



**Clark Middle School  
Parent & Student Handbook  
2018-2019**

# Clark Middle School Parent & Student Handbook 2018-2019

This is an addendum to Frisco ISD student handbook and reviews policies and procedures unique to Clark Middle School. For additional information, please consult the Frisco ISD Middle School Handbook, accessible on the district website or through the Clark website by clicking on the link for "Middle School Handbook." Our addendum is divided into the following sections:

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## **1. ACADEMICS & CLASS REQUIREMENTS**

### **Agenda Books/"Planners"**

One agenda planner is provided to students free of charge and should be carried to all classes each day. If students lose it, they are required to buy another one. **The charge for a replacement agenda is \$5.00.** Students may go the front office for a replacement agenda. Parents are encouraged to check the planner daily or weekly for updates on assignments, projects, and tests. Planners are used to record weekly agendas in classes, as well as acting as a pass from class.

### **Credit by Exam (CBE)**

The district has chosen to permit eligible students in grades 6-12 to earn credit by examination in courses approved by the Board per Frisco ISD policy EEJA (Legal). Students should visit their counselor for further information.

### **ACADEMIC HONOR CODE (ACADEMIC DISHONESTY)**

FISD expects all students to maintain the highest degree of academic ethics. This requires putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

### **Plagiarism and Cheating:**

Plagiarism and cheating interfere with the assessment and feedback process that is necessary in order to promote academic growth. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors 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. Remember, each student is responsible for securing his/her own work.

### **Violations of the Clark Academic Honor Code include, but are not limited to:**

- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting papers, or portions of papers, from the Internet written by someone else.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.

- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work.
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result.
- Accessing a test or quiz for determining the questions in advance of its administration.
- Using summaries/commentaries (Cliff notes, Spark Notes, etc.) in lieu of reading the assigned materials.

### **Consequences**

The teacher will notify **the parent and Assistant Principal** of any student who is caught plagiarizing or cheating, and the offense will be documented in OnCourse. When work is plagiarized or copied from another student, one or both of the students may be penalized.

In addition, the following consequences **must** be assigned for cheating/plagiarism on **major** assignments (50% category):

- **1<sup>st</sup> Offense:** Student will receive a zero on the major assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up outside of school hours. The maximum grade the student can receive on the alternate assignment/assessment will be a 70%. Retest policy will not apply.
- **2<sup>nd</sup> Offense (in any class):** Student receives a zero on the major assignment/assessment, and the retest policy will not apply.
- **Any subsequent offenses** may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

\*Please see the campus addendum for more information regarding consequences for cheating/plagiarism on daily and minor assignment/assessments.

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

Students do not need to cheat or plagiarize. Clark Middle School provides numerous support services for students to help them achieve success honorably. These support services include, but are not limited to, tutorials and opportunities to retest. Students who seek appropriate help when needed will be more successful and will feel more satisfied with their accomplishment.

### **The following behaviors promote true student achievement:**

- Being prepared. Try to keep a realistic schedule, balancing academic obligations and your social/personal life.
- Make certain you understand your assignments and the grading assessment that will be used. If you have questions or need clarification, talk to your teacher. Do not rely solely on a classmate for assistance.
- 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 or brainstorm new ones.
- Use all avenues of support available to you – for help needed beyond the classroom; see your teacher, other teachers in the department or on the other team, 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 the novel, your performance will suffer and poor choices might be made.
- Know what constitutes cheating, including all 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 academic achievement:

- Teachers are available for extra help before and after school. Encourage your child to take advantage of the extra time and plan ahead.
- Assess your child's abilities realistically. Help him/her to choose courses in which he/she will be successful and challenged without undue stress to meet expectations. Consult your child's counselor with additional questions.
- Don't push your child beyond their limits with expectations or aspirations. Many times, students make poor choices because the pressure to excel is greater than their ability to meet the expectations set forth.
- If you suspect your child is experiencing difficulty in a class, please encourage your child to seek help and/or 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, so that he/she will make better choices in the future.

