

Rodríguez Middle School  
Student & Parent Handbook  
2022-2023

The information included is intended to help our Viper students and Parents get familiar with Rodríguez Middle School guidelines and procedures. We are all coming together to build a foundation of success for our learners and staff. We want RMS to be a place where teachers and students want to be every day to learn, and grow.



Rodríguez Middle School  
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# RODRIGUEZ MIDDLE SCHOOL

## BELL SCHEDULE

1<sup>st</sup> Period 8:15 – 9:02

2<sup>nd</sup> Period 9:06 – 9:53

3<sup>rd</sup> Period 9:57 – 10:44

### **6<sup>th</sup> Grade**

Lunch 10:48 – 11:18

4<sup>th</sup> Period 11:22 – 12:09

5<sup>th</sup> Period 12:13 – 1:00

### **7<sup>th</sup> Grade**

4<sup>th</sup> Period 10:48 – 11:35

Lunch 11:39 – 12:09

5<sup>th</sup> Period 12:13 – 1:00

### **8<sup>th</sup> Grade**

4<sup>th</sup> Period 10:48 – 11:35

5<sup>th</sup> Period 11:39 – 12:26

Lunch 12:30 – 1:00

6<sup>th</sup> Period 1:04 – 1:51

7<sup>th</sup> Period 1:55 – 2:42

8<sup>th</sup> Period 2:46 – 3:35

Administration

Carly Rogers, Principal  
Tamra Woods, Assistant Principal 6th Grade; 8th Grade M-Z  
Dylan Taylor, Assistant Principal 7th Grade; 8th Grade A-L

Counseling Department

Micheal Rooney, Professional School Counselor 6th Grade; 8th Grade M-Z  
Stephani Mohon, Lead Counselor, 7th Grade; 8th Grade A-L  
Jennifer Cheek, Impact Counselor

Front Office

Jennifer Govan, Principal's Administrative Assistant  
Melissa Brown, Attendance  
Diane Williams, Receptionist  
Lina Irizarry, Registrar/Office Assistant

School Resource Officer

Officer Butler  
Oak Point Police Department

School Nurse

Kimberly Henry, Nurse

Library, Media & Technology

Jennie Andrews, Librarian  
Jasmin Mejia, Librarian Assistant  
Hannah Elliott, Digital Learning Specialist  
Valerie Kendrick, Campus Support Technician

Campus Athletic Coordinators

Charles Smith, Boys' Athletic Coordinator  
Angela Taylor, Girls' Athletic Coordinator

### **Accidents**

While we make every effort to keep our Vipers safe, accidents do happen. If an accident happens, students are required to report the incident to a teacher/administrator immediately.

### **Attendance**

Regular school attendance is an essential part of school success. State law requires that all students attend at least 90% of the days in a semester to receive credit for courses. If a student is absent from school for any reason, the parent or guardian must call the attendance office to notify the school of the absence. The student is to bring a note from the parent or guardian explaining the absence upon returning to school, even if a call was made. Parents can choose to submit a note to <https://forms.dentonisd.org/Forms/absence-note> instead of sending a paper copy. The note must be provided to the school as soon as the student returns to school. All absences are recorded as unverified (unexcused) if the student does not turn in a note. An absence can only be entered as verified (excused) within 72 hours of the student's return to school.

If your student is absent, they are responsible for making up any missed work. Students will have the number of days missed plus one to complete all work missed. Students are responsible for obtaining the assignments from the teacher immediately upon return to school. Students are responsible to complete any previously assigned work/tests on the day of return to school.

### **Campus Dress Code**

RMS campus dress code is in alignment with DISD guidelines. All students are to present a clean, well-groomed appearance at school and school activities. The following items have been determined to be unacceptable for wear at school:

- Bare midriffs
- Halter tops
- Tank tops— straps must be 2 inches wide and the armholes must be fitted
- See-through apparel---including sheer fabric and lace
- Short shorts----cannot be shorter than a dollar bill length above your knee
- Short skirts----same as above
- Mesh/net clothing
- Pajamas or Blankets are not to be worn during school hours
- Saggy, baggy pants
- Handkerchief Patterned Bandanas (of any color)
- Sunglasses
- Strapless dresses/blouses
- Chains or accessories which can be used as a weapon (such as collars or bracelets with spikes)
- House shoes/Fuzzy Slippers
- Sleepwear of any kind
- Any display of undergarments
- Shirts open at the sides (excessively large armholes)
- Face masks cannot have offensive or suggestive language or images

