

# EARL RUDDER MIDDLE SCHOOL CAMPUS HANDBOOK

## Earl Rudder Middle School ADMINISTRATION

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### Section A Campus Handbook 2024-2025

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# WELCOME

As a student at Earl Rudder Middle School, you will have many opportunities, experiences, and partnerships that will inspire your growth and achievement. It is the expectation that you, the student, do your best, work hard, take advantage of the opportunities and relationships that will help you achieve success, and to demonstrate respect and courtesy at all times. This Student-Parent Handbook has been prepared for your information and guidance.

Earl Rudder Middle School is dedicated to growth and student success now and in the future. Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Frequent reference will keep you informed of guidelines and allow you to take full advantage of all school offerings.

Rudder Rangers LEAD is not only our core beliefs, but it is also our way of life at Rudder. We ask that you join us in the deep pride we have for our school and the family culture we have established with our faculty, staff, students, and community. We are so pleased to have you and your family join our Rudder family. We are available to partner with you for your success as a Ranger at (210) 397-5000.

## EARL RUDDER

Earl Rudder Middle School, the eighth middle school in the Northside Independent School District, was named after the patriotic Texan, Earl Rudder. Born in Eden, on May 6, 1910, Rudder was a graduate of Texas A&M and Texas Christian University. In 1932, he began a career in education as a teacher and coach in Brady, Texas. This career was interrupted in 1941 by the outbreak of World War II.

In June 1943, Rudder organized and trained the 2nd Ranger Battalion, which was given the mission of scaling 100-foot cliffs at Point du Hoc during the D-Day invasion of Normandy. Rudder's Rangers suffered over 50 percent casualties during the first day of the invasion of France. Although wounded twice during the engagement, Rudder remained in action and in command.

In 1944, he took command of the 109th Infantry Regiment. Eight days later, the Germans began their last great counteroffensive of the war, now known as the Battle of the Bulge. The 109th is credited with a major role in repulsing the German attack.

After the war, he returned to Brady where he entered private business. He also remained active in the Army Reserve where he advanced to the rank of Major General, served as major for six years, and was Texas Land Commissioner from 1955 - 1958.

In 1958, General Rudder returned to education, and served as President of Texas A&M University System until his death in 1970. Earl Rudder Middle School proudly bears the name of this distinguished Texan and American.

## SCHOOL COLORS

Red and Blue

## SCHOOL MASCOT

Rangers

## Mission, Vision and Core Beliefs

**Mission:** Create experiences that elevate learning.

**Vision:** Every day, every Ranger will maximize their potential.

### Core Beliefs - Rangers LEAD

- Learning focused on growth
- Engage students through purposeful instruction, and extracurriculars
- Advocate for a safe and secure campus that honors students' voice
- Develop deep, meaningful relationships.

## **People Who Can Help You**

### **The Principal**

The Principal is responsible to the Superintendent of schools for proper administration of Rudder Middle School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your concerns. Conferences can be scheduled by calling 397-5000.

### **The Associate Principal / Assistant Principal**

The Associate Principal and Assistant Principal work directly with the principal in the management and organization of the school. They handle the day-by-day operations of the school and assume the responsibility of the Principal in his absence.

Due to morning duties and responsibilities on campus, administrators are not available for conferences prior to 8:40 a.m. We strongly suggest that if you wish to speak to an administrator, or have a conference with them, that you call 397-5000 to schedule an appointment. If you are unable to reach an administrator directly by phone, please leave a message and a campus administrator will return your call within 24 hours.

### **The Academic Dean**

The Academic Dean works directly with the Principal in the instructional processes of the school to improve student performance at Rudder Middle School. She is in charge of all campus testing, both at the district and state level. She handles the day to day operations of the school that address academics and may assume the responsibility of the Principal in her absence. Conferences may be scheduled by calling 397-5000.

### **Student Services Facilitator (SSF)**

The Student Services Facilitator works directly with the Academic Dean in the implementation of the Campus Improvement Plan. She is the 504 and Testing Coordinator, and oversees the Course Protection and High School Credit Programs in order to foster an inclusive learning environment and facilitate the growth of all students. Conferences may be scheduled by calling 397-5000.

### **The Counselors**

All students are assigned a guidance counselor. Your counselor will be happy to assist you with problems concerning both school and your personal life. If you want an appointment with your counselor this can be arranged with the secretary in the guidance office before and after school. Parents can refer their child by contacting the counseling office, and students can refer themselves through the online referral system posted in every classroom, hallway, and restroom. If your counselor cannot see you that same day, he/she will make an appointment with you for the next day. Conferences with students receive first consideration of the counselor's time. ***The function of the counselor is advisory, not disciplinary, and all information is confidential.***

### **The Nurse**

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the main office. Please notify the school nurse of any medical conditions that may be of concern. The school nurse is unable to administer over-the-counter medication to your child and can only administer prescriptions in their original container.

