



Student Handbook Addendum 2018-2019



Proud of our Heritage...Pioneers of the future

1649 High Shoals Drive
Frisco, Texas 75036
Phone: 469-633-4700

Frisco ISD.....Our Mission:

Our mission is to know every student by name and need.

The Pioneer Heritage 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 Pioneer Heritage Middle School's discipline policies.

PHMS Administrative Team:

Principal – **Rocky Agan**

Assistant Principal – **Troy Hart** - Students with last names (A-L)

Assistant Principal – **Jenna Martin** - Students with last names (M-Z)

PHMS Counseling Team:

Counselor – **Cathy Lovelace** – Students with last names (A-L)

Counselor – **Jill Davis** - Students with last names (M-Z)

PHMS Resource Officer:

Officer **Kerri Jones**, City of Frisco Police Department

School Hours:

The school day is from 8:25 A.M. to 3:35 P.M. Students may arrive at school NO EARLIER than 7:30 A.M. and are encouraged to arrive no later than 8:15 A.M. Arriving to school by 8:15 A.M. allows students time to visit lockers, use the restroom if necessary, and prepare materials for first period. **First period begins at 8:25 A.M., so students arriving after 8:25 A.M. are considered tardy, and must sign in through the front office.**

Upon arrival, students must report to the Pioneer Heritage Cafetorium and remain there until dismissed to first period by an administrator. They are not able to go to their lockers until they are dismissed from the cafeteria. Students will be dismissed to a tutorial classroom between 7:53 A.M. 8:00 A.M. and must remain there until 8:20 A.M. For both student safety and building security, students may not loiter and shall exit the campus by 3:45 unless in a supervised setting.

Office Hours:

The office is open from 7:45am to 4:15pm.

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, the parent or guardian must come to the front office to sign the student

out. A student cannot be taken out of class until the parent is at the school. Once a parent/guardian arrives in the front office, the check-out procedures can be completed. 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. Also, it is necessary to provide a doctor's note when they return for the absence to be considered excused, unless the nurse releases the student for a medical reason.

Visitors:

At Pioneer Heritage 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, unless accompanied by a parent during lunchtime. 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 or emergency contact person on a student's registration card, or approved for a visit by a parent/guardian in advance. Again, we want to keep our students safe, and we appreciate your assistance in helping us do so. Parents are asked to sit at the reserved parent table at the front of the cafeteria. Students may have one friend join them at that table with their parent. Parents are only allowed to bring food for your students, including but not limited to cupcakes or other items to celebrate birthdays, per child nutrition laws. High school students/siblings cannot come eat lunch with a PHMS student unless accompanied by a parent/guardian.

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 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.

1. 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.**
2. Only one such trip or vacation per family, per year, can be requested.
3. 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 complete any classwork, projects, or exams early.
4. **If a student is absent more than 10 consecutive days without prior notification, 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.**

Compulsory Attendance Law

In order to obtain credit for a course, students must also be in attendance 90% of the time the class is offered. Students are required to make up time if they are out of compliance, **regardless of excused or unexcused absences.** Opportunities to make up time will be offered daily before and after school and on staff development days. See the district middle school handbook for more detailed information.

Make-up Work for Absences:

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 work may be given ahead of time and some may be given upon return.

It is the student's responsibility to complete make-up work following any absence. Students are responsible for collecting their make-up work the first day they return to the classes that were missed. After receiving their make-up work, students will turn in their work as follows: one day of absence, one day (next class period) to make up work; two days absence, two days (class periods) to make up work; three days or more absent, three days (class periods) to make up work. Full credit can be earned as long as the work is turned in within the allotted time.

Students absent 10 or more consecutive days, withdrawn, and re-enrolled:

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 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.

Planned Absence Protocol

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, Mrs. Fulton, and returned to the front office.

Long Term Student Absences

If a student's absence should extend beyond 5 consecutive days, an Extended Absence Approval Form should be filed by parents prior to the absence. Forms may be received from our receptionist, Mrs. Fulton, and returned to the front office for principal approval.

Unplanned Absence Protocol

Absences Due to Illness or Medical Appointments:

It is the responsibility of the student and/or parent to provide documentation (written note or email) from the parent or doctor stating the reason for absence. **This must be provided within 3 days of returning to school.** The system in place at the front desk to check out a student does not replace a written note. Students will receive legal documentation when they reach 3, 7, and 10 unexcused absences. Attendance contracts will be issued on the 8th unexcused absence.

- **Truancy charges are filed at 10 unexcused absences.**
- **Only four days will be excused by parent notes per semester. After four days, absences will be considered unexcused even if there is a written parent note.** Only a doctor's note will be accepted to considered an absence excused after four days have been excused by parent notes.