### **Field Trips**

Students are not allowed on a field trip or school sponsored trip of any kind unless their parent or guardian has signed the "Field Trip Permission Slip." Students on school-sponsored trips are subject to school rules. School-sponsored trips are a privilege and a student's participation can be restricted. Parent chaperones must go through a district background check before volunteering.

### **Guidelines of FISD's Grading and Retest**

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 of completed work. 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 progress in order to make instructional decisions. Timely analysis and re-teaching are essential to student growth and increased mastery. Non-academic (high school/college and career readiness) behaviors correlate to academic success.

### **Grade Weighting and Categories**

Weighting: 50% – 30% – 20%

Categories: Major – Minor – Daily

- A Major grade assesses a large amount of material over several Learning Targets or Knowledge and Skills and is assessed individually for all or part of the grade.
- A Minor grade assesses specific targets of learning, for learning, and as learning occurs.
- A Daily grade is an authentic assessment of a specific learning target in daily instruction and should be a snapshot of a student's relative level of mastery.

### **Retest Policy**

Students will be able to retest grades 84 and below on MAJOR exams for a maximum score of an 85. Students scoring an 85 or above on the original exam will not have an opportunity to retest for a higher grade. **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).** Requirements to retest, such as attending tutoring sessions and/or completing remedial assignments, will be determined by campus guidelines.

### Reasoning:

- Grading and retest guidelines have to be as consistent due to the implications of GPA counting for the high school courses that are being taught at the middle school level.

- 85% shows the student relative level of mastery of the material and readiness to move forward to the next concept or objective.
- 85% relative level of mastery ensures that the student has a reduced amount of gaps in understanding the curriculum.
- 85% or higher should indicate a student's level of readiness to score satisfactory or advanced on the EOC.
- Capping the retest at 85% reinforces the validity of the first exam.

This retest policy would not include:

- CBAP Process (English Language Arts Curriculum-based Assessment Prompt)
- Projects, presentations, speeches, lab reports, and writing assignments that fall under the current Project Guidelines, as listed below.

Project Guidelines:

- Any project assigned and included as a portion of the "major assignment" should be assessed using a rubric that is given to the students at the time the project is assigned.
- The project should be broken down into parts, each part given a deadline/due date prior to the deadline of the completed project.
- Each portion should be assessed as the project progresses, providing several measures of progress in addition to the grade for the final project.

**Grade Requirements**

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

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- Below 70 = F (failing grade)

To earn credit in a course, a student must receive a grade of 70 (each semester or 70 average for full current year) based upon specific course or campus standards. In order to arrive at the value of a student's progress during a semester the semester will be divided into three six week grading periods. All grades are numeric from 0-100. The semester grade is determined by averaging the three grading periods, and the yearly average is determined by averaging the two semester grades.

**Late Work Policy for All Grade Levels**

Major (50%) Minor (30%) Daily (20%):

One of the goals of Clark Middle School is to teach students to accept responsibility for their academic work, while recognizing that some of our students are still learning punctuality and organization.

- **1 day late- maximum 70%**
- **2 days late- maximum 50%**
- **3 days or more late- 0%**

**Library Procedures**

Our Librarian is Mrs. Kim Taber. The library will be open each school day from 7:55a.m. – 4:05p.m. The Library Website: can be accessed from the Clark website homepage: <http://www.friscoisd.org/ly/schools/>

**Physical Education Uniform**

The dress code for P.E. will be black knit or black mesh shorts and heather-grey t-shirts. Every student must have the uniform by the SECOND WEEK of school. If a uniform is misplaced, or lost, it must be replaced within ONE WEEK. It is the responsibility of students and parents to purchase.

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

At the end of each marking period, students will gain online access to their report cards. Progress reports are available online during the 4th week of each marking period. These are designed to keep students and parent/guardians aware of their student's academic progress. Reminders about these reports becoming available are sent through School Messenger emails. Student academic progress can be monitored throughout each grading period via our online grading system, the Home Access Center (H.A.C.). Should you wish to receive a hard copy of your child's report card, please see the receptionist in the front office for a hard copy request form.

