

Student Handbook Addendum 2017-2018



Helping Students Soar...

7070 Stacy Road
McKinney, TX 75070
469-633-5150

This is an addendum to Frisco ISD student handbook and reviews processes and procedures established to provide for student safety and ensure a positive learning environment, unique to Scoggins Middle School. Our addendum is divided into the following sections:

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Communication

SMS Administrative Team:

Principal – Ms. Barbara Warner

Assistant Principal - Ms. Katie Reedy: 6th – 8th grade (A-K)

Assistant Principal – Ms. Kimberly Lam: 6th – 8th grade (L-Z)

SMS Counseling Team:

Counselor - Ms. Jody Clark: 6th-8th grade (A-K)

Counselor - Ms. Lauren Hughes: 6th – 8th grade (L-Z)

SMS Resource Officer:

Officer John Walls, City of McKinney Police Department

The staff at Scoggins MS understands the importance of good communication and encourages parents to contact teachers, counselors, or administrators by phone at (469) 633 - 5150 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 also welcome to contact teachers or administrators directly through email. We also have a general Scoggins email address that you may use should you have questions or comments. Our email address is scoggins@friscoisd.org

We will always strive to get news, information, and important dates to you in a timely fashion. Our Scoggins newsletter, “**Seahawk Talk,**” will be made available on our website following the conclusion of each grading period. Our website is <http://www.friscoisd.org/schools/scoggins/>

We will also use our automated calling system, School Messenger, as well as our email system for updates and reminders. Additionally, important information may be provided to your student through flyers or letters.

Connect With Scoggins on Social Media...

Twitter: @ScogginsMS

Facebook: @ScogginsMiddleSchool

Throughout the year, parents also have the opportunity to have “Coffee with the Counselors.” This time allows guest speakers and our counselors to talk about topics of special interest to parents of middle school students.

Scoggins parents are also encouraged to contact us to schedule conferences. Requests may be made through 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.

Safety, Health, Lunch, and Visitation

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, he or she must bring a note from his or her parent/guardian, and a permit will be issued through the front office for him or her to leave class. A parent/guardian must then 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 prior written permission granted by the parent/guardian before the student will be released.

Medications/Nurse Visits:

Students are not allowed to have any medications in their possession at school. This includes prescription meds, over-the-counter meds, vitamins, and herbs. All medication must come from home and must be in the original container and properly labeled. All medication must be left in the school clinic with the nurse 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 Scoggins 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 should not use their personal cell phones to contact parents and ask to be picked up due to illness; in case of illness, students must check out through the clinic.**

Visitors:

At Scoggins Middle School, student safety is always one of our top priorities. All visitors are required to check in at the front 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 take pictures, tape or video record a class without the prior approval of the teacher and principal.

Lunch Payment:

FISD uses mypaymentsplus.com. There is an app available for this website that can be added to most smart phones for your convenience, and the daily lunch menus are available through the FISD app or www.friscocafe.org. Each student will be issued an identification number and must use it daily when going through the lunch line. Menu prices are available during schedule pick-up. A-la-carte items, desserts, ice cream, chips and drinks are also available. Students must pay for meals in advance in the cafeteria. Students must put money in their accounts prior to 10:00 a.m.

Lunch Visitors:

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.

Lunch Visits: Policies and Procedures

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 only provide food for yourself and your student.
- From 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.**

Attendance and Tardies

Changes are likely as we receive information from TEA's interpretation of HB 2398

Trips/Vacations:

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.
4. 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.

5. **If a student is going to be absent more than 10 consecutive days, the student will be withdrawn on the 10th day. His/her place in class will be held and he/she will be reenrolled 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 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, a journal assignment, 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 and are withdrawn and reenroll:**

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 a total of 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.

