

# Nelson Middle School

## Student Handbook Addendum

### 2018-19



*Embracing and empowering individual excellence in  
pursuit of new heights*



**Pursuing new heights...we are Nighthawk Nation!**

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**NMS Administrative Team**

Principal – Mitzi Garner  
Students A-L Assistant Principal – April Emerson  
Students M-Z Assistant Principal – Dr. Kaitlyn Mathews

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**NMS Counseling Team**

Students A-L Counselor – Nick Dietrick  
Students M-Z Counselor – Molly Skirha

Nelson Middle School Student Handbook Addendum includes processes and procedures established to ensure student safety and a positive learning environment. Information sections of this document include:  
Student arrival/Departure, General Information, Academics, Attendance, Communication, Behavior Management, and Bullying/Harassment.

## **Student Arrival/Departure**

### **School Hours:**

The school day is from 8:25 AM to 3:35 PM. Students may arrive to school NO earlier than 7:30 AM and are encouraged to arrive no later than 8:15AM so that they are able to visit their lockers, use the restroom (if necessary), and prepare their materials for first period. First period begins at 8:25 AM. Students arriving after 8:25AM are considered tardy, and must sign in through the front office.

**Once a student arrives on campus, they are to remain on campus until dismissal time, or until a parent signs them out in the front office. Nelson Office hours are from 7:30 AM to 4:15 PM.**

Students will report to the cafeteria upon arrival and will remain there until dismissed to 1<sup>st</sup> period by an administrator or staff member. Students attending morning tutorials must have a pass from either a teacher or parent; they will be dismissed to the tutorial classroom at 7:55AM and must remain there until 8:15AM. Students attending after school tutorials must report to the classroom no later than 3:45 and will remain in the classroom until 4:05 PM. For both student safety and building security, all students should be out of the building by 3:40 or off campus by 4:00PM each day, unless staying for tutorials or a planned practice that is supervised by school personnel. Students may not wait on campus following dismissal in order to attend an evening school event.

### **Car Drop Off/Pick Up:**

Specific morning and afternoon traffic flow maps are accessible through our website, and should be referenced to determine allowable entrances and exits from our campus. Students must be dropped off in the mornings on the South side of the building and enter through the cafeteria. All bus riders will enter through the front of the school and report directly to the cafeteria. In the afternoon, all 6<sup>th</sup> grade parents will pick up their student on the South side of the building outside of the 6<sup>th</sup> grade hall. 7<sup>th</sup> and 8<sup>th</sup> grade parents will pick up their students on the North side of the building. Please follow the directional signs and **pull all the way forward** when waiting on your child.

**Students should NEVER be dropped off or picked up on Independence Parkway or any side streets. Students should only be dropped off or picked up from vehicles that have completely entered our campus roads.**

In order to ensure student safety, during drop off and pick up times we ask that a single line be formed on the school side of the driveways so that students do not need to cross in front of cars in order to be dropped off or picked up. In order to facilitate student drop off and pick up, we ask that you not park in the drop off/pick up areas and leave your vehicle unattended between the times of 7:55 AM to 8:25 AM and 3:00 PM to 4:00 PM. Students are not allowed to wait at school unsupervised. Arrangements should be made for students to be picked up immediately after school or immediately following school sanctioned event.

**A 10 MPH speed limit is in place at all times on our campus. Be sure to follow all posted traffic signs. Student safety is our biggest concern.**

### **Buses:**

To ensure maximum bus safety at all times, students are to follow all rules issued by the FISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus riding privileges and/ or other disciplinary action. In emergency situations, a student who qualifies for bus services may be

allowed to ride a bus other than his assigned bus with the written consent of a parent. This consent must be approved by the front office.

### Walkers:

Students should observe all safety precautions when walking to school. **Students should only cross streets at designated crossing locations.**

### Bicycles:

Students who would like to ride bicycles to school are welcome to do so. Bicycles are to be parked and locked in the designated areas. The school cannot provide security against theft or vandalism. **Students should walk their bicycles onto and off of school property and across all intersections.** Students are urged to use caution when riding bicycles after leaving the area around the school. These areas are often congested, especially in the afternoon. **Skateboards, skates or ripsticks are not allowed on school grounds.**

## GENERAL INFORMATION

### Sign Out Procedures:

When it is necessary for a student to leave during the school day, they must be signed out in the front office. A parent/guardian must complete check out procedures while the student is being called from class. **To ensure student safety, we ask that parents/guardians present their driver's license when checking out their student.** Students are not permitted to leave class until they are called from class by the front office, thus, please allow 10 to 15 minutes for your child to gather belongings from their locker and arrive in the front office. If the person picking up the student is not a parent/guardian, the identity of that person must be established and permission granted by the parent/guardian before the student will be released. **If a student is leaving school due to sudden illness, this should be determined and documented through our campus nursing clinic.** Please note if the nurse does not recommend that the student goes home, the parent is responsible to provide a note within three days of the checkout for it to be excused.

### Deliveries to Students

In an effort to minimize classroom disruptions, Nelson Middle School office staff will accept deliveries for students under very limited circumstances. Acceptable items for deliveries include student lunches, lunch money, glasses, cell phones, house keys, or notes regarding changes in after school transportation. Deliveries cannot be guaranteed by a specific time. Non-deliverable items include homework/classwork (regardless of due date), projects, classroom supplies, instruments, PE clothes, etc.

\*\* If it is absolutely necessary that you leave a non-deliverable item for your student, you are welcome to leave it at the designated location in our front office. Due to the disruption created in the educational process, notification will NOT be provided directly to students for these deliveries. Your child can collect these items between classes or after school.

\*\*Please also note that students may not receive deliveries such as flowers, balloons, or other gifts, even on Valentine's Day, birthdays, etc. You are welcome to have lunch with your child or bring lunch to your child, but remember that you may not bring food for anyone other than yourself and your student.

