



## Robert Cobb Middle School Student Handbook Addendum 2018 - 2019

9400 Teel Parkway  
Frisco, TX 75033  
(469) 633-4300

The Cobb Middle School Student Handbook Addendum includes processes and procedures established to provide for student safety and ensure a positive learning environment, as well as the guidelines for Cobb Middle School's discipline policies.

### CMS Administrative Team:

Principal	Mrs. Kecia D. Theodore
Assistant Principal	Mr. Jason Matisoff (Students A-K)
Assistant Principal	Mrs. Stephanie Janes (Students L-Z)

### CMS Counseling Team:

Counselor	Ms. Sharla Guess (Students A-K)
Counselor	Mr. Eric Loveless (Students L-Z)

### CMS Resource Officer:

Officer Brent Armstrong, City of Frisco Police Department

### School Mission:

The mission of Cobb Middle School is embodied in the word, "RISE." We **Respect** and value ourselves and others, we have **Integrity** by conducting ourselves appropriately both in and out of the classroom, we **Support** our peers with empathy and encouragement, and we pursue **Excellence** in all endeavors.

### School Hours:

The school day is from 8:25 AM to 3:35 PM. Students may enter the building at 7:30 AM and are encouraged to arrive no later than 8:15 AM in order to visit lockers, use the restroom if necessary, and prepare materials for first period. **First period begins at 8:25 AM, so students arriving after 8:25 AM are considered tardy and must then sign in through the front office.**



Students will report to the Cobb Cafeteria upon arrival and will remain there until dismissed to first period by an administrator. Students will be dismissed to tutorials at 7:55 AM. Students not attending tutorials must remain in the cafeteria until 8:15 AM. Students attending tutorials are expected to report directly to their tutorial classroom after leaving the cafeteria. For both student safety and building security, unattended students will not loiter or be on campus after 3:50 PM each day.

**Students who are dropped off in the mornings on the east side of the building, Gym Entrance, go directly to the cafeteria. In the afternoon, parents pick up students at the following locations:**

- 6th Grade - North side of Building / Nearest the Cafeteria**
- 7th Grade - South Side of Building / Nearest Tennis Courts**
- 8th Grade - East side of the Building / Nearest the Football Field**

#### **Communication:**

The staff at Cobb MS understands the importance of good communication and encourages parents to contact teachers, counselors, or administrators by phone at (469) 633-4300 any time they have a question, concern, or praise. If we are unable to answer your call, please leave a voicemail, and we will return your call. A staff member will get in contact with you within 24 hours of you making the initial contact. We will always strive to get news, information, and important dates to you in a timely fashion. We use our automated calling system, School Messenger, to keep you informed of what is going on at Cobb. Additionally, some teachers utilize Remind 101. Remind 101 is a tool used by teachers to communicate class information and updates to parents and students via text. Parents and students will opt into this service. Students will receive Remind 101 subscription information from their assigned teachers.

Important information may also be provided to your child through email, flyers, or letters. Cobb parents are also encouraged to contact us to schedule teacher conferences as needed. Parents are encouraged 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.

#### **Sign Out Procedures:**

A parent/guardian must be present in the front office and complete checkout procedures for the student to be released from class. For each student's safety, 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.

*2018- 2019*



### Visitors:

At Cobb Middle School, student safety is one of our top priorities. All visitors are required to check in at the office and provide their Driver's License to be scanned through our Hall Pass School Visitor Management System. A staff member may request identification from any person on school property and may ask any person not having legitimate business to leave campus. All visitors must sign in and 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 unless accompanied by an adult. Parents must check in through the front office before visiting a student or teacher. Parents may not monitor classroom activities without prior approval from the principal.

**\*Lunch Visits:** All visitors will need to sit with the student they are visiting at the designated Visitor's Table. Food must be provided exclusively for the student that the visitor is visiting. If the person visiting a student during lunch is not a parent/guardian, the identity of that person must be established, and he or she must be identified as an emergency contact person on a student's registration card, or approved by the student's guardian to visit the student in advance. **Student's friends will not be permitted to sit at the visitor's table.**

**\*Dropping off Lunches:** Lunches being dropped off to students need to go through the front office. The person dropping off a lunch will fill out a sticker with the student's name and grade and attach the sticker to the lunch bag. *No drinks will be accepted.* The office staff will place the lunch in a designated space in the foyer prior to the student's lunch time. It is the student's responsibility to retrieve the lunch from the foyer. No notifications or deliveries will be made by the office staff.