Missed Assignments Due to Illness or Medical Appointments:

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 A.M. 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 3:30 P.M. 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.

Tardies:

In the event a student arrives to school tardy, after 8:25 A.M., 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 class periods 2nd through 8th) will be disciplined accordingly:

- 1st tardy – Verbal Warning
- 2nd tardy – Verbal Warning/Parent Notification
- 3rd tardy – C-hall/Parent Notification/Truancy Notification, if applicable
- 4th tardy – AP Referral (in progression: Thursday Night Reflection, 1 day ISS, 3 days ISS, attendance contract and/or truancy charges filed)

***Tardies are per 6 weeks**

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

Grading:

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

Grade Weighting and Categories

Weighting: Major Grades = 50% – Minor Grades = 30% -Daily Grades = 20%

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

Progress Reports and Report Cards:

Progress reports and report cards will continue to be paperless this year. Parents and students are able to access their progress reports and report cards through the Home Access Center (HAC) one week after each 3 week or 6 week period ends. Grades will also be accessible throughout the entire grading period by visiting the Home Access Center through the Frisco ISD website (www.friscoisd.org). If a student is not passing a class at progress report or report card time, weekly tutorials for that class will be assigned until the next grade report. Failure to attend assigned tutorials may result in disciplinary action.

Tutorials:

Students may go to tutorials in the morning or afternoon, as needed. Morning tutorials will begin at 7:55 A.M. and will conclude when the student is dismissed to first period

between 8:15 and 8:20 A.M. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:00 A.M. Afternoon tutorials begin at 3:35 P.M. Some teachers may not be available at certain times due to other teacher responsibilities.

Mandatory Tutorials:

If a student is not passing a class at progress report or report card time, weekly tutorials for that class will be assigned until the next grade report. Failure to attend assigned tutorials may result in disciplinary action.

Teachers may also assign students to mandatory tutorials to ensure academic success. Communication to parents will be provided when a student is assigned a mandatory tutorial via phone call or email.

Re-Testing:

Students have the opportunity to retest on exams, classified as a major grade, for scores below 85 for a maximum score of an 85. Students scoring an 85 or above on the original exam will not have an opportunity to retest for a higher grade.

1. 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.)
2. Requirements to retest, such as attending tutoring sessions and/or completing remedial assignments, will be determined by campus guidelines.
 - a. PHMS students will be required to complete corrections on the original assessment before re-testing. Teachers may require students to attend a maintenance tutorial to complete these corrections and/or a re-teach session.
 - b. PHMS students must complete all remedial assignments (assignments for tested objectives in which the student scored below 70) required by the teacher prior to taking the retest.
 - c. All of the PHMS retest guidelines must be met during this same time period BEFORE the student will be allowed to complete the actual retest
3. The retest grade cannot lower the student's major grade average and will be discounted if this is the outcome of the test.
4. The student will not be given the original assessment for a retest.

This retest policy would not include:

- CBAP Process (English Language Arts Curriculum Based Assessment Prompt)
- Projects
- Presentations, speeches, lab reports, and writing assignments that fall under the current Project Guidelines
- Assessments given the final five days of the course

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

Late Work:

The general late work guidelines for Pioneer Heritage Middle School are provided to **promote student responsibility and consistency throughout the building.** For regular daily assignments, weekly assignments, and homework, students may receive a grade no higher than a 85.1 for work turned in one day late. If work is turned in two days late, the highest grade a student may receive is a 70.1. After two days, the student will receive a zero for a missing assignment until turned in and will be issued a mandatory Missing Assignment Tutorial with the classroom teacher.

One Day Late	85.1% maximum
Two Days Late	70.1% maximum
At end of 3rd or 6th week in 6 weeks (whichever comes first)	0%, (If turned in prior to end of 3rd or 6th week, then maximum of 70.1%)

