

POLLY RYON MIDDLE SCHOOL

Student Supplemental Handbook

2022-2023



SCHOOL HOURS

Student hours are from 8:15 a.m. to 3:40 p.m. We appreciate your cooperation in picking up your child promptly after school in the designated parent pick-up area. Once students arrive at school they are NOT allowed to leave for any reason.

ATTENDANCE

A student who must leave school during the day must bring a note from his/her parent that morning. Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether the student should be sent home and will notify the student's parent. The student must be picked up at the nurse's office or the main office. For safety reasons, students will not be allowed to wait outside for their ride.

STEPS TO FOLLOW WHEN ABSENT:

- Bring a written excuse signed by your parent, guardian, or doctor.
- Present the written excuse to the attendance clerk immediately upon returning.
- Ask all teachers for make-up assignments. This is the student's responsibility, not the teachers.'

In cases of extended absences, parents or students may request assignments. Please give us at least one school day to compile the requested information.

A student cannot miss more than 9 days per semester per class. Attendance is taken every period, every day. State law requires that a student meet the 90% threshold for attendance.

LATE ARRIVAL/EARLY DEPARTURE

If a student arrives 15 or more minutes late or departs 15 or more minutes early, he/she is considered absent for the class period and may be required to make up that time by attending a clock-hour class for each class period missed. Any extenuating circumstances may be reported to the Attendance/Credit Review Committee. Appeal forms can be obtained from the attendance clerk. Anyone who brings a student to school by private vehicle and arrives at 8:15am or later MUST come into the building and sign in that student in the Attendance Office.

ABSENCE NOTIFICATIONS

When a student reaches four absences per semester, the parent will receive written notification of absences. After reaching the maximum number of allowable

absences in the semester, parent(s) will be notified by certified letter of the student's attendance record and the possible consequences for his/her absences.

TELEPHONE

Students will not be called out of class for phone calls. In an emergency, administrative permission must be secured. Students may use the telephone in the front office during the school day with written permission from their teacher.

WITHDRAWING YOUR CHILD FROM SCHOOL

Should your family find it necessary to move out of Polly Ryon's zone, please follow the steps below to make for an easier withdrawal for both you and your child:

- 1. Notify the school at least two days prior to your child's last day at school.*
- 2. Return all library and textbooks and pay any fines or loans.*

On your child's last day, report to the registrar's office and sign the appropriate withdrawal papers.

LOST AND FOUND

All items found should be turned into the school's lost and found bins outside of the library. If your child loses an item, inquiry should be made promptly. Parents are urged to mark each garment to make identification easier.

INCLEMENT WEATHER

Parents should instruct their children in advance regarding how they are to get home on rainy days.

MEDICINE AT SCHOOL

A student who must take prescription (or non-prescription) medicine during the school day, must bring a written request from his or her parent and the medicine (in its properly labeled container) to the school nurse. Students are to report to the nurse to take their medicine at the appropriate time. District employees should not dispense non-prescription medications to students.

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it necessary for students to receive medication at school. In order for the nurse to give medication at school, parents must:

- 1. Bring the medication to the school in the prescription bottle*
- 2. labeled with the exact dosage.*

3. *No medication will be given at school that could be given at home.*
4. *Over the counter medications can be given with written parent's permission.*
5. *Students are not allowed to carry **any** type of medication.*

CLINIC

Sick children should not be sent to school. Our clinic is for emergencies only. If a child has a fever or severe cold, please do not send them to school.

TEXTBOOKS

A set of textbooks may be checked out by any parent who wishes to keep a set at home. Fines will be assessed for any lost or damaged textbooks. In addition, you may access "online textbook" by going to the districts website and click on schools, then Polly Ryon Middle School, then the link for "online textbook." The state of Texas has a written curriculum teachers are expected to follow. The textbook is used to *supplement* classroom curriculum.

LEAVING SCHOOL

For a student to leave school, he/she must be signed out in the front office by a parent or guardian. A driver license or some form of picture ID is required. This person's name must appear on the student's DSD screen. It is imperative that parents keep this information current. To change your child's DSD screen, visit the front office. Upon returning, the student should bring a written excuse from their parent or doctor.

PARENT-TEACHER CONFERENCE

Teachers are available for conferences either in person or by phone. Parents may request teacher, team, assistant principal, and/or counselor conferences. Parents can call the school at 832-223-4500 and the receptionist will transfer their call to the person with whom they wish to schedule the conference.

DETENTION

Students who repeatedly violate school policy may be assigned lunch detention. Students may either get lunch detention or an occasional Saturday School Detention. Parents will be required to transport students from school. A student that receives more than four lunch detentions (or more than 1 ISS/OSS day) in a six-week period will not be eligible to attend the end of the six week's house party, should their house win.

STUDENT ID/SMART TAG CARDS

Every Polly Ryon Middle School student is required to wear their Student ID/SMART TAG card and Polly Ryon issued lanyard while on campus. If his/her student id card is lost, there will be a \$5 replacement fee to order a new one through the library. New lanyards may be purchased every morning, beginning at 8 AM. Students without lanyards will receive lunch detention. If a student forgets a lanyard at home and the lanyard is dropped off in the front office or found and turned in to the office, it is the student's responsibility to check the front office for a lanyard.

VOLUNTEERS

A vital part of what happens at Polly Ryon Middle School is a plan that involves the community. Adult volunteering is encouraged and welcome at our campus. We need volunteers to assist in the classroom preparations and in the library. All students will treat these individuals with courtesy and respect. Any parents or other adults interested in volunteering to serve in any of several areas in our school, should contact the school office at 832-223-4500 for more information. We welcome and appreciate our volunteers!