\*\*Deliveries will only be accepted from individuals listed as guardians or emergency contacts. Photo identification will be required.

**We strongly discourage parent requests to pull a student from class during the school day for a simple delivery or phone message, as this is a disruption to the learning environment for the student and their classmates.**

**Visitors:**

All visitors are required to check in at the front office and to conduct themselves according to the rules for students. An administrator may request identification from any person on school property and may ask any person not having legitimate business pertaining to the school to leave. All visitors will be issued a visitor badge, which should be clearly displayed throughout their time on campus. Students from other schools, including siblings, cannot visit during the school day. Parents should check in with the front office before contacting a student or teacher. Parents may not monitor classroom activities without prior approval of the principal. Students or others may not tape or video record a class without the approval of the teacher and principal.

**Cafeteria/Lunch Visitors:**

After checking in at the front office, visitors should wait for their student near the designated parent/student table located on the East side of the cafeteria. If the person visiting a student during lunch is not a parent/guardian, the identity of that person must be established and they must be identified as a visitor/emergency contact on a student's registration card or approved by a parent in advance. For the safety of our students and in keeping with the state laws, the following guidelines are in place for lunch visitors.

- Please wait for your student near the administrator table located on the **west** side of the cafeteria.
- Once the student arrives, you may proceed to the designated visitor table.
- Due to the Texas Nutrition Policy, **"Students or parents should only bring enough food for themselves. Providing large quantities of food for other students is not allowed."** The Texas Nutrition Policy does not allow sharing food. Students should only bring enough food or snacks for themselves.
- **Visitor may only sit with their child during the lunch visit at the designated area. This is to ensure student safety with visitors in the building.**

**Cafeteria Procedures:**

The school cafeteria offers breakfast and lunch daily. Breakfast prices are \$1.25 for students and \$1.60 for adults/guests. Lunch prices are \$2.50 and \$3.50 for students and \$3.10 and \$4.10 for adults/guests. During lunch, students have the opportunity to purchase food from a la carte lines. Prices in these lines vary.

Each student will be issued an identification number, and will be required to use the cafeteria debit system to purchase meals. Parents and/or guardians may set spending limits for their child by contacting the cafeteria manager. Prepayment for student meals is encouraged. Prepayments may be made in cash, by check or on the Internet at [www.friscocafe.org](http://www.friscocafe.org) or [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Mypaymentsplus allows parents to look at account balances and transactions at any time. Parents also have the ability to set up recurring payments at specified balances so lunch accounts never run out of money. All payments received are updated in 24-48 hours at the campus. Setting up recurring payments with Mypaymentsplus ensures that there is always money available in your student's account. Students with no money in their account will be allowed to "charge" one meal, but are not allowed to charge any snack items. An alternative meal will be provided to students that have reached the maximum charge limit as an emergency meal and parents will receive low balance phone call reminders via School Messenger.

### PE Uniforms:

PE Uniforms are required for all Frisco ISD middle school students enrolled in Physical Education classes. Black knit or mesh shorts and an ash-gray t-shirt must be worn each day your child participates in P.E. Clothing is purchased at the parents' expense. PE uniforms can be purchased through Frisco Sports Center or any other department store.

### Textbooks:

Textbooks are provided by the district, and are issued at the beginning of the year. Many classes may only provide online textbooks, and some classes may not utilize a textbook. When issued textbooks, every student is obligated to give his/her books the best care. They should put their name in the front of the book as soon as it is issued to them. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Consumable textbooks may also be issued to students in select courses. If consumable textbooks are lost during the school year, students will be expected to purchase a replacement.

### Medications:

Students are not allowed to have any medications in their possession at school. All medication must be left in the school clinic, where it is kept in a locked cabinet at all times. This includes over-the-counter drugs as well as prescription drugs. The school nurse will not administer allergy or vitamin injections. This does not include injectable medications to be used in an emergency. See the FISD Middle School Handbook for further information on the district's oral nonprescription medication policy.

### Lost and Found:

Students should not bring valuable items to school. Lost items that are turned in are placed in the lost and found area in the cafeteria. Items not claimed by the end of every 6 weeks are donated to charity. Please put your name inside jackets or other articles of clothing to help us return lost items.

### Food and Drinks During the School Day:

**Chewing gum is strongly discouraged in our building. Teachers will monitor closely and make the decision that meets the needs of his or her class.** Specified snack times are as follows: 6<sup>th</sup> grade is 7<sup>th</sup> period and 7<sup>th</sup>/8<sup>th</sup> grade is 3<sup>rd</sup> period. This will take place during the first five minutes of class. **Please do not bring any snack foods which contain peanuts or tree nuts.** If the student has a special medical situation where they need a snack during a different time of the day, the nurse should be made aware of this situation and special arrangements can be made. If a student brings their lunch to school, they should keep it in their locker until their designated lunch period. Once lunch is over, any leftover food or drink must be disposed of before returning to class. **Only water is allowed in the classrooms.** Water bottles should not be at computer stations or on a desk by a laptop.

### Attending Extracurricular Activities and After-School Events:

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Nelson MS. It is important to maintain the core values of our school: **INTEGRITY, RESPECT, SERVICE, and EXCELLENCE.** Therefore, it is expected that all students (participants and fans) and parents should respect our own students and staff, as well as any visiting teams or officials at these events. Nelson students will have free admission to Nelson athletic events within FISD **when they present their Nelson student identification cards.** Student ID's are required for entrance into extra-curricular activities. There will be a \$5.00 replacement charge for any student who loses their ID. **To ensure appropriate supervision, students**

**will not be allowed to wait on campus after school to attend athletic events or any other after school events that begin after 5:30 pm.** Also, students in attendance at athletic games must remain seated in the stands or in an adult supervised area at all times.

