



Labay Middle School

Policies & Procedures 2015-2016

General Information

Address: 15435 Willow River Dr, Houston, Texas 77095
Phone: 281-463-5800 **Fax:** 281-463-5939
School Hours: 8:05 am -3:10 pm **Early Drop-Off:** 7:00 am
Principal: Dr. Patty Mooney
Asst. Principals: Jennifer Regan (6th), Charli Lennon (7th)
Katie Robinson(8th)
Counselors: Shante' Taylor (6th), Laura Covarrubias (7th),
Nakia Roberson (8th)

Requesting a 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 now required to wear identification badges at all times. These badges will be used for the bus, library, and lunch lines. Students who forget to bring their badge to school will need to acquire a temporary badge. Temporary badges can be purchased from 7:30-8:05 am at the ID badge station for \$1. During the school day, temporary badges can be requested in the AP's office or at one of the hallway badge stations. Students are issued the following consequences for not having their badge:

- 1st Temp – Pay/No Express Line Access in Cafeteria/Parent Contact
- 2nd Temp – Pay/Lunch Detention/Parent Contact
- 3rd Temp – Pay/After School Detention/Parent Contact by AP
- 4th Temp – Pay/DMC/Parent Contact by AP
- 5th Temp – Pay/AP Discretion/Parent Contact by AP

A student must request a permanent replacement badge when they purchase three consecutive days of temporary badges. Temporary badge consequence counts re-start each grading period.

Students who lose their ID badge will need to purchase a replacement. A request for a new badge may be made at the ID badge station located to the left of the stage in the cafeteria from 7:30 – 8:05am. Replacement ID badges are not made on the spot. Students will have to purchase a daily temporary badge and then a new ID badge will be made and delivered to the student during the school day. The prices for replacement and temporary badges are below:

Temporary Badge: \$1 Replacement Badge: \$3 Replacement Lanyard: \$2 Replacement Badge and Lanyard: \$5

Students who are unable to pay for their temporary or permanent replacement ID badges are added to the fees and fines list. Payment for fees and fines may be made in the front office. Any student with a balance on the fees and fines list will be added to the "Do Not Admit List" and will not be allowed to attend after-school athletic events, dances, or other events as determined by administrators. Payment of fees and fines can be made in the front office. To be removed from the "Do Not Admit List", a student must make payment for a fine during the school day.

Tardies: Students have a five minute passing period between each class. Students who are not inside the classroom door when the bell rings will be marked tardy and will receive after-school detention for the next day. After-school detention is held Monday through Thursday from 3:15 – 4:30 pm. Students assigned to after-school detention may ride the late bus home. Students with repeated tardies will be assigned additional consequences.

Cell Phones: Student cell phones may not be on for any reason during the school day with the exception of academic use as specified in the 2014-2015 CFISD Code of Conduct. Phones may not be used as an "iPod" and must be completely off – not on "silent" or "vibrate." Phones that are turned on and/or visible during school hours will be confiscated. A \$15 administrative fee (per CFISD Code of Conduct guidelines) is required for parents to retrieve confiscated cell phones from the front office between the hours of 7:30 AM - 4:00 PM. 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 exiting the building for 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.

iPods/Music: iPods/MP3 players/listening devices are permitted on campus from arrival to 7:55am. These devices are to be powered off and out of sight from 7:55am until the student exits the building at the end of the day. Any music device that is visible and/or turned on during this period will be confiscated by school staff. District personnel will not assume responsibility for damaged, lost or stolen items.

Textbooks: Textbooks for math, science, and social studies have been moved to an online format. Information for accessing these books can be obtained from the classroom teacher. Other subjects may have physical textbooks available. Textbook request forms can be obtained in the front office or the assistant principal's office. Fees will be assessed for textbooks that are lost or damaged.

Dress Code Reminders: Students must be appropriately dressed for school. Students may not wear clothing that does not cover undergarments, revealing shirts (i.e. spaghetti straps, tank tops, sheer shirts or shirts with low neck lines), skirts/dresses shorter than mid-thigh in length, sagging pants, or hats/bandanas (even when attached to belt loops). Students out of dress code will be asked to change into shorts and shirts supplied by the campus. Students may not call parents to bring a change of clothes for dress code violations. Repeated violations of the dress code will result in disciplinary consequences.

Buses: Buses must depart at 3:20 pm every day in order to remain on schedule. After exiting the building, students are expected to find and board their bus immediately. As a warning, a horn will sound 30 seconds before bus doors are closed. Any student who has not boarded the bus before the bus doors close will be sent to the front office to call a parent or guardian for pick up. Students may not ride an alternate bus to or from school without prior permission from the school administration. If an emergency situation occurs, parents must contact the assistant principal before 12:00 pm to obtain permission for a transportation change that day. Students who bring a parent note to the bus driver will not be allowed to ride an alternate bus.

Hall Lockers: To help students get to class on time and increase hallway safety, lockers will not be assigned to 6th, 7th, or 8th graders for the 15-16 school year. Students may carry needed supplies in their backpacks.

Attendance: State law requires students to be present for the entire school day. If students are 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 Ms. Eslami, the attendance secretary, at 281-463-5813.

Lunches: Parents may join their child for lunch at the designated visitor's table. Lunch times begin at: A-10:50 am, B-11:45 am, C-12:15 pm, D-12:45 pm. Parents must sign in at the front office and wear a visitor's badge. Per Texas Public School Nutrition policies, parents may ONLY bring food for their child.

Stolen/Missing Items: Students may check the following Lost and Found locations for lost or stolen items: locker room (items missing from gym class); cafeteria (clothing, bags, books, shoes, etc.); A.P. office (cell phones, iPods, electronics); front desk (jewelry, keys). If the lost or stolen item is not recovered, students should complete an incident report in the assistant principal's office.

Athletic Games/After-School Events: All students attending an athletic game or after-school event must leave the school grounds at dismissal (3:10 pm) and return at the appropriate time. Students who leave an after-school or athletic event may not return (even with a ticket stub). 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.

Gym Lockers: All PE/Athletic items should be labeled with your child's name. During PE/Athletics, students are expected to place personal belongings in their assigned locker and secure the items with a lock (provided to students at the beginning of the year). Students who lose a lock are required to purchase another one from the coaches. Students should *immediately* report missing items to the coaches. Contact coaches for all additional PE/athletics information.

Clinic/Medication: Only parents may 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 parents to pick them up from school early.

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. If you would like to add a step parent or an emergency contact, please request a form from the front office.

Bullying: Students are encouraged to seek help if they believe they are a victim of bullying or have knowledge of a student exhibiting harassing behaviors towards another student. Students and parents may report bullying in a variety of ways: using our online reporting system, talking to any teacher, counselor, or administrator, or filling out an incident report in the AP office.

Fighting: A fight occurs when an individual engages in physical contact with another individual in an aggressive manner. Fighting is considered a serious offense and will result in an Extended DMC assignment for up to 15 school days. Students who believe they might potentially be involved in a fight should inform an adult immediately. (*Refer to the 2015-16 CFISD Code of Conduct for more information.*)