### Attendance:

**District Policy FEA (local) States:** Regular and punctual attendance is the greatest single factor in school success; a student should attend class regularly. Being absent unnecessarily from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations. We do understand that there are extenuating circumstances that cause a family to choose for their student to be absent. Some of those are unplanned, such as a death in the family. Other absences are planned, such as a trip or a vacation, but we strongly discourage students being absent for the purpose of vacations. 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 that occur in the classroom.



**\*Absences due to Medical Appointments** - If a student is leaving for a doctor/dental appointment, he or she must bring a note from the doctor's office within three school days in order for the absence to be excused.

**\*Absences due to Personal Reasons or Illness** - No more than 4 parent notes, per semester, will be allowed, in order to count an absence as excused.

**\*Trips/Vacations** – If a student will be absent due to a trip or vacation, the following procedures need to be followed.

1. The parent shall submit a written notice, **in advance**, stating that the vacation or trip cannot be taken at another time. **These absences will be considered unexcused.** After three unexcused absences, a truancy letter will be sent per district policy.
2. No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee. No such trips shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the Superintendent or designee.
3. If a student is going to be absent more than 10 consecutive days, the student will be withdrawn on the 10th day. His/her place in class will be held and he/she will be re-enrolled upon his/her return.

**\* Makeup Work for Planned Absences (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 makeup work following any absence. Students are responsible for collecting their makeup work the first day they return to the class(es) that were missed. After receiving their makeup 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. The student will not be entitled to additional tutoring either before or after the trip.

The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. As stated above, it is the



student's responsibility to obtain this makeup work from the teacher and the student will have the allotted time described above to complete and turn in the work.

#### Absences Due to Religious Holidays:

If students plan to be absent for a religious holiday, a Religious Holiday Absence Form should be filed in the front office by parents/guardians prior to the absence. Forms may be received from our receptionist, Ms. Ariola, and returned to the front office.

#### Missed Assignments Due to Absence:

It is the responsibility of the student and/or parent to collect missed assignments due to an absence. It is recommended that before 10:00 AM on the second day of an absence, parents request assignments for the absentee. Teachers will deliver assignments to the receptionist in the front office, and these may be picked up after 3:35 PM on the second day. Students may also collect all assignments when they return to school. Each student is responsible for completing all makeup 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.

#### Tardies:

In the event a student arrives to school after 8:25 AM, the student must sign in through the front office and will be marked tardy. Students with excessive first period tardies may be subject to truancy charges. Tardies will be documented and students who have excessive tardies throughout the day (between classes – 2nd through 8th periods) will receive:

1st tardy – Verbal Warning

2nd tardy – Teacher Detention

3rd tardy – C Hall / Parent Notification

4th tardy – Wednesday Night Reflection / Parent Notification / Truancy Notification

5th tardy – 2 Wednesday Night Reflections assigned / Parent Notification

Administrators will address any subsequent tardies through the Student Code of Conduct and Truancy Laws.

#### Progress Reports and Report Cards:

Students will receive their report cards on the week following the close of each 6 week grading period. In addition to the report card, students will receive a 3 week progress report during the 4th week of each marking period. Grades will also be accessible throughout the entire grading period from the Frisco ISD website ([www.friscoisd.org](http://www.friscoisd.org)) through the Home Access Center (HAC).

*2018- 2019*



### Grading Periods 2018 - 2019:

1st Six Weeks:	August 16 – September 21
2nd Six Weeks:	September 24 – November 2
3rd Six Weeks:	November 5 – December 21
4th Six Weeks:	January 8 – February 22
5th Six Weeks:	February 25 – April 12
6th Six Weeks:	April 15 – May 30

If a student is not passing a class at the three-week progress report or the end of the six-week grading period, mandatory tutorials for that class will be assigned each week until the student is passing. Failure to attend mandatory tutorials may result in disciplinary action such as a teacher detention, and/or assignment to Wednesday Night School (see below), etc.

### Tutorials:

Students may attend morning tutoring beginning at 7:55 AM. Students attending tutorials will be expected to report directly to their tutorial classroom after leaving the cafeteria. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:05 AM.

