

ED RAWLINSON MIDDLE SCHOOL



Campus Administration

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Section A

Student/Parent Handbook

2026-27

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ED RAWLINSON

Ed Rawlinson, a respected state leader, is a long-time educator who served as Superintendent of Northside ISD. He received two bachelor's degrees and a master's degree from Texas A&M University and went on to have a long and illustrious career in education. A quiet leader with a steady vision, Rawlinson worked in education for 39 years; thirty-one of those years were in Northside ISD. Mr. Rawlinson served as President of the Texas Academic Decathlon, Chair of the Fast Growth School Coalition and President of the Texas Association for Supervision and Curriculum Development, a 3000-member organization committed to the improvement of teaching and learning. In 2002, Mr. Rawlinson was named Texas' School Superintendent of the Year by Communities in Schools. Defining student success, Mr. Rawlinson says students succeed when they "have a strong preparation for the future with a strong academic background and a sound set of moral values." He also believes that schools should be an enjoyable experience for students. Ed Rawlinson Middle School proudly bears the name of this very distinguished educator.

FOREWORD

This Student Handbook has been prepared for your information and guidance. From it, you and your parents will better understand the spirit, ideals, and objectives of Ed Rawlinson Middle School. Rawlinson Middle School is dedicated to the purpose of training minds and building skills that will be useful and required, now and in the future. Therefore, it is necessary to have certain rules to ensure each individual the opportunity to benefit from the program. 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. Academic teachers will be planning lessons within Professional Learning Communities (PLC's), this practice will result in greater consistency of expectations and more meaningful learning for students. While we will continue to emphasize the basic skills, students will be more involved in higher order thinking throughout their subject areas. Please feel free to confer with teachers and the administration 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.

PEOPLE WHO CAN HELP YOU

Principal

The principal is responsible to the superintendent of schools for proper administration of Ed Rawlinson Middle School. It is his/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He/she will be glad to help you with any of your problems.

Associate Principal & Assistant Principal

Both the Associate and Assistant Principals work directly with the Principal in the day-to-day operations of the school. In addition they are in charge of attendance, routine discipline problems and to evaluate the instructional progress of students. Both the Associate and Assistant Principal assume the responsibility of the Principal in his/her absence.

Academic Dean

The Academic Dean works with the Principal to ensure that students are offered high-quality instruction and appropriate rigor in their courses. The Academic Dean along with Counselors coordinate all testing for the campus and assist teachers in creating a classroom environment that is learner-centered and engaging.

Counselors

You have a guidance counselor who will be assigned to you while at Ed Rawlinson Middle School. Your counselor will be happy to assist you with problems concerning both school and your personal life. An appointment with your counselor can be arranged with the secretary in the guidance office before and after school or during a study period. 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.***

Director of Student Activities

The Director of Student Activities is responsible for all clubs and other student-led activities.

Teacher

Your teachers are specialists in the fields in which they teach and are eager to help you get the most out of your classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

Your teachers will be on duty each school day at 7:55 a.m. and will remain after classes from 3:55-4:10 p.m. for the purpose of helping any student desiring to report at this time. Your teachers are the classroom leaders and charged with the responsibility of supervising and directing all students in the pursuit of their education.

Librarian

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

Police Officer

The police officer assists students when needed and helps maintain a safe atmosphere. They help supervise all after school events and help monitor traffic. The SAFE hotline number is 210-397-SAFE.

GENERAL INFORMATION

Address Changes

If you are changing your address, we must have a copy of your most recent utility bill or lease showing the new address. We are unable to accept the new address from a handwritten note or phone message.

Anti-Bullying Campaign

Each student and parent/guardian is expected to read and sign the Anti-Bullying contract which will be sent home and returned through advisory the first week of school or upon registration. The Anti-Bullying contract can also be found on Rawlinson's website. Along with the contract is a link on which anyone can report bullying. The information is sent to the Associate Principal's office and will be given the appropriate attention.

Appointments/Conferences

Due to regular school duties, administrators/teachers are **not** available for unscheduled conferences. Please call to set up an appointment or conference. Parents are invited to shadow their child with a 24-hour notice to the teacher.