### **The Police Officer**

The Police Officer assists students when needed and helps maintain a safe environment. He/she helps supervise after school events and helps monitor traffic. The SAFE hotline number is 397-7233 or text safe@nisd.net.

## **GENERAL INFORMATION**

### **After School Activities**

All school and U.I.L. rules apply to conduct and dress code for students who attend after-school activities. Written permission and/or an admission fee may be required for many events. Transportation to and from school is the responsibility of the parents for these activities; parents are expected to pick up their child immediately at the conclusion of each activity. Children should not have to wait longer than 15 minutes for parents to pick them up after a school event. If a parent or guardian does not pick up their child in a timely manner, the protocol and procedure set forth by NISD in the Crisis Handbook could be followed by the administrator or staff member if they deem it necessary. Students who are not picked up in a timely manner after a school event or school function could be denied the right to attend future after school functions for the remainder of the year. Students who exhibit inappropriate behaviors will be removed from the activity. Formal attire and/or limousine transportation are not appropriate for these events. Any clothing deemed inappropriate or suggestive is not permitted.

### **Circumstances that restrict students from attending after-school events are the following:**

- out of school suspension/in school suspension assigned for the day of the event
- other disciplinary actions that may warrant non-attendance of the event
- absence from school the day of the event
- repeated misconduct at after-school events
- assignment to an alternative educational campus
- withdrawal from Rudder Middle School (athletic events may be permitted.)

### **Attendance Procedures**

Following any absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes should be turned into the attendance office within 5 days of the student's absence. Students should bring all notes to the attendance office between 7:55 and 8:40 a.m. A note for a student's absence may also be faxed to the attention of the Attendance Secretary to 210-561-5022 or can be emailed through the CONTACT SCHOOL link on the Rudder website. Please add your child's id number on the note to ensure that the absence is appropriately processed.

**Tardies** - Handled by teachers and administration through campus progressive discipline.

### **Backpacks / Book Bags**

Backpacks and/or book bags may be used to carry books and supplies to and from school, and may be taken to classes during the school day.

### **Breakfast and Lunch Procedures**

All students will enter the cafeteria in an orderly manner. There are specific rules on how students sit in the cafeteria and the majority of the time students will be allowed to sit with their friends, as long as cafeteria rules are followed. Students must raise their hand for permission to leave their seat. Duty teachers will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to keep their area clean. While in the cafeteria line, students are to only touch the food items they intend to buy.

Visitors must sign in and receive a visitor's pass before coming into the cafeteria. **Students may not receive food that is delivered by a 3rd party under any circumstances. Food will only be provided to students if delivered by a guardian, or an emergency contact that was pre-approved by their guardian. Students are not permitted to share food with other students.** No celebrations are permitted in the cafeteria (e.g. birthdays). Parents who intend to eat lunch with their children must sit at a designated table in the cafeteria separate from other students.

Breakfast/Lunch Money - Go to <https://www.nisd.net> to access your student's cafeteria account and add money as needed. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases.

### **Bus Assignments and Transportation**

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus. In order to ride a different bus home, a signed note must be sent by a parent/guardian the day prior to or the morning of and be brought to the Associate Principal's office for administrative approval. **This approval must be obtained prior to the end of the school day** (these will not be approved after school in the bus loop) for a student to ride a different bus. Students will be given a note from the Associate Principal's office that needs to be given to the bus driver. The number of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. All bus routes and assignments of students are done through the district's transportation offices.

### **Campus Operating Hours**

- Classes begin for Rudder Middle School students at **8:40 a.m.** and end at **3:55 p.m.** Monday through Friday.
- The doors will be opened to all students at **7:40 a.m.** Students who arrive at school before **8:30 a.m.** have the opportunity to eat breakfast in the cafeteria.
- Front Office Hours are from 7:45 - 4:30 PM.
- Students will not be allowed to be checked out after **3:35 PM** due to dismissal procedures.

## **Campus Visitors**

All Parents and Visitors are required to register in the Front Office, regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, ID will be required. All Parents and Visitors should receive a Visitor's Pass and must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus or field trips. The background check may be done on-line through the NISD website.

## **Delivery of Items / Outside Food Items**

In an effort to minimize interruptions and maximize instructional time, we do not deliver items directly to students. However, we also recognize that students will sometimes forget an item at home. We will deliver glasses, school items (books, assignments, etc), house keys, and lunch money. For all other items, the student is expected to come by the office in between classes to retrieve their belongings. No business will be permitted to deliver food to a student (i.e. pizza delivery, or any other food delivery services). Parent/Guardian dropping off food needs to be an emergency contact listed in HAC. Student needs to be aware food is being delivered and are not permitted to share food. Flowers, balloons, birthday presents etc. will not be delivered and will be held in the office until the end of the day when students can pick them up to be taken home.

