



Roma Middle School Student Handbook

2021-2022

Roma Middle School, 2047 N. U.S. Highway 83, Roma, TX 78584
Phone: (956) 849-1434

RMS Administrative Team

Principal – Mr. Danelo Gonzalez
6th Grade Assistant Principal – Mrs. Martha Martinez
7th Grade Assistant Principal – Mrs. Melissa Elizondo
8th Grade Assistant Principal – Mr. Daniel Renteria

RMS Counseling Team

Mr. Santos Diaz
Mrs. Elvira Garza
Mrs. Erika Guillen

Roma Middle School Student Handbook includes processes and procedures established to ensure student safety and a positive learning environment. Information sections of this document include: Student Arrival/Departure, General Information, Academics, Attendance, Communication, Behavior Management, and Bullying/Harassment.

STUDENT ARRIVAL/DEPARTURE

School Hours

The school day is from **7:55 AM to 3:40 PM**. Students will report to the gymnasium until dismissed to 1st period by an administrator. Once a student arrives on campus, they are to remain on campus until dismissal time, or a parent signs them out at the circulation desk. Roma Middle School Office hours are from 7:30 a.m. to 4:30 p.m.

For both student safety and building security, all students should be off campus by 4:15 PM, unless staying for tutorials or a planned practice that is supervised by school personnel. Students may not wait on campus following dismissal in order to attend an evening school event.

Car Drop Off/Pick Up

Students must be dropped off in the mornings at the designated locations in the front of the building and report directly to the gymnasium.

Students dropped off after 7:55 a.m. must sign in at the circulation desk.

Students should NEVER be dropped off or picked up along U.S Hwy 83. Students should only be dropped off or picked up from vehicles that have completely entered our campus.

In the afternoon, parents may pick up students at the front of the building.

Students not participating in any extra-curricular activities must exit the building and report to the student pick-up section by 4:00 p.m.

Bus

To ensure maximum bus safety at all times, students are to follow all rules issued by the Roma ISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus riding privileges and/or other disciplinary action. In emergency situations, a student may be allowed to ride a bus other than his assigned bus with the written and/or verbal consent of a parent. This consent must be approved by the front office.

GENERAL INFORMATION

Sign Out Procedures

When it is necessary for a student to leave during the school day, they must be signed out at the circulation desk. A parent/guardian must complete check out procedures while the student is being called from class. To ensure student safety, we ask that parents/guardians present valid photo identification when checking out their child. Students are not permitted to leave class until they are called from class by the front office, thus, please allow 5 to 10 minutes for your child to gather belongings and arrive in the front office. If the person picking up the student is not a parent/guardian, the identity of that person must be established and permission granted by the parent/guardian before the student will be released. If a student is leaving school due to sudden illness, this should be determined and documented through our campus nurse's office

Deliveries to Students

In an effort to minimize classroom disruptions, the Roma Middle School office staff will accept deliveries for students under limited circumstances. Acceptable items include schoolwork, books, or class materials. Deliveries cannot be guaranteed by a specific time. Assignments and homework deliveries will only be provided to the receiving teacher.

*Please also note that students may not receive deliveries such as flowers, balloons, stuffed animals or other gifts, even on Valentine's Day, birthdays, etc.

**Deliveries will only be accepted from individuals listed as guardians or emergency contacts. Photo identification may be required.

Visitors

All visitors are required to check in at the circulation desk using the Raptor system, and to conduct themselves according to the rules for students. An administrator may request identification from any person on school property and may ask anyone to leave the premises. All visitors will be issued a visitor badge, which should be clearly displayed throughout their time on campus. Students from other schools, including siblings, cannot visit during the school day.

Parents may not monitor classroom activities without prior approval of the principal. Students or others may not tape or video record a class without the approval of the teacher and principal.

Cafeteria Procedures

The school cafeteria offers breakfast and lunch daily. Each student will be issued an identification number, and will be required to use the ID number in order to get a plate. Students are required to remain in the designated area, and are not allowed to be moving from table to table.

PE Attire

All Physical Education classes require that the student dress in sports clothing suitable for physical exercise. If there is a reason your child cannot participate in physical education activities, please provide proper documentation to the P.E. teacher, or school nurse.

Textbooks

When issued textbooks, every student is obligated to give his/her books the best care. Students who lose or damage a book while it is checked out to them will be expected to pay for it.

Medications

Students are not allowed to have any medications in their possession at school, unless it is an auto injector for emergencies. All medication must be left in the nurse's office, where it is kept in a locked cabinet at all times. The nurse can only keep medication with a prescription from the United States.