Athletics

Athletics at Rawlinson are extracurricular activities and most practices are scheduled before or after school. We have team sports such as football, basketball, soccer, and track for 7th & 8th grade boys. We have basketball, volleyball, soccer, and track for 7th & 8th grade girls. We have lifetime sports for all students in tennis and golf at the 7th & 8th grade level. Athletes at Rawlinson 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. We expect our athletes to be good representatives of Rawlinson wherever they may go. An athlete is first a lady or a gentleman, acts courteously, and is an example of good conduct and grooming for others to follow. There are no special privileges for athletes and none are expected. The athlete is assuring for himself or herself a better balanced education through a variety of interests. We welcome student participation in our athletic program, and we hope that it will result in victorious competition.

Attendance Procedures

Following any absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes must be turned in within 2 days of the student's absence. Failure to bring a note to the office following an absence will result in an "unexcused" absence. Only four parent notes per semester will be accepted to excuse a student's absence. Students should bring all notes to the Attendance Office between 7:50 and 8:20 a.m. In the event that a student reports to school following an absence with or without a note, they must sign in at the Front Office.

Absences for dental appointments will not be counted as full day excused absences without written authorization from your dentist. All doctors' notes should contain the following information:

1. Student's name and school ID number
2. Date(s) of absences
3. Date(s) they were under doctor care, (if they received doctor care)
4. Date the student will be able to return to school
5. Reason for absences, and nature of illness or injury
6. Signature of parent/guardian, or doctor
7. Phone number where a parent can be reached

The following are examples of acceptable excuses, and those that will be noted as unexcused:

UNEXCUSED ABSENCES:

- Car trouble / flat tire
- Missing the bus / ride
- Oversleeping
- Caring for a sibling
- Court appointments for traffic violations
- A confirmed truancy
- A family vacation or travel
- Weddings

EXCUSED ABSENCES:

- Personal illness
- Immediate family funerals
- Medical appointments
- Court appointments with a subpoena
- Church/religious trips with appropriate notice and documentation
- Family emergencies with valid explanation
- NISD School sponsored functions
- Absences that fall under the acceptable excused business guidelines allowed under 19 TAC 75.411 rule

These are not intended to be exhaustive lists but serve as examples. Please refer to Section D, (District Policies), in this handbook for further clarification regarding attendance. Students who have a doctor's appointment during the day need to bring a note from the doctor's office to the attendance office before school upon their return to school the following day or upon their return from the appointment. It is imperative that you give yourself plenty of time to make your appointment, as your child will not be called out of class until you arrive to pick them up for their appointment. Students will then be given a permission slip to leave class at the appropriate time. It is sometimes necessary for the Attendance Office to contact the parent/guardian for important information regarding attendance. Please be sure your child's address, telephone number and guardian information is updated on the medical release card when there is a change, so that we can have the most accurate and current information. Students who are absent from school will not be allowed to participate in extracurricular activities that fall after school on the same day of the absence. However, if a student has a doctor's appointment and is checked out for the appointment and returns to school, they may still participate in the event, assuming that they have a note from the doctor that clears them to participate in the activity and allows them to return to school. There may be an extenuating circumstance that arises that is unforeseeable, and in those instances participation may be cleared by the Principal or her designee. When requesting work for your child following an absence or suspension, teachers have a 24-hour window to collect the assignments and provide them to the front office staff so that the parent or guardian can collect for their child.

Awards

In order that students may be duly recognized for outstanding achievements, awards and certificates will be given in May. These awards may be given in the areas of service, athletics and academic achievement.

Backpacks/Satchels/Large Purses

Backpacks, satchels and large purses may be used to carry books, and supplies to and from school.

Band/Choir/Orchestra

Students in band and orchestra are expected to rent/buy their instruments except in a few instances where the instrument is furnished. Students are expected to participate in Solo and Ensemble contests. Participation is based on individual student skill level and talent. Students are expected to attend all performances as part of their grade. Participation is a very rewarding experience. The pride associated with our programs is a big factor in their success. Clinicians assist students before, during, and after school.