### **Athletics/PE Dress Code**

All students need to dress out in the appropriate clothing every day. Gym uniform consists of a gray t-shirt and black shorts. The shorts are required to have a minimum of a 7-inch inseam for both males and females. Even with an excuse from physical activity, the student must dress out. No jewelry may be worn during class time. The student must secure their possessions in the gym locker. RMS and the coaches are not responsible for lost items.

### **Bicycles**

Bicycle safety is to be practiced at all times when riding a bike to/from school. Bikes must be securely locked at the bike stands. Owners assume responsibility for the security of their bicycles. Motorized vehicles, skates, scooters, shoes with wheels, and skateboards are not allowed on campus at any time.

### **Buses**

Bus service is provided to students living a specified distance from the campus. If you have any questions about buses, call the district transportation office at **940-369-0300**. Students are expected to behave properly on the bus at all times. There is a “zero tolerance” for any kind of threatening behavior at bus stops or on the bus. All school rules are enforced at all bus stops and in the bus loading area at school.

### **Cafeteria**

The expectations for cafeteria behavior are posted in the cafeteria. Students will follow all instructions given by staff members in the cafeteria. Those who do not follow the rules may lose the privilege of eating with their classmates in the cafeteria. No food may be taken out of the cafeteria.

- Breakfast \$1.45
- Lunch \$3.10

### **Cell Phones/Electronic Devices**

DISD policy states that cell phones cannot be in use, visible, or audible during the school day, unless directed by a staff member. Rodriguez Middle School is considered a Bring Your Own Device “BYOD” campus, therefore cell phones are permitted on campus and may be used by students in an educational setting in accordance with our BYOD procedures.

When cell phones are not in use in an educational setting, they must be either in sleep mode or do not disturb mode and kept in the student’s backpack. Students must place cell phones in their backpacks upon entering the building and before attending class. If phones are carried in class or any other part of the building without prior staff member permission for an educational purpose, the following protocol will be implemented:

#### **1<sup>st</sup> and 2<sup>nd</sup> Infractions**

Phones will be held by the teacher until the end of the school day. Students will be able to collect the phone from the teacher following dismissal from school on that day at no cost.

#### **3<sup>rd</sup> Infraction**

Phones will be held in the office until the end of the school day. Students may pick up the phone at the end of the school day.

#### **4<sup>th</sup> Infraction**

Phones will be held in the office until the end of the school day. Parents may pick up the phone at the end of the school day .

#### **5<sup>th</sup> Infraction**

Phone will be held until the end of the day. Parents will be contacted for a required meeting in which a phone contract will be made **prior to** the student being allowed to bring the device back to school.

**Students bring these items at their own risk, and the school cannot assume any responsibility if the items are lost or stolen.**

#### **Campus Hours**

Rodriguez Middle School is open to students from 7:45 to 3:45 as staff is available during that time to supervise students. Students may be on campus outside of those times if they are under direct supervision of an RMS staff member.

- Unless they have prior arrangements with a staff member (tutoring, practices, etc.) students must arrange to be picked up within 15 minutes of the end of the activity. The time will be announced in advance.
- All students attending sports activities must be picked up within the 15 minutes of the ending of the event or risk future attendance at activities.
- When students arrive on campus in the morning, they need to follow campus protocol.

#### **Conduct/Discipline**

Rodriguez Vipers are expected to be leaders at all times and embody our core values. If for some reason a student chooses not to make the appropriate choices, Rodriguez Middle School will follow the district Student Code of Conduct for student behavior. The code of conduct can be accessed at <http://gg.gg/districtscoc>.