Lost and Found

Students should not bring valuable items to school. RMS and RISD are not responsible for lost, stole, or damaged personal items. Lost items that are turned in are kept in the front office. Please put your name inside jackets or other articles of clothing to help us return lost items.

Food and Drinks during the School Day

Students are not allowed to have any type of food or drink, with the exception of water in a clear container in the classroom at any time. Chewing gum is prohibited in our building. If the student has a special medical situation where they need a snack during the day, the nurse should be made aware of this situation and special arrangements can be made.

Attending Extracurricular Activities and After-School Events

Students and parents are encouraged to attend and support the many different extracurricular activities offered at RMS. It is important to maintain the pride and tradition of our school, therefore, it is expected that all students and parents respect students, staff, as well as any visiting teams or officials at these events. To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events or any other after school events that begin after 5:30 pm. Administration has the right to ask any person attending to leave premises.

Again, in order to maintain security and student safety, it is very important that students who attend activities outside of the school day have made appropriate transportation arrangements for after the event. **If a student is not picked-up within 20 minutes after an on-campus activity, they will lose the privilege of attending extra-curricular campus activities for the rest of the school year.**

ACADEMICS

Progress Reports and Report Cards

Students will receive their report card via mail following the close of each six weeks grading period. In addition to the report card, students will receive a progress report during the 4th week of each marking period. Grades are also accessible via the student portal (Please contact the counseling department for more information)

Progress reports and report cards must be signed and kept in the homework binder.

Grading Policies

The Texas Education Code requires that student's grades reflect student mastery of assignments and prohibits minimum grades. Grades earned on assignments are used in determining six weeks and semester grades.

Homework Binder

Each student is required to carry a homework binder, and to keep it up to date with their assigned homework. Administration will check the Homework Binder on a regular basis.

Field Trip Policy

Expectations required to be eligible to attend field trips will be clearly stated in the permission slip that the parent is required to sign. Failure to follow the expectations stated, will result in the student losing eligibility to participate.

Homework/Assignment Policy

The general late work policy for Roma Middle School is provided to promote student responsibility and consistency. For regular daily and weekly assignments, the teacher may deduct points for late work.

ATTENDANCE

Regular and punctual attendance is an important factor in school success; therefore, a student's first concern should be to attend class regularly. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom.

In the event a student should miss school, the parent must send a note to the attendance clerk.

COMMUNICATION

Staff at RMS understand the importance of good communication, and encourage parents to contact teachers, counselors, or administrators by phone at (956)849-1434 anytime you have a question, concern, or praise. Parents are also welcome to contact teachers or administrators directly through email. Parent requests to meet or conference with teachers, coaches, or counselors, should be made in advance by phone.

Parent/Student Messages

We realize that there are times when a parent needs to get information to a student regarding a change in transportation, lunch needs, etc. If you need to send a message to your student during the school day, please communicate the information to the front office staff, and we will ensure the student receives the message in a timely manner. We strongly discourage parent requests to pull a student from class during the school day for a phone message, as this is a disruption to the learning environment for the student and their classmates.

Student Phone Calls

If a student needs to contact their parent during the school day, they must obtain a pass from their teacher allowing them to use the student phone in the circulation desk

Use of Cell Phones and Other Electronic Devices

Using any device that permits recording the voice or image of another in any way is prohibited during school hours.

BEHAVIOR MANAGEMENT

ISS: In-School Suspension

ISS is the removal of a student from the classroom environment for one or more days. ISS encourages students to change their current behavior, assists students in understanding the results of negative choices, and teaches self discipline. While in ISS, students will be required to complete all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. On the day(s) a student serves ISS, they may not participate in or attend any after school or extracurricular activities.

OSS: Out of School Suspension

OSS consists of up to three (3) consecutive days at home in an unsupervised educational setting. State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement offense, or expellable offense. The number of days a student is suspended is determined by the campus behavior coordinator, but will not exceed three school days. Students may not attend or participate in any after school or extracurricular activities during this time.

District Alternative Education Placement (DAEP)

Instruction and Guidance (I&G) – I&G is the district's alternative education placement center. Placement in the I&G Center is usually for a minimum of fifteen (15) days. Transportation to and from the I&G center is the student/parents responsibility.

Cell Phones/electronic devices *

To limit distraction from instruction during the school day, cell phones must be turned off and carried in a way in which they are **not visible**. A student using a cell phone, leaving the phone turned on, or displaying the phone during an inappropriate time will result in confiscation of the phone. Confiscated phones will be returned only to a parent or guardian along with a \$15 fine.

Smart Watches or similar devices *

Smart watches or similar devices may be on, but they may not have access to cellular data. If the device is used for any purpose other than to check the time, it will be confiscated and subject to a \$15 fine.

Teachers may ask students to use their phones for instructional purposes in their class.

