

**Stafford Middle School**  
**2018-2019 Student Handbook Addendum**

**STMS Administrative Team**

Principal – Mrs. Robin Scott

Assistant Principal – Mrs. Kristen Aune, 6<sup>th</sup>-8<sup>th</sup> graders with last names beginning A-L

Assistant Principal – Mr. Josh Stamper, 6<sup>th</sup>-8<sup>th</sup> graders with last names beginning M-Z

**STMS Counseling Team**

Mrs. Erika Hughes, 6<sup>th</sup>-8<sup>th</sup> graders with last names beginning A-L

Ms. Julie Adcock, 6<sup>th</sup>-8<sup>th</sup> graders with last names beginning M-Z

**School Hours**

The school day is from 8:25 A.M. to 3:35 P.M. Students may arrive to school NO earlier than 7:15 A.M. and will not be supervised until they are allowed to enter the building at 7:45 A.M. Students will report to their designated location until dismissed to 1<sup>st</sup> period. For both student safety and building security, we ask students who are unsupervised to be out of the building by 3:45 P.M. and off campus by 4:00 P.M. each day. The front office closes at 4:10 P.M. each day.

**Drop-Off and Pick-Up**

Buses will drop-off and pick-up on the east side of the building (Teel side). Parents will not be allowed to drop-off or pick-up from this location. Sixth grade drop-off and pick-up will be on the south side of the building (front entrance). Seventh and eighth grade drop-off and pick-up will be on the west side of the building (track side). Students who do not ride buses must be dropped off in the morning at the designated locations on the south or west side of the building and go directly to their designated location. In the afternoon, parents are encouraged to pick students up at their designated location. If you have students in multiple grade levels, you may pick up at one of their designated locations.

**Tardies**

In the event that a student arrives to school tardy, the student must check in at the front desk. Depending on the reason for the tardy, the student will either be given a pass or be sent to the Tardy Gate for a pass. **Tardy students will not be admitted to class without a pass from a teacher or from the Tardy Gate.** Students who have excessive tardies will be disciplined accordingly. Consequences will be assigned in the following manner:

**1<sup>st</sup> offense – Warning**

**2<sup>nd</sup> offense – Warning**

**3<sup>rd</sup> offense – C-Hall (1 hour detention after school)**

**4<sup>th</sup> offense – C-Hall**

**5<sup>th</sup> offense – TNR (Thursday Night Reflection-3 hour detention after school)**

**6<sup>th</sup> offense – TNR will be assigned for each subsequent tardy**

- Students who receive multiple consequences may have their consequences combined. For example, two TNRs may be combined into one day of ISS.
- An automated email is sent for each tardy if there is a current email address on file. This automated email is sent only to the primary email address on file.
- Tardy counts are reset at the beginning of the second semester.
- Students who are more than 10 minutes late will be counted absent that period.

## **Food/Drink**

No student should have an open container of food or beverage in the hallway at any time. Water in a clear container is the only beverage allowed outside the cafeteria. Food or drink in the classroom outside of the designated snack times must have prior approval of an administrator and must serve an educational purpose.

- 6<sup>th</sup> grade snack time will be during 7<sup>th</sup> period.
- 7<sup>th</sup> and 8<sup>th</sup> grade snack time will be during 3<sup>rd</sup> period.
- Instruction should not stop during snack time.
- Teachers may suspend snack time for the class if students are abusing the privilege.

## **Telecommunication/Electronic Devices**

### **Possession/Use of Devices**

Students may use their devices in the general areas of the school before the school day begins. Students may not use devices without teacher permission if they are in classrooms during tutorials or once they are released from tutorials to their first class of the day. Students shall not use a telecommunications device, **including a cellular telephone or other electronic device**, in violation of district and campus rules. Additionally, students may not wear headphones unless they are being used with teacher permission. Some teachers may choose to ban devices from their classroom. If a student uses such a device, leaves the device turned on or displays the device after this time, it will result in confiscation of the device. The device will only be returned to a parent or guardian.

### **Penalty for misuse:**

**1<sup>st</sup> offense**- device confiscated and returned to the parent with a warning

**2<sup>nd</sup> offense**- device confiscated and returned to the parent after \$15 fine is paid

**3<sup>rd</sup> offense**- device confiscated and returned to the parent after \$15 fine is paid

**4<sup>th</sup> offense**- device confiscated for the remainder of the year and will be returned to the parent after \$15 fine is paid

*Code of conduct discipline may be implemented for certain violations.*

**\*Note: Students bring phones and other items to school at their own risk. Frisco ISD will not be held responsible if a phone or other item is lost, stolen or misplaced, or damaged including those that have been confiscated.**

## **Absences**

Students are required to turn in a written notice after each absence. Student absences of 4 consecutive days or more require a written doctor's note. Written notices must be turned in within three school days to be considered excused. Excessive parent notes may result in the parent notes no longer being accepted to excuse their child's absences.

