

Pearson Middle School  
Student Handbook Addendum



2018-2019

Pearson Middle School

2323 Stonebrook  
Frisco, TX 75036  
469-633-4450

### **Pearson Administrative Team**

Principal – Ms. Jamie Wisneski

Assistant Principal – Ms. Melanie Lee (8th grade/7th grade Sergeants)

Assistant Principal – Ms. Lauren Higgins (6th grade/7th grade Majors)

### **Pearson Counseling Team**

Counselor – Ms. Kathy Riojas (6th grade/7th grade Majors)

Counselor – Ms. Christina Courts (8th grade/7th grade Sergeants)

School Liaison Officer – Officer Josh Wilcox

### **STUDENT ARRIVAL/DEPARTURE**

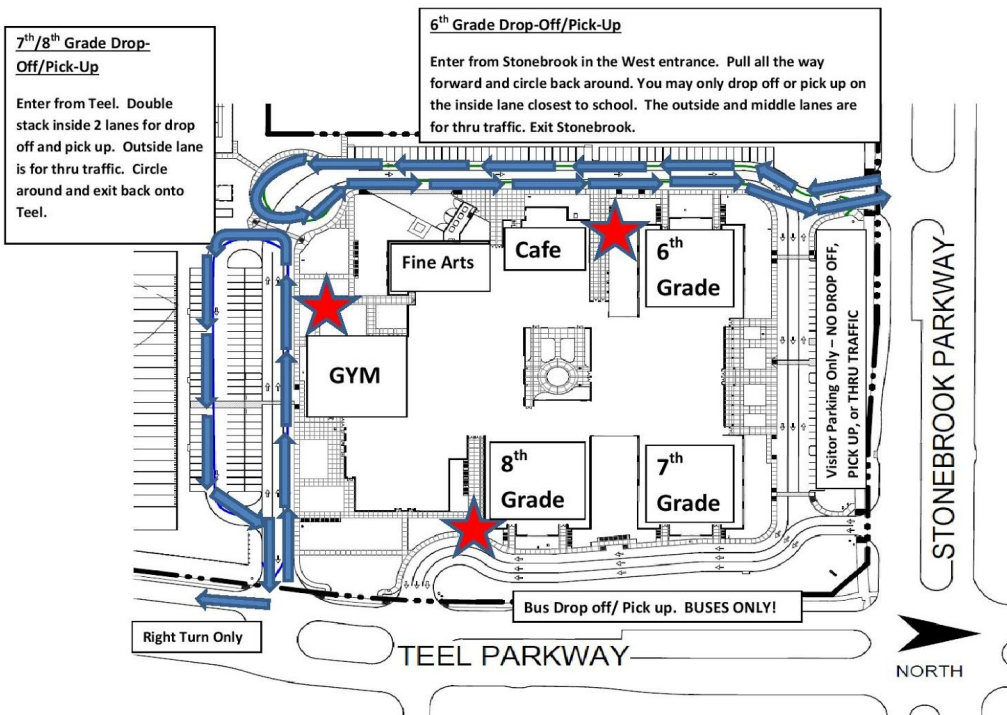
#### **School Hours:**

The school day is from 8:25 AM to 3:35 PM. Students may arrive at school NO earlier than 7:30 AM.

Students will report to the cafeteria until dismissed to first period by an administrator. **Once a student arrives on campus, they are to remain on campus until dismissal time, or a parent signs them out in the front office. Pearson Office hours are from 7:45 AM to 4:15 PM.**

**For both student safety and building security, all students should be off campus by 4:00 PM, unless staying for tutorials or a planned practice that is supervised by school personnel. Students may not wait on campus following dismissal in order to attend an evening school event.**

## Car Drop Off/Pick Up:



Traffic Circulation Map

Specific morning and afternoon traffic flow maps are accessible through our website and should be referenced to determine allowable entrances and exits from our campus. **A 10 MPH speed limit is in place at all times on our campus.** Students must be dropped off in the mornings at the designated locations on the south or west side of the building and report directly to the cafeteria. **Students should only be dropped off or picked up from vehicles that have completely entered our campus. Students should NEVER be dropped off or picked up on Stonebrook or Teel.**

In the afternoon, parents may pick up students on the designated areas, excluding the bus loading zone located on the east side of the school. Please see circulation map above for locations. During pick-up times, in order to ensure student safety, we ask that a single line be formed on the school side of the driveways so students do not need to cross in front of cars to get to their ride. In order to facilitate student drop-off and pick-up, we ask that you not park in the drop-off/pick-up areas and leave your vehicle unattended between the times of 7:55 AM to 8:30 AM and 3:00 PM to 4:00 PM. Students are not allowed to wait at school unsupervised. Arrangements should be made for students to be picked up immediately after school or immediately following a school sanctioned event.

