

**STALEY MIDDLE SCHOOL
STUDENT HANDBOOK ADDENDUM**

*THE MISSION OF STALEY MIDDLE SCHOOL IS TO
INVEST IN THE HEART AND MIND OF EACH STUDENT.*

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*STALEY MIDDLE SCHOOL EQUIPS CHILDREN FOR THE CHALLENGES OF
TODAY AND TOMORROW IN AN ENVIRONMENT THAT PROMOTES
COLLABORATION, COMMUNITY AND ACCOUNTABILITY.*

This is an addendum to the Frisco ISD student handbook and reviews policies and procedures unique to Staley Middle School. For additional information, please consult the Frisco ISD Middle School Handbook, accessible on the district website.

STALEY MIDDLE SCHOOL HOURS

Staley Office hours are from 7:45 AM - 4:15 PM.

Staley Middle School is in session from 8:25 AM - 3:35 PM. Students should arrive no earlier than 7:45 AM and no later than 8:20 AM. The cafeteria doors will open at 7:45 AM. Arriving students should report to the cafeteria. Students will remain in the cafeteria until dismissed for tutorials or first period.

Morning tutorials begin at 7:55 AM. Students arriving after 8:05 AM may not be allowed to attend tutorials. Afternoon tutorials begin at 3:40 PM. Students attending afternoon tutorials should be picked up at 4:10 PM. Students not attending afternoon tutorials or school related practices/rehearsals should exit the campus by 3:40 PM. Students may not wait on campus following dismissal in order to attend an evening school event.

Once a student arrives on campus, they are to remain on campus until afternoon dismissal or a parent/guardian signs them out in the front office.

ATTENDANCE POLICY

When students are absent, they will have an opportunity to make up any assignment missed. Make up work is permitted for all excused absences, school sponsored activities and unexcused absences. Please provide a parent or doctor's note within three (3) days upon your student returning to school to avoid truancy issues. Student absences exceeding four (4) consecutive days or more require a written statement from a physician or health clinic.

Access the FISD Middle School Handbook for additional attendance and truancy information. Please be aware of your responsibilities with attendance.

Please inform the campus data clerk immediately of any address or phone number changes. Emergency information must be accurate for the safety of our students.

TARDY POLICY

Students can be marked tardy to each class period if they do not arrive on time. If a student is late to class s/he must report to the office to check in. Depending on the reason for the tardy, the student will either be given a pass or a Tardy. A consequence will be issued if a student's tardiness continues. Consequences will be assigned as follows:

- 1st Offense – Warning
- 2nd Offense – Warning
- 3rd Offense – 1 Lunch Detention
- 4th Offense – Two (2) Lunch Detentions
- 5th Offense – Thursday after school detention (1 Hour)
- 6th Offense – Thursday Night Reflections (2 Hour detention after school)

- Beyond six (6) tardies within a semester may result in an In-School Suspension (ISS) placement.

Students who receive multiple consequences may have their consequences combined. For example, two TNRs may be combined into one day of ISS. An automated e-mail is sent to the primary e-mail address for each tardy. Tardy counts are reset at the beginning of the second semester. Students who are more than 10 minutes late to school/class will be counted as absent for that period.

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 ready to learn. The District prohibits pictures, emblems or writings on materials or clothing that are lewd, offensive, vulgar, and immodest or promote or refer to alcoholic beverages, drugs or any other substance prohibited under policy FNCF (1). The consequences for dress code violations are as follows:

- 1st Violation – Warning
- 2nd Violation – Warning
- 3rd Violation – Lunch Detention
- 4th Violation – Two (2) Lunch Detentions
- 5th Violation – Thursday after school detention (1 Hour)
- 6th Violation – Thursday Night Reflections (2 Hour detention after school)
- Beyond six (6) dress code violations within a semester may result in an In-School Suspension (ISS) placement.

Dress code violations accumulate throughout the school year and do not reset at semester. Campus administrators will have final authority regarding dress code violations. Please access additional dress code criteria in the Middle School Handbook located on the district website.