### **Religious Absences**

If students plan to be absent for a recognized religious holiday, a Religious Holiday Absence Form should be filed by parents prior to the absence. Forms may be picked up and returned at 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 picked up in and returned to the front office. Compulsory attendance laws continue to apply to all students

regardless of whether the absences are excused or unexcused. Approval by the principal does not constitute an excused absence per compulsory attendance laws.

### **Missed Assignments Due to Absence**

It is the responsibility of the student and/or parent to collect missed assignments due to an absence. Parents should request assignments for their child. Assignments will be delivered to the receptionist in the front office and may be picked up after 3:45 P.M. Some class work (such as tests, labs, or group work) may not be appropriate to do at home. 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.

### **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. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety. Students shall come to school looking clean, neat, and appropriate. Students in violation of the district's dress code will be sent to the front office to change into clothing provided by the school and will not be allowed to change into their own extra set of clothing or call home for a change of clothes. Parents will be notified for each violation that results in a detention. The consequences for dress code violations are as follows:

**1<sup>st</sup> offense - Warning**

**2<sup>nd</sup> offense - C-Hall and Parent Contact**

**3<sup>rd</sup> offense - Thursday Night Reflection**

**4<sup>th</sup> and all subsequent offenses - ISS**

\*Dress code violations accumulate throughout the school year and do not reset at semester. Campus administrators will have final authority regarding dress code violations. For more information on the FISD dress code policy, please see below:

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.

### **FISD Middle School 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. 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 policy FNCF (1).

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 to clarify the dress code expectations:*

- “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.
- Sunglasses, caps, hats, and bandanas are not permitted to be worn the building.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes are not permitted. Tennis shoes must be worn in physical education classes and no shoes with wheels are 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 students’ fingertips when their arms are held to their sides are acceptable. Pants or other articles of clothing may have rips or frayed edges but the rips or frayed edge must be below finger-tip length.
- 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 bearing, or spaghetti strap blouses or any revealing or low cut clothing is not permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.
- Underwear-type sleeveless shirts, athletic tank tops and jerseys with large arm holes, beach wear, swim wear, halter-tops, and tube tops, are not appropriate or acceptable. Shoulder straps on tops and other clothing must be a minimum of two inches in width and must cover the undergarments.

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.

### **Backpacks**

Backpacks, bags, and satchels may be used to bring bulky items to and from school but are not permitted in classes. Students may leave backpacks, bags, and satchels in their lockers throughout the school day.

### **Assignment of Grades**

The assigning of a grade in a particular course should reflect a student’s mastery of the skills and content of the course. Grades for all core classes shall be assigned according to the following categories and percentages:

- A Major grade (50%) 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.
- A Minor grade (30%) assesses specific targets of learning, for learning and as learning occurs.

- A Daily grade (20%) is an authentic assessment of a specific learning target in daily instruction and should be a snapshot of a student's relative level of mastery.

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### **Student Awards**

**Individual Teacher Awards**—Students who receive these awards are consistent in their work ethic, positive demeanor, and are advocates for themselves when they are in need of academic help. Each teacher chooses one student each six weeks from his or her subject area who exemplifies all of these qualities.

**Team All Star Awards**—These awards are given to students who are respectful and hardworking in all of their classes. These students have exhibited the core values of our school throughout the school year as well. All of the teachers on the team agreed to honor this student at the end of the year ceremony with the all-star award.

**Principal's Honor Roll**— This honor is bestowed upon those students who have scored 90% or higher in all of their classes every six weeks the entire year. These students consistently perform at a high rate in the classroom and demonstrate excellence in content of all of their courses.

### **Plagiarism and Cheating**

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 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. When work is plagiarized or copied from another student, one or both of the students may be penalized.

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

- **1<sup>st</sup> Offense:** Student will receive a zero on the major assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up outside of school hours. The maximum grade the student can receive on the alternate assignment/assessment will be a 70%. Retest policy will not apply.
- **2<sup>nd</sup> Offense (in any class):** Student receives a zero on the major assignment/assessment, and the retest policy will not apply.
- **Any subsequent offenses** may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

\*Please see the campus addendum for more information regarding consequences for cheating/plagiarism on daily and minor assignment/assessments.

## **Parental Support and Alternatives to Plagiarism and Cheating**

For additional resources, please click the following links:

[Parental Support](#)  
[Alternatives to Plagiarism and Cheating](#)

## **Tutorials**

Morning tutorials will begin at 7:55 A.M. and conclude when the student is dismissed to first period at 8:20 A.M. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:10 A.M. Afternoon tutorials will be from 3:40P.M.-4:05 P.M. each day. If your teacher is not available for tutorials, please see the other teacher in your grade who teaches the same subject.