Again, in order to maintain security and student safety, it is very important that students who attend activities outside of the school day have made appropriate transportation arrangements for after the event. **Students should be picked up no later than 15 minutes after the end of the event in order to attend future extracurricular events and activities at Nelson. We encourage all students to call their parents at the beginning of the last quarter of any sports event to ensure that they are picked up on time.**

**Students must have passed all classes during the preceding grading period in order to attend extra-curricular activities and after school events.** This includes all ball games, school dances, and other special extra-curricular programs. Gate keepers will be provided a list of ineligible students prior to every after school event. Any student who tries to enter the event yet is on the ineligible list will not be allowed to stay. Any student who does not have their ID to prove eligibility will also be asked to leave.

In order to attend extracurricular activities and after-school events at Nelson Middle School, students must have been in attendance at least half-day on the day of the event. If a student is sent home sick or is absent due to an illness, they will not be permitted to attend events that evening.

## ACADEMICS

### Grading Philosophy:

The goal of FISD's grading and assessment system is to help ensure student mastery of the curriculum.

- The purpose of grading is to be informative in nature. Grades need to be a true reflection of the relative level of mastery. Students have mastered content when they demonstrate a thorough understanding as evidenced by doing something substantive with the content beyond merely echoing it.
- The purpose of grading is to provide feedback on student mastery in order to make instructional decisions. Timely analysis and re-teaching are essential to student growth and increased mastery.

### Grading:

Grade Weighting and Categories

1. Weighting: Major Grade = 50%, Minor Grade = 30%, Daily Grade = 20%
2. Categories:
  - a. Major Grade – Assesses a large amount of material over several learning targets and is assessed individually for all or part of the grade.
  - b. Minor Grade – Assesses specific targets of learning, for learning and as learning occurs.
  - c. Daily Grade – an authentic assessment of a specific learning target in daily instruction and should be a snapshot of a student's relative level of mastery.

### FISD Middle School Retest Regulations:

Grades should reflect a student's relative mastery of the curriculum and should provide feedback on student progress. In accordance with grading guidelines, a student shall be permitted to retest grades 84 and below on MAJOR exams for a maximum score of 85. Students scoring 85 or above on the original exam will not have an opportunity to retest. Requirements to retest, such as attending tutoring sessions and/or completing remedial assignments, will be determined by campus guidelines. Students will have a window of FIVE school days after the exam is returned to retest. (Remediation and retest must be completed by the end of the FIVE-day window.)

This retest policy does not include:

- CBAP Process (ILA Essays)
- Projects
- Presentations, speeches, lab reports, and writing assignments that fall under the current project guidelines

### **Retest Guidelines:**

In accordance with the FISD Middle School Retest Regulations, students at Nelson Middle School will be required to adhere to the following guidelines when requesting the opportunity to retest:

- NMS students will be required to complete corrections on the original assessment before retesting.
- NMS students must attend one or more tutorial sessions (per teacher discretion) before having the opportunity to retest. Teachers may determine a specific tutorial date.
- NMS students will have an opportunity to retest over the same material within a period of 5 school days following the receipt of the original test. Teachers may determine a specific retest date for students.

**All of the NMS retest guidelines must be met during this same time period BEFORE the student will be allowed to complete the actual retest.**

### **Late Work Policy:**

The general late work policy for Nelson Middle School is provided to promote student responsibility and consistency throughout the building. All assignments that are turned in late may have 10% deducted everyday up to 3 days (30% maximum deduction). Late work will be accepted for 1 week past the assigned due date for a maximum of 50%. After the 1 week deadline, students may receive a "0" on that assignment, with the expectation that the assignment will still be completed. Students may be assigned to tutorials, C-Hall, Thursday Night School or academic RLC (Restorative Learning Center) in order to get this work completed. Teachers will contact parents when a student has multiple missing assignments. Parents are encouraged to monitor their child's grades via HAC.

### **Progress Reports and Report Cards:**

Students will receive their report card **electronically** on the Thursday or Friday following the close of each six weeks grading period. In addition to the report card, students will receive a progress report **electronically** during the 4<sup>th</sup> week of each marking period. Grades are also accessible from the Frisco ISD website ([www.friscoisd.org](http://www.friscoisd.org)) through the Home Access Center. NMS does not provide paper copies of these reports.

### **Student Scheduling Guidelines:**

Schedule changes are subject to availability in the class requested, student need and master scheduling issues. Students need to choose classes carefully, as **schedule change requests will only be accepted during the first week of school for changes between on-level and Pre-AP courses**. Students **will not be allowed to request schedule changes for elective classes**. A schedule change request does not guarantee that a schedule change will occur. All schedule changes must be approved by the principal or principal's designee.



High school credit courses may only be dropped following the end of the 1<sup>st</sup> six weeks grading period or at the end of the first semester.

**Pre AP, Algebra I, and Spanish I Maintenance Expectations (for all grade levels):**

A student who earns below a 70% in two consecutive six week grading periods will be placed on academic probation and a committee including the student, parent and teacher will convene to develop a plan for future success. If at the conclusion of the six weeks of probation the student again earns below a 70%, the committee will reconvene to determine if Pre-AP, Algebra I and/or Spanish I is the appropriate placement.

**High school credit courses may only be dropped following the end of the 1<sup>st</sup> six weeks grading period to not affect the student's high school GPA.**

**Tutorials:**

Morning tutorials will begin at 7:55 AM and conclude when the student is dismissed to first period. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:05 AM. Teachers may opt to begin tutorials at 7:30 AM. They will communicate those dates to the students and students will be released for early morning tutorials between 7:30 and 7:35. After 7:35, the doors will remain closed until regular morning tutorials begin. Afternoon tutorials will be available by appointment. **If a student is not passing or at risk of not passing a class, mandatory tutorials may be assigned by the teacher to ensure academic success.** Students may also be pulled out of an elective class for additional remediation.

