

Carter Lomax Middle School
Student Handbook 2017-2018



Attendance

It is important to make every effort to be at school every day. Student success is closely tied to attendance. If a student must be absent, we ask the parent or guardian call the school before 9:00 a.m. After any absence, please submit a note to the front office. All tardies and absences are unexcused unless a note is provided. Students who are absent have 3 days to make up their missed work for full credit. If a student is absent on a due date (for an assignment or project) that has been posted for a week or more, the assignment must be turned in on the date of return, or it will be considered late work. It is the responsibility of the student to ask and collect the missed work.



Sign Out Procedures

If it is necessary for the student to leave during the school day, the student must be signed out through the front office.

If the person picking the student up is not a parent or guardian, the identity of that person must be established and written permission from the legal guardian must be granted before the student may be released. The person MUST be listed on the student's emergency contacts. (White/Pink Card)



Tardy

The school bell rings at 8:30 a.m. Students need to be seated in the classroom at 8:40 a.m. or they will be counted tardy. Students late to class during the school day will also receive a tardy.

Please explain to your student that being tardy to school or being tardy between classes will garner a consequence.

- 1st Offense: Warning
- 2nd Offense: Warning
- 3rd Offense: Warning
- 4th Offense: Teacher Detention
- 5th Offense: Main School Detention
- 6th Offense: Main School Detention
- 7th Offense: Saturday Guidance Center



Visitors for Lunch

Parents are welcome to visit their child for lunch but must show an I.D. and sign in using the Raptor system. **Only** people who are listed on the student's emergency check out sheet will be permitted to enter. Parents must provide written permission for anyone who is not on the checkout list to be allowed to enter the cafeteria. For health code reasons, **parents may only bring food for their child** and not for other students.



Birthday Snacks

The Texas Public School Nutrition Policy does not permit foods of "minimal nutritional value" to be served in the cafeteria during meal times. However, the District will allow birthday snacks to be given to students at times other than meal times. If you wish to bring a birthday snack for each member of the homeroom class on your child's special day, please notify your child's homeroom teacher 24 hours in advance. We are asking that all food items brought in be prepackaged from a store, bakery or licensed provider. Please do not send any other items such as favors, balloons or presents. If you do not wish your child to receive birthday snacks, please notify your child's homeroom teacher in writing.



Bus Information

To insure maximum safety, students are to follow all rules issued by the Pasadena 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.



Lost & Found

Students should not bring valuable items to school. Lost items that are turned in are placed in the lost and found box in the front office and on the school stage. Items not claimed by the end of the school year are donated to charity.



Nurse/Medication

A registered school nurse is assigned to Carter Lomax full time. Students who are ill should report to the nurse with a pass from the teacher. If it is deemed necessary, the nurse or other school personnel will contact a parent or guardian for the student. Students should not carry medication of any kind with them during the school day. Please contact the nurse for proper authorization forms and an explanation of procedures.



Grading

A numerical system of grading is used. The lowest passing grade is 70.

Conduct Grades

A “citizenship” grade, which takes into account punctuality, self-control, ability to work alone and with others, respect for fellow students and property, cooperation with teachers and students, is given each nine weeks for each class. Student conduct will be reported as A, B, C, D or F.

Change of Address/Phone Numbers

Please inform the front office immediately in writing of any address or phone number changes, so we may change all pertinent school records. Emergency information must be accurate for the student’s safety in case of an emergency.

Counselors

Our guidance counselors are available to help students get the most out of their middle school experience and to help them adjust to middle school life. Part of our guidance program is helping the student feel at home in our school with new teachers and friends in a different setting. Our counselors welcome the opportunity to talk over concerns with students, parents and teachers.

Specifically, the program’s objective adheres to the American School Counselor Association (ASCA) National model as the framework for developing a school counseling program that is central to the academic mission of the school and addresses student needs. The model emphasizes a comprehensive and developmental approach for implementing a school counseling program to meet student developmental needs as related to the academic domain^[1].

Program: The Counseling Department provides but it not limited to the following services and resources:

- Individual and group counseling and support
 - Parent and student support (and referral when appropriate)
 - Teacher/Staff consultation
 - Administration and implementation of specific programs (e.g. Gifted & Talented program, 504, Intervention)
 - Social skills development
 - Character & social-emotional development program (e.g. Conscious Discipline)
 - Career guidance
 - School wide activity support
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- Community building and collaboration
- Parent education and information
- Parent Coordinator support

Parent/Guardian Consent:

The counseling department provides parent information forms for each child at the beginning of the year before providing him/her counseling services. These must be collected and returned at the beginning of the school year. If parents have questions or concerns regarding the program, they should contact the school counselor.

Referral Process:

Student Referral. Students may refer themselves or another students who may need support. Students may place a Carter Lomax counselor slip in the counselor’s mailbox located in the cafeteria entrance and elective hallway. These boxes are checked daily and counselors will follow up accordingly.

