

# **Riverside Middle School**



## **Student Code of Conduct Handbook 2019-2020**

# STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_ (Student's full name)

herby confirm that the "Student Handbook" has been read in its entirety. I understand the expectations of Riverside Middle School and will comply as such.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Student ID # \_\_\_\_\_

# Riverside Middle School – Student Handbook

1600 Bolton Street  
Ft. Worth, Texas 76111  
817-814-9200 (main number) 817-814-9250 (fax)

## Bell Schedule

9:07 AM – 1<sup>st</sup> Bell Sounds. Students report to:

Period	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
1 <sup>st</sup>	9:15-10:00	9:15-10:00	9:15-10:00
2 <sup>nd</sup>	10:05-10:50	10:05-10:50	10:05-10:50
3 <sup>rd</sup>	10:55-11:40	10:55-11:40	10:55-11:40
4 <sup>th</sup> /(Lunch)	(L=11:45-12:20) 12:25-1:10	11:45-12:30	11:45-12:30
5 <sup>th</sup> /(Lunch)	1:15-2:00	(L=12:35-1:10) 5 <sup>th</sup> = 1:15-2:00	5 <sup>th</sup> = 12:35-1:20 (L=1:25-2:00)
6 <sup>th</sup>	2:05-2:50	2:05-2:50	2:05-2:50
7 <sup>th</sup>	2:55-3:40	2:55-3:40	2:55-3:40
8 <sup>th</sup>	3:45-4:30	3:45-4:30	3:45-4:30

### MORNING STUDENT PROCEDURES

- In the morning, **ALL students (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> graders), will enter the building through the AUDITORIUM DOUBLE DOORS. If it is after 8:35 a.m. and before 9:05 a.m., students may go straight into the cafeteria for breakfast.**
- Students will be dismissed from the auditorium and the cafeteria by a campus monitor/administration.
- Principals reserve the right to alter this procedure.

### ELECTRONIC DEVICES

**Cellphones are not to be used to take pictures or record any Fort Worth ISD employee and/or student.** Sending text messages and making phone calls without permission during the school day is not permitted. If a student is ill, they should request a pass to the nurse. The nurse or the office will contact the parent/guardian. If a student needs to communicate with a parent, they may ask for a pass to come to the main office.

Students found using their electronic device inappropriately or disrupting the learning environment. The parent of the owner of the confiscated device must come to the main office to pick up the item between the hours of 9:00 a.m. to 4:00 p.m. and pay a **\$15.00 dollar fee** to the school (only cash accepted). **The phone will only be released to the parent/guardian on the emergency card- no exceptions.** A confiscated device shall be held by the district for a period of 30 days after notification has been made. The District shall not be liable for lost or damaged telecommunications devices. After the 30-day period has expired, the district shall dispose of the device.

### ID'S

Students will be issued one school ID card and a lanyard at the beginning of the school year that must be visible at all times. **ID's will be required at all times. Students must present an ID card to attend FWISD athletic events.** Lost or damaged ID's will need to be replaced by the student: \$ 5.00 for the ID and \$1.00 for the lanyard. The money is paid to Ms. Vasquez in the main office and a pass will be given to the student for Ms. Allen to print a new ID.

## EMERGENCY CARDS & PICKING UP STUDENTS

Parents are required to submit any changes of address or telephone numbers to the attendance/data office. Parents must provide the office with current home and work phone numbers. **Only the people listed on the emergency card, who are 18 years or older, with a picture ID card, will be authorized to pick up a student (early dismissal, sick, etc.)**

## ATTENDANCE

If it is necessary for you to be absent for any reason, please have your parent or guardian call the attendance office during the day of your absence. **Call 817.814-9208.** You must also **bring a signed written note to school on the following day.** Without the note, the absence cannot be excused. Signing in and out through the attendance office is essential when leaving or returning to school. Failure to do so is the same as being truant from school and may be penalized as such. **A student who has less than 90% attendance for the school year shall not be given credit for promotion** unless the attendance committee gives credit because of extenuating circumstances. Students must attend a minimum of 162 days of the regular school term. (See FEC legal [www.fwisd.org](http://www.fwisd.org) Board Policy)

**\*NOTE:** Students **under the age of 18 years are required by law** to attend school and to attend regularly. Parents of students with excessive unexcused absences may be asked to appear in court for violation of the compulsory attendance law or for truancy law.

**Students absent from school must bring a note\* signed by their parent or guardian explaining the reason for being absent from school within 7 school days.** Notes MUST include the date of absence and parents or guardians daytime phone number.