SCHEDULE CHANGES

Students may request schedule changes during the first week of school. A request, however, does not guarantee a change, as there are many factors to consider—such as the impact on existing schedules, class sizes and course availability. Contact your student’s counselor for more details. Schedule change requests after the first week of school are not accepted.

BRING YOUR OWN DEVICE (BYOD)

Use of electronic devices during the school day is a privilege. With permission from the teacher, students may utilize electronic devices in the classroom for educational purposes *only*. Use of electronic communications devices during the school day is a privilege. Students using their personal devices for BYOD activities must log in and use the Frisco ISD filtered wireless network.

Students are **NOT** required to own or bring a device. Students bring electronic devices to school at their own risk. The Fisd is **NOT** responsible if devices are damaged, lost, or stolen. Students should use Fisd Google Accounts for school use only. Consequences for violation of the telecommunication device policy are outlined in the Middle School Handbook.

Penalties

Use of electronic devices, including cell phones, is always prohibited during passing periods, in restrooms, in locker rooms, in dressing rooms, and during lunch. Students should not text, call, video, take pictures, record audio, or post to any form of social media during the school day. Devices, including cell phones, will be confiscated if they are used in prohibited ways or at prohibited times.

If a student uses an electronic device in prohibited ways or at prohibited times, leaves the device turned on, or displays the device, it will result in confiscation. The device will only be returned to a parent or guardian.

- **The first offense** - will result in the electronic device being taken up and returned to the parent with a warning for the student/parent.
- **The second offense** - will result in a \$15 fine being required before the electronic device is returned to the parent.
- **The third offense** - will result in an additional \$15 fine being required before the electronic device is returned to the parent.
- **The fourth offense** - will result in the electronic device being confiscated for the remainder of the school year and an additional \$15 fee being required for the return.

Parents will be notified within two school days after the device has been confiscated and may set a time to pick up the device and pay the fine, if applicable. If the device is not picked up by the end of the school year, it will be disposed of following district guidelines.

STUDENT COMMUNICATIONS

Students are requested to refrain from asking to use school telephones except in emergencies. Parents wishing to communicate with their children during the school day should call the office and leave a message. Office personnel will deliver messages. Students are not allowed to text or call from their personal phone during the school day.

LATE WORK

Assignments turned in late will have a deduction from the grade earned.

Daily and Minor Grades Late Work

All daily and minor grades turned in by the due date may earn up to 100%.

For all daily and minor assignments that are turned in late:

- The student will have 10 points deducted everyday up to 3 days (30 point maximum).
- If the student does not turn in the assignment, the student may attend a teacher detention or mandatory tutorial sessions to complete the work.

Teachers will contact parents when a student has multiple missing assignments. Parents are strongly encouraged to monitor their child's grades.

Major Grade Assignments Late Work

All major grade assignments that are turned in late will have 10 points deducted everyday up to 3 days (30 point maximum). Teachers will contact the parent if a student fails to turn in an assignment that is in the major grade category. If the student does not turn in the assignment, the student may attend a teacher detention or mandatory tutorial sessions to complete the work. The administrative team is available to assist if needed. Please visit with your grade-level assistant principal if you have a student that has not completed major assignments and previous interventions have not been effective.

RETEST PROCEDURES

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 the opportunity to retest for a higher grade. Please be aware of the following:

1. Students will have an opportunity to retest after the graded exam is returned.
2. Students that plan to retest may be required to attend a tutorial with their teacher prior to the retest. The retest will be administered only once at a specific time. Students will be notified of the retest date in a timely manner.
3. ILA policies will differ slightly due to the nature of the course.

MAKEUP OF REGULAR (ORIGINAL) TESTS DUE TO ABSENCES

Students absent on a regular test day shall NOT be allowed to miss academic instruction by making up the test during class time. Makeup tests must be given before or after school in the teacher's classroom.

ACADEMIC ETHICS AND PLAGIARISM

Frisco ISD expects its students to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating. Access the FISD Middle School Handbook for additional information on plagiarism, cheating.

STALEY STUDENT AWARDS

At the end of each school year, deserving students are recognized at our Staley Awards Program. Any deserving student, that meets specific criteria, may receive a Mustang Award, a G. R. I. T. Award, and or an individual teacher award.

