

# SAM RAYBURN MIDDLE SCHOOL CAMPUS HANDBOOK

## SAM RAYBURN MIDDLE SCHOOL ADMINISTRATION

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### Section A Campus Policy 2021-2022

<b>Welcome</b>	A-1		
<b>Sam T. Rayburn</b>	A-1	Breakfast / Lunch Procedures	A-3
School Colors	A-1	Bus Assignments and Transportation	A-3
School Mascot	A-1	Campus Visitors	A-4
<b>Philosophy</b>	A-1	Daily Schedule	A-4
<b>People Who Can Help You</b>	A-2	Delivery of Items / Outside Food	A-4
Principal	A-2	Dress Code	A-4
Associate Principal/Assistant Principal	A-2	Electronic Devices / Technology	A-5
Academic Dean	A-2	Grade Reporting Through HAC	A-6
Counselors	A-2	Lockers	A-6
Nurse	A-2	Lost and Found	A-6
Police Officer	A-2	Nuisance Items	A-6
<b>General Information</b>	A-2	Registration / Withdrawal From School	A-6
After School Activities	A-2	Technology / Acceptable Use Policy	A-6
Attendance Procedures	A-3	Conclusion	A-7
Arrival to School/Check-out Procedures	A-3		
Backpacks	A-3		

## **WELCOME**

As a student at Sam Rayburn Middle School, you have the opportunity of continuing the traditions and standards of excellence that started with our first classes in 1962. Our state of the art facility will offer you many opportunities, most important of which is setting the traditions and the standards by which future students will be evaluated. Students are expected to do their best and to demonstrate respect and courtesy at all times. This Student-Parent Handbook has been prepared for your information and guidance.

Keep in mind at all times that you, the student, are the most important aspect of school life at Sam Rayburn Middle School. Be proud of your school. This is your home away from home. Respect it and take care of those within your school. As a Stingray, you are expected to conduct yourself with dignity. 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 e.g. dances, games, clubs and concerts.

Sam Rayburn Middle School is dedicated to the purpose of teaching students to use their minds well and build skills that will be useful and required, now and in the future. Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Frequent reference will keep you informed of guidelines and allow you to take full advantage of all school offerings. Please feel free to contact teachers and administrators when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program.

Conferences may be scheduled by calling the school at the following number, 397-2150.

## **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.

## **SCHOOL COLORS**

RED and BLACK

## **SCHOOL MASCOT**

RAIDER

## **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.

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

The Associate and Assistant 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. Due to morning duties and responsibilities on campus, administrators are not available for conferences prior to 8:40 a.m. We strongly suggest that if you wish to speak to an administrator, or have a conference with them, that you call 397-2150 to schedule an appointment. If you are unable to reach an administrator directly by phone, please leave a message and a campus administrator will return your call within 24 hours.

### **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. Conferences may be scheduled by calling 397-2197.

### **Counselors**

All students are assigned a guidance counselor. Your counselor will be happy to assist you with problems concerning both school and your personal life. If you want an appointment with your counselor this can be arranged with the secretary in the guidance office before and after school. Parents can refer their child by contacting the counseling office and students can refer themselves through the online referral system posted in every classroom, hallway, and restroom. If your counselor cannot see you that same day, he/she will make an appointment with you for the next day. 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.***

### **The Nurse**

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the main office. Please notify the school nurse of any medical conditions that may be of concern. The school nurse is unable to administer over-the-counter medication to your child and can only administer prescriptions in their original container.

### **The Police Officer**

The Police Officer assists students when needed and helps maintain a safe environment. He/she helps supervise after school events and helps monitor traffic. The SAFE hotline number is 397-7233 or text safe@nisd.net.

## **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 parents for these activities; parents are expected to pick up their child immediately at the conclusion of each activity. Children should not have to wait longer than 15 minutes for parents to pick them up after a school event. If a parent or guardian does not pick up their child in a timely manner, the protocol and procedure set forth by NISD in the Crisis Handbook could 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 could 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 the following:**

- out of school suspension/in school suspension 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
- repeated misconduct at after-school events
- assignment to an alternative educational campus
- withdrawal from Rayburn Middle School (athletic events may be permitted)

## **ATTENDANCE PROCEDURES**

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 Non-attendance. Absences for reasons other than those stated above will be determined excused or unexcused by the Principal or her 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.

1. Notes must be turned in to the Attendance Office immediately upon student’s return to school. The note must include the following: a) date of note, b) name, id#, grade level 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.

3. Students with 3 or more unexcused full or partial day absences, in accordance with state law, will be issued an attendance warning notice (AWN). Students with additional absences after issuance of AWN may be routed to truancy court.

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

**Tardies** - Students should be in their classrooms when the tardy (second) bell rings. Unexcused tardy accumulations in any one class during a nine week’s grading period will result in the student being referred to the office for disciplinary action.

## **Backpacks**

Any appropriate backpack is acceptable.

## **Breakfast and Lunch Procedures**

Breakfast is served from 7:45 to 8:25. After 8:25, 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. 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.

Visitors must sign in and receive a visitor’s pass before coming into the cafeteria. **Parents may bring lunch to their children; however, parents may not bring lunch for other students.** No celebrations are permitted in the cafeteria (e.g. birthdays). To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks should eat lunch with their children at a designated table in the cafeteria.

Breakfast/Lunch Money - Go to <https://www.nisd.net> to access your student’s cafeteria account and add money as needed. We encourage parents to monitor their student’s lunch account online to prevent any problems that deal with your child’s purchases.