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.** Students who have excessive tardies throughout the day (between classes – 2nd through 8th periods) will be disciplined accordingly:

2nd tardy – Verbal Warning

3rd tardy – Parent Notification/Truancy Notification

4th tardy – Parent Notification/Truancy Notification

5th tardy – Thursday Night Reflection/ISS (At administrator discretion)

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

Missed Assignments Due to Absence:

It is the responsibility of the student and/or parent to collect missed assignments due to an absence. It is recommended that before 10:00 AM on the second day of 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 3:05 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.

Academics and Class Requirements

Student Agendas:

Every 6th grade student will be issued a FSD Student Agenda. However, extra student agendas will be available to 7th and 8th grade students for \$5.00 in the front office. Students may utilize these agendas to record assignments and obtain hall passes (with teacher signature) and morning tutorial passes (signed by parent or teacher).

Cheating:

Cheating by copying the work of another student on homework, projects, assignments, or tests is a serious offense and a violation of the Student Code of Conduct. Students who participate in any form of cheating, including copying or providing the answers, may be assessed a "0" for the grade along with disciplinary consequences assigned by an administrator. Parents will be notified about any such violations.

Re-Testing:

Students will be able to retest grades 84 and below on MAJOR exams for a maximum score of an 85. Students scoring an 85 or above on the original exam will not have 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.

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

Reasoning

Grading and retest guidelines have to 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.

1. 85% shows the student relative level of mastery of the material and readiness to move forward to the next concept or objective.
2. 85% relative level of mastery ensures that the student has a reduced amount of gaps in understanding the curriculum.
3. 85% or higher should indicate a student's level of readiness to score satisfactory or advanced on the EOC.
4. Capping the retest at 85% reinforces the validity of the first exam.

Grade Requirements:

A numerical system of grading is used. The lowest passing grade is 70.

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- Below 70 = D (failing grade)

To earn credit in a course, a student must receive a grade of 70 (each semester or 70 average for full current year) based upon specific course or campus standards. In order to arrive at the value of a student's progress during a semester the semester will be divided into three six week grading periods. All grades are numeric from 0-100. The semester grade is determined by averaging the three grading periods, and the yearly average is determined by averaging the two semester grades.

Late Work:

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

- 1 day late - maximum 70%
- 2 days late - maximum 60%
- 3 days and up to one week 50%
- After one week – may receive a zero for missing assignment.

Progress Reports and Report Cards:

Students will receive their report cards on the Thursday or Friday following the close of each grading period. In addition to the report card, students will receive a 3-week progress report (during the 4th week of each marking period). Grades will also be accessible throughout the entire grading period from the Frisco ISD website (www.friscoisd.org) through the Home Access Center (HAC). If a student is not passing a class at the progress report time, or is not passing a class at report card time, a minimum of two mandatory tutorials for that class will be assigned each week until the student is passing. Failure to attend mandatory tutorials may result in an assignment to lunch detention or to Thursday School (see below). Thursday School assignments will serve as another opportunity for the student to succeed. If a student is not passing two or more classes at report card time, the student may be placed in Working Lunch.

Tutorials:

Students must have a pass signed and dated by a parent or teacher in order to leave the Scoggins Cafeteria in the mornings to attend morning tutorials. All passes should be written in the student's agenda. Morning tutorials will begin at 7:55 AM and will conclude when the student is dismissed to first period between 8:15 and 8:20 AM. To ensure appropriate supervision in our hallways, students may not be allowed to report to morning tutorials after 8:05 AM. Afternoon tutorials begin at 3:35 PM, and will be available by appointment with specific teachers, depending on individual teacher duty schedules.

Working Lunch:

Working Lunch is a program designed as a support for students who have failed two or more core classes within a six week period. Students who are placed in Working Lunch will spend their lunch shift in a designated classroom with a teacher. While eating lunch, these students will primarily focus on the specific core class or classes in which they are behind or struggling. Students in need of Working Lunch are to be placed for at least one three week grading period. When a student achieves 70 % or higher on his or her three-week progress report or six-week report card for each class, he or she may return to his or her regular lunch shift.