G.R.I.T. Award

This award is given to teacher-selected, deserving students that despite numerous setbacks, continually strive to reach their goals.

Mustang H.E.R.O.E.S. Award

The Mustang Pride Award is given to teacher-selected, deserving students who exemplify the core values of being a Mustang—which are founded in two simple statements: Work hard. Be polite. These students can be depended upon to get the job done, even when it is difficult. They are leaders amongst their peers and do what's right, even when others around them do not.

Teacher Award

This award is given to a deserving student by a teacher whom s/he selects. Students receiving this award demonstrate growth, resilience, integrity and tenacity.

BEVERAGES AND FOOD

Water is allowed in clear containers. No other foods, beverages, candies, or gums are allowed in any portion of the building, with exception of the cafeteria.

LUNCH VISITS

Parents and authorized guests having lunch with their student are welcome to sit at the visitors table, located just inside the cafeteria doors. Only parents and their child will be allowed to sit at the visitor table. Parents and authorized guests may not visit at other tables in the cafeteria. Parents shall only provide food for themselves and **their** child. **Food for other students is not allowed, not even on birthdays.**

CAFETERIA

Each student will be issued an identification number and must use it daily when going through the lunch line. Students must pay for meals in advance in the cafeteria. Checks must be deposited into a student's accounts prior to 10:00 a.m. to prevent delays in service. Parents may also deposit money in their student's account online at **www.mypaymentsplus.com**. Meals may not be charged. An alternate lunch will be provided at no cost to any child who does not have lunch money. The Texas Nutrition Policy does not allow the sharing of food. Students should only bring enough food/snacks for themselves. This includes, but is not limited to birthday celebrations such as pizza, birthday cakes, cupcakes, cookies, etc.

DELIVERIES

Parents may not deliver food, balloons, flowers, etc. to a student's classroom or locker during the school day. Students will be called to the office by the end of the day to pick up delivered items.

P. E. UNIFORMS

The recommended dress code for P.E. is a grey top with no images/designs/writing and black shorts that extend to fingertip length. Every student in P. E. must have a uniform by the second week of school. If a uniform is misplaced, or lost, it must be replaced within one week. Students should be sure to check the campus lost and found for lost or misplaced P. E. uniforms. Students should put their name on P. E. clothing and shoes.

DISCIPLINE OF STUDENTS

Respectful and responsible behavior is expected at Staley Middle School. Teachers may assign consequences for incidents of a minor nature. Serious and persistent misbehavior will be

brought to the attention of an administrator. Administrators will assign appropriate disciplinary consequences.

Lunch Detention or AM/PM Detention

Lunch detentions may be assigned by an administrator. AM/PM detentions may be assigned by a teacher or an administrator. Students attending lunch detention must check in with the administrator on duty. Students attending AM detentions must check in with an administrator in the cafeteria before being dismissed. Students attending PM detentions must report immediately after school to the assigning teacher's classroom or administrator's office. Any student who does not serve their detention may have additional consequences.

Thursday Night Reflections

TNR is utilized to encourage students to change their behavior, assist students in understanding the result of negative choices, teach self-discipline, and provide students an opportunity to get caught up on school work. This disciplinary detention is assigned by administrators and is held on Thursdays from 3:45 PM - 5:45 PM. During the detention, students are provided an opportunity to reflect on behavior choices they made. If an emergency arises, please make arrangements with your child's assistant principal in advance. Any student that is assigned TNR and does not attend will be considered absent and may be assigned additional consequences.

In-School Suspension

ISS is a short term removal from the classroom environment. ISS encourages students to change their behavior, assist 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 any and all assignments sent by their teachers. While in ISS, students may not participate in or attend any after school or extracurricular activities. On the days a student is in ISS, they must report to the office when they arrive at school and must leave school immediately after dismissal.

BULLYING

Please access the FISD Middle School Handbook. All forms of bullying are taken very seriously at Staley Middle School and will not be tolerated. Students should seek out a teacher, counselor, or administrator and report any form of bullying so it can be stopped.