**Failure to Attend Mandatory Tutorials:**

Students will be provided a mandatory tutorial form when they are assigned a mandatory tutorial. Students are expected to present this form to parents. Failure to attend mandatory tutorials may result in an assignment to C-Hall. C-Hall will serve as another opportunity for the student to succeed. Ongoing failure to attend mandatory tutorials or C-halls will result in the other consequences being assigned which may include TNR or RLC.

**Field Trip Policy:**

Students failing one or more classes will attend field trips based on administrator discretion.

**National Junior Honor Society Information:**

National Junior Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. Every 7th and 8th grade Nelson Middle School student will have the opportunity to become a member of this organization.

Initially, students must meet the following guidelines for scholarship in order to be considered for membership:

- Students must be in 7th or 8th grade and attended NMS the entire first semester of the current school year.
- Students must have a cumulative grade point average of at least 94% in core classes for the current school year and maintain citizenship grades of "E" or "S".
- A NJHS member who transfers from another school should bring a letter from the principal or chapter adviser to the Nelson Middle School Adviser.

Once the student is academically qualified, he/she will receive application forms for consideration for membership in February. Upon the return of the application for membership, academically qualified candidates shall be evaluated in areas of character, service, leadership, and citizenship. These guidelines, listed in order of consideration, are as follows:

- Must not have received any marks against them in citizenship for the current school year (Teacher recommendation and Discipline documentation)
- Service, leadership, and character listed by the applicant on the application

### **Nelson Academic Awards:**

At the end of the school year, we will hold our annual Nelson Academic/Athletics/Electives Awards Ceremony to recognize students for academic and extra-curricular excellence. Invitations will be mailed to students receiving an award. The criteria considered for receiving a Nelson Award are as follows:

- Principal Awards are given to students who have maintained a grade of 90 or better for each six-weeks in each of their classes (elective classes included) through the 5th six-weeks.
- Presidential Awards are for 8th graders only, and are based on two criteria. Each student has scored commended performance on the Math or Reading STAAR, and has a 90% average in core classes (reading, math, science, social studies, and English) for the 6th, 7th and first semester of 8th grade. GT and Pre-AP classes will be weighted 6 points when determining Presidential Award recipients.
- The Nighthawk Award is a top honor presented to one 8th grade girl and one 8th grade boy who were nominated and selected by the Nelson Faculty as leaders, both academically and socially, at Nelson.
- Athletics and Electives teachers and coaches will recognize students for demonstrating excellence, integrity, service and respect.
- Teacher Awards: Teachers select only one of their students based on a combination of grades, effort, behavior, and achievement.

## **ATTENDANCE**

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom.

In the event a student should miss school, their parent should call the school on the day of the absence. If notification is not received by the end of the day of the absence, the parent will receive a call to notify them about the absence. Parents should send either a signed note with the student to be turned in to the front office when they return to school or an e-mail to Debra Appel NMS Data Clerk at [appeld@friscoisd.org](mailto:appeld@friscoisd.org) **within 3 school days of the absence**. If they are sick, please list their symptoms. Please contact the data/attendance clerk, Debra Appel, if you have specific attendance questions about your child at 469-633-4100. Medical and dental personnel may FAX excuse notes directly to 469-633-4110.

## NOTE REGARDING ABSENCES:

A doctor note, parent note, or e-mail is required when students return to school. If written documentation is not received within 3 days of your child returning to school, the absence will be marked as unexcused.

[Please review the district's attendance page for complete information](#)

[Absence Request forms](#)

[Click for More Information](#)

If a student is absent from school due to illness, they will not be permitted to attend evening school related events on the day of their absence. **Compulsory Attendance Rules apply to all students regardless of excused or unexcused absences.** In the event absences become excessive Nelson MS Administrators will place students on attendance contracts to avoid any further disruption to the learning process. ***Truancy may be filed if attempts by the administration and the attendance contract are not adhered to.***

**Excused Absences** – Excused absences include 1) personal sickness, 2) family emergency, 3) religious holy day, 4) documented juvenile court proceeding, 5) board-approved extracurricular activity, or 6) approved college visitation. Absences such as non-school related vacations and trips, babysitting, working (including modeling), and non-school-sponsored athletic events and programs shall be considered unexcused. **FISD Policy FEC (LOCAL)**

**Any absences accrued after the 4<sup>th</sup> parent excused absence in a semester will require medical documentation in order to be excused.**

- **Absences Due to Religious Holidays** – If a student plans to be absent for a religious holiday, a Religious Holiday Absence Form should be filed by parents prior to the absence. Forms can be obtained from our receptionist, and returned to the front office.
- **Unexcused Absences** - Frisco ISD has an attendance tracking system that involves automatic notifications for those students who have unexcused absences. The notifications start with 3, then 7, then 10 unexcused absences which involve filing truancy. The reports of unexcused absences will be run weekly and letters will be mailed weekly to notify parents of their student's attendance.
- **Absences Due to Trip or Vacation** – If a student's absence is due to a family trip or vacation, a Trip/Vacation Absence Form should be filed by parents prior to the absence. Forms can be obtained from our receptionist, and returned to the front office for Principal approval.
  - Only one such trip or vacation per family, per year, can be requested.
  - These absences will be considered **unexcused**.
  - No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee.
  - As a reminder, ***truancy will be filed on the 10<sup>th</sup> unexcused absence.***
- **Tardies** – In the event a student arrives to school tardy, the parent should sign the student in at the front office. Students who have excessive tardies throughout the day will be disciplined according to the middle school Student Code of Conduct. If a student arrives to school more than 10 minutes into a class period, they will be marked absent.
- **Truancy** – A student is required to make up his/her work, but may receive no credit when deemed truant. The office will notify parents if a student is considered truant. Mandatory tutorials and C-Halls are considered to be extended year programs and will be treated as such. If a student fails to attend, they will be considered truant. (Please refer to the FISD Truancy warning notice.) Students that are truant will be disciplined according to the Student Code of Conduct.

