skirts for girls.
- Pants should be cotton or cotton polyester twill.
- Students must wear pants. Shorts or sweat pants are NOT allowed.
- No velvet, fleece, stretch materials, jeggings or convertible/rip-aways.
- No bell bottoms, extra wide legs, "baggies," or hip huggers.
- No sagging in seat, dragging at hem or bagging in pant legs or waist (excess should not exceed 3 inches in slack width or 1 inch in waist). Pants that do not fit at the waist will be considered in violation of dress code.
- No tight form fitting pants.
- No large logos or designs (small trademark tags are allowed.)

The following guidelines apply to **BELTS:**

- Belt buckles must be standard-sized.
- Belts will be optional as long as pants fit properly at the waist.
- Belts should not have an excess of length (no more than a four-inch overlap).
- Belts deemed to be a safety hazard or inappropriate for school will not be allowed (i.e., spikes are not permitted).
- Any belt overlap must be contained in the belt loops, with no loose ends hanging down.
- Suspenders and overalls are not allowed.

The following guidelines apply to **SHIRTS:**

- Shirt may be long or short sleeve polo-style with a collar. School-sponsored shirts are allowed on approved days.
- 6th grade wears Green collared shirts, 7th grade wears Black collared shirts and 8th grade wears Yellow collared shirts.
- Shirts must be long enough to remain tucked in and be made of a material that is thick enough not to be "see through." Shirts must be buttoned at the neck so that undershirts are not visible.
- Shirts must be tucked in at all times when a student is on the Sul Ross campus. Students are expected to have their shirts tucked in from the moment they arrive on campus in the morning until they are completely off campus in the afternoon. This includes extra-curricular events, i.e. athletic events, band contests, club meetings, or any other function that is on the Sul Ross campus.
- Oversized shirts over the uniform are not acceptable. Tight or form-fitted shirts are not acceptable. Upper and lower body garments are not to expose undergarments.
- The fabric may be textured (pique) or smooth.
- Undershirts must be black, white, gray, green or gold (school colors) with no visible markings. Undershirts may be worn under the uniform polo style shirt.
- Shirts should be clean, neat and orderly in appearance.

- No stickers or buttons may be worn on the uniform.

The following guidelines apply to SKIRTS:

- No skirt should be any higher than FOUR (4) inches above the middle of the kneecap (measured with the student standing). There should be no slit, cut, or other opening in the skirt that extends beyond the four-inch limit.
- Skirts may be of any length below the knee, provided they do not have inappropriate slits or openings, which would create a distraction. (Ex: splits upward to the thigh or buttocks)
- SKORTS are not allowed.
- Wrap-around skirts are not permitted.
- Skirts may be pleated, full or long; however, tight-fitting skirts are not permitted.
- No velvet, fleece, or stretch materials.

The following guidelines apply to JACKETS and COLD WEATHER ATTIRE:

- All outerwear must be solid green, solid gray, and solid black zipper/button jackets may be worn in addition to the uniforms as long as the shirt is visible. No Pullovers or sweatshirts are allowed.
- Logos, decals, designs, or non-school issued insignias are not permitted on the outerwear (this does not include small trademark labels.)
- Hats and hoods may not be worn inside the building.

The following guidelines apply to SHOES:

- Shoes must not have steel toes or cleats.
- No flip flops, strapless sandals, mules, house shoes or other types of slip on shoes.
- Shoes with heels should not exceed 1-1/2 inches in height.
- Other shoes deemed a safety hazard by administration will not be allowed.

OTHER dress code guidelines include the following:

- Hats, headgear and bandannas are not to be worn on campus. Sunglasses are not to be worn inside the building.
- Hair must be neat, clean, and clear of the eyes. Unconventional colored multi-colored (i.e., green, purple, blue, fire red, etc.), etched designs, spiked, or Mohawk or Faux-hawk hair styles are not permitted.
- Clothing with holes rips and tears will not be permitted.
- Designs on clothing should not reflect or suggest gangs, drugs, alcohol, tobacco, profanity, sex, or unhealthy messages.
- Gang related colors and ornaments are prohibited. No gang related graffiti is allowed on school property, personal items, clothing, or skin, including backpacks.
- Wallet chains, dog collars and large neck chains are prohibited due to safety concerns.
- Body piercings and grills are prohibited. Spiked earrings are not permitted. Tattoos must not be visible at any time while on campus
- Skin should be free of writing and stickers.

