

Riverside Middle School

Student Dress Code, Handbook & Expectations

2019-2020



“Home of the Rebels”

**7615 Mimosa Ave
El Paso, Texas 79915
Phone: 434-7300**

Jake Valtierra-Principal

Jerry Bowles	Assistant Principal
Yolandra Morgan	Assistant Principal
Veronica Jimenez	Secretary

YISD’s Vision

All students who enroll in our schools will graduate from high school, fluent in two or more languages, prepared and inspired to continue their education in a four year college, university or institution of higher education so that they become successful citizens in their community.

Mission Statement

Riverside Middle School will create a nurturing and welcoming environment for all faculty, staff, students and parents through self-discipline, consistency and high expectations to inspire the desire to learn and succeed in a rigorous global society.

Riverside Middle School
Student Dress Code
2019-2020

All registered students will comply with YISD's policies, as well as any Riverside Middle School policy. Parent notes **will not be** accepted for uniform exceptions. ***If you are in need of uniform assistance, please contact our CIS coordinator at 434-7316 or 434-7331.*** Our Dress Code Policy is established for the safety of all students and school personnel. RMS administration has the authority to make changes should something become a safety concern, distraction, or disruption that impacts the learning environment or safety of the school environment.

A. Uniform

1. Uniform Bottoms

- a. Must be **khaki, navy blue** or **black** casual-style pants, shorts, skorts or capris.
- b. On jean days, students may wear blue or black jeans. Jeans may not be torn, even with leggings, shorts or patches underneath.
- c. Pants must be worn at natural waist, buttoned appropriately & fitted properly (not baggy or low cut). Pants may not be rolled and/or tucked.
- d. Shorts, skirts or skorts **may not be shorter than two inches** above the knee.
- e. Cargo shorts are never allowed. ***This includes on free dress days.***
- f. Joggers are allowed **ONLY** if they are made of slacks material (no warm-up material).

2. Uniform Shirts

- a. Shirts must be a Riverside Middle t-shirt with the name and logo. Shirts are also sold at Mex-Tex on 1850 Hunter Dr. #105. We will also be selling them during registration and the first couple of weeks of school.
- b. Spirit shirts will be sold during registration at the beginning of the school year.
- c. Shirts must be the appropriate size (not oversized) and remain unrolled.
- d. Students may wear any school organization shirt, such as band, STUCO, NJHS, etc. in place of the standard uniform shirt.
- e. Polo shirts have been phased out. Students may still wear a RMS polo shirt from the last couple of years if they have them, but they will no longer be sold as part of our uniform or be a part of our dress code requirements as of August 2019.

3. Sweatshirts, Jackets or Hoodies

- a. Sweatshirts, jackets or hoodies must have a zipper or buttons and must be unzipped or unbuttoned while in the building.
- b. ***NO pullover sweatshirts or hoodies*** are allowed, unless they have a Riverside logo. Students will be required to take their hoodie off if they are wearing an unallowable pullover hoodie.
- c. Trench coats or raincoats that are at ankle length are never allowed. ***This rule also applies during free dress days.***

4. "College Awareness Wednesdays": Students may wear a college/university shirt with uniform bottoms or untorn blue or black jeans on these designated days.

5. Physical Education: Students are required to wear a P.E. uniform, which is plain grey shirt and navy or black athletic shorts or warm-ups.

B. Book Bags/Handbags: Backpacks, tote, or drawstring bags are **OPTIONAL**.

1. Must be of normal size. No over-sized or x-large camping/hiking style. If a student brings a purse, it may not be oversized.
2. Must be free of gang related symbols/art and inappropriate language. No writing allowed.

C. Shoes

1. Shoes must be worn at all times. No steel-toe shoes or boots.
2. No backless, slip-ons, open-toed, flip flops or bedroom slippers (safety reasons).

D. Hair

1. No unnatural hair color (ex. green, pink, orange, blue, etc.)

2. No Mohawks or spiked hair in excess of 3”
3. No shaved letters or designs

D. Student I.D. Cards & Lanyards

1. Students will be issued a school I.D. card and a lanyard which must be worn around the neck as part of the school uniform. They must be visible and may not be put away.
2. There will be a \$5.00 replacement fee if the I.D. is lost. Payments can be made from 8-8:20 am or 4-4:15 PM with our secretary, Ms. Jimenez.