NOTE: “.1” INDICATES LATE ASSIGNMENT IN HAC

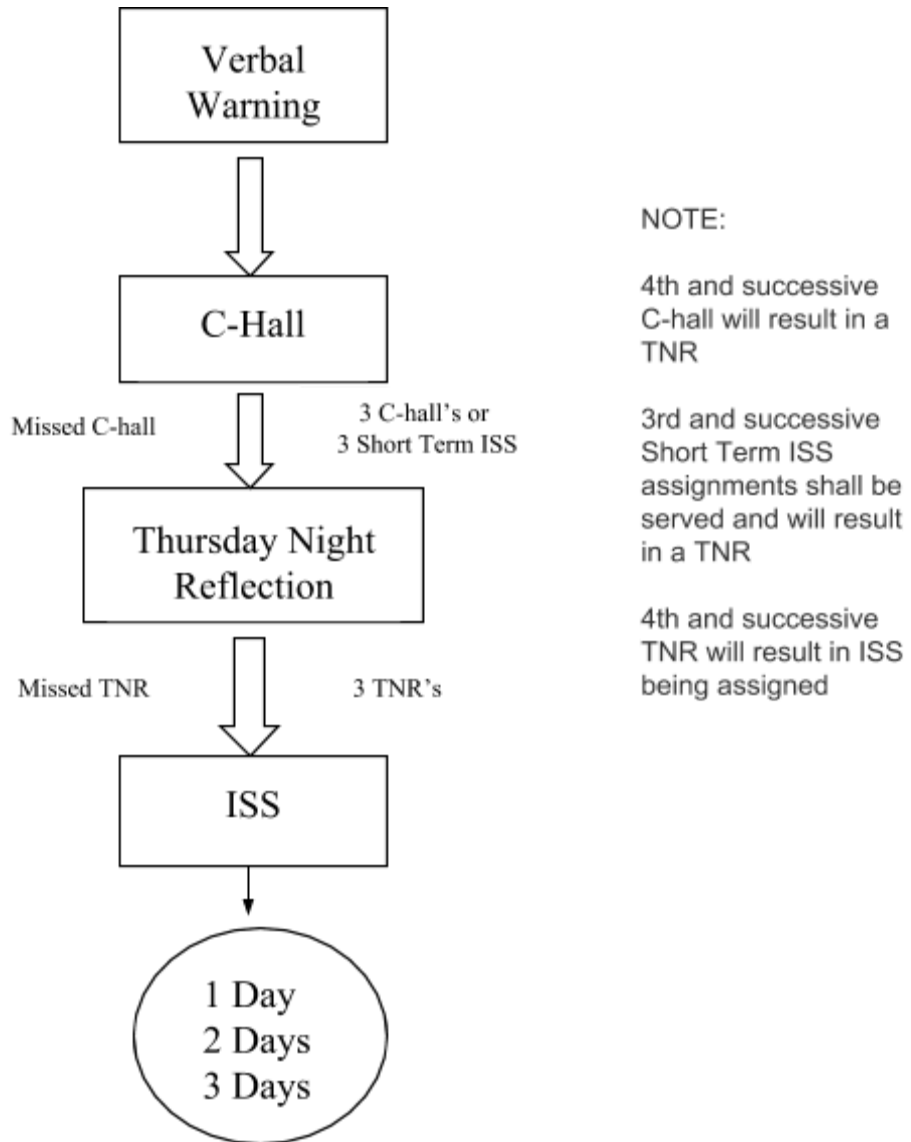
NOTE: Mandatory Tutorial may be assigned to complete assignment

- Not attending the Mandatory Tutorial = C-Hall (Completion of assignment in C-Hall)
- Three Late grades per class per 6 weeks = C-Hall
- Grade is entered as an “L” and will remain as such until the assignment is turned in, then entered as “grade.1”. Ex. “70.1”
- Assignments will not be accepted for a grade (or credit) after the current 3 week period ends (after progress report time or until report card time)

Discipline Management Model

Failure to attend assigned consequence will result in rescheduling of original consequence and being assigned the next level consequence.

**Per semester



***Persistent misconduct may result in placement at the Student Opportunities Center (DAEP)**

****Escalation of consequences may result depending upon severity of action.**

Detention (C-hall):

Teachers may assign detention before or after school for infractions of the Student Code of Conduct. Detentions may be assigned by the teacher, giving 24 hours notice to parents. C-halls will be held on Tuesday and Thursday afternoons from 3:40 - 4:40 P.M. as well as Friday mornings from 7:15 – 8:15 A.M. and will be **under direct teacher supervision**. Students must arrive on time to C-hall or additional disciplinary action may be taken.

Thursday Night Reflections:

For some infractions of the Student Code of Conduct, administrators may assign Thursday Night Reflections (TNR). Thursday Night Reflections are 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 5:40 PM. During the TNR, students complete a character-based assignment and any school assignments due. 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 TNR, a parent should make prior arrangements with his or her student's assistant principal; 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 5:40 PM. Students must arrive on time to C-hall or additional disciplinary action may be taken.

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. Students may not participate in or attend any after school or extracurricular activities on the days they are assigned ISS. Students must report directly to the assistant principal's office and may not go to the cafeteria, lockers, or the gym before or after school.

Short Term ISS:

This is a short term removal from a single class period by a teacher for behavior that interferes with the learning environment in the classroom.