**\*PLEASE NOTE: A MAXIMUM OF 5 NOTES WRITTEN BY A PARENT/GUARDIAN WILL BE ACCEPTED FOR THE 2019-2020 SCHOOL YEAR.** Students are responsible for having each teacher sign the "admit to class slip." **STUDENTS ARE RESPONSIBLE FOR KEEPING THEIR ADMIT SLIP AS THEIR RECORD OF THE ABSENCE.**

## EXPECTATIONS FOR STUDENTS

- **Each student will receive a copy of the FWISD District Student Code of Conduct in addition to this Student Handbook. These booklets are binding and enforceable upon all students and parents whether acknowledged or not.**
- Teachers have a right to maintain proper discipline in their classrooms and in the school; all students have a right to learn. Therefore, any misbehavior which puts in jeopardy these rights will not be tolerated.
- When a student is referred to the office for misbehavior, the appropriate administrator will apply a reasonable consequence. Some consequences include, but are not limited to: conference, referral for counseling, lunch detention, parent contact, in-house suspension, at-home suspension, or recommendation/removal to an alternative educational setting through the Student Discipline and Placement Office.
- A student's discipline profile is kept active for the entire school year. **The accumulation of infractions will have a direct impact upon the administrations' decision for consequences.** This may include a referral to an alternative educational setting.

## Parent Portal

The Parent Portal is part of the FWISD student information system. Through this website parents may log on and view grades for each class, as well as attendance records. Parents will be able to set alerts so Focus can email them if a student's grades or attendance fall below criteria they set themselves. The Portal will also contain school and District announcements, as well as, teacher contact information.

## CAFETERIA

**With the completion of a Home Language Survey,** students may receive breakfast and hot lunches in the Riverside Middle School cafeteria at no charge. Some students may prefer to bring a sack lunch and supplement it with other products from the cafeteria. You may access our web site for lunch and breakfast menus. All students are permitted to charge up to \$50, **however** charges are only permitted on full meals and not on ala carte or snack items.

- Breakfast is served each morning from 8:35a.m. Until 9:05 a.m.
- Students are expected to bus their own tables and help maintain a clean, orderly environment.
- No food or drink will be permitted outside the cafeteria.
- It is requested that parents not bring outside food to students during their lunch period.
- **Lunch Detention can be assigned by teachers and will be served by the student in the classroom. Lunch Detention can also be assigned by administrators and will be served in ISS. Failure to comply will result in disciplinary action.**

## ATHLETICS

- Competitive athletics are available to students in 7<sup>th</sup> and 8<sup>th</sup> grade.
- UIL rules remain in force for eligibility, and all students must have a physical to be in a sport prior to being in athletics.
- Any student assigned to IHS (In House Suspension), UHBI (Unsupervised Home-based Instruction), OCI for any amount of time on the day of an athletic event may not participate or attend the event.
- Students must have their ID's and be dressed appropriately to enter all athletic events.
- Students who owe the school money for books, fines, athletic gear, etc are not eligible to play or participate in athletic events.
- **Food may not be brought for students to the office during school by parent or anyone else.**

## A/B HONOR ROLL AND PERFECT ATTENDANCE

- All students who achieve A/B honor roll status or higher (**81 or above in all classes and no N's or U's**), will earn a place on the Principal's Honor List and be recognized.

## SOCIAL NETWORKING WARNING

(Facebook, Twitter, E-mail, Texting, Cell phone, KIK, Snapchat, instant messaging. . .)

Students who are linked to posting, texting, messaging, threatening or intimidating others that causes a disruption of the learning environment will be severely disciplined; this includes, but not limited to, bullying classmates, posting harassing pictures/posts, planned fights, threats, posting recorded fights, hacking into someone's account.

## LOCKERS/LOCKS/BACKPACKS

- Students will be issued a locker from their 1<sup>st</sup> period teacher
- Students are required to have a combination lock for 1) Main Locker 2.) P.E. Locker Each day
- Students must bring a combination lock and give the combination to their 1<sup>st</sup> period teacher **ONLY!** You may not share a locker with any other student. If someone puts something in your locker, you will be legally liable. Do not share lockers!
- You may go to your locker at the first bell (first thing in the morning) and the last bell (when it is time to go home) **Coats should be placed in the lockers; they are not allowed in the classroom.**
- **Clear** backpacks are permitted in classrooms to carry school supplies and books during the school day.

## VISITORS

Parents and others are welcome to visit Riverside Middle School. For the safety of those within the school, all visitors **MUST** check in and out through the main office. Visits to individual classrooms during instructional time are permitted only with the principal and teacher approval. The duration and the frequency of the visits cannot interfere with the delivery of instruction or disrupt the normal school environment.

