**Ronald Thornton Middle School**

Supplement to the

2021-2022 FBISD Student-Parent Handbook

\*This supplement is not intended to supersede FBISD Student-Parent Handbook Policy.

It is intended to provide RTMS-Specific Information.



**Thunder PRIDE Never Dies!**

**Handbook for Success**

**Campus Guidelines, Procedures and Services**

**2021-2022**

**RTMS Mission**

RTMS will provide meaningful learning experiences in a safe, collaborative community where everyone grows through passion, practice and perseverance.

**RTMS Vision**

The RTMS community aims to inspire and empower all students to take pride and ownership in their academic, social and emotional learning.

**RTMS Core Beliefs and Commitments**

People and relationships matter.

Respect in all we do.

Inclusion is a priority.

Diversity is our strength.

Effort fuels our growth.

**School Mascot**

Thundercats

**School Colors**

Gold, Purple and White

**School Motto  
Thunder PRIDE Never Dies!**

**What to do if:**

**You need your Assistant Principal:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Principal** | **Telephone** | **Email** |
| 6th Grade | Marcos Cardenas |  | [marcos.cardenas@fortbendisd.com](mailto:marcos.cardenas@fortbendisd.com) |
| 7th Grade | Charlene Hefferin | 281-327-3876 | [charlene.hefferin@fortbendisd.com](mailto:charlene.hefferin@fortbendisd.com) |
| 8th Grade | Patrick Watson | 281-327-3908 | [patrick.watson@fortbendisd.com](mailto:patrick.watson@fortbendisd.com) |

**You need to see your Counselor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Counselor** | **Telephone** | **Email** |
| 6th Grade | Brittney Green | 281-327-3881 | Brittney.green@fortbendisd.com |
| 7th Grade | Ayana Jefferson | 281-327-3881 | [ayana.jefferson@fortbendisd.com](mailto:ayana.jefferson@fortbendisd.com) |
| 8th Grade | Regina Torres | 281-327-3880 | [regina.torres@fortbendisd.com](mailto:regina.torres@fortbendisd.com) |

**You are absent from school:**

Bring a written note or send an email (upon return) signed by a parent or guardian within five (5) days. The Attendance Office is located in the lobby near the main entrance.

**You arrive to school AFTER 8:55 am...**

Sign in at the Attendance Office.

**You have lost a textbook...**

Check the Lost and Found (main office and Commons Area), Administrative/Textbook Distribution Office and your classroom(s). If lost, you will need to see the bookkeeper in the principal’s suite to pay for the lost book.

**You have found personal property or a textbook that is not yours...**

Give the property to your grade level principal’s administrative assistant.

**You have become ill while at school...**

Get a clinic pass from your teacher and go to the clinic located on the first floor across from the Attendance Office.

**RTMS Support Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Staff Member** | **Telephone** | **Email** |
| Counselor’s Clerk | Victoria Murray-Smith | 281-327-3882 | [victoria.murraysmith@fortbendisd.com](mailto:victoria.murraysmith@fortbendisd.com) |
| Campus Assessment Coordinator | Tracy Price | 281-327-3936 | [tracy.price@fortbendisd.com](mailto:tracy.price@fortbendisd.com) |
| Receptionist | Teresa Guzman | 281-327-3870 | [teresa.guzman@fortbendisd.com](mailto:teresa.guzman@fortbendisd.com) |
| Data Clerk/Registrar | Christine Gruber | 281-327-3884 | [christine.gruber@fortbendisd.com](mailto:christine.gruber@fortbendisd.com) |
| Attendance Clerk | Ashley Gonzalez | 281-327-3884 | [ashley.gonzalez@fortbendisd.com](mailto:ashley.gonzalez@fortbendisd.com) |
| Police Officer | Richard Cruz | 281-327-3897 | [richard.cruz@fortbendisd.com](mailto:richard.cruz@fortbendisd.com) |

**Annual Events** - You may also refer to 2021-2022 District Calendar

**Absences**

**All Day Absences**

When a student misses one (1) or more days of school due to illness or personal reasons, he/she must bring an excuse note or email to the Attendance Office (AttendanceRTMS@fortbendisd.com) upon their return to school. Please provide a specific reason for absences. Personal or family emergency is not an excused absence and will be marked unexcused.