### **Schedule Changes**

Students may request schedule changes during the first week of school; however, a request does not guarantee a change, as there are many factors to consider such as the impact on existing schedules, class sizes and course availability. Contact one of our counselors for more details. **Schedule change requests after the first week are not accepted.** **We do not accept teacher requests from parents or students.**

### **School Supplies List**

A general middle school supply list is posted to the FSD website. All materials must be replenished as needed. Elective courses, such as art, will require additional supplies.

### **Tutorials**

Tutorials are available before and after school each day, except for Friday afternoons. This time allows teachers to update grades and/or prepare for the upcoming week. After school tutorials are not available on days when we have our monthly staff meeting. Tutorial time should be maximized by students reporting promptly upon arrival to school or after school dismissal to the teacher from whom they need assistance. In most cases, students seeking the help of a core teacher can visit another core teacher that teaches the same grade level and subject if their own teacher is absent.

#### **Tutorial Policy in the Mornings:**

To make attendance more convenient, CMS has implemented a morning tutorial policy:

- From 7:55 - 8:10 a.m. students may leave the cafeteria or gym to attend tutorials.
- Students may only enter the halls during this time to attend tutorials; Students may not be at lockers during tutorial times.
- Students may only go to their lockers during morning tutorials if they have a pass from a teacher.
- Students persistently found loitering will be referred to their appropriate assistant principal.

## **2. ACTIVITIES & ORGANIZATIONS**

### **Clubs/Organizations**

A great way to be successful and happy in middle school is to connect to a club or organization, and Clark has many from which to choose. These groups make it easier to find new friends and build confidence. Some clubs/organizations offered at Clark are: Academic Pentathlon, Art, Art Mania, Athletics, Band, Cheerleading, Choir, FCA, Math & Science Club, National Junior Honor Society, Orchestra, Student Council, Theatre, Writing Club, and many more. Students may have to qualify or tryout for some, while other clubs are open to all students.

### **Dances**

Dances are restricted to students who attend Clark and meet requirements based on academic standing and behavior. Once a student arrives at the dance, that student may not leave until the dance is over, unless with a parent. Parents are expected to pick their child up **promptly** at the end of the dance. Dance times will be communicated in advance. **Students must adhere to the CMS standard dress code.**

### **Events/Pick-up**

If a student attends an extra-curricular event without a parent, prompt transportation at the conclusion of the event should be arranged **in advance.** **Students not picked up within 15 minutes could be prohibited from**

**attending future extra-curricular activities.** This includes events at other FISD campuses/venues. We appreciate your assistance in helping our staff minimize the late hours and allowing them to get home to their own families.

#### **PTA**

An active Parent Teacher Association is available for parents/guardians to join. Membership information and a list of volunteer opportunities will be available. Parents are always welcome at Clark Middle School. The Clark PTA website can be accessed on the Clark website under the link "Clark PTA." (<http://www.clarkms.my-pta.org/>)

### **3. ATTENDANCE/TARDY POLICY & COMMUNICATION**

#### **Attendance**

It is important that students make an effort to be here every day. First period tardies will have the same consequences as tardies in every other class throughout the day. Student success is closely tied to attendance. If a student must be absent, we ask parents/guardians to contact the school at 469-633-4600 before 9:00 a.m. or email [peterssons@friscoisd.org](mailto:peterssons@friscoisd.org). After any absence, please submit a parent/guardian note to the front office or email to Stephanie Petersson at [peterssons@friscoisd.org](mailto:peterssons@friscoisd.org). If a student is absent for a medical appointment, be sure to bring a doctor's office visit slip in order to excuse the time missed. **Doctor's notes and parent notes will only be accepted for 3 school days after an absence. The absence will be considered unexcused unless written or emailed documentation is received within the 3 school days after the missed day(s). We cannot use phone calls as documentation.**

For the Texas Compulsory Attendance Law, please see the FISD webpage and middle school handbook. Under this law, campuses send out "Truancy Notification Letters" in the event that students have 3 or more unexcused absences (full days or parts of days). These letters serve as notification about your students' absences from school and information about truancy and truancy court should the unexcused absences continue.

**Parents of students with 10 unexcused absences (days or parts of days) will be taken to truancy court. This is the state law. It is not a campus choice. Please turn in absence documentation within 3 school days after an absence to avoid truancy issues.** Please be aware of your responsibilities with attendance.