### Missed Assignments Due to Absence:

It is the responsibility of the student and/or parent to collect missed assignments due to an absence. For absences that will extend beyond two days, work may be requested before 10:00 AM on the second day of absence by parents. **This request should be made through our receptionist Mrs. Karolczack at [karolczaka@friscoisd.org](mailto:karolczaka@friscoisd.org). This request will be communicated to all of the students' teachers.** Assignments will be delivered to the front office and may be picked up on the third day of a student's absence.

Students may also collect all assignments when they return to school. Each student is responsible for completing all make-up work. Students are allowed one day to make up assignments for each day of absence. If a student misses a test or quiz, it is the responsibility of the student to schedule a time with the teacher to make up the assessment. **If the student was aware of an assignment deadline before the absence occurred, the assignment or exam is due upon the student's return to school. Special long-term student projects may be required to be turned in on the due date regardless of student attendance at school.**

### Make-up Work for Absences Due to Trips/Vacations (Unexcused):

The student shall agree to have any pre-assigned work completed upon his or her first day back to school, although a teacher is not required to give the student work prior to the absence. Some may be given ahead of time and some may be given upon return. It is the student's responsibility to do make-up work following any absence. Students are responsible for collecting their make-up work the first day they return to the classes that were missed. After receiving their make-up work, students will turn in their work as follows: one day of absence, one day (next class period) to make up work; two days absence, two days (class periods) to make up work; three days or more absent, three days (class periods) to make up work. Full credit can be earned as long as the work is turned in within the allotted time. A teacher may also ask for a reading log, journaling or a writing activity to demonstrate learning that occurred on a trip. The student will not be entitled to additional tutoring either before or after the trip.

## **COMMUNICATION**

Staff at NMS understand the importance of good communication, and encourage parents to contact teachers, counselors, or administrators by phone at (469) 633-4100 anytime you have a question, concern, or praise. If we are unable to answer your call, leave a message with voice mail and we will return your call within 24 hours. Parents are also welcome to contact teachers or administrators directly through email. Parent requests to meet or conference with teachers, coaches, counselors, or administrators should be made in advance by phone or e-mail. We also have a general Nelson email address that you may use should you have questions or comments. Our Nelson general email address is: [nelson@friscoisd.org](mailto:nelson@friscoisd.org).

We strive to get news, information, and important dates to you in a timely fashion. Our Nelson newsletter, will be posted on our website prior to each six-weeks grading term. **Our Nelson newsletter serves as our primary source of communication with parents.** We will also use our automated calling and e-mail system, School Messenger, for updates and reminders. Additionally, important information may be provided to your child through news flyers or letters. Students may obtain information regarding activities and dates on the two

announcement bulletin boards located between the 7<sup>th</sup> & 8<sup>th</sup> grade hallways and between the 6<sup>th</sup> & 7<sup>th</sup> grade hallways. These will be the only permitted locations where flyers will be posted with school wide information.

In addition, all daily school announcements will be posted on our website as a podcast. Information about special events will be posted on our Nelson website. Please check our website on a regular basis for the most up-to-date information on all of the exciting opportunities that are planned for the Nelson school community. Our Nelson website is: <http://schools.friscoisd.org/MS/nelson/site/home> In addition, you can follow us on Facebook, Instagram and Twitter.

There will be several opportunities throughout the year for parents to attend our “Coffee with the Counselors” events. This time allows guest speakers to talk about topics of special interest to parents of middle school students. Information about our Nelson “Coffee with the Counselors” will be posted within the Counselor link on the Nelson website.

Nelson parents are encouraged to contact us to schedule conferences. Requests may be made through our front office receptionist, or parents are welcome to contact teachers or team leaders directly. Compliance with the Family Educational Rights and Privacy Act (FERPA) will be maintained through all methods of communication.

### **Student Phone Calls:**

If a student needs to contact their parent during the school day, they must obtain a pass from a teacher allowing them to use the student phone in the front office. We keep a log of all calls made from this phone so that, in the event that a parent needs any follow-up information regarding the phone call, we have a record of the student calling home. Students who use their cell phone during the school day to contact parents or any other person are in violation of the district’s cell phone policy. Teachers may allow time for a student to use the classroom phone at the end of class in special circumstances. Again, our goal is student safety in all communication made from school.

### **Home Access Center/Teacher Websites:**

After the initial progress report grading period (first three weeks of school), a username and password to access our **Home Access Center** (HAC) will be sent home for all students new to FISD. If you are a returning student and do not have your password, please feel free to contact the data clerk [appeld@friscoisd.org](mailto:appeld@friscoisd.org) . HAC is a great tool for parents and students to work together to keep current on grades, missing assignments, attendance, etc. A short tutorial on how to use Home Access Center, as well as Home Access Help, can be found on the Nelson website in the “Parents & Students” section. Username and passwords will be provided to students upon their request and 6<sup>th</sup> grade students will be asked to regularly check their grades during their Technology Applications class.

**Teacher Websites** are a great resource to use to access teachers’ lesson plans, assignments, class calendars, etc. Links to teacher sites can be found on the Nelson website. Please be aware that as learning is assessed throughout each lesson, there will be times that weekly lesson plans need to be adjusted. Students will always be made aware of these changes.

If you see consistent discrepancies between your student’s agenda and the Home Access Center or teacher website information, you may want to contact your student’s teacher for clarification.

## **School Closing/Delay Information**

Please listen to local radio and television stations for current news about inclement weather, school closings, or delays of any nature. The decision to close or delay school is made by 5:30 a.m. Radio and TV stations are contacted and updated by 6 a.m. If school is delayed, it will be for two hours. Once the decision to delay is made, district officials will continue to monitor the roads. If conditions do not seem to be improving, officials may then cancel. That decision will be made by 7:30 a.m. Updates are also posted at [www.friscoisd.org](http://www.friscoisd.org). In addition, the district will utilize its school messenger phone/email system, Facebook, and Twitter to communicate closing or delays.