E. Accessories:

1. Caps, hats, beanies or sunglasses may not be worn in the building (**must be put away**). Hairnets and bandanas are never allowed; even outside the building.
2. Earrings on students should be no larger than 1” (no large hoops).
3. Body or facial piercings (brow, lip, nose, etc.), including large ear gauges/spikes, are not allowed.
4. All necklaces, including rosaries, must be worn inside shirt. No large chain necklaces of any kind. No excessive or distracting jewelry or bracelets.
5. Belts are optional. If worn, belts must be plain black or brown (no studs or spikes, large belt buckles, inappropriate language or logos).

F. Other:

1. No body markings or writing, to include permanent or temporary tattoos.
2. All clothing items, including school supplies and backpacks, must be free of inappropriate language/materials, including gang- related symbols/art, alcohol, drugs or anything of a sexual nature.
3. No permanent markers or liquid paper (white-out).
4. No shaved designs (notching) on eyebrows.
5. Make-up must be presentable and may not be distracting.
6. Students shall be dressed and groomed in a manner that is clean and neat. The district’s policy prohibits any clothing or grooming that in principal’s judgment may reasonably be expected to cause disruption or interference with normal school operations.

G. Free Dress Guidelines:

1. Pants, shorts or skorts may not be oversized and may not have cut-outs or shredding were skin may be exposed. Skirts or shorts must follow the same uniform guidelines as stated above under “Uniform Bottoms”. The key is not to wear revealing clothing.
2. Dresses may not be shorter that two inches above the knee,
3. Spaghetti straps are not allowed. The shirt straps must be wider than two inches.
4. Shirts or blouses must be long enough so torso skin (stomach or back) is not exposed.
5. Undershirts, fish net, muscle shirt, tube shirts, bare midriffs, or tops with plunging/revealing necklines (front or back) are not allowed, even if you are wearing a sweater or shirt over the top.
6. Belts must follow the same guidelines as stated above under “Accessories”.
7. No hazardous chokers or bracelets. (Ex. Those with rounded or pointed spikes or studs)
8. Trench coats or raincoats that are at ankle length are never allowed.
9. Steel-toe shoes, house shoes, bedroom slippers are never allowed.
10. All clothing items, including jewelry, must be free of inappropriate language and symbols. This includes gang-related symbols/art, alcohol, illegal activities, drugs or anything of a sexual nature.

H. Dress code Violations:

- 1st - 2nd offense: Student will either contact a parent to drop off appropriate clothing or will be provided an opportunity to borrow the appropriate clothing from the campus (if available). If no change of clothing is possible, the student will be placed in the In-School-Suspension room (ISS) for the rest of the day.
- 3rd offense & all subsequent offenses: Student will receive consequences. These could include the removal of privileges, such as dances and games and may even merit an office referral with additional consequences (detention, ISS, community service, etc.).

****Information subject to revision/change due to possible changes in local and state regulations****

Any Parent having an item of concern regarding the Dress Code will need to address the Campus Educational Improvement Committee (CEIC). The committee is made up of parents, faculty, and community members. Parents or guardians must submit in writing his/her concerns and turn it in to administration to be added to the agenda for review during our next scheduled meeting.

Riverside Middle School

Student Handbook and Expectations

2019-2020

After School Care: Please make arrangements for the supervision of your children after 4:00 p.m. If students are not in sports, a club/organization, have after school tutoring, or are in the 21st Century program, they must be picked up or walk home at 4:00 p.m. Students who are on campus and in violation of rules or policies after school hours may be given consequences.

Attendance & Absences: It is very important to your child's education that he/she attends school on a regular basis. **It is state law.** In accordance to **House Bill 5**, students must be in attendance at least 90% of the school year. Students **will lose credit** (LOC) if they surpass what is allowed by the state. **Remember**, that an absence is still an absence; excused or unexcused. Missed days of school can leave gaps in the educational process that may be very difficult to make up. Please make every effort to get your child to school on time every day. In order to maximize their learning and reach their highest potential, students must be present at school. Incentives will be provided for students with perfect attendance each nine weeks.