Discipline Decisions:

Student discipline is handled by each student's assigned administrator. In addition, the Campus Behavior Coordinator (CBC) will be consulted and will communicate with parents when a change in academic placements occur. The CBC for PHMS is Jenna Martin.

Communication:

The staff at Pioneer Heritage Middle School understands the importance of good communication and encourages parents to contact teachers, counselors, or administrators by phone at (469) 633 - 4700 any time they have a question, concern, or praise. If we are unable to answer your call, please leave a message with voicemail, and we will return your call as soon as we are able. Parents are welcome to contact teachers or administrators directly through email. We also have a general Pioneer Heritage email address that you may use should you have questions or comments.

Our email address is pioneer@friscoisd.org

We will also use our automated calling and email system, School Messenger, for updates and reminders. Additionally, important information may be provided to your child through flyers or letters. The Pioneer Heritage Middle School website is also a very helpful resource for information.

Periodically, parents also have the opportunity to attend "Coffee with the Counselors." This time allows guest speakers to discuss topics of special interest to parents of middle school students.

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

Cell Phones and Technology Devices

Providing students and staff with a 21st century digital learning environment is part of the Frisco ISD core values. FISD allows middle school and high school students to bring their own technology devices (Wi-Fi capable) to use at specified times during the school day.

Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion. In addition to bringing their own devices, secondary students will have access to their own Google Apps account, including Gmail, within the Frisco ISD domain (k12.friscoisd.org). With teacher approval, students may use their devices in the classroom to access and save

information from the Internet, collaborate with other learners, and utilize the productivity tools available to them through their student Google Apps accounts.

When a student brings his/her own technology device to a middle school or high school campus, it is **mandatory** that the device utilize the FISD wireless network. For example, a Frisco High student will choose the “FHS—Student” wireless ID, and sign in using his/her FISD username and password to browse the Internet. By logging into the FISD wireless network, they are accepting the terms of the Frisco Secondary Student Responsible Use Policy. Once on the FISD wireless network, all users will have filtered Internet access just as they would on a district owned device. Failure to utilize the FISD wireless network may result in disciplinary action and/or loss of technology privileges.

Please refer to the [FISD Technology website](#) for full details.

Students must remember that cell phone usage is still prohibited during school hours. Students may use their devices before and after school, but cannot use their devices in between classes or at lunch.

If students violate the policies or use them in class at times not approved by their individual teacher, the following guidelines will be followed:

- **1st offense** – the phone/device will be confiscated and returned to the student with a warning being issued and parent notification
- **2nd offense** – the phone/device will be confiscated and parent must pay a \$15 fine before the phone is returned to the student and a C-hall will be issued.
- **3rd offense** – the phone/device will be confiscated and parent must pay a \$15 fine before the phone is returned to the student and a TNR will be issued.
- **4th offense** – the phone/device will be confiscated and may be held for the remainder of the school year by the district; parent must pay a \$15 fine before the phone is returned to the parent and ISS will be issued.

Parents will be notified by the teacher within two school days after the device has been confiscated and turned into the AP Secretary, Mrs. Mendoza. This year the district will be allowing payment of the fine through the [“My payments Plus”](#) system.

Dress Code:

Administration will use their discretion on all questionable dress code items.

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

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. Clothing, hairstyles, and accessories should meet reasonable school appropriate standards that support a safe school environment.

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

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. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation, or other offensive items or wording are specifically prohibited.

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

- "Sagging pants" are not allowed. Jeans, slacks, shorts and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments should not be visible at any time.
- Pants and other articles of clothing that are torn, ragged, frayed, or pants with holes must be below fingertip length.
- Sunglasses, caps, hats, bandanas are not permitted to be worn in the building.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes are not permitted. Tennis shoes must be worn in physical education classes. Shoes with wheels are not allowed.
- Earrings and a single nose stud are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Dresses, shirts and shorts that extend to or below the 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, beachwear, swimwear, halter-tops, and tube tops, are not appropriate or acceptable. Shoulder straps on tops and other clothing must be a minimum of two inches in width and must cover the undergarments.

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.

Parents will be notified of violations following the 1st offense:

- **1st offense** – Verbal Warning
- **2nd offense** – Parent Notification/C-hall
- **3rd offense** – Parent Notification/Thursday Night Reflection

FISD Academic Ethics and Plagiarism

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)*:

- **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.