- Detention-
  - Lunch (assigned by teacher or administrator)
  - After School (assigned by teacher or administrator)
- Dress Code- RMS administration will have the final say as to the appropriateness of any dress code item. Any of the following solutions can be used:
  - Change into other appropriate clothes
  - Call parents for appropriate clothing to be brought to them
  - If appropriate clothing cannot be found a student may be assigned to ISS
  - 3 violations in a quarter will be subject to further disciplinary action
- In School Suspension - Students completing a disciplinary consequence in In School Suspension (ISS) will not be allowed to attend any school-related activity during the time assigned to ISS. These students are not allowed to be anywhere on campus at any time unless under direct supervision of the ISS teacher, school counselor, or administrator. Students who serve ISS on the day of an event are not allowed to participate in or attend the event.

### **Counselors**

RMS Counselors are available to assist students with educational planning, related social and emotional needs, and crisis situations. Students may request to see a Counselor through the on-line request form. To schedule an appointment use either of the following:

- [Completing the Google Form at this link](#)
  - Scanning the QR code provided.
- Counselors will contact the students for scheduled appointments.



In an emergency, the students may ask their teacher for an emergency pass to the counselor's office.

### **Elevator Use**

If you have a special circumstance that makes it necessary for you to use the elevator for health reasons, you may obtain an elevator pass from the school nurse or campus administration. The elevator is not for general student use.

### **Hall Passes**

Students must have a hall pass to go anywhere in the building. Passes will be distributed by classroom teachers and staff members. Students in the halls without passes will be returned to class and receive consequences consistent with the student code of conduct.

### **ID Cards**

Wearing of identification is mandatory for all DISD campuses. To help maintain the safety of our students at RMS, ID's must be worn visibly around the neck during the instructional day and at all school activities.

- Students should not have any additional markings or stickers on their ID that block their face or student number.
- Each student is responsible for their ID; they should not be shared between students.
- Students will be given an ID at the start of the school year.
- If the ID is damaged or lost, it will be the responsibility of the student to get a replacement ID.
  - Students may purchase a replacement ID in the hub for \$5 before or after school.
- Students who do not wear their ID will be subject to disciplinary consequences.

### **Learning Hub**

The Learning Hub is available throughout the day and before/after school. Passes may be obtained from the librarian. Students are encouraged to use the Learning Hub. Rules for the Learning Hub are posted in the Hub.

### **Lost and Found**

Students should not bring valuable items to school. Lost items will be turned in to the receptionist office and placed in the lost and found cabinet. Lost items found in the cafeteria will be placed in the cafeteria in the designated lost and found location. Items not claimed in a reasonable time will be donated to charity. To help prevent losing items and having them returned to you, put your name in all coats, jackets, etc.

### **Nurse's Office**

Students who become ill or injured during the school day must report to the nurse's office. All students should have a pass to come to the nurse's office. All calls made to parents regarding illness/injury should be made from the nurse's office. Make sure that the nurse has current home, work, and emergency contact phone numbers. If no parent/guardian can be contacted in an emergency situation, the student will be transported by ambulance at the parent's expense. Please refer to the medication policy in the Denton ISD Student Code of Conduct for any questions regarding the proper use and possession of medication on campus. RMS will enforce these policies on campus.

### **Report Cards**

All grades and report cards will be processed through the Home Access Center. Paper copies will not be distributed to students and parents.

### **School Cancellation**

In the event that school must be closed due to weather or other emergency conditions, announcements will be made on the local TV and radio stations. Announcements will be posted on the district and campus website as well as to all of our social media outlets.

### **Tardy Policy**

A student will be marked tardy who is not present in class when the bell rings. Tardies, which accumulate on a nine-week basis, will be handled separately from minor discipline infractions. Tardies will be accumulated per class.

1st & 2nd = Warning

After three tardies, the teacher will assign a lunch detention and contact the parents

4th or more = teacher will submit a Behavior Incident Form

***Chronic tardiness may result in an additional disciplinary action***

### **Telephone**

Students have access to the telephone in the attendance office only when they have a pass completed by a staff member. Please make all transportation and social arrangements prior to coming to school.



## **RMS Traffic Pattern**

### **Arrival**

All students who will be eating breakfast will go straight to the cafeteria to eat breakfast. All remaining students will go straight to their grade level pod and sit in their designated waiting area.

### **Dismissal**

- Bus Dismissal: Students will be dismissed from the Small Gym.
- Car/Walk/Bicycle Dismissal: Students will dismiss from the front of the building. Walkers and Bike riders are expected to leave campus once they exit the building.