Bus Procedures

Students are expected to ride the 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**, a note must be sent by a parent/guardian the day prior to or the morning of and be brought to the Associate Principal's office for administrative approval. Parent contact will be made before the beginning of fourth period to verify the changes. Please keep in mind the number of students assigned to a bus will be taken into consideration prior to granting approval. All bus routes and assignments of students are done through the district's transportation offices.

Cell Phones/ Electronic Devices

The telephone in the office is for school business and emergencies. The office telephone is not for general use by students. A student will not be called from class to answer the telephone or make calls. In addition, students are not to make phone calls from their teacher's classroom during the school day. In extreme emergencies or unforeseen circumstances (e.g. car breakdown, doctor's appointment canceled, etc.), a message will be taken by the office staff and delivered to the student. Arrangements of scheduled appointments and rides home from school activities should be made before the student comes to school.

Students will be required to put away all electronic devices (including gaming devices, phones, AirPods, etc.) when they are released to first period at 8:30 AM. Students will not be authorized to use these devices during the school day (8:30 AM - 3:55 PM). This includes during passing periods, lunchtime, or while in the restroom.

Devices (cell phones, smartwatches, etc.) will need to be powered off and left in student backpacks and placed in a designated location in each classroom. Students without backpacks will be asked to turn in their devices to be placed in an appropriate storage container in each classroom.

If students have their phones out during the day and are caught using them in an inappropriate manner, their phones will be confiscated by an administrator and held in the office for a parent or guardian to pick up. Violations of this rule may result in disciplinary consequences, which could include loss of privileges to carry electronics at school, detention, or in-school suspension.

When a student is referred to the Associate Principal's office for a discipline infraction, the student will turn in their phone while the administration conducts an investigation. Administration reserves the right to hold the phone until the conclusion of the investigation and/or the end of the school day.

The school is not responsible for lost or stolen electronic devices. Please support our cell phone policy and refrain from calling or texting your child during the day if at all possible.

Clubs

All clubs will submit a constitution to the Director of Student Activities (Assistant Principal).

Membership

1. Members of the club must meet standards which are set up by the organization.
2. Some criteria should be set up where membership in the club is restrictive to some extent. For example, a student making very low grades should not be allowed membership in any club where members should have a satisfactory scholastic standing. Citizenship should also be considered in club membership.

3. There should be evidence that the individual has a genuine interest in the club.
4. If the membership totals more than 50 pupils, co-sponsors will be needed.
5. Students may join more than one club.

Meetings

1. Club meetings will be held before or after school. All clubs will meet at least once a month.
2. Meetings will be supervised by faculty sponsors. Sponsors should not leave until all members have left the school grounds after a meeting.

Schedule, Activities, Etc.

1. All scheduling, activities, etc. must receive approval from the Student Activity Director.
2. All activities must be on the main calendar. After approval has been given, the sponsor must see to it that it is on the calendar.
3. Sponsors will be responsible for the action of their organization.

Proper dress and behavior should be expected when the organization is representing Ed Rawlinson Middle School.

Coming to School Late

A student coming to school late must report to the Attendance Office with a signed note from his/her parents stating the reason for his/her tardiness before going to his/her class. This rule applies even when the student arrives between classes.

Corridor Passes

Students out of any class will be charged with the responsibility of having in their possession a corridor pass. Students in the halls without a pass will be subject to disciplinary action.

Dances

School dances will be held periodically. These dances are open only to those Rawlinson students currently enrolled and in good standing. Students who are absent the day of the dance may not attend. In order to attend future dances, students must be picked up no later than fifteen (15) minutes after the dance. Tickets will be sold in advance; none will be sold at the door. Students may not exchange or sell tickets among themselves. All tickets must be bought through the dance sponsor. Students may purchase only their own ticket. Appropriate school attire as specified in the dress code is to be worn to all dances. Students will NOT be allowed to attend dances if assigned ISS or OSS during the two weeks prior to the dance.

