

**Hunt Middle School**  
**Addendum to the FISD Student Code of Conduct**  
**SY 2017-18**

*Students are expected to adhere to the FISD Student Code of Conduct as well as the Hunt Middle School Addendum to the FISD Student Code of Conduct*

**Administrative Staff**

Mrs. Amanda Ziaer, Principal

Dr. Marie (Rossmann) Chevalier, Campus Behavior Coordinator (CBC), Assistant Principal Last Names A-K

Ms. Victoria Bobo, Assistant Principal Last Names L-Z

**Counseling Staff**

Mr. Josh Stevens-Counselor Last Names A-K

Ms. Karen Austin-Counselor Last Names L-Z

**HUNT MIDDLE SCHOOL HOURS**

Hunt Middle School is in session from 8:25 AM-3:35 PM. Students should arrive no earlier than 7:45 AM and no later than 8:20 AM. The cafeteria doors will open at 7:45 AM. Arriving students should report to the cafeteria.

The hallway doors to morning tutorials will open at 7:55 AM. Students arriving after 8:05 AM and not attending tutorials will remain in the cafeteria. Students not attending afternoon tutorials or school related practices/rehearsal should exit the campus by 3:40 PM. Students remaining for afternoon tutorials should be picked up at 4:10 PM.

**ACADEMIC ETHICS & PLAGIARISM (updated 8/1/17)**

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.

***Plagiarism and cheating 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.

**ADMINISTRATIVE DISCRETION**

Hunt Middle School administration reserves the right to update and enforce policies and procedures at their discretion.

**BRING YOUR OWN DEVICE (BYOD)**

**BYOD:**

With permission from the teacher, students may utilize electronic devices in the classroom for educational purposes only. **Unless specifically directed by a staff member all devices and earbuds/headphones should be off and out sight at all times during the school day.** Teachers will utilize BYOD and NO BYOD signage.

**In order to protect student privacy, bathrooms and locker rooms are designated no device zones. Use of devices in those areas will be considered a more serious infraction and will lead to accelerated discipline consequences.**

**Students using their personal devices for BYOD activities must log in and use the Frisco ISD filtered wireless network.** Use of electronic devices, including cell phones, is always prohibited during passing periods, in restrooms, in locker rooms, in dressing rooms, and during lunch. **Students should not view, email, text, call, video, take pictures, record audio, post to any form of social media during the school day or otherwise communicate through their electronic devices.** Devices, including cell phones, will be confiscated if they are used in prohibited ways or at prohibited times. Students are **NOT** required to own or bring a device. FISD is **NOT** responsible if devices are damaged, lost, or stolen. **Students should use FISD Google Accounts for school use only.** Consequences for violation of the telecommunication device policy are outlined in the Frisco ISD Middle School Handbook.

### **TECHNOLOGY MANAGEMENT PLAN**

**1st violation** = Verbal warning

**2nd violation** = Turned into front office, parent must pick up from the front office.

**3rd violation** = Turned into front office and assessed a \$15 fee to get device back; Parent must pick up from the front office.

**4th violation** = Turned into front office; \$15 fee to get device back; Parent must pick up from the front office. No BYOD technology privileges.

### **STUDENT COMMUNICATIONS**

Students are requested to refrain from asking to use school telephones except in emergencies. Parents wishing to communicate with their children during the school day should call the office and leave a message. Office personnel will deliver messages. **Students are not allowed to communicate from their personal phone during the school day.**

### **LATE WORK**

Assignments turned in late will have a deduction from the grade earned.

### **DAILY AND MINOR GRADES LATE WORK**

1. Assignments will be accepted late for up to 3 school days with a deduction of 10 points per day.
2. Teachers may assign a Detention Hall to provide time for assignment completion.
3. On the fourth school day students will have earned a zero.

### **MAJOR GRADES ASSIGNMENTS LATE WORK**

1. Assignments will be accepted late for up to 3 school days with a deduction of 10 points per day.

2. By the third school day administrative action will be taken.
3. If a student fails to complete the assignment after administrative action, they will have earned a zero.

### **RETEST PROCEDURES**

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 the opportunity to retest for a higher grade.

#### **Please be aware of the following:**

1. Students will have an opportunity to retest after the graded exam is returned.
2. Students that plan to retest may be required to attend a tutorial with their teacher prior to the retest. **The retest will be administered only once at a specific time.** Students will be notified of the retest date in a timely manner.
3. ILA policies will differ slightly due to the nature of the course.
4. Teachers reserve the right to request additional tutorial sessions in order to master difficult concepts prior to retesting when appropriate.

### **MAKEUP OF REGULAR (ORIGINAL) TESTS DUE TO ABSENCES**

Students absent on a regular test day shall NOT be allowed to miss academic instruction by making up the test during class time. Makeup tests must be given before or after school in the teacher's classroom.

### **BEVERAGES AND FOOD**

Water is allowed in clear containers. If the water container becomes a disruption the bottle will be confiscated. No other foods, beverages, candies, or gums are allowed in any portion of the building.

### **BRINGING FOOD TO STUDENTS**

Parents may only bring food for their child. No meals or treats are allowed for other students, even on birthdays. Lunch drop offs will no longer be accepted in the front office. Parents dropping off lunches may leave the food on the table provided in the front foyer. Students are responsible for picking up lunches from the foyer prior to their designated lunch period.