1. The absence is excused only if a note is received in the Attendance Office within five (5) days of the student’s return to school.
2. If a note is not received within five (5) days, the absence will be coded Unexcused and a discipline consequence (including, but not limited to truancy, a citation...) may be assessed which could include truancy charges.
3. If a student misses half of a class, they are considered absent for that class.

**Arriving Late to School**

The school day begins at 8:55 am when the first bell rings!

* Students who arrive at school after 8:55 a.m. shall report to the Attendance Office. Students who arrive after 9:10 a.m. have missed half of 1st period so they will be marked absent for 1st period.

**Leaving School Early**

Students may leave school early for the following reasons:

* Dental or doctor’s appointment
* A reason excused by any of the principals
* No early dismissal after 2:30 p.m.

**Students Must Adhere to the Following Procedures**

The student must present their note to the Attendance Office prior to first period. Any student leaving school for any reason must check out at the Attendance Office or clinic if ill. Failure to do so will result in disciplinary action.

**Anticipated Absences**

When you know in advance that you need to be absent, it is to your educational advantage to talk to your teachers and arrange to get your assignments ahead of time. If this situation should occur, contact your grade level assistant principal.

**Requesting Work for Extended Absences [greater than three (3) days]**

Contact your grade level counselor, as they will coordinate this process.

**Make-up Work for Excused Absences**

1. Students will arrange for make-up work on the day they return to school.
2. If students are absent on a known test day (and has been absent on that day only), they will be expected to take that test on the day returning to class. If absent only the day before the test and no new material has been covered, they will be expected to take the test at the regularly scheduled time. If absent two (2) or more days, they will immediately arrange with their teachers to take the make-up test.
3. If the absence is not due to truancy, the teacher will make every effort to give the student the opportunity to make up the work. It is the student’s responsibility to secure information concerning make-up work from his teachers immediately upon returning to school. Students who fail to do this will not receive credit for work missed.
4. Failure to meet the deadline for make-up work will result in a late grade.

**Late Work Policy (Daily and Major Grades)**

* On-level classes (-10 pts) per day for 5 days, then a max of 50
* AAC classes (-15 pts) per day for 3 days, then a max of 50

**Affection (Demonstrations of)**

Inappropriate demonstrations of affection while on the school campus, online or at a school-sponsored event may result in parent contact and/or disciplinary consequences. School is not the appropriate place or time for this type of behavior.

**Books, Backpacks, Personal Belongings & Electronic Devices**

* Never leave your books, backpacks, purses and/or other personal belongings unattended.
* Never ask another student to be responsible for your personal items. Keep your belongings with you and/or in your locker.
* RTMS will not be responsible for lost and/or stolen electronic devices. We will not deliver electronic devices to students. If they forget them at home, they will not be able to access them for that day.

**Bullying**

Every student has the right to come to school and feel safe! Policies and procedures are in place to address both the bully and the bullied. Any concerns regarding bullying must be immediately reported to your student’s grade level assistant principal.

FBISD BULLYING

DEFINITION pg. 30 FBISD

BULLYING POLICY (FFI)

**Cafeteria**

* Students shall eat in the cafeteria and the attached outdoor courtyard ONLY and STAY in this area during their lunch periods.
* Students are not to leave the building for lunch.
* Students shall clean up their area after they eat.
* During their lunch period, students may use the restrooms in the CAFETERIA area. Other restrooms are “OFF-LIMITS” during this time.

**Character**

At RTMS, we value uncompromised integrity. Strong character is revealed when no one is looking. We expect our halls to be clean and free of trash and gum. If you see trash inside and/or outside the building, pick it up (“I’ve got it!”). Guiding principle: “That’s the Thundercat Way!”

**Cheating**

Students who cheat and/or plagiarize on homework, class work, projects or tests... may be assigned the following disciplinary consequences:

**First Offense:**

1. Will be given a zero (0) on that work
2. Discipline referral forwarded to grade level assistant principal
3. Notice to counselor
4. Teacher/parent conference

**Second Offense:**

1. Will be given a zero (0) on that work
2. Discipline referral forwarded to grade level assistant principal
3. Saturday Detention
4. Principal/parent conference
5. Dismissal from any organization or club for remainder of the semester

\*RTMS requires all students to sign a Fort Bend ISD Academic Integrity Pledge

**Clinic (Room 006)**

The clinic is located on the first floor across from the Attendance Office. Except in an emergency, students are not permitted in the clinic without a pass. All students must have updated emergency information each school year. All medications (on campus) shall be delivered by a parent/guardian to the nurse, documented in the clinic and administered by the nurse. All 6th grade and/or NEW students to FBISD shall undergo state-mandated screenings including vision, hearing, scoliosis, blood pressure and height/weight.