Afternoon tutorials begin at 3:40 PM and will be available depending on individual teachers' duty schedules.

### Mandatory Tutorials:

Students not passing a class at the three-week progress report or at report card time, will attend mandatory tutorials for that class each week until the student is again passing. **Failure to attend mandatory tutorials may result in a detention, assignment to C Hall, or WNR.**

Teachers may assign students who are not failing to mandatory tutorials to ensure academic success. Teachers may contact parents via phone call or email to set up mandatory tutorials.

Mandatory Tutorial Days are as follows:

- Monday - Science
- Tuesday - ILA
- Wednesday - Social Studies
- Thursday - Math
- Friday- Fine Arts/Electives





### Retesting:

Students will be able 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 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.) Retakes are available before and after school on the designated content days or by appointment with the teacher.

### Late Work:

The general late work policy for Cobb Middle School is provided to hold students accountable to complete their assigned work so that teachers can assess student understanding and students can make progress in their learning. In the event that an assignment is not turned in on its due date, students will be assigned to Wednesday Night School.

### Wednesday Night School (Academic):

We offer an opportunity for our students that have missing or incomplete assignments to complete their assignments in a supervised environment outside of the regular school day. Wednesday Night School is on Wednesdays from 3:40 PM to 6:30 PM each week. If a student is asked to stay for Wednesday Night School, one of the student's teachers will be in contact with a parent/guardian regarding the Wednesday Night School assignment date. Wednesday Night School is not intended to be punitive, but is designed to help students complete and turn in missing assignments. If a student is able to complete the missing or incomplete assignments and turn the assignment in before Wednesday Night School begins, the student will be excused from attending. **Students with overdue work who do not attend the next Wednesday Night School will receive a zero for the outstanding work.**

Assignments fall into three categories under the FISD Secondary Grading Policy:

**Major** - 50%

**Minor** - 30%

**Daily/Homework** - 20%

\*The category of the assignment determines the action that will be taken if turned in late.

**Major and Minor Assignments** - Major and minor assignments include but are not limited to in-class assignments, projects, essays, and quizzes. Students missing a Major or Minor assignment will be required to attend Wednesday Night School to complete the assignment. Failure to attend the scheduled Wednesday Night School will result in a zero on the assignment.



**Daily Work/Homework** - Homework provides students with an opportunity to practice what is being taught with the goal of building towards the mastery of concepts covered in class. After a student has two missing daily/homework assignments in a class for a marking period, the student will be required to attend Wednesday Night School to complete this work. Failure to attend the scheduled Wednesday Night School will result in a zero on the assignments.

### End of Year Awards Ceremonies:

Each May, Cobb holds its annual awards ceremony for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade recipients to recognize academic excellence. The 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Awards Ceremony takes place in the evening during the final week of school. The criteria for receiving a Cobb Academic Award are as follows:

- Team and Elective Awards: Core and elective teachers select one student per subject they teach, based on intangible factors such as attitude, work ethic, attendance, collaboration, perseverance, character, and academic achievement.
- Principal Awards: earned by students who have maintained marking period grades of 90 or above for each six weeks (MP 1-MP 5) in each class, including electives, without points added for PAP and GT courses.
- Merit Awards: earned by students who have maintained marking period grades of 95 or above for each six weeks (MP 1-MP 5) in all *core* classes with 6 points added for PAP and GT courses.
- Extraordinary All A's Awards: earned by students who have maintained marking period grades of 95 or above for each six weeks (MP 1-MP 5) in each class, including electives, without points added for PAP and GT courses.
- Presidential Awards: earned by 8<sup>th</sup> Graders only, and based on two criteria. Student has scored "Meets Grade Level" on Math or Reading STAAR, and has maintained marking period grades of 90 or above for each six weeks in all core classes in 6<sup>th</sup>, 7<sup>th</sup>, and first semester of 8<sup>th</sup> grade. GT and PAP classes will be weighted 6 points when determining Presidential Award recipients.
- Distinguished Cyclone Awards: a top honor presented to one 8<sup>th</sup> grade boy and one 8<sup>th</sup> grade girl each year. Recipients are nominated and voted on by Cobb MS faculty as leaders, both academically and socially.