## MEDICATION / NURSE

If a student must take medication, he or she must bring the medication to the nurse with a signed form from the administering doctor with instructions. This form must also be signed by the parent or guardian. All medication must be in a pharmacy bottle that is labeled with the student's name and date (the date must be the current school year). Non-prescription medications may be used with the same permit form requirements and sent in the original packaging. **NO medications** will be administered if sent in a "baggie" or other non-original container. **Students are NOT allowed to have ANY medications on them without a permit form on file in the nurse's office. Having medications in their possession, by FWISD Policy, is an offense that will lead to campus removal. For emergency purposes, please keep the emergency card phone numbers up to date!**

## STUDENT MANDATORY UNIFORM DRESS CODE

The administration reserves the right to rule on specific items of clothing and general appearance for reasons of safety, health, and well-being of our students and the environment of the school.

Riverside Middle School recognizes that the student's individual appearance is the responsibility of the student and parent. If the student's mode of dress or appearance violates the stated dress code, or is disruptive to the "educational process," the student will be required to make the necessary corrections (**Example: including, but not limited to, hair dye that is not of a natural color – purple, pink, bright red, etc.** or jeans with cuts/holes). If the student is unable to do so, a parent will be called and asked to bring an appropriate change of clothing. Parents of students unable to change to appropriate dress will be asked to pick up their students from school for the day. Persistent dress code violations will result in AHS (At-Home Suspension) or OCI.

### **Bottoms shall comply with the following:**

1. Solid navy, solid khaki, solid black or blue denim pants, shorts, skirts, skorts, capris, or jumpers are acceptable; students may wear **denim blue or black jeans. ((Free of embellishments. NO JEGGINGS/SPANDEX (leggings made out of part spandex that look like jeans or khakis) No torn/cut jeans)**
1. All bottoms must be hemmed or cuffed.
2. Skirts, skorts, and shorts shall be no shorter than three inches above the knee.

### **Tops shall comply with the following:**

1. Solid colors, navy or white are acceptable.
2. The following styles are acceptable: collared (polo or oxford style) shirts or blouses, mock turtlenecks or turtlenecks. All tops shall have sleeves. The manufacturer logos must be less than a one and one-half square with the exception of school logos. T-shirts shall not be worn as outer clothing. **T-shirts worn under tops must be solid white – no colored camisoles**

### **Shoes, accessories, and sweaters shall comply with the following:**

1. Acceptable styles of shoes include athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open toe/open heel shoes. Shoelaces shall be white or match the "majority" color of the shoe.
2. Acceptable accessories include belts of a solid color fabric, or leather with a buckle no larger than two inches. Tights, socks, and hosiery shall be of a solid color.
3. **Sweatshirts or sweaters without hoods in SOLID NAVY BLUE, SOLID WHITE, or SOLID BLACK are acceptable as outerwear if worn over standard dress (no words, logos, or designs larger 1 AND 1 ½ INCH) Coats may be worn to school then placed in the student's locker. Coats are not permitted inside classrooms.**

### **Clothing That Is Not Acceptable (this includes out of uniform days):**

2. Sagging pants
3. T-shirts worn as outer clothing (unless a designated day)
4. Visible undergarments
5. Clothing considered to be too revealing (bare midriffs, tube tops, tank tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, fishnet clothing).
6. Clothing with any holes, tears or cuts (even if jeans were purchased with rips, cuts, holes – not acceptable)\_
7. Clothing with lewd, offensive, vulgar, or obscene pictures, emblems, or language
8. Clothing with advertising that depicts tobacco products, alcoholic beverages, drugs, or any substance prohibited under FNCF (LEGAL)
9. Gang-related clothing, accessories or jewelry bearing signs, insignias, colors (royal blue/red), or symbols (belts, colored woven necklaces & bracelets, bandanas, bows...)
10. Active-wear such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits, spandex gym wear
11. **NO JEGGINGS (leggings made out of part spandex that look like jeans or khakis)**
12. Sleep wear of any kind/Visible drawstrings
13. House shoes, flip-flops
14. Head gear such as hats, scarves, bandanas, do-rags, or shower caps are not permitted (Except for verified religious clothing)
15. Combs, sunglasses...
16. Accessories or body piercing that could be classified as dangerous or as potential weapon, i.e., chains, spiked necklaces or bracelets, etc...

### **Extracurricular Activities Clothing:**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]

### **Exceptions:**

Special attire may be worn on special days such as spirit day, college day, promotion day, and the like, **as designated by the principal.**

School organization apparel may be worn **as designated by the principal.**

Uniforms may be worn by students participating in activities such as JROTC

Accommodations for students with special needs or for religious requirements shall be determined on a case-by-case basis (Principal)

**The school will not be responsible for clothes or items picked up due to dress code violations.**