Delivery Items

To help reduce the number of classroom interruptions, the office staff will only be able to deliver keys or glasses. Any other items may be left at the front office for your child to pick up during passing period. We will not deliver homework, assignments, books, binders, or articles of clothing, nor will a message be sent stating that these items have been left in the front office. If you leave an item for your child in the front office, please label it with your child's full name and grade level. **NO** lunch deliveries by 3rd party vendors such as Uber Eats, Doordash, Postmates and others are allowed.

Detention Hall

A supervised detention hall will be held at Ed Rawlinson Middle School. Students are assigned to detention hall when it is felt this study time is necessary for disciplinary purposes. Detention hall on school days will be scheduled between 7:55 am-8:30 am or during lunch. Arriving late or not being properly prepared could result in an additional administrative referral.

Display of Affection

Embracing, holding hands or kissing is not an accepted practice on school campus. There is a time and place for everything, and this type of conduct is not condoned in the school environment and may be subject to disciplinary action.

Dress Code

The district's dress code is implemented (Section D page 7); 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 conducive for learning, the following will be enforced:

- Trench-style coats are not permitted.
- Undergarments are not to be worn as outer garments, including pajama tops or bottoms.
- No clothing with inappropriate holes, rips, tears or frayed will be allowed. Tears, rips or frays in jeans/pants must be around the knee. No oversized clothing, sagging, baggying, and/or dragging pants.
- Shorts, skirts and dresses should be at around the knee for both boys and girls. Slits in skirts and dresses must be no higher than knee level.
- No sunglasses, or non-prescription glasses, will be allowed while in the school building. No colored contacts other than normal eye color.
- Wallet chains, dog chains, dog collars, spike and leash type jewelry is prohibited.
- Inappropriate, low cut, excessively tight, or distracting clothing containing sexual slogans, gangs, tobacco, alcohol products drugs or violence will not be allowed. This includes patches, drawings, or writing on clothing.
- No exposed midriffs, backs, or underpants. Tank tops, halter tops, unitards, spaghetti straps, strapless, tube top, camisole type, see through tops are not allowed.
- No slippers or house shoes are permitted.
- Facial and body piercing other than ears is not permitted.
- Tattoos should be covered at all times.
- Hair must be neat and clean. Spiked, Mohawk or Fohawk hairstyles are not permitted. Natural hair color is recommended; hair color or style that is deemed distracting will not be allowed. Hair must not cover the eyes. Insignias or initials, lines, designs etched in the eyebrows, hair or any part of the scalp are not permitted.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent or unusual as to detract from the classroom environment. 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 not complying with the dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. We acknowledge that students form close associations/friendships. When those associations/friendships are expressed outwardly by the wearing of specific colors or displaying of jewelry items that stand out from the general student body disciplinary action may ensue. Final determination of acceptable dress code and grooming rests with the principal or his/her designee.

Extra Curricular Activities

All Rawlinson students are encouraged to participate in extracurricular activities. Students must maintain their academic eligibility to participate fully. **However**, students who are absent from school the day an extra-curricular event is scheduled may not participate in that activity. Prior to and during the event, a student may not leave the campus unless accompanied by their parent. Students who violate this will not be admitted to the event. Students who attend any extra-curricular activities should be picked up no later than fifteen (15) minutes after the event. Students must adhere to the above in order to attend future events.

Front Office

The front office hours are from 7:30 a.m.-4:30 p.m. Students are allowed to use the main office phone before and after school. Students are not allowed to use the phone between 8:30 a.m. to 3:30 p.m. **In order to ride a different bus home**, a note must be sent by a parent/guardian the day prior to or the morning of and be brought to the Associate Principal's office for administrative approval. Parent contact will be made before the beginning of fourth period to verify the changes.

Guidance and Counseling

Counseling services are provided for the students at Ed Rawlinson Middle School. Students and parents may schedule conferences with the counselor in the counseling office during the day. Parents may telephone for appointments. All conferences are kept CONFIDENTIAL.

1. Social and personal counseling are provided to assist the student in working out solutions for their personal and social problems.