In order for a student to attend class, his/her attire must comply with the uniform policy. Parents will be contacted to provide proper attire should their child arrive at school and not be in compliance with the school's uniform policy. Persistent noncompliance with the uniform policy will lead to disciplinary action.

Dress Code Expectations

Students will be expected to dress appropriately (i.e., NISD dress code) at all school functions. Any violation of the uniform policy or dress code will result in administrative action. The principal may review requests for exceptions.

Gum

Gum is not allowed at school. Students who violate this are subject to disciplinary action. This rule applies to any student on the campus before, during, or after school.

Health Care – Sickness at School

The school nurse or school personnel give first-aid only. They do not diagnose illnesses but take note of symptoms and observe students. If the student is seriously ill, injured, or unable to return to class, the parents will be notified. We ask that children be kept at home when ill. This is most important for the health of the child and for the health of all children in school. It is recommended that a child be kept at home for 24 hours after they are completely free of fever. Please remember that students are not allowed to carry any type of medication on campus. Parents/guardians should bring medication to the school with a student.

If a student becomes ill or is injured, he/she will be given first-aid or other appropriate care in the clinic. If the student needs immediate medical attention or is too ill to return to class promptly, parents, guardians or another alternate adults listed on the medical card should pick the child up promptly.

The parent or guardian is responsible for furnishing ALL emergency information on the student's medical card including alternative adults and current phone numbers. If this information changes, it must be updated immediately with the school nurse. TO INSURE THE STUDENT'S SAFETY ONLY PERSONS LISTED ON THE MEDICAL CARD ARE ALLOWED TO SIGN A STUDENT OUT OF SCHOOL. In the event the designated persons are unavailable, it is the parent's responsibility to make arrangements for the student to be picked up, and to notify the school as to the person picking the student up.

In extreme emergencies E.M.S. will be called. PAYMENT FOR E.M.S. IS THE RESPONSIBILITY OF THE PARENT.

Late to School

Students arriving after 8:30 AM must report to the attendance clerk. Students will be required to sign-in and will be issued a detention hall for late arrival. The attendance clerk will provide the student with an admit slip to class.

Leaving School

STUDENTS WHO WALK, RIDE A BUS, OR ARRIVE BY CAR ARE TO REMAIN ON CAMPUS ONCE THEY ARRIVE IN THE MORNING. Any student that leaves campus without first signing out in the attendance office will be subject to disciplinary action. A parent, or parent designee, must sign the student out. Students leaving or returning to school during the day must check in/out with the attendance secretary.

Library

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

The library is a vital tool in the educational process. In order to maintain the library efficiently, a set of regulations has been formulated.

1. Students must present library passes to the librarian when entering the library.
2. Students must maintain quiet, acceptable behavior in the library.
3. Students must use their I.D. number to check out materials.
4. Students are responsible for prompt return of library materials.
5. Students are responsible for the loss or damage of library materials.
6. Students should see that their books are stamped before leaving the desk.
7. Reference books, encyclopedias, dictionaries, and magazines are for use in the library or are circulated at the librarian's discretion.
8. Students should always turn in library materials which they find. Maybe others will do the same for them.
9. Students are encouraged to use the library before and after school. Student must have a library pass to remain in the library before or after school.
10. Students must sign an acceptable use policy to be allowed access to the computers.

Lockers

Lockers will not be assigned. Clear or mesh (see through) backpacks are required to store and transport homework, supplies and textbooks during the school day.

Lost and Found

IF YOU FIND ANY ARTICLE OF VALUE, TURN IT IN TO THE OFFICE IMMEDIATELY. Students are urged to take every precaution to protect their possessions. Please note that Sul Ross MS is not responsible for lost or stolen items.

Students should not bring expensive or valuable items to school, and students should carefully label each article, such as clothing, books, and supplies in order that each may be easily identified. If you accept an item that is not yours or are in possession of an item that is not yours, you will be subject to disciplinary measures. LOST AND FOUND ITEMS COLLECTED BY THE 20TH OF EACH MONTH AND NOT CLAIMED BY THE 30TH WILL BE DONATED TO CHARITY.