*Please note that additional consequences can be administered to the student for insubordination.

Selling

The selling of chips, chocolates, or any other item for personal financial gain is not allowed in school and will result in the confiscation of the product and the money. Administration may administer ISS or OSS for a violation of selling in school. If a student continues selling, the student may face additional disciplinary consequences.

RMS Academic Honor Code

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. At times, stress can cause students to make poor choices. Cheating takes away a student's ability to become successful on their own. Academic dishonesty (cheating) demonstrates a lack of integrity or character, which is inconsistent with the goals and values of Roma Middle School.

Teachers will indicate which assignments are to be cooperative efforts, and will establish guidelines for the use of such aids as calculators, computers, and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher.

Violations of the RMS Academic Honor Code include, but are not limited to:

1. Submitting another person's work as your own.
2. Copying, text messaging, emailing, taking pictures of, or in any way duplicating assignments, including computer based projects, that are turned in as original work.
3. Giving, posting, or accepting a copy of (or information regarding) any assessments, quizzes, lab work, or tests.
4. Copying from another student's test or quiz, or allowing another student to copy during a test or quiz.
5. Providing your work to others, whether you believe it will be copied or not. It is the responsibility of the student to secure their own papers, so other students will not have the opportunity to copy them.
6. Permitting anyone (including, but not limited to another student, parent, or tutor) to do your homework, project, report, or paper.
7. Falsely claiming illness to avoid the date on which a test, quiz, paper, project, report, or presentation is due.

Honor Code Procedures

If students are caught in violation of the Honor Code, either in the cafeteria or outside of the classroom, the work will be taken from both students and given to an administrator. The administrator will then deliver the work to the teacher. The teacher will then document the violation and follow the Honor Code consequences.

Honor Code Violation Consequences

Consequences for violating the Honor Code may include, but are not limited to:

Receiving a zero on the assignment

Phone call to parents

In school suspension

Out of school suspension

Fighting & Assault

Any student that engages in fighting may receive ISS or up to three (3) days of OSS (Out of School Suspension).

Multiple fighting offenses may result in DAEP placement.

Assault may result in DAEP placement.

Dress Code

The following items are **not** permitted at RMS:

Sagging pants or torn clothing

Sunglasses, caps, hats, or bandanas

Pajamas or house shoes

Carvings (shaving a design) or lines in a student's hair or eyebrows

Visible body piercing, jewelry or ornaments other than a single stud earring in each ear

Pull-Over Hoodies (Zipper jackets are allowed)

Excessive makeup

Hair dying (highlights or otherwise)

Facial hair (except a moustache)

Shirts must cover the waistband of the pants

The following statements serve as guidelines for acceptable clothing:

Either a Polo style shirt of appropriate color (6th gray, 7th black, 8th red), or official school t-shirts, must be worn unless administration approves otherwise.

Pants must be worn at or below the waist line at all times.

Undergarments should not be visible at any time.

Pants must be at least ankle length.

Consequences for dress code violation will be handled in a case by case situation.

*In the event of a conflict in dress code, the administrator's judgment will prevail.

BULLYING/HARASSMENT/HAZING

Bullying/Harassment/Hazing are prohibited in any form on school property, in a school vehicle, or at a school-sponsored event. Students who have bullied/harassed/hazed others are in violation of school policy and may be subjected to disciplinary action, up to and including suspension, DAEP placement, or expulsion.

Bullying is defined as a student or group of students that engaging in any written, verbal, physical, computerized or other electronically transmitted act, or threat that: 1) Will have the effect of physically harming a student, damaging a student's property or reputation, or placing a student in reasonable fear of harm; or 2) Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Note: For bullying to exist, there must be an imbalance of power (either physically, or in lack of social skills to defend oneself, or in regard to perceived status), and it must occur "repeatedly and over time".

Harassment is bullying by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, bullying on the basis of race, color, national origin, religion, or disability or any other basis prohibited by law (such as dating violence and sexual harassment). All matters involving

harassment issues will be reviewed for possible referral to law enforcement officials.

Hazing means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone, or acting with others, directed against a student that endangers, or has the potential to endanger, the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining a membership of a group, a team, or organization. All matters involving hazing will be reviewed for possible referral to law enforcement officials.

District Policy of Investigating Bullying Incidents

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the principal or designee. If the report was made orally, the campus principal or designee shall reduce it to written form. The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report.

Student Code of Conduct

In the event of a conflict between this student handbook and the student code of conduct adopted by the school board, the student code of conduct will supersede the student handbook.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parents may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day

of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Your Grade Level Administrator

Phone Number: 956-849-1434

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and

charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Mr. Daniel Renteria

Phone Number: 956-849-1434

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)