### **Bus:**

To ensure maximum bus safety at all times, students are to follow all rules issued by the FISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus riding privileges and/ or other disciplinary action.

### **Walking:**

Students should observe all safety precautions when walking to school. **When crossing Stonebrook and Teel roads, students should only do so at designated crossing locations.**

### **Bicycles**

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

### **GENERAL INFORMATION:**

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

When it is necessary for a student to leave during the school day, he or she must be signed out through the front office. If a student is leaving for a doctor/dental appointment, a parent/guardian must meet the student in the front office and complete check-out procedures. 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.

#### **Visitors:**

At Pearson Middle School, student safety is always one of our top priorities. All visitors are required to check in at the office and to conduct themselves according to the rules for students. An administrator may request identification from any person on school property and may ask any person not having legitimate business to leave campus. All visitors will 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. Parents must check in through the front office before contacting or visiting a student or teacher. Parents may not monitor classroom activities without prior approval of the principal.

Students or others may not tape or video record a class without the prior approval of the teacher and principal.

\* **Lunch Visits:** 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 either a visitor (with prior written, confirmed, parent/guardian permission) or emergency contact person on a student's registration card/eSchool account. Again, we want to keep our students safe, and we appreciate your assistance in helping us do so.

For the safety of our students and TEA-compliance reasons, the following policies are in effect:

- Visitors should wait for their student near the designated guest table located at the back of the cafeteria, near the courtyard windows.
- Only parents and their student(s) will be allowed to sit at the visitor table.
- Please provide food for only 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.

### **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. Students are encouraged to prepay for lunches. Breakfast will cost \$1.25, and a tray lunch will cost \$2.50. During lunch, students have the opportunity to purchase food from a la carte lines. Prices in these lines vary. An alternative meal will be provided as an emergency meal to students that have reached the maximum charge limit. Parents and/or guardians may set spending limits for their child by contacting the cafeteria manager. Parents may also make payments online and check student purchases at <https://www.mypaymentsplus.com/default.aspx>.

### **PE Uniforms:**

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

### **Textbooks:**

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

### **Medications:**

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

### **Lost and Found:**

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

### **Food and Drinks During the School Day:**

Students are not allowed to have any type of food or drink, with the exception of water in a clear container (preferably a reusable water bottle), in the classroom at any time. If a student brings their lunch to school, they should keep it in their locker until their designated lunch period. **Water, in a clear container only, is allowed in the classrooms.** Water bottles should not be at computer stations or on a desk by a laptop.

Each grade level will have a designated time in which snack will be allowed per teacher discretion. All snacks must be in a sealed bag and should not cause a distraction to the learning environment.

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

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Pearson MS. It is important to maintain pride and tradition of our school. Therefore, it is expected that all students (participants and fans) and parents should respect our own students and staff, as

well as any visiting teams or officials at these events. Students should also follow the student code of conduct and the school dress code or consequences may be issued. Pearson students will have free admission to Pearson athletic events within Fisd when they present their Pearson student identification cards. Student ID's are required for entrance into extracurricular activities. There will be a \$5.00 replacement charge for any student who loses their ID. **To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events or any other after-school events that begin after 5:30 pm.** Also, students in attendance at athletic games must remain seated in the stands or in an adult supervised area at all times. **For safety concerns, students should be picked up no later than 15 minutes after the end of the event in order to attend future extracurricular events and activities at Pearson. 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. Students may lose the privilege to attend future events if they are not picked up on time.**

## ACADEMICS

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

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

### **Grading Policies:**

The Texas Education Code requires student grades to reflect student mastery of assignments and prohibits minimum grades. Grades earned on assignments are used in determining six weeks and semester grades. More information about the grading system can be found in the Frisco ISD Middle School Handbook.