## **BEHAVIOR MANAGEMENT**

### **Expected Behavior:**

Students are expected to behave in accordance with the FISD Student Code of Conduct and abide by all Nelson Middle School policies and procedures.

### **Detention:**

Teachers may assign detention before or after school for infractions of the Student Code of Conduct. A detention consists of keeping a student for up to one hour before or after school under direct teacher supervision. A student may also serve this detention in the cafeteria if designated by the teacher. Parents will be notified if a student receives a teacher detention.

### **TRUST CARDS, STUDENT IDs, and LANYARDS:**

**TRUST = Teaching Responsibility, Understanding, Social Skills, and Trust**

Students are provided a trust card and ID during the first week of school and are required to keep both of these cards on their person, above their clothing, in plain view. Students are free to use their own lanyard, shirt clip, etc., provided it is appropriate for school setting. Additional trust cards and ID cards can be purchased in the office.

The trust card is an integral aspect of our school culture. The purpose of the trust card is to make trust an explicit, viewable part of what we do. It symbolizes that the student holding it is a responsible student who can be trusted with the following:

- Listen to music (with one earbud) during individual learning time
- Earn a hall pass
- Work in the hallway
- Take field trips
- Have free choice of flex areas during New Heights
- Earn entrance to games and extra-curricular activities
- Earn teacher/campus rewards that support positive choices and behavior

A student who is not making choices that lead to New Heights or fulfilling our core values, will forfeit their trust card to the teacher. Examples include, but are not limited to,:

- Not turning in work on time

- Not being responsible
- Not being respectful
- Not showing integrity
- Not setting excellent examples for others
- Not having a serving spirit towards others and within our school community

Students must earn their trust cards back from the staff member(s) who took it in order to have the privileges listed above. They must do so by earning the trust back from that staff member(s) first. Students who continually have their card revoked will need to meet with the teacher team and administrator/counselor during the teaming period on Mondays in order to help restore the relationship.

### **Working Lunch:**

Working lunch is a program designed as a support for students who have failed two or more core classes within a six-week period. Students who miss mandatory tutorials will be assigned a working lunch the following day in the cafeteria. The student will be supervised by the administrator on duty. Students who have been selected for a working lunch will be assigned for at least one week or until passing.

### **C-Hall:**

C-Halls may be assigned by a teacher or administrator for infractions of the Student Code of Conduct. C-Halls are held from 3:40 PM – 4:40 PM on Tuesday and Thursday. **Students are responsible for bringing schoolwork to C-hall, and must be on time.** Students must provide their own transportation home.

### **Thursday Night Reflections:**

For some infractions of the student code of conduct an administrator may assign Thursday Night Reflections (TNR). Thursday Night Reflections is utilized to encourage students to change their behavior, assist students in understanding the results of negative choices, teach self-discipline, and provide students an opportunity to complete missing schoolwork. This detention is held on Thursday evening from 3:40-6:40. During the detention, students complete a character based assignment and any work that they need to complete. If an emergency arises and a student is unable to attend a scheduled TNR, a parent should make arrangements with his/her student's Assistant Principal; otherwise, the student will be considered absent, and further disciplinary consequences may be administered. Students must have their own transportation home and should be picked up no later than 6:45PM.

### **Short Term RLC (Restorative Learning Center):**

This is a short term removal from a class period for student behavior that interferes with the teaching and learning environment in the classroom.

### **RLC Restorative Learning Center:**

RLC is the removal of a student from the classroom environment for one or more days. RLC encourages students to change their current behavior, assists students in understanding the results of negative choices, teaches self-discipline, and provides students an opportunity to get caught up on school work. While in RLC, students will be required to complete any and all assignments sent by their teachers. Students are required to bring all books and school supplies to RLC. On the day(s) a student serves RLC, they may not participate in or attend any after school or extra-curricular activities.



### **OSS: Out of School Suspension:**

OSS consists of up to three (3) consecutive days at home in an unsupervised educational setting. Students are responsible for turning in their assignments upon their return to school, or the late work policy will be enforced. State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail. Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement offense, or expellable offense. A student who is to be suspended will have an informal conference with the principal or appropriate administrator, advising the student of the conduct of which he/ she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made. The number of days a student is suspended is determined by the principal or other appropriate administrator, but will not exceed three school days. **Students may not attend or participate in any after school or extracurricular activities during this time.**

### **Alternative Placement:**

**Student Opportunities Center (SOC)** – The SOC is a supervised suspension Special Programs Center within Frisco ISD. Placement in the SOC is usually for a minimum of twenty (20) days. Transportation to and from the SOC is the student/parent's responsibility.

**Expulsion** – A student who is dismissed from school for the remainder of a semester or remainder of the school year will be assigned to the Juvenile Justice Alternative Education Program in McKinney. Transportation to JJAEP will be provided by the district.

### **Use of Cell Phones and Other Electronic Devices:**

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

Please refer to the following website to learn more about the Frisco ISD plan for student use of personal technology, as well as for resources regarding Online Safety:

<http://www.friscoisd.org/ly/departments/technology/ConnectingWithParents.htm>

### **Cell Phones and Electronic Devices (ipods, MP3 players, gaming devices, camera, smart watches):**

To limit distraction from instruction during the school day, students who choose to bring a cell phone or electronic device to school must remember to turn it off when they are released to 1<sup>st</sup> period in the morning at 8:15 AM and may not turn it back on until the end of the school day. Cell phones/electronic devices will only be used when a teacher has requested they bring it to a class for **instructional purposes. THERE WILL BE NO CELL PHONES OR OTHER ELECTRONIC DEVICES USED IN THE HALLWAY. Earbuds and headphones will not be allowed in the hallway.** A student must use his or her cell phone/electronic device during an appropriate time specified by the teacher. Teachers will clearly post BYOD signs for students. **Unauthorized use will result in confiscation of the phone/electronic device. In each case a parent will be contacted.** The phone/device will be returned only to a parent or guardian. The following consequences will be enforced with students who violate this rule:



*First offense* = the phone/device will be confiscated and returned to the parent with a warning being issued.