#### **Contact Information: Change of Address/Phone Numbers**

Please inform the office data clerk immediately of any address or phone number changes: call 469.633.4600 or email Stephanie Petersson at [peterssons@friscoisd.org](mailto:peterssons@friscoisd.org).

Proof of residency is required to change pertinent school records. Emergency information must be accurate for the safety of our students.

#### **Tardy Policy & Tardy Gate**

On the secondary level, students can be tardy to each class period if they do not arrive on time. If a student is late to class and does not have a pass to excuse him/her from a staff member, they will report to Tardy Gate. Tardy Gate is a computer station that will keep track of his/her tardies, assign a consequence if appropriate, send an automated email to the parent (the first parent email listed in the system), and issue a tardy pass for the student to be admitted to class. Below is our tardy policy and applicable consequences. Tardies are accumulated for **all** classes per semester. At the start of the next grading period, their tardy record will start over.

- **1<sup>st</sup> & 2<sup>nd</sup> Tardy** Warning
- **3<sup>rd</sup> Tardy** Lunch Detention (30 minutes during lunch)
- **4<sup>th</sup> & 5<sup>th</sup> Tardy** C-hall (Tuesdays 7:15-8:15 OR Wednesdays 3:40-4:40)
- **6<sup>th</sup> & 7<sup>th</sup> Tardy** Thursday Night Reflection (Thursdays 3:40-4:40)
- **8<sup>th</sup> & beyond** Office Referral

#### **Methods of Communication**

We appreciate parents who take an active interest in their student's schooling and attempt to maintain proactive, effective communication. While we recognize the importance of each question, concern, compliment, and

comment and welcome that communication, we kindly request that in fairness to all staff involved, that the chain of command be followed in regards to communication with staff. For example, if you have a question or concern about a class or teacher, the first step is to directly address the teacher through phone, email, or in a conference. If the concern is not successfully resolved, you may contact your child's assistant principal or counselor, depending on the concern. This policy is in place for two reasons: 1) to provide a more rapid response to parent inquiries (responses should be returned within 24 hours); and 2) Those directly involved will have a greater understanding of the situation.

Communication is important to us at Clark, so we utilize a variety of methods to keep Cougars informed: Home Access Center (HAC), the Clark website, e-mail, web-based newsletters, phone calls, parent teacher conferences, student agendas, progress reports, report cards, positive postcards, School Messenger calls, Twitter (link is on Clark website) Meet the Teacher Night, and Curriculum Night are all ways to stay updated on students' academic progress and extracurricular activities.

#### **4. DISCIPLINARY PROCEDURES**

##### **Discipline Philosophy**

All students at Clark Middle School are expected to exhibit appropriate conduct. If a student's behavior infringes upon the learning of others, they may be moved to an alternate learning environment. No student will be allowed to disrupt the class in a manner which causes the learning process to stop. The district's rules of conduct and discipline are established to achieve and maintain order in the school and to establish an environment conducive to learning.

Below is a list of the formal discipline consequences used at Clark. Formal consequences are issued at teacher (for classroom-level behavior) and administrator discretion. When determining consequences, age/grade level, the behavior infraction, and disciplinary history are considered.

##### **Lunch Detention/ISS**

30-minute session scheduled during lunch by an administrator or teacher. Students in lunch detention may either bring their own lunch or buy a hot lunch. Lunch detention/ISS is typically assigned for inappropriate cafeteria behavior.

##### **C-Hall (1 Hour)**

A Corrective Action Hall or "C-hall" is a disciplinary, one-hour detention assigned by administrators and/or teachers. Students are responsible for bringing schoolwork to C-Hall. They may also be required to complete character-building assignments. If an *emergency* arises and students are unable to attend, please make arrangements with your child's grade level assistant principal **in advance**; otherwise, the student will be considered absent. C-halls can only be rescheduled **once** by a parent. Failure to attend will result in additional consequences. Parents/students must provide their own transportation. C-Hall occurs on: **Tuesday mornings 7:15 a.m.-8:15 a.m. & Wednesday afternoons 3:40 p.m.-4:40 p.m.** Students are scheduled into these sessions, therefore it is important they attend on their assigned day/time.