### **Student Scheduling Guidelines:**

**Schedule change requests will need to be submitted during the first week of classes.** Submitting for a schedule change does not guarantee that it will be approved.

**Tutorials:**

Morning tutorials will begin at 7:55 AM and conclude when the student is dismissed to first period. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:10 AM. Teachers may opt to begin tutorials at 7:30 AM. They will communicate those dates to the students, and students will be released for early morning tutorials between 7:30 and 7:35. If a student is not passing or at risk of not passing a class, mandatory tutorials may be assigned by the teacher to ensure academic success. Students may also be pulled out of an elective class for additional acceleration. Afternoon tutorials will be from 3:40 P.M.-4:05 P.M. each day. If your teacher is not available for tutorials, please see the other teacher in your grade who teaches the same subject.

**Mandatory Tutorials:**

A student who is making a 75 or below at the three-week progress report or is in danger of failing at any time may be assigned a mandatory tutorial schedule for additional support so that the student can be more successful. Failure to attend mandatory tutorials may result in disciplinary action.

**Field Trip Policy:**

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

**FISD Middle School Retest Regulations**

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

- A. The purpose of grading is to be informative in nature. Grades need to be a true reflection of the relative level of mastery. Students have mastered content when they demonstrate a thorough understanding as evidenced by doing something substantive with the content beyond merely echoing it.
- B. 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.

Grades should reflect a student's relative mastery of the curriculum and should provide feedback on student progress. In accordance with grading guidelines, a student shall be permitted to retest grades 84 and below on MAJOR exams for a maximum score of 85. Students scoring 85 or above on the original



exam will not have an opportunity to retest. Requirements to retest, such as attending tutoring sessions and/or completing remedial assignments, will be determined by campus guidelines. Students will have a window of FIVE school days after the exam is returned to retest. (Remediation and retest must be completed by the end of the FIVE-day window.)

This retest policy does not include:

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

### **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.

Reasoning:

- Grading and retest guidelines should be as consistent as possible 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

### **Late Work:**

The general late work policy for Pearson Middle School is provided to **promote student responsibility and consistency throughout the building.**

- Daily and Minor Grades: 10 points off the grade earned for each day the assignment is late; after the fourth day, the maximum grade earned is a 50 if the assignment is turned in within the current marking period.

\*All major projects will have checkpoint grades to ensure student completion and success.\*

### **Academic Dishonesty:**

Academic dishonesty by copying the work of another student on homework or exams is a serious offense and a violation of the Student Code of Conduct. Teachers will make every effort to monitor exams closely.

### **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. Students who participate in any form of academic dishonesty, including copying or providing the answers, may be assessed a “0” for the grade if verification of the academic dishonesty can be obtained. Disciplinary consequences may be assessed by the teacher, and/or administrators and parents shall be notified about any such violations.

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

- **1st 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.
- **2nd 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 refer to the FISD Middle School Student Handbook for more specific information regarding academic ethics and plagiarism.**

## Attendance

**District Policy FEA (Local) States:** Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to 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. That being said, 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 for such as a death in the family. Others are planned, such as a trip or a vacation. 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 in the classroom.

Please be aware of the following attendance guidelines and requirements:

- Doctor and dentist's notes are considered excused absences.
- Parent notes for absences due to illness are accepted only four days per semester.
- Notes to excuse absences must be submitted via email to the school attendance clerk, Barb Foley (foleyb@friscoisd.org) or turned in to the front office **within THREE days of the absence**.
- Signing a student out on the electronic Raptor system in the front office is not considered excused even if you indicate the absence is for a doctor's appointment. You must follow up with a written note as indicated above.
- The parent shall submit a written request, **in advance**, stating that the vacation or trip cannot be taken at another time. **These absences will be considered unexcused.**
- Only one such trip or vacation per family, per year, can be requested.
- 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. Students will not be allowed to take their final exams early.
- State law requires students to attend 90% of the school year in order to be awarded credit.
- A Student Attendance Behavior Improvement Plan and a truancy warning letter will be issued for the following reasons:
  - a student with **THREE** unexcused absences in a four week period, or
  - a student who reaches their **SEVENTH** unexcused absence in a sixth month period

- Truancy shall be filed for students who have 10 or more unexcused absences in a six month period.