*Second offense* = confiscation of the phone/device, parent/student must pay a \$15 fine before the phone/device is returned to the parent, and a Lunch Detention is issued to the student.

*Third offense* = confiscation of the phone/device, parent/student must pay a \$15 fine before the phone/device is returned to the parent and a C-Hall is issued to the student.

*Fourth offense* = confiscation of the phone/device, parent/student must pay a \$15 fine before the phone/device is returned to the parent and day of TNR is issued to the student.

*Fifth offense* = the phone/device will be confiscated and held by the district for the remainder of the year and an additional \$15 fine will be required for the return of the phone. The student will be issued an office referral.

\*Please note that the disciplinary action, not the fine, could be elevated one level for disruption of class. **Parents will be notified within one school day after the device has been confiscated** to schedule a time to pick up the phone and pay the fine, if applicable.

### **Tardies:**

Students who have excessive tardies throughout the day will be disciplined according to the middle school student code of conduct. Tardies are totaled per class and per six-weeks grading terms. **Consequences for tardies will be as follows:**

**1<sup>st</sup> offense – Warning**

**2<sup>nd</sup> offense – Lunch detention & Parent Contact**

**3<sup>rd</sup> offense – C-Hall & Parent Contact**

**4<sup>th</sup> offense – TNR & Parent Contact**

**5<sup>th</sup> offense – Office Referral**

### **NMS Academic Honor Code**

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. At times, stress can cause students to make poor choices.

Cheating takes away a student's ability to become successful on their own. Academic dishonesty (cheating) demonstrates a lack of integrity or character, which is inconsistent with the goals and values of Nelson Middle School.

Teachers will indicate which assignments are to be cooperative efforts, and will establish guidelines for the use of such aids as calculators, computers, and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher.

Violations of the NMS Academic Honor Code include, but are not limited to:

1. Submitting another person's work as your own.

2. Copying, text messaging, emailing, taking pictures of, or in any way duplicating assignments, including computer based projects, that are turned in as original work.
3. Giving, posting, or accepting a copy of (or information regarding) any assessments, quizzes, lab work, or tests.
4. Copying from another student's test or quiz, or allowing another student to copy during a test or quiz.
5. Providing your work to others, whether you believe it will be copied or not. It is the responsibility of the student to secure their own papers, so other students will not have the opportunity to copy them.
6. Permitting anyone (including, but not limited to another student, parent, or tutor) to do your homework, project, report, or paper.
7. Falsely claiming illness to avoid the date on which a test, quiz, paper, project, report, or presentation is due.

### **Honor Code Procedures:**

If students are caught in violation of the Honor Code, either in the cafeteria or outside of the classroom, the work will be taken from both students and given to an administrator. The administrator will then deliver the work to the teacher. The teacher will then document the violation and follow the Honor Code consequences.

### **Honor Code Violation Consequences:**

Consequences for violating the Honor Code *may include* (for all involved students):

- Receiving a zero on the assignment
- Issuance of a C-Hall
- Phone call to parents

\*For a violation on a major or minor grade, students will complete an alternate assignment or assessment for a maximum grade of 70. This will be during a scheduled time, and at teacher discretion.

Consequences for multiple Honor Code violations:

- 3 violations will result in one full day of RLC.

### **Alternatives to Violating the Honor Code:**

Students do not need to cheat or plagiarize. Nelson Middle School provides numerous support services for students to help them achieve success honorably. These support services include, but are not limited to, before and after school tutorial times and opportunities to retake tests. Students who seek appropriate help when they need it will be more successful and will feel more satisfied with their accomplishment.

The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule, balancing academic obligations and your social and personal life.
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your teacher. Do not rely solely upon a classmate for clarification.
- Be cautious when reading or scanning someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
- Use all avenues of support available to you – for help needed beyond the classroom; see your teacher, other teachers in the department, or a parent or other adult who is well versed in the subject.
- Assignments should be considered individual unless the teacher states otherwise.

- Be organized. Having class notes and journals kept in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
- If, for whatever reason, you choose to use another person's ideas or solutions, cite that person as a source on your paper or project.
- Know what constitutes cheating, including all the variations of plagiarism.

### **Parental Support:**

Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents in promoting true student achievement:

- Teachers are available for extra help before and after school. Encourage your child to take advantage of the extra time.
- Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress. Consult your child's counselor with additional questions.
- Don't push children beyond their limits with your expectations or aspirations. Many times, students make poor choices because the pressure to excel is greater than their ability to meet the expectations.
- If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified; the sooner steps can be taken to alleviate it.
- If your child is caught cheating and you are called, please remember that this is a learning experience. Help your child to accept the consequences for his/her inappropriate actions.

### **Fighting & Assault:**

Any student that engages in fighting or assault (other than under Penal Code 22.01) will receive three (3) days of OSS (Out of School Suspension) on the student's first offense. Multiple offenses will receive three (3) days of OSS (Out of School Suspension) and two (2) days of RLC (In-School Suspension). Alternative school placement will be considered on all subsequent incidences.

### **Dress Code:**

The following items are **not permitted** at NMS:

- "Sagging pants" are not allowed. Jeans, slacks, shorts and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments should not be visible at any time.
- Tears, frayed or ragged edges, and holes must be below fingertip length on any article of clothing.
- Sunglasses, caps, hats, bandanas are not permitted to be worn in the building.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes are not permitted. Tennis shoes must be worn in physical education classes. Shoes with wheels are not allowed.
- Earrings and single nose studs are permissible. All other visible body-piercing jewelry or ornaments are prohibited.