Mandatory Tutorials:

If a student is not passing a class at the progress report time or is not passing a class at report card time, a minimum of two mandatory tutorials for that class should be assigned to students each week until that student is again passing.

Failure to attend mandatory tutorials may result in an assignment to lunch detention or Thursday School. Teachers may also assign students to mandatory tutorials to ensure academic success. Students may 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.

Textbooks:

Textbooks may be provided by the district and issued at the beginning of the year. 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.

PE Uniforms:

Plain grey or white t-shirts and black shorts are required attire for PE class. PE attire may be purchased at any vendor that carries the required style and color clothing.

Disciplinary Procedures

Discipline Philosophy:

All students at Scoggins Middle School are expected to exhibit appropriate conduct. All students have the right to learn until they infringe upon the rights of others to learn. At that point, they lose their right to learn in the classroom. No student will be allowed to disrupt the class in a manner which causes the learning process to stop. The district's rules of conduct and discipline are established to achieve and maintain order in the school and establish an environment conducive to learning. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

Below is a list of the formal discipline consequences used at Scoggins. Formal consequences are issued at teacher (for classroom-level behavior) and administrator discretion. When determining consequences, age/grade level, behavior infraction, and disciplinary history are considered. The following consequences are not a "ladder" system in which you would start with the lowest rung and work your way up sequentially. Placement varies depending on the behavior and can jump to any level deemed appropriate.

Lunch Detention:

30-minute session scheduled during lunch by an administrator. Students in lunch detention may either bring their own lunch or buy a lunch. Lunch detention is typically assigned for inappropriate cafeteria behavior or other violations of the student code of conduct.

Thursday Night Reflections (TNR):

For some infractions of the Student Code of Conduct, administrators may assign Thursday Night Reflection (TNR). Thursday Night Reflection is utilized to encourage students to change their behavior, assist students in understanding the results of negative choices, teach self-discipline, and provide students an opportunity to get caught up on schoolwork. This disciplinary detention is held on *Thursdays from 3:40 to 5:30 PM*.

During the detention, 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 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 at 5:30 PM*.

Detention:

Teachers may assign detention before or after school for infractions of the Student Code of Conduct. A detention consists of keeping a student for no less than 30 minutes and no more than one hour before or after school under direct teacher supervision. Teachers may contact parents via phone call or email in order to set up a detention time.

Extra-Curricular Attendance:

Extra-curricular activities are a privilege given to Scoggins students. Should a student violate the code of conduct an administrator may determine they are not able to participate in extra-curricular events (dances, productions, athletic events, etc.)

Short Term Removal (ISS):

Students who are persistently disruptive and/or disrespectful in the classroom may be removed from their classes and sent to ISS for the remainder of the class period by the classroom teacher. Persistent short term ISS removals will lead to additional consequences.

Long Term In-School Suspension (ISS):

ISS is a short term removal from the classroom environment and is assigned by an administrator. ISS encourages students to change their behavior, assists students in understanding the results of negative choices, promotes self-discipline, and provides students an opportunity to get caught up on school work. While in ISS, students may 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. On days in which a student serves ISS he/she may not participate in any after school or extracurricular activities.

Cell Phones and BYOD (Bring Your Own Device):

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 when they are released to tutorials or their 1st period class at approximately 8:10 to 8:15 in the morning and may not turn it back on until the conclusion of the school day.

The cell phone must remain turned off, put away, and out of sight unless a teacher has requested that a student may use it during a class for instructional purposes. If you have any questions regarding BYOD please refer to <http://www.friscoisd.org/departments/technology-and-media-services/connecting-with-parents> .

We ask all parents to please not text-message or call their students on their cell phones during school hours if possible. If you need to leave a message for your student, please call the Scoggins front office at 469-633-5150, and our office staff will see that he or she receives the message.