**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 they will be re enrolled upon his/her return.**

*Note: Changes to the Attendance policy are likely, as we receive information from TEA's interpretation of HB 2398.*

**\* Make-up 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 make-up work following any absence. Students are responsible for collecting their make-up work the first day they return to the class(es) that were missed. After receiving their make-up work, students will turn in their work as follows: one day of absence, one day (next class period) to make up work; two days absence, two days (class periods) to make up work; three days or more absent, three days (class periods) to make up work. Full credit can be earned as long as the work is turned in within the allotted time. A teacher may also ask for a reading log, journaling or a writing activity to demonstrate learning that occurred on a trip.

The student will not be entitled to additional tutoring either before or after the trip.

**\* Make-up Work for students who are absent 10 or more consecutive days** -The teacher may assign the student make-up 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 make-up work from the teacher and the students will have three days 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 and returned to the front office.

**\*Long Term Student Absences /Absence Due to Trip or Vacation** – If a student's absence should extend beyond 5 consecutive days or due to a family trip or vacation, an Extended Absence Form should

be filed by parents prior to the absence. Forms can be obtained from our receptionist, and returned to the front office for Principal approval. Only one such trip or vacation per family, per year, can be requested. These absences will be considered **unexcused**. Compulsory attendance rules continue to apply to all students, regardless of excused or unexcused absences.

### **Tardies:**

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

**1<sup>st</sup> tardy – Verbal Warning**

**2<sup>nd</sup> tardy – Parent Contact**

**3<sup>rd</sup> tardy – Parent Contact & Teacher Detention**

**4<sup>th</sup> tardy – Teacher Notifies AP and C-hall from AP**

**5<sup>th</sup> tardy – TNR from AP**

***\*\* Tardy count starts over each 6 weeks marking period.\*\****

Teachers will document all tardies in eschool and monitor the total number of student tardies per marking period. It is the teacher's responsibility to notify administration on the 4th tardy to ensure the policy is being followed.

Administrators will handle any subsequent tardies through the Student Code of Conduct/Truancy Laws.

### **Missed Assignments Due to Unforeseen 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 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 3:00 PM on the second day. Students may also collect all assignments when they return to school. Each student is responsible for completing all make-up work. Students are allowed one day to make up assignments for each day of absence. If a student misses a test or quiz, it is the responsibility of the student to schedule a time with the teacher to make up the assessment. If the student was aware of an assignment deadline before the absence occurred, the assignment or test may be due upon the student's return.

## **Communication**

Staff at Pearson understand the importance of good communication and encourage parents to contact teachers, counselors, or administrators by phone at (469) 633-4450 anytime you have a question, concern, or praise. If we are unable to answer your call, leave a voicemail message, and we will return your call within 24 hours. Parents are also welcome to contact teachers or administrators directly through email. Parent requests to meet or conference with teachers, coaches, counselors, or administrators should be made in advance by phone or e-mail. We also have a general Pearson email address that you may use should you have questions or comments. Our Pearson general email address is: [pearson@friscoisd.org](mailto:pearson@friscoisd.org)

**Our Pearson website serves as our primary source of communication with parents.** We will also use our automated calling and e-mail system, School Messenger, for updates and reminders. Additionally, important information may be provided to your child through news flyers or letters. Students may obtain information regarding activities and dates on the bulletin board located near the front office.

Please check our website on a regular basis for the most up-to-date information on all of the exciting opportunities that are planned for the Pearson school community. Our Pearson website is: <http://www.friscoisd.org/schools/pearson/>, and our Facebook page is: Pearson Middle School Frisco ISD.

There will be several opportunities throughout the year for parents to attend our Coffee with the Counselors events. This time allows guest speakers to talk about topics of special interest to parents of middle school students. These meetings will be posted on the website in the Counselor Connection and parents will be notified by an email through School Messenger and/or through Counselor website providing the date and time of these events.

Pearson parents are encouraged to contact us to schedule conferences. Requests may be made through our counselors, team-leaders or teacher. Compliance with the Family Educational Rights and Privacy Act (FERPA) will be maintained through all methods of communication.