1. **What do I do if my child is absent?**

When a student is absent, the parent must call the school to report the reason for the absence. Upon returning, the student must bring a note to the attendance office that states the child's first and last name, date, grade level and the reason for the absence. It must be signed by the parent or guardian. **Notes must be received within two (2) days of the absence in order for it to be reviewed by our attendance clerk for approval.** An original doctor's note must be provided when a student has accumulated 5 or more absences or has been absent three or more consecutive days.

2. **What is considered an excused absence?**

Absences may be excused for illness, death, family emergencies or religious holidays. In order to receive an excused absence for any other reason, the parent must personally contact one of the campus administrators in advance. A student who has excessive absences during a school year will be in danger of being retained. Students who are absent **excessively** (3 unexcused absences in a 4 week period or 10 unexcused absences in a 6 month period) will receive a warning letter and other consequences.

Building Safety and Entrances: For the safety of our campus, all outer doors will be locked throughout the school day. All visitors must enter and exit through the front of the building **ONLY**. Once students enter the building in the morning, **they will not be allowed to exit** through any door. If students are caught trying to leave the building, administrative consequences will follow. Our ultimate goal is to maintain a safe and secure learning environment for all.

Cafeteria: A **FREE** breakfast is served in the classroom from 8:30–8:40 a.m. each morning for all students. All students also receive a **FREE** lunch option every day. If your child has food allergies, please be sure that you inform our cafeteria and nurse. For further questions, please contact the cafeteria manager, Ms. Maria Silva, at 434-7312.

Campus Educational Improvement Committee (CEIC): This is the campus committee that is involved with site-based decision making. The committee is composed of teacher representatives, administrators, paraprofessional staff, a counselor, parents and community members. CEIC provides input and support to improve our campus.

Campus General Rules of Behavior

- Follow classroom and school expectations.
- Follow the campus dress code at all times.
- Always show respect to others and yourself.
- Keep hands and feet to oneself and off the walls.
- Students **must** have a hall pass when out of class during the instructional day.
- All students are responsible for their school and personal items at all times.

- No words or actions give anyone the right to hurt another person. **Fighting is never allowed at school.**
- If students are fighting, get help. **Do not become involved or attempt to separate them.**
- Rough play is never allowed as it can lead to fights.
- Use of profanity, ethnic slurs, and/or bullying *will not be tolerated.*
- Rock throwing, picking up rocks or the throwing of any object in a harmful way is ***not*** allowed.
- Students may **ONLY** play touch football. Tripping, shoving or tackling is **NEVER** allowed.
- Students must use designated areas for activities. For example, no football or volleyball on the basketball courts. It is for your own safety and the safety of others.
- Food and drinks are **only allowed in the cafeteria.** Trash must be thrown away in the cafeteria trash cans. No littering.
- Unless it is a part of an approved school fundraiser, students may not sell any items to other individuals at school.
- Students may not bring magnets, laser pointers or permanent markers to school.

Chromebook: As part of district’s initiative, the district will provide a Chromebook laptop device to students enrolled at Riverside Middle School at the beginning of the school year. All students who have access to the device will be required to use it as part of the learning environment throughout the instructional year.

Receiving the Device: Students and Parents/Legal Guardian will sign the lending agreement paperwork before the student can receive a device.

Returning the Device: All devices will be returned to the campus at the end of the instructional year. If a student withdraws prior to the end of the school year, the device will be returned at that time. If a student fails to return the device and any district-issued accessories at the end of the school year or upon withdrawal from the school, the student will be required to pay any associated fees.

The following rules for instructional use apply:

- Students must use the device provided in the instructional setting.
- It is the student’s responsibility to bring the device fully charged.
- No device may be loaded with personal apps or data to the point where it is unusable as an instructional device. Any device with insufficient space to accomplish a given instructional activity will be required to have personal data removed until sufficient space is available.
- Upon request, any school district employee will be provided access to any device loaned to students.
- If a student has any pending fees, he/she will not be allowed to participate in certain school events, to include our end-of-the-year field day.

