Student Handbook Addendum
2016-2017

Proud of our Heritage...Pioneers of the future
1649 High Shoals Drive
Frisco, Texas 75034
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 – Lauren Farragut - Students with last names (M-Z)

**PHMS Counseling Team:**
Counselor – Judson Carmichael – 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 7:55 A.M. 8:05 A.M. and must remain there until 8:15 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. 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.**

   * **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 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.

   * **Make-up Work for students who are absent 10 or more consecutive days and are 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.

   * **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.

*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 must make up time if they are out of compliance, **regardless of excused or unexcused absences**. See district middle school handbook for more detailed information.

****more changes are likely as we receive information from TEA’s interpretation of HB 2398.

**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.

**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.

**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 because of 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. Students will be provided a mandatory tutorial form when they are assigned a mandatory tutorial. Students are expected to present this form to parents, obtain a parent signature, and return it to their teacher. Teachers may also contact parents via phone call or email to set up mandatory tutorials.

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 70.1 for work turned in one day late. If work is turned in two days late, the highest grade a student may receive is a 50.1. 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.

<table>
<thead>
<tr>
<th>Late Work Grade</th>
<th>Grade School Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Day Late</td>
<td>70.1% maximum</td>
</tr>
<tr>
<td>Two Days Late</td>
<td>50.1% maximum or MAT assigned by teacher for completion</td>
</tr>
<tr>
<td>After two days</td>
<td>0% (until turned in)</td>
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</tbody>
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NOTE: “.1” INDICATES LATE ASSIGNMENT IN HAC
NOTE: Mandatory Missing Assignment Tutorial (MAT)

- Not attending the MAT = 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. “50.1”
- 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 KEYS (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. Students should be provided a detention notice when they are assigned a detention. Students are expected to present this form to parents. C-halls will be held on
Tuesday and Thursday afternoons from 3:40 - 4:40 P.M. as well as Wednesday and 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 consider 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 students 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 Lauren Farragut.
**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 voice mail, 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 as well as . 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.

For questions, please refer to the FISD technology website for full details: http://www.friscoisd.org/ly/departments/technology/documents/FISD_BYODCommunication_001.pdf

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.

Students will not be permitted to wear the following: “sagging pants,” torn or ragged clothing, sunglasses, caps, hats, bandanas, undergarments worn as outerwear, pajamas, or house shoes. The following statements serve as guidelines for acceptable clothing:

**Boys:**
- Shirts with sleeves must be worn at all times.
- Shorts or pants must be worn at or about the waistline at all times.
- Undergarments should not be visible at any time.

**Girls:**
- Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments (no undergarments should be visible).
- See-through, bare midriff, halter type, shoulder bearing, or spaghetti strap blouses, any revealing clothing, or any low-cut clothing will not be permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.
- **Skin-tight apparel including but not limited to:** Exercise pants, yoga pants, leggings and/or jeggings (leggings that look like jeans)-may ONLY be worn with a shirt or dress that extends to or below the student’s fingertips all the way around when their arms are held to their sides.
- Dresses, skirts, and shorts must extend to or below the student’s fingertips all the way around when their arms are held to their sides. *Parents: please help us by asking your student to sit down for you while wearing dresses, skirts, or shorts to determine appropriateness for school. We appreciate your help!*
- Athletic shorts (Nike and others) that are shorter on the sides than in the front and back cannot be worn unless they are well below the fingertip length required of all other shorts when measured at the sides.

Students in violation of the district’s dress code will be sent to the Assistant Principal’s secretary, Ms. Mendoza. Students will be asked to change into school issued dress code clothing and will NOT be allowed to call home for additional clothing. Parents will be notified of violations following the 1st offense:

- **1st offense** – Verbal Warning
- **2nd offense** – Parent Notification/C-hall
- **3rd offense** – Thursday Night Reflection
Please refer to the Middle School Student Handbook for more specific information regarding dress code.

**Academic Dishonesty:**
Cheating 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. Students who participate in any form of cheating, including copying or providing the answers, will receive consequences and parents shall be notified about any such violations.  **Re-test Policy does not apply with academic dishonesty.**

**Daily**
Work should be completed again for a maximum score of 70% and a consequence (C-hall or TNR) OR a zero will be issued.

**Major Grades**
Students will re-test or redo the project/activity for a maximum score of 70% and a consequence (ISS) OR a zero will be issued. **

**Bus Information:**
To ensure maximum bus safety at all times, students are to follow all rules issued by the FISD 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 PTO 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 be issued an identification number and will be required to use the cafeteria debit system to purchase meals. Meals may not be charged, and students must prepay for lunches. Menu prices will be available during schedule pick-up and online. During lunch, students have the opportunity to purchase food from the “a la carte” lines. Prices in these lines vary.

Our online payment administrator is MealpayPlus. 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.mealpayplus.com. This service is free, and with each $100.00 online payment to a single account, you get one free meal! Refer to our website for more information on MealpayPlus.

Please note that money submitted online may take up to 24 hours to post to a student’s account.

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 ½ 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 2016-2017 Pioneer Heritage Middle School Handbook Addendum.

[2016-2017 PHMS Student Handbook Addendum Acknowledgement]