## **Parent/Student Messages:**

We realize that there are times when a parent needs to get information to a student regarding a change in transportation, lunch needs, etc. If you need to send a message to your student during the school day, please communicate the information to the front office staff, and we will be sure the student receives the message in a timely manner. **We strongly discourage parent requests to pull a student from class**

**during the school day for a simple delivery or phone message, as this is a disruption to the learning environment for the student and their classmates.**

**Student Phone Calls:**

If a student needs to contact their parent during the school day, they must obtain a pass from a teacher allowing them to use the student phone in the front office. Students who use their cell phone during the school day to contact parents or any other person are in violation of the district's cell phone policy. Again, our goal is student safety in all communication made from school.

**Home Access Center/Teacher Websites/Student Agendas:**

At schedule pick-up, all students were given their username and password to access our **Home Access Center** to retrieve grades. This is a great tool for parents and students to work together to stay current on grades, missing assignments, attendance, etc. A short tutorial on how to use Home Access Center, as well as Home Access Help, can be found on the Pearson website in the Resource section. Username and passwords will be provided to students upon their request and 6th grade students will be asked to regularly check their grades during their Technology Applications class.

**Teacher Websites** are a great resource to use to access teachers' lesson plans, assignments, class calendars, etc. Links to teacher websites can be found on the Pearson website under the appropriate grade level or content section. Please be aware that as learning is assessed throughout each lesson, there will be times that weekly lesson plans need to be adjusted. Students will always be made aware of these changes. If you see consistent discrepancies between your student's agenda and the Home Access Center or teacher website information, you may want to contact your student's teacher for clarification.

**Teacher Detention:**

Teachers may assign a detention before or after school for infractions of the Student Code of Conduct. A detention may be assigned by the teacher, giving 24 hours notice to parents. Teachers must document the infraction/detention in On-Course and provide the student with a parent notification letter for the detention. Students are expected to present this letter to parents, obtain a parent signature, and return the letter to the teacher the next day. Teachers are also encouraged to notify parents by phone and or email. 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.**

### **Teacher Lunch Detention:**

Teachers may assign a lunch detention for infractions of the Student Code of Conduct. Students assigned to lunch detention will report to a designated area in the cafeteria and will not be allowed to interact with other students.

### **Administrative Lunch Detention:**

Administrators may assign lunch detentions for infractions of the Student Code of Conduct, including cafeteria misbehavior. Students who have skipped mandatory tutorials and/or teacher-assigned detentions may also be referred to an administrator for lunch detention. Students assigned to lunch detention will report to a designated area and will not be allowed to interact with other students.

### **C-Hall:**

C-Hall is a one-hour detention scheduled before or after school by an administrator. Only a parent or administrator can reschedule a C-Hall. All students assigned to C-Hall will meet as designated on the C-Hall Notification Form. C-Hall times are:

Mornings – 7:20-8:20 A.M.

Afternoons – 3:40- 4:40 P.M.

### **Thursday Night Reflections:**

For some infractions of the Student Code of Conduct, administrators may assign Thursday Night Reflections (TNR). Thursday Night Reflections is utilized to encourage students to change their behavior, assist students in understanding the results of negative choices, teach self-discipline, and provide students an opportunity to get caught up on schoolwork. This disciplinary detention is held on Thursdays from 3:40 to 6:40 PM. During the detention, students complete a character-based assignment and any school assignments due. The provided curriculum allows students an opportunity to reflect on the behavior choices they made and 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 TNR, a parent should make arrangements with his or her student's assistant principal prior to the TNR; otherwise, 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 6:40 PM.



### **ISS: In-School Suspension**

ISS is a short-term removal from the classroom environment. ISS encourages students to change their behavior, assists students in understanding the results of negative choices, teaches self-discipline, and provides students an opportunity to get caught up on school work. While in ISS, students will be required to complete a character-based assignment, plus any and all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. While in ISS, students may not participate in or attend any after-school or extracurricular activities.

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

OSS is student removal from the campus for up to three consecutive days at home in an unsupervised educational setting. Schoolwork must be accepted from students assigned to OSS, and students will turn in their assignments upon their return to the school. The number of days of a student's out-of-school suspension will be determined by the principal or other appropriate administrator and will not exceed three school days.