Students must provide their own transportation home, and should be picked up no later than 6:45 PM in the front of the school.

### 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 no less than 30 minutes and no more than one hour before or after school under direct teacher supervision. There are two types of detentions at Cobb. The first is a teacher detention where the student must serve 30 minutes before or after school with the teacher assigning the consequence. The second is a C Hall detention which is an hour-long detention served before or after school. Morning C Halls are from 7:15 AM to 8:15 AM. Afternoon C Halls are from 3:40 PM to 4:40 PM.

Teachers may contact parents via phone call or email in order to set up a detention time. Students will receive a reminder form if assigned a C Hall.

### Wednesday Night Reflection (Behavioral):

For some infractions of the Student Code of Conduct, administrators may assign Wednesday Night Reflection (FNR). Wednesday Night Reflection 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 get caught up on schoolwork. This disciplinary detention is held on Wednesdays from 3:40 to 6:30 PM. During WNR, students may be required to complete a character-based assignment as well as any incomplete school assignments. The curriculum provided for students to complete allows them an opportunity to reflect on behavior choices they made, and also provides them with the tools necessary to make positive choices in the future. If an emergency arises and a student is unable to attend a scheduled WNR, a parent should make arrangements with his or her student's assistant principal; the student will be considered absent, and further disciplinary consequences may be administered. Students must provide their own transportation home and should be picked up no later than 6:45 PM in the front of the school.

### ISS: In School Suspension

ISS is a student removal from the classroom environment. ISS is intended to assist students in understanding the results of negative choices, remove them from their peers for a period of time, and provide students an opportunity to get caught up on schoolwork. While in ISS, students may be required to complete a character-based assignment, plus any and all assignments provided. Students are required to bring all books and school supplies to ISS. Students placed in ISS may lose other after-school and extracurricular privileges.



### Short Term ISS

Short Term ISS is a short term student removal from a class period by an administrator for behavior that interferes with the teaching and learning environment.

### B.Y.O.D. and Cell Phones:

Cell phones must be turned off and out of sight before being dismissed from the cafeteria to 1st Period. **Parents, please do not text message or call students on their cell phones during school hours.** If you need to leave a message for your student, please call the Cobb front office at (469) 633-4300 and our office staff will see that the student receives the message. After morning dismissal, students may not turn their cell phones back on unless directed by the teacher for a class activity. Teachers will tell students when devices can be used in the classrooms. Students are prohibited from using or activating any device without permission. Students or others may not tape or video record a class without the prior approval of the teacher and principal. If devices are not being used in the classroom with teacher approval, students are prohibited from using or activating any cell phone or texting device during the school day. If a student uses such a device, leaves the device turned on, or displays the device inside the building during the school day without permission from a staff member, the device may be confiscated. The device will only be returned to a parent or guardian. The following consequences will be administered to students who violate this rule:

**1st offense** – the phone will be confiscated and returned to the parent with a warning being issued.

**2nd offense** – the phone will be confiscated and parent/student must pay a \$15 fine that must be paid through MY PAYMENTS PLUS @ [www.mypaymentsplus.com](http://www.mypaymentsplus.com), before the phone is returned to the parent.

**3rd offense** – the phone will be confiscated and parent/student must pay a \$15 fine that must be paid through MY PAYMENTS PLUS @ [www.mypaymentsplus.com](http://www.mypaymentsplus.com), before the phone is returned to the parent.

**4th offense** – the phone will be confiscated and may be held for the remainder of the school year by the district; the \$15 fine must be paid through MY PAYMENTS PLUS @ [www.mypaymentsplus.com](http://www.mypaymentsplus.com), before the phone is returned to the parent.

Parents will be notified within 24 hours after the device has been confiscated to schedule a time to pick up the phone after the fine has been paid. Each infraction will be documented and a parent signature will be required to pick up the device.



### Dress Code:

Students will not be permitted to wear the following: sagging pants, sunglasses, caps, hats and bandanas, undergarments worn as outerwear, pajamas, or house shoes. 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 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 policy FNCF (1). The district 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.

The following statements serve as guidelines for acceptable clothing:

- 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.
- Earrings and a single nose stud 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.
- Tears, frayed or ragged edges, and holes must be below fingertip length on any article of clothing.
- Tights, leggings, jeggings, and other form-fitting pants must be worn with shirts, skirts, or shorts that extend to 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, jerseys/shirts with large arm holes, beach wear, swim wear, and tube tops, are not appropriate or acceptable.