ATTENDING EXTRACURRICULAR EVENTS

All spectators are expected to adhere to the highest standards of decorum. Spectators are encouraged to cheer on and encourage their team. Individuals that exhibit conduct unbecoming a spectator, such as "coaching" from the stands, yelling at or confronting coaches, referees, opponents, other spectators, student athletes, etc. are subject to removal. Please be aware that FISD requests that all children remain in the stands with their parents during games. All spectators should refrain from bringing footballs, basketballs, etc. to contests. Students attending extracurricular events without their parents must be picked up on time following all extracurricular events. Students that are not picked up prior to 15 minutes following an extracurricular event may lose their privilege of attending extracurricular events.

NURSE REFERRAL

Students that are feeling ill should report to the nurse. If a student needs to be sent home due to illness the nurse will contact parents. Students should NOT call or text parents directly from a cell phone to request a pick up due to illness. In order to be categorized as an excused absence the nurse must excuse an ill student.

Students should not carry medication of any kind with them during the school day, with the exception of their prescription inhalers and Epi-Pens and only if accompanied by proper documentation from a physician and kept on file in the clinic. Please contact the nurse for proper authorization forms and further explanation of procedures.

LOCKERS

Each student will be assigned a locker with a combination lock. Students are not allowed to share lockers. Students should refrain from bringing items to school that could interfere with, or are not needed, for the educational process. Lockers are school property and are subject to search by school officials. Students should not share their combination. Students are permitted to go to their lockers before 1st period, before and after their lunch period, and after school. In addition, 6th grade students are allowed to go to their lockers before and after P. E.

Backpacks, book bags, and oversized totes/purses, if brought to school, will not be allowed in the classroom and must remain the student's locker throughout the school day. Girls who carry an oversized purse must also keep it in their locker throughout the school day.

HALLWAY EXPECTATIONS

In an effort to keep hallway congestion to a minimum, students are reminded to walk on the right side of the hallway. Students should not yell, chant or sing out during passing periods as this is a distraction to the learning environment of any classes that are still in session.

SCHOOL DANCES

Staley may hold school sponsored dances during the school year. Parents and/or teachers act as chaperones. Dances are restricted to students who attend Staley and meet requirements based on academic standing and behavior. Parents are expected to pick up their child promptly at the end of the dance. Dance dates and times will be communicated in advance. Students must adhere to the campus/district dress code.

FIELD TRIPS

Students are not allowed to attend any field trip or school sponsored trip without parent/guardian permission. Students on school-sponsored trips are subject to school rules. School sponsored trips are a privilege and a student's participation can be restricted.

PTA

Our Parent Teacher Association is available for parents/guardians to join. Membership information can be found on the school website. Parents are always welcome at Staley Middle School! We encourage your involvement.

SECURITY

All visitors, including parents, must check-in through the front office. All visitors, including parents, must enter the building through the front, main doors of the school and sign-in at the

office. Please do not attempt to enter through any other doors. Please do not prop doors open at any time.

STAAR TESTING

Please do not schedule any doctor, dentist, orthodontist, or other appointments for your child on STAAR testing days.

TEXTBOOKS

Students must pay for damaged or lost textbooks issued to them. All textbooks must be covered at all times. Please do not use sticky covers; they cause damage to the textbook.

TUTORING

Teachers conduct tutorials in the mornings from 7:55 - 8:20 AM and afternoons from 3:35 - 4:05 PM, except for the morning or afternoon the teacher is assigned an extracurricular practice/contest, duty or during faculty meetings.

VISITORS

To protect the safety and instructional time of students, all visitors must be cleared through the office before visiting any classroom or staff member. Parents must have prior approval of the principal to visit classroom activities. Students from other schools, siblings, friends, or relatives may not visit in the classroom during the school day.

BICYCLES/SKATEBOARDS/HEELYS/SKATES/SCOOTERS

Students are welcome to ride their bicycles to school. Skateboards, skates or scooters are not allowed on school grounds. Bicycles are to be parked and locked in the designated areas. The school cannot provide security against theft or vandalism. Therefore, students should secure their bikes with a lock. Students should walk their bicycles off school property and when crossing at crosswalks. Use caution and common sense when riding bicycles after leaving the area around the school.