Accidental Damage/ Lost of Theft:

If a device is accidentally damaged, the student will be charged the assigned fees. If the device is lost or stolen, the student must report immediately to administration and submit a police report. A replacement fee will need to be paid before a student is given a replacement.

Code of Conduct: All students and parents/guardians are responsible for following all district policies and rules found in the YISD’s *Student Code of Conduct*. Students will receive a copy of the Student Code of Conduct during the first week of school. The district Student Code of Conduct provides further detailed information on what is expected of students throughout the school year.

Counselor: Our counselor, Ms. Rosie Castillo-Saunders, will conduct a comprehensive counseling program that includes individual/group counseling, classroom presentations, peer mediation, and career education. In collaboration with our CIS, Ms. Castillo-Saunders will provide parenting classes and referrals to outside agencies to support students and their families.

Electronic devices: Cell phones and other electronic devices may be used before or after school. During the instructional day, they **MUST BE TURNED OFF** unless requested by the teacher. This includes Saturday school, tutoring, etc. All cell phones must be put away and not visible during instructional time, to include lunch time. Phones will be confiscated if students are using it during the school day without permission. Parents may pick up the phone after school after a \$15 fine is paid. The first offense will be at no cost to the parent (As per district policy) ***On STATE TESTING DAYS, NO CELL PHONES ARE ALLOWED!*** The school will not be held liable for any lost, damaged, or stolen cell phone or electronic devices.

Excusing Children from School: Students are not permitted to leave school before the regular dismissal without the consent of parents or guardians. **Parents or guardians** must come to the office with ***appropriate documentation, which includes a valid ID***, to sign out their child. Children will not be released to relatives or friends that are not in our system. Please limit early dismissals from school, as children will miss valuable learning time. Parents who must take children out of school for more than one day for emergencies must contact an administrator prior to the absence.

Extracurricular Activities: There will be opportunities for children to participate in a variety of sports, clubs and activities. Each year, the campus and district hold events, such as science fair and UIL. Athletics are available to all 7th – 8th grade students. If you are interested in any of these programs for your child, you may contact the office for the sponsor's name and contact information. Remember that students must be in good standing with their academics, attendance, and discipline to be eligible for any extracurricular activities. They are students first and athletes second.

House Teams: As part of our restorative discipline initiative, we will be placing all students in a campus house team. These house teams will compete with one another as to who has the best attendance, behavior and school pride throughout the school year. Each house team will earn point towards their house and will be rewarded for their efforts with a variety of incentives, to include free dress, extended lunch, free tickets to dances or events, etc. The top teams will also earn a pass to attend our "End-of-the-Year Field Day" on the last day of school. May the best house team win!!!

Inclement Weather: If the weather is such that school might be canceled for the day, the district will notify local TV/radio stations early in the morning. Information will also be posted on the district website.

Library Services: The library is a learning resource center. It is open daily for students to check out and return books. Students will be responsible for paying any fees for lost library books. If students have any fees, they will not be able to participate in certain school activities, such as dances, "Students vs. Teachers" events or participate in our "End-of-the-Year Field Day". The librarian is available to assist students. Please contact Ms. Contreras, librarian, at 434-7385 for more information.

Make-up Work: When students have an **excused absence, they have 1 day for each day absent to complete make-up work.** The work must be made up outside of the classroom. It is the responsibility of students and parents to check with the teacher to find out what work needs to be made up.

Mentors: We will be providing students with an assigned faculty and staff member as their mentor for the school year. These students will be recommended by their teachers after the first 3 weeks of school. We want to ensure we provide students with someone they can talk to if they ever need additional support. If you would like for your child to be paired up with a mentor, please be sure to contact our counselor at 434-7304 or our CIS coordinators at 434-7316 or 434-7331

Nurse: Yolanda Piedra, RN, is on duty from 8:15 a.m.–4:15 p.m. daily. Please provide written notification to the nurse if your child has a medical condition and/or is on medication (either short or long term). All medication at school must be administered by the nurse. District and State policy require a Licensed United States physician to provide documents and prescribed medication for a student. Medications prescribed by a physician from Mexico **cannot** be administered at school. **Students may not bring nonprescription medications** (cold tablets, aspirin, etc.) to school.