## **Mandatory Tutorials**

Teachers may assign students to mandatory tutorials to ensure academic success. These mandatory tutorials will take place before or after school during normal tutorial hours. If a student is not passing a class on the 3-week progress report or report card, a minimum of one mandatory tutorial per week for each failing class will be assigned until the next grade report is issued and the student is passing. **Failure to attend mandatory tutorials will result in a teacher detention.** Failure to serve the detention will result in additional consequences.

The mandatory tutorial schedule is as follows:

Monday—History  
Tuesday—ILA  
Wednesday—Science  
Thursday—Math

### **Tuesday Night Reflection-Academic (TNR-A)**

Teachers may assign TNR-A to students if they are missing multiple assignments. TNR-A is held on the last Tuesday of the grading period from 3:45 P.M.-6:45 P.M. and students are expected to stay the entire time. Students are expected to complete the work they are given and turn it in to the teacher on duty that evening. Since these assignments are usually already late, full credit will not be given, but this is the last opportunity for students to turn in late work for credit. TNR-A does not become a part of the student's disciplinary record.

### **Late Work Policy (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grades)**

The general late work policy for Stafford Middle School is provided to promote student responsibility and consistency throughout the building while emphasizing the importance of students gaining the necessary skills to be successful.

Any assignments that are turned in one day late but before the assessment may receive no higher than a 70. **For example: if a student scores an 80 on a late assignment, they would receive a 70 in the gradebook. If a student makes a 60 on an assignment, they would receive a 60 in the gradebook.**

The second day late or after will result in a grade no higher than a 50. **For example: if a student scores an 80 on a late assignment before the assessment is given, they would receive a 50 in the gradebook.**

Students may not turn in more than 3 late assignments per six weeks, per subject. After the third late assignment, all subsequent late work will receive a zero.

**If a student turns in a missing assignment after the unit assessment, that assignment will be recorded as a zero.**

Work that is turned in the last 2 days of the six weeks or after the last day of the six weeks will receive a zero. The exception to this would be work that is assigned in the final week of the six weeks. If a student has more than 1 past due assignment in any class they should be assigned a mandatory tutorial with the teacher.

### **Re-Testing**

A classroom teacher must assign a grade that reflects a student's relative mastery of the curriculum as closely as possible. In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to retest in order to demonstrate their level of mastery with the curriculum. Requirements to retest such as attending tutoring sessions and/or completing remedial assignments will be determined on a case-by-case basis. The guidelines for retesting are as follows:

- Students earning a grade lower than 85 will be provided the opportunity to retest within 5 days following the return of each test.
- The student will be awarded a maximum grade of 85 on the retest exam.
- The retest grade cannot lower the student's overall average and will be discounted if this is the outcome of the test.
- The student will not be given the original assessment for a retest.
- This policy does not apply to projects, presentations, writing assignments, speeches, lab reports, or quizzes.

*\* A complete outline of the retest regulations can be found in the FISD student handbook. A copy of this handbook can be accessed on the Frisco ISD website.*

## **Detention**

Teachers may assign detentions before school, at lunch, or after school for infractions of the Student Code of Conduct. A detention consists of keeping a student for 30 minutes under direct teacher supervision. Parents will be contacted by phone or by email regarding the day and time of the assigned detention.

## **C-Hall**

C-Halls may be assigned by an administrator for infractions of the Student Code of Conduct. C-Halls are held from 3:45 P.M.—4:45 P.M. on Wednesdays and Thursdays. Students are responsible for bringing classwork or a novel to C-Hall and must be on time. Students must arrange their own transportation. Failure to attend or arrive on time to C-Hall without prior arrangements being made with your assistant principal will result in the student being assigned to Thursday Night Reflection.

## **Thursday Night Reflection (TNR)- Behavior**

TNR may be assigned by an administrator for infractions of the Student Code of Conduct. TNR is held each Thursday from 3:45 P.M.-6:45 P.M. Students who are assigned TNR are expected to bring classwork to complete or bring a novel to read if all work is completed. Students are not allowed to eat during this time. Failure to attend TNR will result in the student being assigned to ISS for one school day. Students assigned to TNR may not be allowed to participate in extra-curricular events on this day at the discretion of their coach, teacher, or sponsor.