### **DELIVERIES**

In order to minimize class disruptions we will not deliver dropped-off items to students during class (e.g. gym shorts, shoes, tennis racquets, homework etc.). Parents may leave items at the front desk and students will be notified either at the end of 3<sup>rd</sup> or 6<sup>th</sup> period. It is the student's responsibility to pick up items from the front office. We will not accept flowers, balloons or gift deliveries at any time.

## DISCIPLINE OF STUDENTS

Respectful and responsible behavior is expected at Hunt Middle School. Teachers may assign consequences for incidents of a minor nature. Serious and persistent misbehavior will be brought to the attention of an administrator. Administrators will assign appropriate disciplinary consequences.

## BULLYING

All forms of bullying are taken very seriously at Hunt Middle School and will not be tolerated. Students should seek out a teacher, counselor, or administrator and report any form of bullying so it can be stopped.

## ATTENDING SCHOOL FUNCTIONS AND EXTRACURRICULAR EVENTS

Once students leave the facility hosting the extracurricular event they will not be allowed back in without paying an additional gate fee. Students leaving and attempting to re-enter will be asked to contact parents to pick them up.

All spectators are expected to adhere to the highest standards of decorum. Spectators are encouraged to cheer on and encourage their team. Individuals that exhibit conduct unbecoming a spectator, such as “coaching” from the stands, yelling at or confronting coaches, referees, opponents, other spectators, student athletes, etc. are subject to removal. Please be aware that FISD requests that all children remain in the stands with their parents during games. All spectators should refrain from bringing footballs, basketballs, etc. to contests. **School dress code applies at all school functions both home and away. Students failing any courses at the six weeks marking period will not be allowed to attend extracurricular activities both home and away. A list of failures will be kept at the home gate.**

### Pick-Up Following School Functions and Extracurricular Events

Students attending extracurricular events without their parents must be picked up on time following all extracurricular events. **Students that are not picked up prior to 15 minutes following an extracurricular event may lose their privilege of attending extracurricular events. This policy applies to events both home and away.**

### ISS/OSS and Extracurricular Attendance/Participation

Students serving an I.S.S. or O.S.S. placement may not attend or participate in any after school or extracurricular activities until the full placement is completed.

## NURSE REFERRAL

Students that are feeling ill should report to the nurse. If a student needs to be sent home due to illness the nurse will contact parents. Students should NOT call or text parents directly from a cell phone to request a pick up due to illness. In order to be categorized as an excused absence the nurse must excuse an ill student.

## SECURITY

All visitors, including parents, must check-in through the front office. All visitors, including parents, must enter the building through the front, main doors of the school and sign-in at the office. Please do not attempt to enter through any other doors. **Please do not prop doors open at any time.**

### **SCHEDULE CHANGES**

Schedule change requests for specific teachers will not be granted at any time. Schedule changes for elective courses will only be considered through the end of the first week of school. Changes regarding Pre-AP/on level courses may be considered at other times during the year. All schedule change requests after the first week of school require the approval of the appropriate Assistant Principal.

### **STAAR TESTING**

Please do not schedule any doctor, dentist, orthodontist, or other appointments for your child on STAAR testing days.

#### **Electronic Devices:**

The use of electronic devices, smart watches or like kind devices are strictly prohibited during the administration of all CBA's, minor and major assessments including quizzes and State Mandated Assessment. Devices shall be stored in the student lockers. Teachers reserve the right to ask students to remove and store devices at any time during instruction.

### **TARDIES**

Counting of tardies for **all periods** will be carried out through the front office "Late Gate." At the "Late Gate" students will be given a tardy slip. Teachers should not admit a tardy student without a tardy slip.

Students who have excessive tardies will be disciplined accordingly:

1<sup>st</sup>-4<sup>th</sup> Tardy –Warning (per semester)

5<sup>th</sup> -7<sup>th</sup> Tardy – Parent Notification and Lunch Detention (per semester)

8<sup>th</sup>- 10<sup>th</sup> Tardy- Parent Notification and Thursday Night School (per semester)

11<sup>th</sup> and beyond Tardy – Parent Notification and ISS Placement (per semester)

### **TEXTBOOKS**

Students must pay for damaged or lost textbooks issued to them.

### **TUTORING**

Teachers conduct tutorials in the mornings from 7:55 AM - 8:20 AM and afternoons from 3:35-4:05 PM, except for the morning or afternoon the teacher is assigned an extracurricular practice/contest, duty or during faculty meetings.

### **VISITORS**

Parents and authorized guests having lunch with their student will sit at the designated guest table in the cafeteria. Only the student of the visitor may sit at the guest table. **Visitors may not visit other tables in the cafeteria or bring food to other students.**

To protect the safety and instructional time of students, all visitors must be cleared through the office before visiting any classroom or staff member. Parents must have prior approval of the principal to visit classroom activities. Students from other schools, siblings, friends, or relatives may not visit in the classroom during the school day.

### **VISITORS DURING STATE TESTING DAYS**

Hunt Middle School is closed to all visitors on any state testing days.

### **ADDITIONAL STATEMENT ON DRESS CODE**

Hemlines for all dresses, skirts, shorts, etc. must extend to or below the student's fingertips when their arms are held to their side. Please note, hemlines would NOT include any embellishments such as lace, fringe or sheer fabric. The administration reserves the right to ask students and parents to comply with any dress code violation that may be considered inappropriate or out of compliance with the student code of conduct at any time.