VISITORS FOR LUNCH

We welcome our parents to come to school to eat lunch with their child(ren). Please follow all school procedures and sign in at the front office and get a visitor's pass. Only adults approved by the custodial parent and are on the primary information screen will have approval to eat lunch with a child. Anyone not on the primary information screen will not be permitted to visit with the child at any time. Students who receive homebound services or are home schooled are not allowed to eat lunch at school. Parents who wish to drop food off for their student may do so but are ONLY allowed to bring lunch for their own child. A parent may not bring food for their student's friends.

OPEN DOORS

Parents and other visitors are welcome to visit PRMS. All visitors must first report to the main office to obtain a badge, which will be worn in such a manner to be clearly visible. This is to ensure the safety of our students and staff. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts normal school

activities. Visitors are asked to park in the front lot and must enter the building through the front doors of the building.

TUTORIALS

If a student needs additional support in any class, are eligible to attend morning tutorials. Tutorials for all core content classes are available Monday through Thursday from 7:30 - 8 AM. The tutorial schedule is shared among teachers. Every day is a different teacher's tutorial time.

SCHOOL BUS

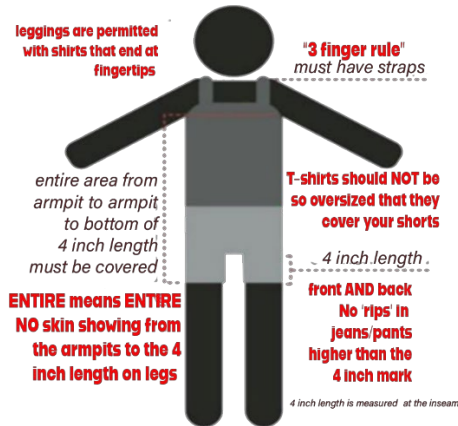
School bus rules and procedures can be found in the district's handbook. Please review these rules with your child since misbehavior may result in a suspension of bus riding privileges. Rules include staying seated while the bus is moving, talking quietly, respecting each other, following all bus driver and bus assistant directions, exiting the bus, and going straight home. In addition, parents need to provide supervision for the children at the bus stops. To acquire a bus pass, parents must send a note to school with a contact member so the school can call and verify the request for the pass. All buses are now equipped with cameras to help provide evidence of student misbehavior or student harassment. **Remember, being able to ride the bus is a privilege not a right. Students who misbehave on the school bus will have his/her bus privileges revoked.**

DRESS CODE

NO student will be permitted to have their pants SAGGING (worn below the waist). The following are additional guidelines:

- No Sagging or Baggy Pants
- No Hats, Caps, Hoodies.
- No inappropriate emblems, symbols, or language.
- All shoes must be approved to play P.E.
 - No Slippers
 - No Sandals
 - No Slides
 - **Crocs: Sport Mode!**
- No Revealing or Low-Cut Clothing.
- No Pajamas, Running Shorts, or Dance Pants.
- Leggings must be accompanied with a shirt that is **fingertip** length.
- No Halter Tops, Tank Tops, Muscle Shirts, see-through Blouses, or Spaghetti Straps.
- Shorts and skirts must be fingertip length (holes in pants cannot start before the fingertip length rule).

Students who violate these policies will be directed to turn in the inappropriate clothing and wear PRMS designated attire. Failure to comply with this directive will result in the student having to call his/her parent so that the parent can escort him/her to class for the remainder of the day. The student's clothing may be picked up by the parent who MUST at that time return the PRMS attire. Clothing left after 30 days will be discarded.



ELECTRONIC DEVICES

Cellular phones, Apple Watches, telecommunication devices, MP3 players, cameras, or any other types of electronic devices are not allowed to be turned on or in use inside the school building during specific time frames. Campuses have the discretion to identify appropriate opportunities for electronic device use. The time frame for grades K–8 is immediately upon entering the school building until exiting the school building at the end of the day.

These items that disrupt the education process by being on will be temporarily confiscated. School personnel will collect the electronic device and turn it in to the principal's office. Parents, guardians, and/ or a third party that retains legal right of ownership may obtain a release of the electronic device for a monetary fine of \$15.00. After a 30-day period has expired, the school shall dispose of the electronic device. A student who refuses to turn over his/her electronic device when asked by a school employee will have a disciplinary action in accordance with the Student Code of Conduct, ranging from a minor offense to an expellable offense. The use of mobile telephone or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. **Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.**

TARDIES

Student discipline for tardies will be issued by the Assistant Principal. Students will be counted tardy once the bell rings and the students have not passed the threshold of the classroom door. After 15 minutes of class time, late students will be counted absent. If the student does not have a pass to excuse their absence, then a referral will be generated and given to the Assistant Principal's office.

DROP-OFF PROCEDURES

- Bus riders will come through the cafe doors and travel to the gym for check-in.
- Car riders will enter through the gym doors for check-in.
- Please pull forward to the cone so multiple students can exit the vehicle at once.
- Gym doors will open at 7:30 AM each morning.
 - Please have your student ready for exiting.
- School begins at 8:15 and ends at 3:40 PM.

PICK-UP PROCEDURES

- Car Riders will be released from class at 3:40 PM.
- The students will come to the front foyer area and prepare for loading.
- For the safety of students and staff the front parking lot closes at 3:15. Please note 3:15 is the latest students can be checked out prior to dismissal.
- Pull all the way forward (to the end of the sidewalk where the safety cone marks the beginning of the line) so that we can load as many kids as possible.
- Students are not allowed to use cell phones during car rider dismissal.
- Transportation changes cannot be made after 3PM.