Students in violation of the student dress and grooming code 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 who persistently violate the dress code may be held to a higher dress standard. 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.

Please refer to the Frisco ISD Middle School Student Handbook for more specific information regarding dress code.

### Academic Dishonesty:

Copying the work of another student on homework or exams is a serious offense and a violation of the Student Code of Conduct. Students who participate in any form of academic dishonesty, including copying or providing the answers to an assignment may be assessed a “0” for the grade. Parents will be notified of any violation and consequences may be assessed.

### Bus Information

To ensure maximum bus safety at all times, students must follow all rules issued by the FISD Transportation Department when riding a school bus. Failure to observe these rules will result in disciplinary action and/or the possible loss of bus riding privileges. Student safety is our primary concern.

### Bicycles / Skateboards

Students who would like to ride bicycles to school are welcome to do so.

FISD policy prohibits skateboards and skates on school grounds at any time. Bicycles are to be parked and locked in the designated areas. The school cannot provide security against theft or vandalism. Students must walk, not ride, their bicycles while on school property and are urged to use caution and common sense when riding bicycles after leaving the area around the school.

### PE Uniforms:

Grey t-shirts and black shorts are required attire for PE class. PE attire may also be purchased from any vendor that carries the required style and color clothing.

### Classroom Resources:

Textbooks are provided in certain classes by the district, however certain classes may provide only online textbooks or textbook CDs. Students who lose or damage district resources



(library books, textbooks, calculators, electronic device, etc.) while checked out to them will be expected to pay for the lost or damaged item.

### Lost and Found:

Students should not bring valuable items to school. Lost items that are turned in are placed in the Lost and Found container in the Cobb Cafeteria. Items not claimed by the end of every marking period are donated to charity. Please put your name inside jackets or other articles of clothing to help us return lost items.

### Cafeteria Procedures:

The school cafeteria offers breakfast and lunch daily. Each student will be issued an identification number and will be required to use the cafeteria debit system to purchase meals. Meals may not be charged, and students must prepay for lunches. It is recommended that students put money into their accounts prior to 10 AM. Parents may also make payments online and check student purchases at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). You will need to register for a free account. **When depositing money online, please note that it may take 24 to 48 hours to post to your child's account.** Parents/guardians may set spending limits for their student by contacting the cafeteria manager.

Menu prices and other relevant information related to Frisco ISD's Food and Nutritional Services department can be accessed using the following link: <http://friscocafe.org/>. During lunch, students may purchase "a la carte" items which are more expensive.

### School Related Purchases:

Transactions such as field trip fees, yearbook purchases, electronic device violations and any other campus related expenses will be handled through MY PAYMENTS PLUS which can be set up and accessed at [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

### Medications/Nurse Visits:

A registered nurse is on campus full-time.

Students are not allowed to have any medications in their possession at school. This includes prescription meds, over-the-counter meds, vitamins, and herbs. All medication must be left in the school clinic with the nurse where it is kept in a locked cabinet at all times. The school nurse will not administer allergy or vitamin injections. This does not include injectable medications to be used in an emergency.

Students who are ill should report to the nurse with a pass from their teacher. If it is deemed necessary, the nurse or other school personnel will contact a parent or guardian.



Students should not use their personal cell phones to contact parents and ask to be picked up due to illness; in case of illness, students must check out through the clinic.

**Attendance at Extracurricular Activities:**

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Cobb MS. It is important to continue to build Cyclone PRIDE! Therefore, it is requested that all students (participants and fans) and parents respect our own students and staff, as well as any visiting teams or officials at these events. Cobb students will have free admission to Cobb MS athletic events within Fisd when they present their Cobb student identification cards at the gate. To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events that evening. Students who want to cheer on their teams at these events must go home and return at 5:30 PM when events begin.

**Students should be picked up no later than 15 minutes after the end of the event.** Students may lose the privilege of attending future extracurricular events and activities at Cobb if there is a pattern of being picked up late for events. We encourage all students to call their parents at the beginning of the last quarter of any sports event (rather than waiting until the event has already ended) to ensure that they are picked up on time.