See the district handbook for the medication policy and screening OPT-OUT information with dates

(Health Information pp. 57-60).

Medication Policy

**Closed Campus**

Once students arrive at school, they are not permitted to leave the campus without proper authorization. Students violating this rule will be assigned a disciplinary penalty.

Siblings and/or friends who are not RTMS students cannot attend classes and/or have lunch on campus.

**\*NOTE**: *We are concerned about the security of everyone on our campus. Please understand the intent is not to keep you here against your will but to prevent others from coming onto/into our facility and endangering you or others.*

**Counselors’ Office – Downstairs (Room 520)**

The counselor’s role is to provide guidance in all things academic.

\*If you have a personal emergency need, go directly to the counselor’s suite and/or to your grade level Assistant Principal’s office.

**No Hallway Time**

In order to protect instructional time, students shall not leave classes the first and/or last 10 minutes of classroom instruction. In addition, students are not allowed to leave the classroom unless there is an emergency.

**Deliveries**

* To avoid classroom disruptions, deliveries to students shall only be made during lunch (lunch money, lunches, schoolwork and textbooks).
* No deliveries from outside vendors are allowed.
* We will not deliver electronic devices to students – if they forget them at home, they will not be able to access them for that day. Please work with your student to limit deliveries in order to build personal responsibility.

**Digital Citizenship – RTMS procedure**

RTMS is a BYOD “Bring Your Own Device” Campus! HOWEVER, the purpose is to safely and responsibly enhance the educational experience through the use of technology.

At the beginning of each school year, parents must designate on the “Student/Parent Checklist” if their student(s) is allowed full access or school computer-only access to technology.

Students may access the RTMS guest-filtered wireless internet for educational reasons only.

**Please Note:**

* Devices used for non-educational purposes will be confiscated and retuned at the end of the school day. Repeated violations may be subjected to fines and other discipline actions.
* **CELL PHONES**: For safety reasons, all electronic devices need to be put away in backpacks during the school day
* The use of cell phones, ear buds, headphones and blue-tooth devices requires teacher approval. Teachers may mandate when technology must be powered down (e.g. during testing).
* School administration will not investigate claims related to lost and/or stolen electronic devices.
* Parents and students should not text during instructional time. If a student has an issue requiring parental contact, they may report to any office for assistance.
* Devices are not to be used for audio or video recording unless related directly to a classroom assignment that requires teacher permission. Due to federal law (FERPA), no photographs of other students may be taken at any time.

Inappropriate use of digital devices or any attempt to violate the provisions of the Digital Citizenship Agreement may result in revocation of the student’s access to the computer/network/internet. School disciplinary and/or appropriate legal action may also be taken.

**Dismissal**

All students must leave campus by 4:20 p.m. unless they are with a sponsor and/or involved in a school activity. Students waiting for transportation home, aside from district buses, must wait outside at the front of RTMS.

**Dress and Grooming**

RTMS students are expected to be in school-appropriate attire at all times and understand that the FBISD dress code will be enforced. We prepare students for success beyond middle school. Any dress or hairstyle that is determined by an administrator to be a distraction and/or inappropriate is not allowed. Dress code infractions cannot be corrected with jackets, sweaters or sweatshirts. A student must call a parent/guardian to deliver a change of clothes. If the dress code infraction is not corrected, discipline may be assigned (see Fort Bend ISD Student Code of Conduct).

**Shirts, Blouses, Sweatshirts, Sweaters, Vests**

* Must touch the belt line with no revealing undergarments
* No oversized armholes, vented t-shirts, spaghetti straps, tank tops, sleeveless t-shirts, backless attire and off the shoulder tops
* No revealing midriff or undergarments while standing or sitting
* No revealing, low-cut, see-through or too-tight clothing such as spandex or lycra (no exposed cleavage)

**Dresses, Jumpers, Skirts, Shorts, Skorts, Pants and Jeans**

* Dresses, jumpers, skirts, and skorts shall be worn at a length that is no more than 3” above the knee
* Shorts, jeans and all pants shall be worn at the hip and must cover undergarments
* Shorts shall be worn at a length that is no more than 3” above the knee
* No leggings, tights or other clothing that is excessively tight, unless worn with a garment that covers to mid-thigh

**Shoes**

* Shoes shall be worn, and if designed to be tied shall be properly tied
* Unsafe footwear is not permitted (i.e., house shoes, slippers)
* Appropriate shoes must be worn during PE/athletics classes, as well as during lab activities in science, CTE, etc.