For daily and minor assignments, the following guidelines will be followed:

- **1st Offense:** Student will complete the work again for a maximum grade of 50% and a consequence may be assigned if not completed within 1 school day.
- **2nd Offense (in any class):** Student will complete the work again and receive a maximum grade of 50% and a consequence will be assigned.
- **Any subsequent offenses** may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

Parental Support

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

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

Alternatives to Cheating and Plagiarism

FISD provides numerous support services for students to help them achieve success honorably. These support services include, but are not limited to the following: tutorials, opportunities to redo assignments, opportunities for mastery, administrative support, before and after school library time, and peer support. Students who seek appropriate help when they need it will be more successful and will feel more satisfied with their accomplishments.

The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification
- If you study for a test with a classmate, make sure that you do sit near each other during the test since your responses (and errors) may be similar
- Be cautious when reading or scanning someone else's paper before writing your own. Some of the ideas in the other person's paper may be idea that you would have used, but you will not need to credit the person whose paper you read for the ideas
- Use all avenues of support available to you – for help needed beyond the classroom; see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject
- Assignments should be considered individual unless the instructor states otherwise
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper
- Keep current with assignments. If you need to read and entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project
- Know what constitutes cheating, including all the variations of plagiarism

Bus Information:

To ensure maximum bus safety at all times, students are to follow all rules issued by the FISSD Transportation Department when riding a school bus. Failure to observe these rules could result in the loss of bus riding privileges and/or other disciplinary action. Remember, student safety is our primary concern. You must be bus eligible to ride a bus. To ride a different bus than you are regularly assigned, you must have a note from home and have it approved by the front office.

Bicycles/Skateboards:

Students who would like to ride bicycles to school are welcome to do so. Skateboards or skates are not allowed 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 bicycle while on school property, and 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.

PE Uniforms:

PE Uniforms are required for all Frisco ISD middle school students enrolled in Physical Education classes. They may be purchased through PHMS PTA or any vendor that sells the required style and color. The uniform consists of a black shorts and grey t-shirt with Frisco ISD PE on the front of the shirt.

Textbooks:

Textbooks are provided by the district and individual student copies may be issued at the beginning of the year. Every student is obligated to give his or her books the best care, and must cover each of his or her textbooks. Students must put their name in the front of the book as soon as it is issued to them, and they should not loan or borrow textbooks. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Certain classes may only provide online textbooks .

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 near the Pioneer Heritage Cafeteria. Items not claimed by the end of every 6 week grading period are donated to charity. Please put names inside jackets or other articles of clothing to help us return lost items. Technology items, glasses, and other small valuables are kept in the office area either at the front desk or with the AP Secretary.

Cafeteria Procedures:

The school cafeteria offers breakfast and lunch daily. All new students will use their student ID to purchase meals in the cafeteria. Menu prices will be available online. There are two tray lines and one “a la carte” line. Students have the opportunity to purchase food from an “a la carte” line during lunch only. Prices in this line varies.

Our online payment administrator is My Payments Plus. You will need to set up an account for each of your students. You can avoid low and negative balance phone calls by signing up for automatic payments at www.mypaymentsplus.com. This service incurs a small service charge! Please note that money submitted online may take up to 24 hours to post to a student’s account. Payments may also be made with cash or check in the cafeteria prior to school at a register in the tray line.

Medications/Nurse Visits:

All medication must come from home and must be in the original container and properly labeled. 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.

A registered nurse is assigned to Pioneer Heritage full-time. 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 are not permitted to 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. If a student does not check out through the nurse, the absence may not be considered excused.**

Attendance at Extracurricular Activities:

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Pioneer Heritage Middle School. It is important to build pride and tradition in our school! Therefore, it is requested 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 you will be asked to leave the event.

Pioneer Heritage students will have free admission to PHMS athletic events within FISD when they present their Pioneer Heritage student identification cards (*see eligibility requirements below). To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events that begin after 5:30 P.M. Students who want to cheer on their teams at these events must go home and return at 5:30 when events begin. Also, to ensure student safety, 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 Pioneer Heritage. 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.**

Eligibility for Student Activities

The “No Pass, No Play” rule stipulates that students not passing all of their courses at the end of a six week grading period will be ineligible for contests during the next 3 weeks. Eligibility will be reinstated if a student is passing all courses at the three weeks interval. For clarification, students do not lose eligibility at three weeks, only regain it.

***All students not meeting the above stipulation regarding eligibility may not attend or participate in after school activities.**

****Student athletes must be in attendance for at least 1/2 the school day (second half) to be eligible to play/participate in an event that evening.**

Acknowledgement

Please use the following link to acknowledge that you have read and understand the expectations set forth in the 2018-2019 Pioneer Heritage Middle School Handbook Addendum.

[2018-2019 PHMS Student Handbook Addendum Acknowledgement](#)