### **BYOD/Cell Phones/Electronic Devices:**

Bring Your Own Device (BYOD) –

*“allows students to bring their own technology (smart phones, iPads, tablets, etc.) to use at specified times during the school day ... to enhance learning in the classroom.”* (FISD Student Handbook)

All electronic devices should remain powered off and in the student's locker unless authorized by a teacher to use during their class period. After being used for that class period, the device should be powered off again and returned to their locker.

Electronic devices may not be used during lunch or passing periods. No headphones are allowed on campus, but students may use earbuds to listen to their device before school during the hours of 7:30 A.M.- 8:20 A.M. Any unauthorized use of an electronic device may result in the confiscation of the device.

The following consequences will be administered to students who violate this rule:

**1<sup>st</sup> offense – the device will be confiscated and returned to the student with a warning**

**2<sup>nd</sup> offense – the device will be confiscated and will be returned to only a parent or guardian.**

**3<sup>rd</sup> offense – the device will be confiscated, and a \$15 fine must be paid before the phone is returned to the parent or guardian.**

**4<sup>th</sup> offense – the device will be confiscated and may be held for the remainder of the school year by the district; a \$15 fine must be paid before the phone is returned to the parent or guardian.**

Parents will be notified within two school days after the device has been confiscated to schedule a time to pick up the phone and pay the fine if applicable.

To limit the distraction from instruction during the school day, students who choose to bring a cell phone device to school must remember to turn it off and put it away. **We ask all parents to please not text-message or call their students on their cell phones during school hours.** If you need to leave a message for your student, please call the Pearson front office at 469-633-4450 and our office staff will see that he or she receives the message.

**Please refer to the FISD Student Handbook for more detailed guidelines on electronic devices.**

#### **Dress Code:**

The dress and grooming standards of the Frisco Independent School District are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Below are the basic standards enforced at Pearson, and as always, dress code violations are determined using teacher/administrator discretion. Violators of the policy, at administrative discretion, will be provided alternative clothes for the day. Students are not allowed to use “back up” clothes or call a parent to bring a change of clothing. Excessive dress code violations may result in ISS placement.

**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.**

The following statements serve as guidelines for acceptable clothing:

- “Sagging pants” are not allowed. Jeans, slacks, shorts, and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments should not be visible at any time.

- Tears, frayed or ragged edges, and holes must be below fingertip length on any article of clothing.
- Sunglasses, caps, hats, bandanas are not permitted to be worn 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 student's' fingertips when their arms are held to their sides are acceptable.
- 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 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.

*\*Parents: Dress Code is expected to be maintained throughout all daily activity. This includes: sitting, standing, walking, bending over, etc. We appreciate your help!*

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

**BULLYING/HARASSMENT/HAZING:**

A Pearson Middle School Bullying Committee will meet regularly throughout the school year using the Olweus Bullying Prevention Program to address educating the student body about bullying. The committee will consist of administrators, teachers, students, and parents.

**Bullying** is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal

expression, expression through electronic means, or physical conduct that: 1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; 2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; 3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or 4. Infringes on the rights of the victim at school.

Bullying also includes includes cyberbullying. Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**Harassment** is bullying by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, bullying on the basis of race, color, national origin, religion, disability, or any other basis prohibited by law (such as dating violence and sexual harassment). All matters involving harassment issues will be reviewed for possible referral to law enforcement officials.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

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

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

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

**Minimum Consequences:** Verbal reprimand and warning of future consequences.

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

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

**Examples:** Second referral for teasing (or other Level 1 offense), intimidation, encouraging someone else to bully someone in any way, aggressive actions, destruction of property, continual gossip/rumors, undermining relationships, or taking possessions (if this involves breaking a law it goes to a Level 3 offense).

**Minimum Consequences:** Detention, and/or removal from some privileges; alert all teachers (need to know basis), counseling sessions, and contact parent.

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

- **Level 3:** Behaviors which are intended to cause physical or mental harm and/or are illegal; Automatic with third referral for a bullying offense.

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

**Minimum Consequences:** ISS, OSS, refer to law enforcement officials, and ongoing counseling.

**Please refer to the FISD Middle School Student Handbook for more specific information regarding bullying.**