2. Educational guidance is provided to assist the students in understanding their abilities and interest through testing, scholastic and interest inventory questionnaires in order that he/she may make appropriate decisions.
3. Educational guidance is also provided to give parents information about the total school program, including special programs that are available. Counselors also assist students in the preparation of a four-year high school plan.
4. Orientation is provided every year to help students promoted to a new level to adjust to the new school environment and to inform students about the school policies, procedures, requirements and problems experienced when a child moves into a new environment.

Students are encouraged to come in to see his/her counselor at any time for an appointment even if it is just to meet the counselor.

Sixth Grade Transition

In an effort to assist sixth graders with a smooth transition into middle school, we have some special practices and procedures in sixth grade. These procedures, which will be discussed fully at orientations, include:

1. Planner — Planners are recommended for all students to help them keep track of daily and long-term assignments.
2. Three-ring binder/supplies — sixth graders are encouraged to maintain a notebook with dividers and supplies throughout the year.
3. Academy – sixth graders will all have a period of Advisory to focus on healthy relationship building, teamwork, leadership skills, etc.

Gum/Candy

Due to unsanitary conditions created by the improper disposal of gum, **students are not permitted to chew gum during the school day even during lunch.** Students are not permitted to eat candy, except during lunch, at school. Students who violate this regulation will be subject to disciplinary action.

Honor Roll

At the end of each grading period, students with outstanding scholastic and citizenship records receive special recognition by having their names placed on the Honor Roll. The exception will be the final six weeks where the honor roll is not posted. “U” in citizenship is not eligible for Honor Roll recognition during that particular grading period.

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.

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. In order to operate the library efficiently, a set of regulations has been formulated.

1. Library hours each day are from 8:00 a.m. to 3:45 p.m.
2. All books taken from the library must be charged to a student’s name. The student is responsible for the prompt return of library books. Students must pay for the loss or damage of library books.
4. Students may use the library during the school day with an appropriate pass from their teacher.
5. Students are urged to be quiet in the library so as not to disturb others. The librarian has the right to report to the Associate Principal for disciplinary action any student whose conduct is in any way improper.

Lockers

Individual locker assignments **are available upon parent request**. 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 should observe the following practices:

1. Valuable items should be left at home, not kept in a locker.
2. Students should plan to use their lockers **ONLY** at designated locker times.
3. Locker problems should be reported to the Assistant Principal.
4. Abuse of lockers will result in disciplinary action.

Meals

Students may eat lunch from the cafeteria or bring their lunch from home. Parents wishing to bring their child lunch may do so for their child **only**. Per State Law, bringing lunch for other students or groups is **not permitted**. NO MEAL DELIVERIES by 3rd party vendors such as uber eats, DoorDash, Postmates or any others will be permitted. Parents are welcome to eat lunch with their child. Please make sure to sign in the front office first and get a visitor's badge. Other siblings wishing to eat lunch with a student must be accompanied by a parent. Food items need to be contained within a lunch bag or box. No large bags of chips will be permitted. If you would like to add money to your child's lunch account, please visit the NISD website. If your child does not have appropriate funds in his/her account, he/she can receive an alternate meal which is charged to the student's account.

Nuisance Items

Any item not school related can be considered nuisances and are not to be brought on campus. Examples are cameras, toys, video games, laser pens and stuffed animals. Any other items that are considered nuisances by the principal are also not permitted. For safety reasons, 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 associate principal's office for parents to pick up. Students bringing nuisance items on campus are subject to disciplinary action. Rawlinson Middle School and its staff is not responsible for lost or stolen items. Gum is not permitted; please do not allow your child to bring gum to school.

Offices

The offices of the Principal and the Associate Principal are open from 8:00 a.m. until 4:00 p.m. each school day. All school business should be conducted during these hours. Administrators are on duty from 7:45 to 8:30. Please call to schedule meetings to start after 8:30.

Planner

Planners are recommended for all students to help them keep track of daily and long-term assignments.

Physical Education

All students are required to take physical education. Students are required to dress out during physical education classes. Any student not able to dress out and participate for a prolonged period of time because of injury or illness must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity.