## **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 Vice Principal’s 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 for Sam Rayburn Middle School students at **8:40 a.m.** and end each afternoon at **4:05 p.m.** each day, Monday through Friday.
- The doors will be opened to all students at 7:30 a.m. and supervision of students will start at 7:45 AM. Students who arrive at school before 8:30 a.m. are allowed to eat breakfast (if they choose) and to report to the grade level designated areas.
- Front Office Hours are from 7:45 - 4:30 PM.
- Students will not be allowed to be checked out after 3:45 PM 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.

### Daily Schedule

Sam Rayburn is using an 8 period schedule as follows:

Breakfast	7:45 – 8:25
Morning Entry	8:25 – 8:35
Period 1	8:40 – 9:25
Period 2	9:30 – 10:20
Period 3	10:25 – 11:10

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
A Lunch 11:15 – 11:45	Period 4 11:15 – 12:00	Period 4 11:15 – 12:00
Period 4 11:50 – 12:35	B Lunch 12:05 – 12:35	Period 5 12:05 – 12:50
OR	Period 5 12:40 – 1:25	C Lunch 12:55 – 1:25
Period 4 11:15 – 12:00	OR	Period 6 1:30 – 2:15
B Lunch 12:05 – 12:35	Period 5 12:05 – 12:50	OR
Period 5 12:40 – 1:25	C Lunch 12:55 – 1:25	Period 6 12:55 – 1:40
Period 6 1:30 – 2:15	Period 6 1:30 – 2:15	D Lunch 1:45 – 2:15

Period 7	2:20 – 3:05
Period 8	3:10 – 4:05

### DELIVERY OF ITEMS/ OUTSIDE FOOD ITEMS

In an effort to minimize interruptions and maximize instructional time, **we do not deliver items directly to students**. However, we also recognize that students will sometimes forget an item at home. We will deliver glasses, school items (books, assignments, etc), house keys, and lunch money. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery, food delivery services). This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. **Parent/Guardian dropping off food needs to be an emergency contact listed in HAC. Students need to be aware food is being delivered and are not permitted to share food.** Flowers, balloons, birthday presents etc. will not be delivered and will be held in the office until the end of the day when students can pick them up to be taken home.

## **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 above and 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

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 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

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.

In addition, 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. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

Students out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Students will be asked to change into school issued clothing if parents cannot be reached. Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted. These items will be confiscated and documented, if necessary, in the student's discipline record.

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

## **ELECTRONIC DEVICES / TECHNOLOGY**

School districts throughout the country, including Northside ISD, have moved into the "Information Age" by providing network and Internet access for students. Technology will be used abundantly at Rayburn Middle School. Everything from testing reading levels of students to accessing the Library's card catalog database requires the use of networked computers. With this privilege comes responsibility. 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 Rayburn Middle School or have their work published on the Vale'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 OTHER- WISE. THE USE OF 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 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.**

## **GRADE REPORTING THROUGH HOME ACCESS CENTER (HAC)**

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line Parent Portal.

Students will receive a progress report in the middle of each nine weeks grading period. The progress reports are designed to inform parents and students of current classroom performance and grades. The teacher may require the students to have you sign and return each progress report sent home to verify that you received your child's report. If the teacher deems necessary, you may be contacted by phone to make sure you received the report. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average.

Report cards will be issued at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you receive a report card every six weeks. If a parent did not receive their child's report card, please contact the counselor's office for assistance. If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher, then if the question or concern is not answered/solved, then contact the counselors' office and administration.

## **Lockers**

Lockers are not used at Rayburn. However, lockers and locks are available for use during Physical Education classes. Lockers should be kept locked; a student should not divulge the combination to another student. Direct all locker problems to the office. Sharing lockers is not permitted. Students found sharing lockers will be subject to disciplinary action.

Students should observe the following practices:

1. Valuable items should be left at home, not kept in a locker.
2. Do not share lockers - Sharing lockers can lead to the loss of expensive textbooks and personal items.
3. Do not give your locker combination to anyone.
4. Locker problems should be reported to the coach.. 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.

## **LOST AND FOUND**

IF YOU FIND ANY ARTICLE OF VALUE, PLEASE TURN IT IN TO THE OFFICE IMMEDIATELY.

As the school assumes no responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school. Students should carefully label each article, such as clothing, books, and supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of each grading period will be donated to charity.

## **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.

## **REGISTRATION/WITHDRAWAL FROM SCHOOL**

Registrations - To register your student, please go to <https://www.nisd.net/schools/registration> and complete the pre-registration. A counselor will contact you and schedule an appointment to complete the registration process.

Withdraw of Student - When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks and library books must be returned. Any fines owed the school need to be paid before records may be released. On the day of withdrawal, the student should report to the Counselor's office and pick up a check-out form which must be signed by each teacher.. Textbooks must be

returned to the Textbook administrator. The check-out form must be returned to the Counselor's Office before a final clearance can be granted. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

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

## **Conclusion**

Rayburn implements a system called PBIS (Positive Behavioral Interventions and Supports) that encourages and rewards positive student behavior and clearly defines student expectations. Every area of the campus has a posted matrix with the 4B acronym and student expectations.

- **Be Respectful**
- **Be Safe**
- **Be Prepared**
- **Be on Time**

Our students have a 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.

**\*\*Note: As policies and procedures change, administration reserves the right to update the campus handbook.**