



Labay Middle School

Procedures 2020-2021

Requesting a Teacher Conference: Parents may request a teacher conference via email or by calling the front office at 281-463-5800.

Requesting an Administrator Conference: Labay administrators are happy to assist parents with questions or concerns. Since administrators spend the majority of their day working with teachers and students, they have specific times scheduled to return parent phone calls or meet with parents. We respectfully ask that you call 281-463-5800 to request an appointment.

School ID Badges: Students are required to wear identification badges at all times. Badges are used for the bus, library, and lunch lines. Students who forget their badge will be required to wear a temporary badge that can be purchased from 7:40-8:00 am at the ID badge station located by the bus doors. During the school day, temporary badges can be requested or tardy carts in the front office. A request for a replacement badge may be made at the ID badge station or in the front office. Students requesting a replacement badge are provided with a daily temporary badge for free while their order is processed. Repeat offenses may result in disciplinary actions.

The prices for replacement and temporary badges are below:

Temporary Badge: \$1 Replacement Badge: \$3 Replacement Lanyard: \$1 Plastic Sleeve: \$1 New Badge Set (All items): \$5
Students who are unable to pay for their temporary/replacement ID badges are added to the fees and fines list. Payment for fees and fines may be made in the Assistant Principal's Office.

Tardy Policy: Labay Middle School students are expected to arrive to each class within the five-minute passing period. A student is tardy if they do not cross the threshold of the classroom door before the tardy bell rings. Tardies are tracked by grading period and notated with a "T" in the attendance system. Students are permitted 1 tardy before receiving consequences. Parents are called for each period the student is tardy.

Electronic Communication Devices (Smart Watches/Cell Phones): Cell phones and other electronic devices may be used during the mornings before the 7:55am bell and in the afternoon following the 3:30 pm dismissal bell. Electronic communication devices are to be powered off and out of sight for all other times of the day, unless use is permitted by a teacher or administrator. Electronic communication devices may be confiscated when they are used inappropriately during academic time or in a restricted area. A \$15 administrative fee (per CFISD Code of Conduct guidelines) is charged for confiscated cell phones. A guardian may retrieve the phone from the front office between the hours of 7:30 AM - 4:00 PM. A 30-day disposal notice will be sent home for any confiscated electronic devices that are not retrieved by the end of the grading period. District personnel will not assume responsibility for damaged, lost or stolen cell phones.

Communicating with Students during the School Day: Students may use a personal cell phone to contact a parent outside the school day (before 7:55 am and after dismissal). During the school day, a phone is available in the front office for emergency phone calls. To protect instructional time, texting between parent/student and calling students out of class for parent phone calls is not permitted. In the event of an emergency, a message can be delivered to your child by a staff member.

Textbooks: Textbooks have been moved to an online format. Information for accessing these books online can be found at <http://www.cfid.net> under the *Parent & Students* menu.

Dress Code Reminders: Students must be appropriately dressed for school. Please review the dress code at: <http://goo.gl/S5AAUL>
Students who are not within dress code will be allowed to change into clean, school provided clothes, or to call home for someone to bring a change of clothes. Students unable to change immediately will be assigned to an alternative classroom location. Repeat offenses will result in disciplinary action.

General Information

Address: 15435 Willow River Dr, Houston, Texas 77095

Phone: 281-463-5800

Fax: 281-463-5939

School Hours: 8:00am - 3:30pm

Principal: Lanette Bellamy

Director of Instruction: Krystal Love-Hoyer

Assistant Principals: Liz Waltman-6th, Andy Abbott-7th, Kay McDowell-8th

Counselors: Laura Covarrubias-6th, Nakia Roberson -7th, Shante' Taylor -8th

Buses: Buses must depart at 3:40 pm every day in order to remain on schedule. After exiting the building, students are expected to board their bus immediately. Students may only ride their assigned bus.

Hall Lockers: To help students get to class on time and increase hallway safety, lockers are not assigned. Students may carry needed supplies in their backpacks.

Clear Backpack Policy: In an effort to improve the safety measures currently in place, CFISD requires all high school and middle school students to use clear backpacks. Students participating in an extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e. band, athletics, etc.). Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. All bags are subject to search. Additionally, the maximum size for non-transparent bags that students in grades 6-12 will be permitted to carry during the school day, such as lunch kits, pencil bags and purses, will be 6" x 9".

Attendance: State law requires students to be present for the entire school day. If a student is absent, it is the parent's responsibility to provide a note of acknowledgement to the Attendance Office upon their return to school. Questions may be directed to the attendance office:

Ms. Eslami, at 281-463-5813.

Lunch: Lunch times are posted on the Labay website.

Lost/Missing Items: Students may check the following locations for lost or stolen items: locker room (items missing from gym class); cafeteria (clothing, bags, books, shoes, etc.); Asst. Principal's Office (cell phones, iPods, electronics); front desk (jewelry, keys).

Athletic Games/After-School Events: All students attending an athletic game or after-school event must leave the school grounds at dismissal (3:30 pm) and return at the appropriate time. Students who leave an after-school or athletic event may not return. **Students MUST be picked up within 15 minutes after an event ends.** Students who are not picked up on time will lose privileges to attend future after-school events. Administration may ask a student to leave an event if they do not comply with student behavior expectations. Tickets for events are sold during lunches the day of the event. Students must have their issued badge for ticket purchase. Badges are expected to be worn at all times during the event.

Gym Lockers: Students should label all PE/Athletic items and secure them along with their personal belongings in their assigned locker. Coaches will issue locks to each student at the beginning of the year. Students who lose a lock must contact their coach to purchase a replacement. Students should *immediately* report missing items to the coaches. Contact coaches for all additional PE/Athletics information.

Clinic/Medication: Only parents can transport medication to the clinic. Students may not bring or possess medication while on campus. Students who are ill should report to the school clinic. The school nurse will determine if parent pick-up is required. Students should not text or call parents to pick them up early from school.

Student Release during School Hours: To ensure a safe release process when picking up your child during the school day, district policy states that only the parent or guardian may sign the student out. Requests to add other individuals rights to your child may be made in front office by the parent or guardian.

Tipline: Labay provides the Tipline service to help keep our students safe from serious issues, such as personal or school threats, violence, gang activity, bullying, suicide threats, fighting, drugs, and alcohol by reporting occurrences anonymously to school administration. Below are the three ways to access Tipline.

Text-a-Tip	Web Tip	Mobile Tip
<ul style="list-style-type: none">• Send a Text to 88588• Start the message with your keyword CF046, then enter your tip and press send	<ul style="list-style-type: none">• Go to http://labay.cfisd.net• Click the red TIPLINE icon in the top right hand corner.	<ul style="list-style-type: none">• Search for P3Tips on iTunes or Google Play• Once mobile app is downloaded, you can submit tips using the app and attached videos and photos
		