##### **Thursday Night Reflections (TNR)**

TNR is utilized to encourage students to change their behavior, assist students in understanding the result of negative choices, teach self discipline, and provide students an opportunity to get caught up on school work. During the detention, students complete any curriculum assignments due. If an *emergency* arises and your child is unable to attend, please make arrangements with their grade level assistant principal **in advance**; otherwise, the student will be considered absent. TNRs can only be rescheduled **once** by a parent. Failure to attend will result in additional consequences. Parents/students must provide their own transportation. TNR occurs on Thursday afternoons from 3:40 p.m. - 6:40 p.m. unless otherwise stated in advance.

##### **Short Term Removal (STR)**



Students who are persistently disruptive and/or disrespectful in the classroom may be removed from their classes and sent to ISS for the remainder of the class period. Persistent STRs will lead to additional consequences.

### **In School Suspension (ISS)**

ISS encourages students to change their behavior, assist students in understanding the result of negative choices, teaches self discipline, and provides students an opportunity to get caught up on school work. While in ISS, students will be expected to work on assignments for their classes. ISS can be a partial, whole day, or multiple day assignment. Students who choose not to follow the rules in ISS may be suspended.

Other consequences include Out-of-School Suspension (OSS), Discipline Alternative Education Placement (DAEP) at or the Student Opportunities Center (SOC), and Juvenile Justice Alternative Education Placement (JJAEP).

### **Dress Code**

All requirements within this policy will be strictly enforced. In order to attend their regular classes, students are required to be in full compliance with this policy.

\*All students are required to wear identification badges at all times while on campus. I.D. badges must be displayed above the waist and visible from the front before entering the building. Students may choose to wear any school appropriate lanyard. Student I.D. badges are used for security reasons to identify students and non-students. They can also be used for library privileges, for textbook distribution, for Cougar PRIDE incentives, purchasing athletic and activity tickets, for purchasing lunch, and identifying the grade level of the student.

Only I.D. badges issued by Clark Middle School will be allowed. Wearing another student's I.D. badge or giving your badge to another student will result in direct disciplinary action for all students involved. Students who arrive at school without a badge should go immediately to the front office receptionist to obtain a temporary badge as soon as possible. A fee for a replacement I.D. will be assessed for replacement of an identification badge during the school year. Failure to wear student I.D. badges will result in disciplinary actions.

The dress and grooming standards of Clark Middle School are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles, and accessories should meet reasonable school appropriate standards that support a safe school environment.

Students shall come to school looking clean, neat, and ready to learn. The district prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other substance prohibited under FISD Board Policy/Exhibit FNCF.

Clark also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items or wording are specifically prohibited.

The following statements serve as guidelines so that there is no question of what is acceptable:

- "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.
- Pants and other articles of clothing that are torn, ragged, frayed, or pants with holes must be below fingertip length.
- 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 a single nose stud are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Dresses, shirts 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 fingertip length.
- See-through, bare midriff, halter type, shoulder bearing, 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, beach wear, swim wear, 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.

Students in violation of the student dress/grooming code policy will receive disciplinary consequences and will be expected to change to appropriate attire (provided by the school) when violations are brought to their attention. Students will not be allowed to leave campus for the purpose of changing clothes. Students who fail to meet this requirement of compliance with Dress and Grooming Code may spend the remainder of the day in In-School Suspension.

**\*Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed. \***

**Note:** The principal, in connection with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and groom of students who participate in the activity and may impose higher standards.

### **Cell Phones/Devices at School**

Frisco ISD is a BYOD district, meaning students can bring their devices to school; however, it is important that parents and students understand the responsibility of bringing such a device.

- Devices are not required. If a device is *needed* for an assignment, the school will provide one for your student to use. **Students bring devices at their own risk and do risk confiscation of such device if not used per the policy.**
- **Devices are only allowed to be used during the following times:**
  - Before school until dismissal to first period
  - With permission and direction from the teacher, during a classroom activity **for instructional purposes**. Students who deviate from the instructional activity will have their device confiscated.
  - After dismissal at 3:35
- Students may not use cell phones in the halls during passing periods or at lunch.
- Students may not charge cell phones in their classrooms.