## **Dress for Success**

The district's dress code is implemented (Section D ); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus. In an effort to promote a safe and positive school environment which is conducive to learning, students should wear appropriate clothing that will not cause disruptions in learning or safety. Inappropriate, indecent, suggestive or distracting clothing will not be allowed. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

Students out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Students may be asked to change into school issued clothing if parents cannot be reached. Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials, or any design or inscription that administration determines to be unacceptable are not permitted at Rudder Middle School. These items will be confiscated and documented, if necessary, in the student's discipline record.

Prohibited clothing / footwear:

- Profane images / text (alcoholic beverages, narcotics, controlled substances, weapons, gang related material, etc.)
- House shoes (slippers, flip flops, sandals, etc.) are prohibited. Closed.-toed shoes are recommended for student safety.
- Shorts / skirts / dresses must fall above the mid-thigh. Rips / holes in pants must be BELOW the mid thigh. These items may only be worn if leggings / shorts are worn underneath. Leggings / yoga style pants may not be worn without covering (shorts, pants, etc.) at any time.
- Tank tops, spaghetti straps, halter tops, crop tops, and any other clothing that reveals the shoulder and /or midriff are not allowed.

**Final determination of acceptable dress code and grooming rests with the Principal or his designees.**

## **Electronic Device / Technology**

### **"Away for the Day" Policy**

Cell phones, and other personal electronic devices, may only be used BEFORE and AFTER school. All personal electronic devices must be put away when students are released to their 1st period classes (8:30 am). During allowed times, students must use devices appropriately, and must abide by directives given concerning the use of personal devices. Technology use may be limited and/or prohibited at any time. This policy aims to minimize distractions during instructional hours.

### **Confiscation**

If a student is found using a cell phone in an inappropriate manner, and/or outside of the designated times, the device WILL BE confiscated by a staff member. The confiscated phone will be securely held by the APO until the end of the school day, and will be returned to the student IF it is their first offense. If a student has a device confiscated again, the device will be held for pick up by a parent / guardian. In addition, further disciplinary action may be taken for students with multiple offenses in violation of the technology policy.

## **Electronic Device / Technology**

Students will be issued IDs and are asked to have them on their person at all times. Students may be asked to present their ID by any staff member at any time while on campus, and are expected to be able to do so. IDs will be MANDATORY for purchasing tickets to, and attending, all extra-curricular activities. Lost IDs may be replaced for a fee of \$5. Initial IDs will be provided to students at no cost.

## **Grade Reporting through Home Access Center (HAC)**

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line [Parent Portal](#).

Students will receive a progress report in the middle of each nine weeks grading period. The progress reports are designed to inform parents and students of current classroom performance and grades. The teacher may require the students to have you sign and return each progress report sent home to verify that you received your child's report. If the teacher deems necessary, you may be contacted by phone to make sure you received the report. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average.

Report cards will be issued at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you receive a report card every six weeks. If a parent did not receive their child's report card, please contact the counselor's office for assistance. If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher, then if the question or concern is not answered/solved, then contact the counselors' office and administration.

## **Lost and Found**

**Any items of value that are found on campus should be turned into the front office immediately.**

As the school assumes no responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school. Students should carefully label each article, such as clothing, books, and supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of each grading period will be donated to charity.

## **Nuisance Items**

Items that cause a distraction from the school's academic atmosphere are not permitted. The school cannot be held responsible for any of these lost or stolen items. Confiscated items will be returned to the parent only. Students who bring these items to school are subject to disciplinary action.

## **Registration / Withdrawal from School**

Registrations - To register your student, please go to <https://www.nisd.net/schools/registration> and complete the pre-registration. A counselor will contact you and schedule an appointment to complete the registration process.

Withdraw of Student - When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks and library books must be returned. Any fines owed the school need to be paid before records may be released. On the day of withdrawal, the student should report to the Counselor's office and pick up a check-out form which must be signed by each teacher. Textbooks must be returned to the Textbook administrator. The check-out form must be returned to the Counselor's Office before a final clearance can be granted. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.

## **Technology Acceptable Use Policy**

Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy.

## **Rudder Behavior Expectations**

Rudder implements a progressive discipline model that builds rapport with students to grow and learn. All students are expected to follow the Student Code of Conduct. Any violation of campus expectations can result in disciplinary action.

Rudder Middle School is a drug free zone. Any violation of this policy will be met with severe consequences.

Newly passed legislation mandates that anyone found in possession of any vaping device (including but not limited to THC, CBD, Delta 8, Delta 9, Delta 10, and nicotine) **MUST** be placed in DAEP.

**\*\*Note: As policies and procedures change, administration reserves the right to update the campus handbook.**