- Dresses, skirts and shorts that extend to or below the students' fingertips when their arms are held to their sides are acceptable.
- Tights, leggings, jeggings, and other form-fitting pants must be worn with dresses, shirts, skirts, or shorts that extend to or below fingertip length.
- See-through, bare midriff, halter-type, shoulder-baring (unless they have at least a 2" shoulder strap), or spaghetti strap blouses or any revealing or low-cut clothing is not permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.
- Underwear-type sleeveless shirts, athletic tank tops and jerseys with large arm holes, beachwear, swimwear, halter tops, and tube tops are not appropriate or acceptable. Shoulder straps on tops and other clothing must be a minimum of two inches in width and must cover the undergarments

Please refer to the Middle School Student Handbook for more specific information regarding dress code. **A first period check will be conducted daily to confirm students are adhering to the dress code. Staff will continue to monitor students for appropriate dress throughout the school day.**

**Consequences for dress code violations are as follows:**

**1<sup>st</sup> offense – Warning**

**2<sup>nd</sup> offense – Lunch detention & Parent Contact**

**3<sup>rd</sup> offense – C-Hall & Parent Contact**

**4<sup>th</sup> offense – TNR & Parent Contact**

## **BULLYING/HARASSMENT/HAZING**

Bullying/Harassment/Hazing are prohibited in any form on school property, in a school vehicle, or at a school-sponsored event. Students who have bullied/harassed/hazed others are in violation of school policy and may be subjected to disciplinary action, up to and including suspension and expulsion. A Nelson Middle School Bullying Committee will meet regularly throughout the school year using the Olweus Bullying Prevention Program to address educating the student body about bullying. The committee will consist of administrators, teachers, students, and parents.

**Bullying** is defined as a student or group of students engaging in any gesture or written, verbal, or physical or computerized or other electronically transmitted act, or threat that: 1) Will have the effect of physically harming a student, damaging a student's property or reputation, or placing a student in reasonable fear of harm; or 2) is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**Note:** For bullying to exist, there must be an **imbalance of power** (either physically, or in lack of social skills to defend oneself, or in regard to perceived status), and it **must occur "repeatedly and over time"**.

**Harassment** is bullying by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, bullying on the basis of race, color, national origin, religion, or

disability or any other basis prohibited by law (such as dating violence and sexual harassment). All matters involving harassment issues will be reviewed for possible referral to law enforcement officials.

**Hazing** means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone, or acting with others, directed against a student that endangers, or has the potential to endanger, the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining a membership of a group, a team, or organization. All matters involving hazing issues will be reported to law enforcement officials.

### **Consequences for Violation of School Bullying/Harassment/Hazing Rules:**

**Level 1: Behaviors which interfere with the learning of others and violate a student's right to feel safe, to have their possessions be safe, and to be included.**

**Examples:** Teasing, excluding others, generally disturbing someone

#### **Consequences**

**Minimum:** Verbal Reprimand and warning of future consequences

Note: The 2nd level 1 classroom offense will result in a level 2 consequence and referral to the Assistant Principal for discipline and the Counselor for counseling. All future level 1 violations will result in level 2, or above consequences.

**Level 2: Behaviors which are not intended to cause physical harm and are not illegal, but do negatively affect an orderly school environment.**

**Examples:** 2<sup>nd</sup> referral for teasing, or other level one offense, intimidation, encouraging someone else to bully someone in any way, aggressive actions, destruction of property, continual gossip/rumors, undermining relationships, or taking possessions (if this involves breaking a law it goes to a level 3 offense).

#### **Consequences**

**Minimum:** Detention, and/or removal from some privilege, refers to School Antibullying Task Force; alert all teachers (need to know basis), counseling sessions and contact parent.

**Optional:** Other possible consequences include: removal from the classroom, payment of damages to property, sign agreement to "stay away" from the other person, support group, letter of apology, write a paper on topic related to the topic, restrict movement in the building, isolated lunch, restrict extracurricular activities, RLC (Restorative Learning Center), OSS, refer to law enforcement officials (minimum referral for issues of harassment related to gender identity, race, national origin, religion, or disability).

**Level 3: Behaviors which are intended to cause physical or mental harm and/or are illegal. Automatic with 3<sup>rd</sup> referral for a bullying offense**

**Examples:** Fighting, or assault of any kind, harassment (as defined earlier), destruction of property, intimidation, or extortion threats, blatant disregard for others, retaliation, or encouraging others to retaliate against someone.

#### **Consequences**

**Minimum:** RLC, OSS, refer to law enforcement officials and ongoing counseling,

**Optional:** The same as for Level 2, plus complete the schools Bully Prevention Program which includes up to 6 counseling sessions and writing a paper, or attend 6 week campus support group and meet with parents.

**District Policy of Investigating Bullying Incidents:**

*Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the principal or designee. If the report was made orally, the campus principal or designee shall reduce it to written form. The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report.*

**Steps for Intervening When You Witness Bullying – Out of the Classroom**

- a. Immediately stop the bullying
- b. Refer to the bullying behavior and to the relevant school rules against bullying
- c. Address the Bystanders (with the student who was bullied)
- d. Address the Student Who Was Bullied
- e. Address the Student Who Bullied

**Steps for Intervening When You Witness Bullying in the Classroom**

- a. Immediately stop the bullying
- b. Reiterate the rules
- c. Confront the student who bullied
- d. Impose consequences
- e. Document the incident
- f. Refer when necessary

Note: Please refer to FISD Board Policy FFI (LOCAL) and/or the FISD Secondary Bully Prevention Program located on the share drive for more information and forms.



Click [HERE](#) to acknowledge the parent and student have reviewed the addendum.