If a student uses a cell phone, leaves the phone turned on, or displays the phone during an inappropriate time, it may result in confiscation of the phone. The phone will only be returned to a parent or guardian. The following consequences may be enforced for students who violate this rule:

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

*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. If a fine has been incurred, the fine will be paid through his/her mypaymentsplus.com account. Cash or checks will not be accepted.

Administrators also hold the right to utilize a check in/check of devices at the front office. Additionally, students may be asked to leave devices at home.

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 Scoggins, 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. Excessive dress code violations may result in ISS placement.

Tank tops: boys must wear shirts with sleeves. Girls' tank tops must have 2 inch straps that cover undergarments. Halter or razor back shirts are not allowed.

Dresses, skirts, and shorts must extend to or below the student's fingertips 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!*

Straps/strapless: Sleeveless tops with a minimum of 2 inch wide straps are acceptable.

Holes in clothing: Pants and other articles of clothing that are torn, ragged, frayed, or pants with holes must be below fingertip length. If an article of clothing contains holes of any kind, the holes must be below fingertip length.

Inappropriate messages/images: clothing that displays alcohol, tobacco, drug-related, or sexually suggestive word/images is not allowed. Images deemed violent or vulgar are also prohibited.

Leggings/jeggings: tight fitting stretch pants should only be worn under fingertip length shirts or dresses, not as pants with a regular shirt.

See-thru clothing: sheer shirts must have appropriate coverage underneath, such as a dress-code appropriate tank top with 2 inch straps. Undergarments may not be visible through clothing.

Sunglasses, hats, bandanas, or other headwear: These items are not allowed in the building unless on a designated day sponsored by the school (i.e. College Week activity).

Pajamas/Slippers: No pajamas, pajama pants, or slippers are allowed at school. Shoes must be worn.

Piercings: Earrings and a single nose stud are permissible. All other visible body-piercing jewelry or ornaments are prohibited.

Sagging: Pants/shorts/skirts must be worn at the waist and cover undergarments. No "sagging" is allowed.

A level of modesty is expected from all students. All dress code concerns are subject to administrative discretion.

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

Transportation and Arrival/Dismissal Procedures

Arrival & Dismissal:

The school day is from **8:25 AM to 3:35 PM**. Students should arrive at school no earlier than 7:45 AM and are encouraged to arrive no later than 8:15 AM so that they are able to visit their lockers, use the restroom if necessary, and prepare their materials for first period. **First period begins at 8:25 AM, so students arriving after 8:25 AM are considered tardy, and must then sign in through the front office.** Students will report to the Scoggins Cafeteria upon arrival and will remain there until dismissed by an administrator. Students attending morning tutorials must have a pass (preferably in their Student Agenda) from either their teacher or parent; they will be dismissed to the tutorial classroom at 7:55 AM and must remain there until 8:15 AM. For both student safety and building security, unattended students should not loiter or be on campus after 3:55 PM each day.

*Students who do not ride buses must be dropped off in the mornings at the designated carpool location on the east side of the building and go directly to the cafeteria. In the afternoon, parents are to pick up students at the same carpool location on the east side of the building. **Any students remaining after 3:55 PM will be moved to the front of the building and will be unsupervised. Any students remaining after 4:10 will have parents contacted and alternate arrangements will be made.***

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.

Bicycles/Skateboards/Scooters:

Students who would like to ride bicycles to school are welcome to do so. **Skateboards, skates, or scooters 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 bicycles off 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.

Student Services

Lost and Found:

Students should not bring valuable items to school. Lost items that are turned in are placed in the Lost and Found container in the Scoggins Cafeteria. Lost and found is not accessible during class time; please inquire before or after school or at lunch. Items not claimed by the end of each grading period are donated to charity. Please put your name inside jackets, articles of clothing, and lunchboxes to help us return lost items.

Attendance at Extracurricular Activities:

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Scoggins MS. It is important to show our Seahawk PRIDE! 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. Scoggins students will have free admission to SMS athletic events within FISD when they present their Scoggins student identification cards.

To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events that begin at 5:30 PM. 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 Scoggins. 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.**