**Hair**

* Hair shall be neat, clean and well groomed, and worn in a style and color that is not distractive
* Mustaches, beards, or goatees shall be neat, clean, and well groomed, and worn in a style that is not distractive
* Drawings, icons, and/or other markings cut into or colored into the hair, including eyebrows, and not associated with required religious markings or hairstyles are not permitted.

**Miscellaneous**

* All garments must be sized appropriately
* Proper undergarments shall be worn at all times
* Revealing clothing of any type may not be worn
* No clothing that has been ripped, torn, or cut in a way as to reveal undergarments, midriff, or cleavage
* Clothing, virtual backgrounds, or facial coverings with profanity, obscene patches, references to alcohol, drugs, weapons or tobacco, or anything that may be construed as provocative or offensive may not be worn
* Any attire, tattoo, icons or markings on body that is distractive, causes a disturbance or identifies a student as part of an unauthorized group, gang, or society (i.e. bandanas, shoe laces, chains, t-shirts, etc.) are not permitted
* No pajama wear of any type except, on campus designated days
* Body piercings that are distractive or that pose a safety concern are not permitted
* No hats, caps, doo-rags, wave caps, bandanas or hoods worn indoors, except on campus designated days
* No sunglasses inside the building

**\*NOTE**: *The aforementioned list is not an exhaustive one (1) by any means. MS Campus Administration reserves the discretionary right to make the best decisions for their campus/students/employees. For further questions, please refer to the FBISD Student Code of Conduct.*

**Extracurricular Activities**

The sponsors/coaches of extracurricular activities will communicate the additional criteria for participation above and beyond what is found in the FBISD student handbook. Students involved in extracurricular activities will be held to higher standards than those not involved. Students involved in leadership roles may not hold those positions if they violate any codes of conduct.

**Fighting**

Fighting is unacceptable at Ronald Thornton Middle School and/or any school-related activities. A student who participates in a fight can be subject to all of the following actions:

* Up to three (3) days suspension.
* Possible citation issued by police officer
* Possible referral to the District’s Alternative Education Program (DAEP)

**Grading Procedures**

A grade is a numerical indicator of mastery of the curriculum. Written communication of the student’s achievement shall be reported to the parents at the beginning of the fourth (4th) week and seventh (7th) week of each grading period.

State law says that a test and/or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error or that the teacher did not follow the District’s grading policy [see Board Policy EIA (LOCAL)]. Questions about grade calculation should first be discussed with the teacher. If the concern is not resolved, the student and/or parent may request a conference with the principal in accordance with Board Policy FNG (LOCAL).

**Computing Grades**

Ronald Thornton Middle School requires:

* Term Grade Report = a minimum of nine (6) daily and three (3) major grades per term grading cycle.
* Daily grades’ average will count 50% and Major grades’ average will count for 50% of the grading cycle average.
* Every three (2) weeks progress report = three (2) daily and one (1) major grade minimum reported.

**Late Work Policy (Daily and Major Grades)**

* On-level classes (-10 pts) per day for 5 days, then a zero
* AAC classes (-15 pts) per day for 3 days, then a zero

**Leaving Campus Without Permission**

Once arrived, students are not allowed to leave campus without permission. Those who choose to leave campus without authorization (i.e. before or after school) to any location will receive a minimum of two (2) days of ISS.

* School day begins at 8:55 a.m.
* School day ends at 4:10 p.m.

**Library Usage**

The library is open before and after school for student use. Anytime a student is in the library, he/she must sign in. You must have a current Ronald Thornton Middle School ID card in order to check out books from the library.

During the regular school day, you must have a pass from your teacher in order to use the library. Be sure to have your pass stamped at the time clock and return that stamped pass to your teacher before the end of the period.

You must have a current Ronald Thornton Middle School ID and an Acceptable Use Policy on file to use the computers in the library. Computer use may be directly tied to classroom assignments.

**Office**

**Phone Usage**

In the event of an emergency, students are permitted to use office phones (i.e. before/after school and during lunch) based on need.

**Office Visits**

Upon visiting any office (administrative, clinic, counselors’ and/or library), students are required to sign-in on the designated sign-in sheet. Failure to do so may result in a student receiving an unexcused absence or other disciplinary consequences.