Police

Every middle school has a campus officer. Our officer is charged with making sure the campus is safe for all students, faculty and community members. The officer is highly visible both inside and outside the building. The officer builds relationships with students so they feel confident in discussing situations that need attention on the campus. The officer is a great resource of knowledge for parents who have questions about school law, who experience challenges with their child, or for discussing problems that occur in the school or community.

PTA

All parents have an opportunity to participate in and become members of the Parent-Teacher Association.

Regular Class Periods

Students will be expected to attend all regularly scheduled classes assigned to them. Students will be expected to bring all of the necessary materials to class each day and will be expected to participate in all class activities and complete all assigned school work. Students will be expected to conduct themselves in a proper manner, follow all classroom regulations. Eating candy and other foods or consuming drinks will not be allowed in the classrooms or hallway.

Schedule Change

Schedule changes will not be made after the last day of the previous school year. Requests to change teachers are done only with approval from the Academic Dean and will be considered on a case-by-case basis.

School Day

Classes begin for Rawlinson Middle School students at 8:30 a.m. and end each afternoon at 3:55 p.m. each day, Monday through Friday. The doors will be opened to all students at 7:45 a.m. **Students should not arrive prior to 7:45 due to unavailable supervision.** At 7:45 a.m. students are to report to the cafeteria; students arriving after 7:50am will be reported to their grade-level hallway. **During inclement weather, students will be allowed into the building earlier. Students should vacate the campus no later than 4:10 p.m.**

When a student has been absent, he/she should report to the attendance office upon returning to campus.

Skateboards, Scooters and Bicycles

Students are not to bring or ride skateboards or scooters on the Rawlinson campus. Students who ride bicycles to school should lock their bikes to the bike rack provided in the courtyard. Rawlinson is not responsible for locks or stolen bicycles.

Student Activity Program

The aim of our student activity program is to provide students an opportunity to participate in worthwhile experiences which normally will not be found in regular classwork.

The following criteria apply to all activities in our program:

1. The organization must be sanctioned by the principal.
2. The organization must be composed entirely of Rawlinson students and must have a faculty advisor.
3. Membership in clubs is open to all qualified students.
4. Club constitutions may limit membership by grade averages, conduct, and special activities.
5. Membership dues or fees will not be charged.
6. Club officers will be elected using the criteria set forth in the club constitution.
7. Club sponsors may place a time limit on the enrollment in each club.
8. Club meetings will be coordinated through the Associate Principal. (Director of Student Activities)
9. Field trips will be coordinated through the Academic Dean and fund raising activities will be coordinated through the Principal.

STUDENT GOVERNMENT

Student Council Representatives

Any student is welcome to participate in the Rawlinson Student Council. Leadership positions are elected by the Student Council. These students are named as grade level representatives and are responsible for leading their respective grade level activities sponsored by the Student Council.

Tardies

The efficient student is not tardy. Sufficient time is provided to pass from one class to another. If you are not in your seat 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 that 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.

1. Tardiness 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 penalty. The penalties for tardiness are as follows: first tardy – warning; second tardy – warning; third tardy – parent phone call; fourth tardy – teacher assigned detention; all tardies after the fourth will receive an administrative referral resulting in an escalation of consequences at the administrator's discretion.

2. Coming to school late

If a student arrives on the campus more than five minutes late, he/she will report immediately to the attendance office for a class admittance slip. Students who arrive late on the campus will be subject to a penalty.

Telephone

The telephone in the office is for school business and emergencies only. However, if the student is unable to contact a parent the office phone may be used between 8:00-8:30 and 3:55-4:05. To eliminate class interruptions, messages will not be delivered to students other than for emergencies.

Visitors on Campus

Visits from parents and patrons are encouraged by Rawlinson staff. We welcome you, but all parents and visitors are required to register in the Administrative Office 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**.

Withdrawal From School

Parents wishing to withdraw their children from school should visit the Attendance Office to complete the necessary documentation. Upon withdrawal the student will be asked to turn in their library books. The Attendance Secretary will print the withdrawal papers for the parent/guardian to complete. Once the parent/guardian has completed the withdrawal paperwork must be signed by the attendance secretary and an administrator. One copy will be given to the student, and the other will be retained by the school.