Lunch Money

The school does not loan lunch money to students. Therefore, students are advised to have money in their accounts to purchase a lunch ticket for emergency use.

Make-Up Work

Students are occasionally absent from class for a variety of reasons. The responsibility for make-up work in these instances rests completely with the student. Make-up work will be provided for absences by request on the morning of the third consecutive day of absence. Please call before 9 a.m. Being away on a school sponsored trip will not be considered an excuse for not turning in work on time and correctly completed.

We ask your assistance when your child is absent from school. Further, when your child returns to school they are required to have a written note that contains the following information: student name (printed) student ID #, grade level, parent/guardian name (printed), parent/guardian signature, date of absence, specific reason for absence, and telephone number where parent/guardian can be reached. This information is required since attendance records are auditable, legal documents. Except in cases of extended illness, the student is responsible for gathering and completing make-up work upon his/her return to school.

Nuisance Items

The following items are to be left at home:

Skateboards

- MP3 players, iPods, radios, CD players, cameras, PSPs, Gameboys
- Chewing gum, candy and chips; open bottles and drinks from off-campus are prohibited
- Electronic games, laser pointers
- Permanent markers
- Water guns, cascarones, (confetti eggs) or any other toys
- Inappropriate reading materials
- Any type of headphones, Ear buds and/or external/portable speakers
- Other FAD items that are determined to be a distraction
- Poppers, "stink" bombs, fireworks, matches and lighters
- Items for sale that are not part of a school approved fundraiser.
- Other electronic items

These items cause a distraction from the school's academic atmosphere, and they can be easily lost or stolen.

Confiscated items will be returned to the parent/guardian only. Please note that Sul Ross MS is not responsible for lost or stolen items.

Offices

The offices are open from 8:00 a.m. until 4:00 p.m. each school day. All school business should be transacted during these hours. Please call the office (397-6350) to schedule appointments with teachers, counselors and administrators.

Passes

Students out of any class will be charged with the responsibility of having a hall pass signed by a member of the faculty or staff. Time leaving class and returning to class will be noted on the pass.

Students are to leave the building and school grounds immediately after school and may not remain on campus after 4:00 p.m. There is no supervision after 4:00 p.m. unless students are participating in a school-sponsored activity. Exceptions are those students who have conferences with teachers, students using the library, or students who are attending school-sponsored functions. Students are expected to secure coats, books, and all other necessary materials as soon as school is dismissed as they may not re-enter the building after leaving it in the afternoon.

Subject Requirements

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Language Arts	Language Arts	Language Arts
Math	Math	Math
Science	Science	Science
Social Studies	Texas History	U.S. History
PE	PE	PE
Elective	Elective	Elective

Promotion and Retention of Students

Grade classification of students shall be made as follows:

6th grade: have been promoted or placed from the fifth grade

7th grade: have been promoted or placed from the sixth grade

8th grade: have been promoted or placed from the seventh grade

9th grade: in order to be promoted, a student must meet all of the following:

1. Attain an overall average of 70 or above in all courses taken for the year.
2. Attain an average of 70 or above in four of the following core academic areas: language arts, reading, math, science, and social studies.
3. Meet student success initiative requirements at 8th grade.

Social Behavior/Public Display of Affection

Embracing, kissing, holding hands or other acts of over-familiarity is not an accepted practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment. Lack of cooperation regarding this policy may result in disciplinary action.

Tardies

Students should be in class before the tardy bell rings. An unexcused tardy in any class during a 6-weeks period will result in appropriate disciplinary action. Students have four minutes between classes.

DEFINITION: Tardy = Missing any portion of a class session.

Telephone Guidelines

1. **Use front office telephone for emergencies only.**
2. Limit conversation to one minute.
3. Calls should be placed before or after school or between passing periods, not at lunch.
4. Cell phones are allowed however from the time of arrival on campus until 3:40 PM phones must be turned off and out of sight. Any use of cell phones, or disruption during the school day will result in the phone being confiscated and/or disciplinary action taken. Camera use is not permitted on campus at any time.

Visitors

All parents and visitors are required to report to the front office and provide proper identification and indicate the reason for visiting the campus. Visitors are also required to signing/out prior to entering/leaving the campus. Upon sign-in, all parents and visitors should receive a Visitor's Pass. This includes lunch periods. Only a parent/guardian will be allowed to eat lunch with their student.