**Passing Periods**

Students have five (5) minutes to transition from one (1) class to the next. They should walk (never run) on the right side of the hallway in the direction of their destination.

**Police (Room 004)**

The police office is located on the first floor next to the Attendance Office. The campus police officer is responsible for the safety and security of the students as well as the building and grounds. If you have any reason to suspect individuals are present on our campus for unauthorized/illegal reasons, contact the campus police officer and/or one (1) of the principals. If you have any questions concerning the parking lot, please refer them to the police officer.

Ronald Thornton Middle School participates in the Crimes Stoppers Program. The number for Crime Stoppers is 281-491-TIPS.

**Profanity**

Profanity is not accepted at Ronald Thornton Middle School at any time. Maximum penalties per the Code of Conduct will be assessed.

**Data Clerk/Registrar**

The data clerk/registrar is located in 520B, in the counselor’s suite.

**Expectations/ Consequences/Rewards (Tardy, ID, Dress Code)**

**Expectations**

All students are expected to attend class each day and:

* Be on time.
* Wear their school-issued ID.
* Comply with our dress code.

**Consequences**

All tardies, ID, and dress code violations will be cumulatively documented and appropriate actions will be taken by administration.

* 1 Tardy: Student Conference
* 2-3 Tardies: Parent Contact
* 4-5 Tardies: Referral, After School Detention
* 6-7 Tardies: Referral; Saturday Detention
* 9 or more Tardies: Referral; Saturday Detention and Parent Conference

Penalties will be assessed per class period. Disciplinary penalties are cumulative during the nine (9) week grading period.

**Rewards**

* Individual Passes - Every three (3) weeks (First in Line at Lunch, Positive Phone Call, Free Device, Treat)
* Collective Reward – Every 9 weeks (Device Time at Lunch / Dress Up day / Advisory Activity)

**Student Clubs/Groups**

In order to become a campus-approved student group/club, the group must apply for “student group” status during the two (2) week application window open at the beginning of each grading term and be approved at the following CPAC meeting [See District Policy FM (Local)].

**Student Identification Cards**

All students at Ronald Thornton Middle School must carry their school-issued RTMS ID on them daily.

* The first ID card/lanyard is free; however, a $5 replacement fee is assessed thereafter.
* If forgotten, go to your grade level assistant principal’s office prior to 1st period to obtain a temporary ID. It will be returned at the end of the day.
* Replacement IDs are available in the counselor’s suite.
* School ID Cards are required for numerous activities around school including use of facilities, and library checkout. It is your official form of identification.
* Failure to produce your ID card will result in further disciplinary action.

**Student Drop-Off/Pick Up**

Students may only be dropped off/picked up in the front of the school outside of the main entrance. Please follow the designated traffic pattern. Students may not be dropped-off/picked-up in the parking lot except after athletic practices.

**Textbooks**

Each student will be issued a set of textbooks. Online textbook links and classroom sets will also be distributed to teachers as a resource.

Students whose books are turned in late at the end of a semester will be assessed a $10.00 late fee per book. This includes books that have been left in teacher classrooms and/or lockers after the deadline for locker clean out.

Students will be charged the full replacement cost of each book not returned (see the FBISD Instructional Materials Care and Accountability Policy CMD (Local). They can also see the campus bookkeeper for a list of fees for damages to textbooks, abandonment, and actual costs of textbooks.

If a student fails to turn in his/her textbook(s) at the end of the school year, will be charged the appropriate fee.

**Tutorials**

Each Department has established a tutorial schedule for their subject area/courses. Schedules will be posted in their respective hallways and teacher websites.

**Visitors**

* All visitors MUST report to the front office immediately upon entering the building.
* All visitors shall enter through the main/front office only.
* Parents are welcome to visit the school to volunteer and/or seek assistance.
* If volunteering, adults must have cleared Fort Bend ISD’s Criminal History Check located at: <https://www.fortbendisd.com/Page/828>.
* Appointments to observe/visit a teacher’s classroom require 24-hours advance notice. Please obtain a request form at the front desk.
* Parent-Teacher Conferences must be scheduled in advance directly with the teacher(s).
* We will not issue visitor’s permits to any other visitors, such as friends, siblings, and former students.
* All visitors will have their photo ID scanned into the Raptor system for criminal history clearance prior to accessing the building.