Parent/Guardian Contact Information: It is crucial for our campus to have the most updated contact information for all our students and parents/guardians. If any information changes, such as phone numbers or address, parents must report it to the school as soon as possible. We want to be able to stay in touch about your child's education, safety and well-being.

Parent/Teacher Conferences: Parent/Teacher Conferences are held once each semester. Consult the monthly newsletter for the date and time. We will also send out automated phone calls to notify you of that information. In addition, you are encouraged to contact the office to schedule an appointment with your child's teacher during his/her conference period.

Report Cards/Progress Reports: Progress reports are sent out the **4th week and 7th week** of each nine weeks. Report cards are sent home one week after the end of each nine week period. The end of the nine weeks is marked on the student calendar and can be found on the school's website.

School Zone/Drop Off Zones/Pick Up Zones: It is the goal of Riverside Middle School to provide the safest environment for all children. Parent cooperation with traffic around the school is needed in order to fulfill our goal. Please abide by traffic laws and drive the speed limit. No parking is allowed within the school zones and the bus loading/unloading areas. Students should have all belongings ready to get out of the vehicle quickly so that traffic is not backed up. That means say your **"goodbye"** and **"see you later"** as you approach the drop off area. Please **do not park** in the drop off zones.

We are aware the possible traffic congestion and ask for your patience and care when driving children to school. Your child's safety is of utmost importance to us. Leave home with plenty of time and be thoughtful of others. While moving through the school zone, please maintain the slower speed limit. Traffic laws will be enforced by district/city police, and the school has no authority to keep parents from receiving traffic tickets.

Setting High Expectations: Teachers will be sending home a copy of their grade level classroom management plan and rules. These are individually designed and posted in their classroom. It is very important that you talk to your child about appropriate behavior at school. A child cannot learn when there are disruptions of any kind in the classroom. As parents, you play an important role in your child's success. Please contact your child's teacher if you have any concerns or questions about your child's instruction.

Student Voice: At Riverside Middle School, *we value our students* and their voice. As part of our new "You Belong Here" campaign, we will be requesting more student input about the changes or initiatives students would like to have in place. We want all students at RMS to feel valued and wanted. This is their school.

Tardiness: It is important that students arrive to school on time. Children who arrive late disrupt the learning of the rest of the class. **Your child must be at school by 8:15 a.m. to receive breakfast in the classroom.** Students will be counted late at 8:30 a.m. Students will be issued a tardy if they are not in their classroom during the start of each period. Students who receive 3 tardies within a 4 week period will receive lunch detention. If students do not show up to lunch detention, an additional day will be given. Teachers will document each time a student is tardy. On the 5th tardy, a parent/teacher conference is required. **Repeated tardiness can result in further administrative consequences, to include not being allowed to attend certain school events or our "End-of-the-Year Field Day"**.

Tutorials: We will conduct tutorials, also known as Rebel Rerun, for students failing OR in need of assistance of any core content classes. Tutorials are not for completion of class work. Below is our Rebel Rerun Schedule:

Monday: ***ELAR*** Tuesday: ***Social Studies*** Wednesday: ***Math*** Thursday: ***Science***

We will also have many opportunities on Saturdays to provide additional assistance for those students in need. We will be sending out information about these dates and times in advance. We ask that students attend any tutorials if they are recommended by their teacher or administration.

****Information subject to revision/change due to possible changes in local and state regulations****

Riverside Middle School

Student Dress Code, Handbook & Expectations Student and Parent Oath of Acknowledgement 2019-2020

I, _____, will read the Riverside Middle Policies and Procedures in the Student Handbook. I acknowledge that I will follow all campus policies and procedures as listed in this document.

Student Signature

Date

I, _____, will read the Riverside Middle Policies and Procedures in the Student Handbook. I acknowledge that I will follow all campus policies and procedures as listed on this document.

Parent/Guardian Signature

Date