During all other times, students may have their devices confiscated if they are visible or if they go off in class, causing a disruption. The reason a student is using their phone during a prohibited time is not considered in whether or not the phone is confiscated (i.e. "My parent just texted me."). Confiscated phones are turned in to

the office for a parent to pick up. **Devices are not released to students. If there is a fine, devices are not released to parents until the fine is paid.**

Device Penalties:

- The **first offense** will result in the phone/device being taken up and returned to the parent with a warning.
- The **second offense** will result in a \$15.00 fine being required before the device is released to the parent.
- The **third offense** will result in another \$15.00 fine before the device is released to the parent.
- The **fourth offense** will result in the device being confiscated for the remainder of the school year and an additional \$15.00 fine will be required before the device is released to the parent.

Parents are notified within 2 days that the device was confiscated. If a fine has been incurred, the fine will be paid through his/her *mypaymentsplus.com* account. Cash or checks will not be accepted.

Students bring devices to school at their own risk. The district is not responsible for lost, stolen, damaged, or misplaced devices, including those devices that have been confiscated.

## **5. SAFETY, HEALTH, LUNCH and PARENT VISITATION**

### **Deliveries**

In an effort to minimize classroom disruptions, Clark office staff will accept deliveries for students on very limited circumstances. **For safety reasons, items brought for students will only be accepted if the person bringing them is on the emergency contact list for the student.**

- Acceptable items include eye glasses/contacts, school work, books, class materials, and clothing items or uniforms needed for class. Messages for students will be accepted only for emergencies or in regard to transportation changes.
- Unacceptable items include delivery of flowers, candy, balloons, or other gifts. Delivery of such items will be denied.

### **Emergency Drills**

As safety is a top priority, students and staff will participate in regular emergency drills throughout the school year. **Parents, please note that students will not be summoned to the front office during an emergency drill.**

### **Extra-Curricular Events and Eligibility**

Any student who fails a class on a marking period report card is not eligible to attend or participate in any extracurricular events, and may not attend again until they regain their eligibility on the next marking period. Students may not stay after school to wait for extra-curricular events that begin at 5 pm or later. Supervision is **not** present to monitor these students; loitering on school grounds is not permitted. Any student that serves ISS or OSS may not attend or participate in any non-graded extracurricular event on the day of said placement. This includes partial days of ISS or OSS, but not Short Term ISS (ST-ISS). For example, a student who was in ISS the day of a dance may not attend but would be able to attend/participate in something like a band concert if they were receiving a grade for the performance. Students should be picked up promptly upon an event's end. Any student who is not picked up from a Clark event within 15 minutes of its conclusion may lose the privilege of attending future events. **Please arrange for prompt transportation ahead of time.**

### **Hall Passes**

During the school day, all students who are in the hallways during class time require hall passes. The pass in the student's agenda should be completed and signed by the teacher/staff member. Information must include the time the student left the classroom and the student's destination.

### **Leaving During the School Day**

Students being checked out from school for an appointment must be released to an individual that appears on the student's emergency contact list in our system and their identity must be verified with their driver's license. For the safety of our students, no one will be called from class until the identity of the person picking them up has been verified.

### **Lockers**

Students will be assigned a locker with a combination lock. We have enough lockers for all students; therefore, **students are not allowed to share lockers.** Students should refrain from bringing items to school that could interfere with, or are not needed for the educational process. Nothing should be adhered to the outside of your locker unless it is a school provided magnet from an organization such as band or choir. Lockers are school property and are subject to search by school officials. Students should not share their combination. If students choose to bring a backpack, it must remain and fit in the locker throughout the school day. Backpacks on wheels are not permitted. All school supplies must fit inside the students' lockers. CMS is not responsible for binders/supplies that are left in the hall because it would not fit in the locker

### **Lunch Payment**

FISD uses mypaymentsplus.com. There is an app available for this website that can be added to most smart phones for your convenience, and the daily lunch menus are available through the FISD app or [www.friscocafe.org](http://www.friscocafe.org). Each student will be issued an identification number and must use it daily when going through the lunch line. Menu prices are available during schedule pick-up. A-la-carte items, salad bar, desserts, ice cream, chips and drinks are also available. Students must pay for meals in advance in the cafeteria. Students must put money in their accounts prior to 10:00 a.m. An alternate lunch will be provided at no cost to any child who forgets his/her lunch money.