Parent Referral. Parents may refer a student to the counselor by calling the counselor’s office or by communicating with the teachers.

Reporting of suspected abuse:

If teachers or other adults suspect child abuse, they are expected to follow the appropriate reporting procedure. Refer to DFPS (Department of Family Protective Services) web site^[2] and campus training information. Counselors are available to consult on these cases.

Tutorials

We offer tutorials during the school day and in the mornings before school. Tutorials are designed to assist struggling students as well as any student not mastering a concept. Morning tutorials are held Monday through Friday beginning at 8:10 a.m. to 8:35 a.m.



Bicycles

Students may ride bicycles to school. Bicycles are to be parked and locked in the designated area. The school cannot provide security against theft or vandalism. Students are urged to use caution and common sense when riding bicycles, as the area around the school is often congested, especially in the afternoon. School officials reserve the right to restrict bicycle riding on school grounds before and after school. Students may not ride their bike down Genoa Red Bluff.

^[2] http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

Progress Reports and Report Cards

These are designed to keep the student and parent/guardian aware of academic progress. Progress reports are issued to students every three weeks, unless a report card is being given. Report cards are sent home with the student at the end of the grading period and must be signed by the parent and returned the next day. Student academic progress can be monitored on the Connect Student Platform. Information will be sent out to parents with instructions on how to access the system.



Planners

The agenda planner is provided to the student free of charge and should be carried to all classes each day. If the planner is lost, the student is required to purchase another one. Every day, assignments are posted in the classroom, and students are expected to copy them in the corresponding pages of their planners. Parents are encouraged to check the planner daily for homework. A weekly parent signature is required. A Thursday folder will also be provided to each student. It will be sent home every Thursday with student work and campus flyers.

Forgotten Items

Parents bringing “Forgotten Items” to Carter Lomax will not interrupt any classroom to deliver the item (except for eyeglasses). Students will be called to the front office between classes to retrieve items that have been brought in.

STAAR Remediation

Fifth grade students who do not demonstrate mastery on the March STAAR Exam or who are struggling in math, science or reading will be given direct academic assistance that will help them improve their skills. Students may be taken out of elective classes for a two week block prior to the second STAAR administration. These efforts are designed to help every child achieve success in mastering the Texas Essential Knowledge and Skills.



Electronic Devices

Students may bring cell phones to school as long as they remain turned off and out of sight during the school day. Students not in compliance with the rule will have their cell phone taken up and returned at the end of the school day. However, after the second offense, the cell phone will be confiscated, and a \$15 fine will be assessed in order for a parent or guardian to retrieve the phone. A campus consequence will be issued for the classroom disruption.

Methods of Communication

In an effort to involve parents and the community in the academic success and activities at Carter Lomax, we utilize a variety of methods of communication such as e-mail, electronic newsletters, phone calls, parent-teacher conferences, student agendas, progress reports, report cards, positive postcards, Parent Nights and Open House nights.

Car Riders

Fifth grade car riders are dropped off and picked up in the parking lot closest to Genoa Red Bluff. Sixth grade car riders are dropped off and picked up in the main entrance parking lot. Parents are asked to remain in their cars during dismissal. If, during dismissal, a parent chooses to park in the lot and walk up to the student waiting area, the parent will be required to enter the building and check out their student in the main office. The child will then be sent back inside to meet their parent in order to leave. **Due to safety concerns for all students, if the need arises, please only use hands free devices for your mobile phones while in the school parking lots.**

Emergency Check Out Procedures

In an emergency situation (hurricane, power outage, etc.) where a large number of parents come to the school to check out their students, we will follow the procedure below:

Check –Out Procedure:

- Parents will enter the main doors & proceed to the cafeteria.
- Four tables will be set up (5th A-M, 5th N-Z, 6th A-M, 6th N-Z) and parents will report to the correct table.
- Parents will sign a check out sheet and show identification.
- Carter Lomax representative will verify parent on registration card and look up the student's schedule in the schedule book.
- Lomax staff will call on walkie-talkie for the student and runners stationed in each hallway will get the student.
- Parents will wait on the cafeteria benches for their student and exit the cafeteria door with student.

Conscious Discipline = CD

Carter Lomax uses Conscious Discipline, it is a comprehensive social and emotional intelligence classroom management program that empowers both students and teachers.

Carter Lomax components of CD:

1. Structures on our Campus

- Friends & Family Board
 - (School Board/Team Board)
- Safekeeper Ritual
- School Family Assemblies
- Safekeeper Box

2. Structures in our Classroom

- Job Board
- Wish Well Board
- Celebration Board
- Friends & Family Board

3. Skills on our Campus

- Disengage the Stress Techniques
- Brain Breaks
- Skills on a String

Carter Lomax Middle School
Home of the Colts

Homeroom Teacher: _____

Carter Lomax Middle School
Student Handbook Signature Page

I have read and understand the student handbook.

Student Signature

Parent Signature

Date

Please return signed page to your student's homeroom teacher.