## **Short Term ISS**

Short-term ISS is a student's temporary removal from the classroom for the remainder of that period when the student's behavior becomes excessively disruptive. Students who are assigned to ST ISS are allowed to go to their next class. All removals from class will be followed by parent contact by the end of the day the student was assigned. Multiple assignments will result in additional consequences as follows:

1<sup>st</sup> Short Term ISS—Warning

2<sup>nd</sup> Short Term ISS—C-Hall

3<sup>rd</sup> Short Term ISS—TNR

4<sup>th</sup> Short Term ISS—1 Day of ISS

5<sup>th</sup> Short Term ISS—2 Days of ISS

Any Subsequent Short Term ISS assignments—Assistant Principal discretion

\*\*The above consequences are meant as a general guideline and may be adjusted depending on the situation.

## **In-School Suspension (ISS)**

ISS is a student's removal from the classroom environment. ISS encourages students to change their behavior, assists students in understanding the results of negative choices, and teaches self-discipline. While in ISS, students will be required to complete all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. While in ISS, students may lose the privilege of participating in before school, after school, or extracurricular activities. Inappropriate behavior or failure to complete assignments while in ISS may result in additional days in ISS or days of OSS. On days assigned to ISS, students are not allowed to attend tutorials or be in the halls. Students should report directly to the office upon arrival to school and leave school immediately following dismissal at 3:35.



## **Out-Of-School Suspension (OSS)**

OSS is student removal from the campus for up to three consecutive days. Work assigned while the student is assigned to OSS will be treated like any other absence and will be accepted for full credit. The number of days of a student's suspension will be determined by that student's administrator, but will not exceed three school days.

## **Communication/Parent Involvement**

Staff at STMS understand the importance of good communication and encourage parents to contact teachers, counselors, or administrators by phone at (469) 633 - 5100 any time you have a question, concern, or praise. If we are unable to answer your call, please leave a message and we will return your call within 24 hours. Parents are welcome and encouraged to contact teachers directly through email. We also have a general Stafford email address that you may use should you have questions or comments.

Our email address is [stafford@friscoisd.org](mailto:stafford@friscoisd.org)

We will strive to get news, information, and important dates to you in a timely fashion through our website and Twitter. In addition, our Stafford newsletter will be emailed several times throughout the year.

Our website is <http://www.friscoisd.org/schools/stafford>

Our Twitter is @StaffordSpartn

Throughout the year, we will use our automated calling system, School Messenger, for updates and reminders. Additionally, important information may be provided to you through email.

Parents will have the opportunity to attend "Coffee with the Counselors" periodically. This time allows guest speakers to talk about topics of special interest to parents of middle school students. Dates and times will be posted on the school website.

Parents are encouraged to contact us to schedule conferences if they ever have concerns. Requests should be made through teachers or team leaders directly. If you are unsure about who to contact, please call the front office for assistance. Compliance with the Family Educational Rights and Privacy Act (FERPA) will be maintained through all methods of communication.

Stafford encourages parents to get involved in their child's education through areas such as PTA, Picnic with the Parents and Watch DOGS. Depending on the activity, a background check may be required.

## **Student Agendas**

Every student will be issued an agenda. Students are required to use their agendas for recording assignments and keeping hall passes. If a student's agenda is lost, they may replace it with another agenda or spiral of choice, or they may purchase a new school agenda from the front office.

### **Speaker Courtesy**

Speaker courtesy is an expectation of all students, parents, and staff. Whether it is during announcements, in a classroom setting, or at extracurricular events, please make sure the speaker is given the courtesy they deserve.

### **Bus Information**

To ensure maximum bus safety at all times, students must follow all rules issued by the FISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus-riding privileges and/or other disciplinary action. In emergency situations, a student may be allowed to ride a bus other than his assigned bus with the consent of a parent and an administrator. Students who are not bus eligible are not allowed to ride the bus with others for any reason.

### **Bicycles/Skateboards**

Students who would like to ride bicycles to school are welcome to do so. Skateboards, scooters, hover boards, and skates are not allowed on school grounds. Bicycles are to be parked and locked in the designated areas; however, the school cannot provide security against theft or vandalism. Students should walk their bicycles while on school property and are urged to use caution and judgment when riding bicycles after leaving the area around the school. These areas are often congested, especially in the afternoon.

### **Attendance at Extracurricular Activities**

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Stafford. It is important to maintain pride and tradition in our school. With this in mind, it is requested that all students (participants and fans) as well as parents should respect our own students and staff, as well as any visiting teams or officials at these events. Stafford students will have free admission to Stafford athletic events within FISD when they present their student identification cards. To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events that evening. Additionally, students must be picked up within 15 minutes after the event ends. Students who are not picked up within this time frame may not be able to attend future events.

**Students may be excluded from special programs, activities, pep rallies, field trips or assemblies if they are unable to meet the school's academic and/or behavioral expectations. We feel that academics come first; therefore, students who have one or more failing grade on the most current report card will not be allowed to attend extracurricular events or activities.**