### **Lunch Visits by Parents: Policies and Procedures**

For the safety of our students in compliance with TEA, the following policies are in effect:

- Parents, please join your student in having lunch at the *Visitors Table*, located just inside the cafeteria doors. You may also sit outside in the courtyard, weather permitting.
- **Only parents and their student(s) will be allowed to sit at the visitor table.** Please only provide food for yourself and your student.

From page 8 of the Frisco ISD Middle School Student Handbook:

*Students or parents should only bring enough food for themselves. No large quantities to feed other students are allowed. The Texas Nutrition Policy does not allow sharing food. Students should only bring enough food or snacks for themselves. For safety reasons, lunches dropped off for students can only be accepted if the person dropping off is on the child's emergency contact list.*

### **Nurse/Medication**

Karen Thornton, R.N. is assigned to CMS full time. Students who are ill should report to the nurse with a pass from the teacher. If it is deemed necessary, the nurse or other school personnel will contact a parent or guardian. Students who call / text / email their parents for this reason without permission from the nurse or other authorized staff may be subject to disciplinary consequences for violating our BYOD policies. Please note that if the Clark Nurse determines that a student does not meet the criteria to be excused from school for an illness or injury and the parent proceeds to check their student out, the absence will be considered unexcused until documentation from a doctor is provided upon their return; parent notes will not be accepted in. Students should not carry medication of any kind with them during the school day, with the exception of their prescription inhalers and EpiPens only if accompanied by proper documentation from a physician and kept on file in the clinic. Please contact the nurse for proper authorization forms and an explanation of procedures.

### **Visitors Check In and Out Procedures**

For safety reasons, all visitors are required to sign in at the office and to conduct themselves according to the rules and dress code for students. You must have your driver's license with you to have your identity verified. Clark Staff Members may request identification from any person on school property and may ask any person who is not

on legitimate school business to leave. **Visitors must remain in the room or part of the building in which their school business is taking place; visitors may not go to other rooms without an escort.** To meet with school personnel, please make an appointment ahead of time by contacting the staff member directly. Parents, please be aware that visiting relatives that are attending events during the school day or eating lunch with a student *must be accompanied* by a parent/guardian or other individual that is listed on the student's emergency contact list.

#### **Pre-registration:**

In an effort to reduce the number of visitors waiting in line for special events during the school day, such as pep rallies or assemblies, we are offering pre-registration for special events, which is similar to an RSVP. **In order to pre-register for an event, you must have had your driver's license previously scanned through our Hall Pass system once during the current school year.** Complete the special event online pre-registration form by the given deadline. The link to the form for each event will be on our website under "Special Event Pre-Registration" and sent out in School Messenger emails for your convenience. Pre-registered visitors will proceed to the pre-registration table *with their current driver's license* to pick up their ID badge. Special event visitors that have not pre-registered will proceed to the front desk to check in using our normal procedures. Please remember that visiting relatives must be accompanied by a parent/guardian or other individual on the student's emergency contact list to enter the building. Our primary goal is the security of students, but we hope this new procedure will reduce the wait-time for our special events.

#### **Guidelines for Visiting Youth Leaders**

Frisco ISD welcomes local youth organization leaders who are working to build relationships with the youth of their congregation/group. We must, however, have guidelines in place for the purposes of maintaining safety and the rights of all students. Therefore, leaders wishing to visit our schools during the lunch period must abide by the following procedures:

- All visiting organization leaders must follow the same procedures expected of parent volunteers. This includes completing a criminal background check form for FISD, as well as appropriately signing in at the front office of the school. While on the school campus, visiting organization leaders must wear the appropriate visitor's badge and must adhere to the school dress code.
- The volunteer form can be obtained from the campus or can be found on our website and at central office.
- Due to space limitations we ask that organization leaders call in advance to let the front office know that they are coming. Because of the same space constraints, we ask that only one or two representatives from one organization come at each visit and that the visits be limited to no more than once each month at the middle schools. Visiting organization leaders may eat lunch with students who are already members of their organization. The visitor's table is where the guest must sit; youth members may come to them.
- Visitation during lunch by outside youth organization leaders is permitted for the express purpose of eating lunch/visiting with current student members. A membership solicitation is not allowed at this time, nor is group meetings permitted. (Student group meetings are governed by separate District policies.) Group leaders may not distribute materials, invitations, passes, or any other written materials at this time. (Distribution of nonschool publications is governed by a separate District policy. Please contact the office to get more information on this issue.)

## **6. STUDENT SERVICES**

### **Cougar Camp**

Cougar Camp is held annually before the school year begins to provide an orientation for our incoming 6th grade students and their parents. It is highly recommended, as students will meet teachers, tour the campus, learn to read their schedules, and learn about opening lockers. Parents will receive an orientation session simultaneously and have the opportunity to ask questions.

### **Counselors**

Our guidance counselors are available to help students get the most out of their middle school experience and to help them adjust to middle school life. Part of our guidance program is helping the new student feel at home in our school with new teachers and friends in a different setting. Our counselors welcome the opportunity to talk over concerns with students, parents, and teachers. They are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic and school success with a counselor should seek permission from a teacher or administrator to visit the counseling office to set up an appointment.

### **Lost and Found**

Students should not bring valuable items or excessive money to school. Lost items that are turned in are placed in the Lost and Found cabinet in the front office. Items not claimed by the end of each month are donated to charity. Lost and Found is not accessible during class time; please inquire before or after school or at lunch. Please put your name inside jackets or other clothing to help us return lost items to you.

## **7. TRANSPORTATION and GOING TO/FROM SCHOOL**

### **Arrival & Dismissal Procedures**

Students should be dropped off in the front of the school, or on the east (cafeteria) side in the lane designated for car traffic; buses will drop off students on the east side as well in the bus lane. It is also important to note the building will not open until 7:40 a.m. for students to enter the front security foyer.

Frisco Middle Schools are organized on an eight period day with approximately 45-minute class periods. School begins at 8:25 a.m. and dismisses at 3:35 p.m., Monday through Friday. Students are under the authority of school personnel during scheduled school hours. Students should arrive no earlier than 7:40 a.m. and no later than 8:15 a.m.

Students are considered to be “in school” as they wait at a bus stop, when they board a bus, and/or step on campus. Certain areas of the school will be accessible to students before and after school for specific purposes.

Students are required to remain in the area where their activity is scheduled to take place. The cafeteria is the main area for assembly in the morning for 6th grade; 7-8th graders will report to the gym. All students are required to report here unless permission is granted to meet with a school official. All students are expected to remain seated in their designated area. Arrangements should be made for transportation home for all students at the end of the school day at 3:35 p.m. Students not attending an after-school activity should not be on campus after 3:55 p.m. each day (teachers are not on duty and supervision of students is not possible).

### **Bicycles, Scooters, and Skateboards**

Students may ride bicycles to school, but must walk their bikes once on school grounds. Bicycles are to be parked and locked in the designated areas. Students are urged to use caution and exercise bicycle safety when riding to school. School officials reserve the right to restrict bicycle riding on school grounds before and after school.

**Skateboards and scooters are not permitted on the Clark Middle School campus.**

### **Buses**

Frisco students **who are eligible** for bus transportation may take advantage of riding the bus to and from school. Bus eligibility and bus stop information can be obtained from the district website under “Transportation.” To ensure maximum safety at all times, students are to follow all rules issued by the Frisco ISD Transportation Department when riding buses. **The bus stop and bus transportation are considered an extension of the school in regards to rules/expectations, and students who do not act appropriately are subject to school consequences.** **Bus transportation is a privilege, not a right. Failure to observe these rules could result in the loss of bus riding privileges and/or other disciplinary action.** Remember, the safety of all students is our primary concern.

If students have questions or need information regarding buses, please call 469-633-6140.