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 cafeteria. Items not claimed by the end of each marking period are donated to charity. Please put your student's name inside jackets or other articles of clothing to help us return lost items.

BUS INFORMATION

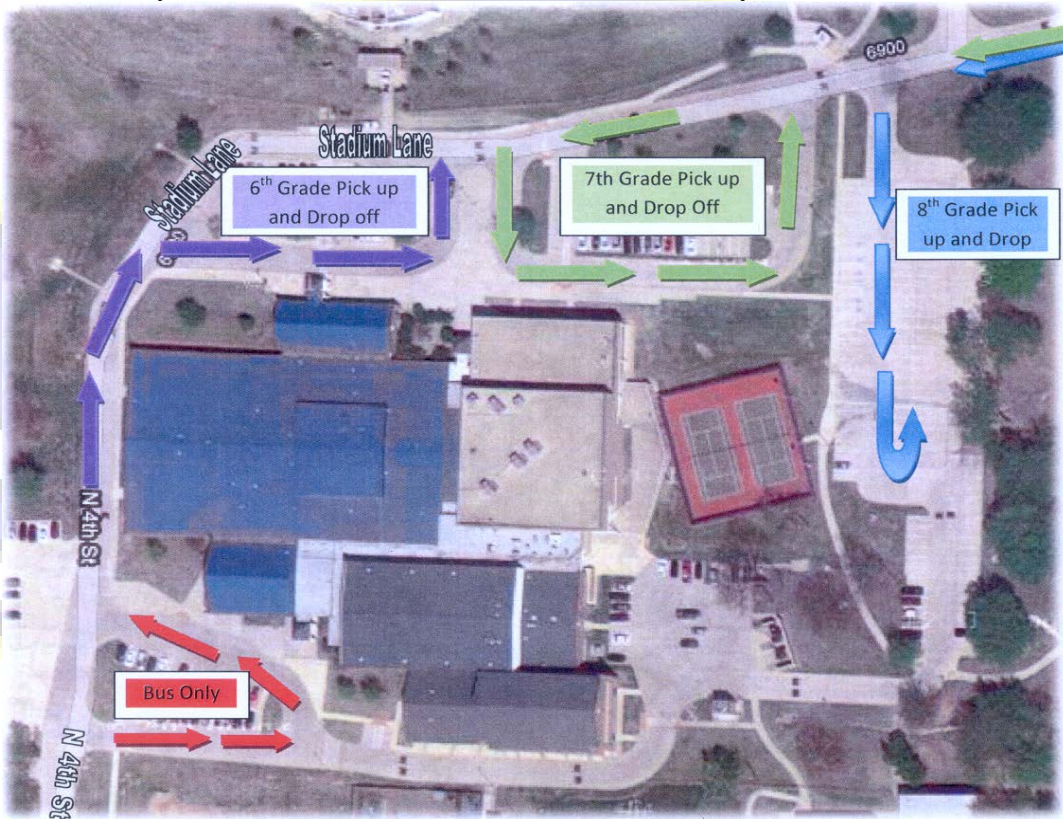
To ensure maximum safety at all times, students are to follow all rules issued by the Frisco ISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus riding privileges and/or other disciplinary action. Remember, student safety is our primary concern. If you have questions or need information regarding buses, please access the FISD Middle School Handbook or call 469-633-6140.

CARPOOL PICK UP

A few extra moments in the carpool lane is a small price to pay in order to keep our students safe. Please remember the following:

- Exercise patience and safety awareness.
- Venting carpool frustrations on Staley staff distracts them from their job and slows the carpool.
- Pull as far forward as possible,
- The drop off point is not the time to have an extended visit with your student.
- Curb side pick-up only.
- Do not ask your child to cross lanes of traffic to come to your car.

Drop off and Pick up



Buses drop and pick up in the rear of the building (south entrance)

- **6th grade** – Approach from N. 4th Street and pick up/drop off in the front entrance.
- **7th grade** - Approach from Stadium Lane and pick up/drop off by band/orchestra wing.
- **8th grade** – Approach from Stadium Lane and pick up/drop off at east parking lot.

Multiple grades? The choice is yours! Bike racks are in front and back.