

# Vandeventer Middle School Student Handbook Addendum



2017-2018

6075 Independence Parkway  
Frisco, TX 75035

The Vandeventer Middle School Handbook Addendum is accessible at all times at the [website](#).

## VMS Administrative Team

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Paige Hoes - Paige Hoes  
Reed Bond - Assistant Principal  
Jennifer Livingston - Assistant Principal

## VMS Counseling Team

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Dennis Thorpe  
Cara Yeates

## School Resource Officer

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Ron Robison

### Who To Contact

**Vandeventer Middle School Student Handbook Addendum includes processes and procedures established to ensure student safety and a positive learning environment.**

### **School Hours:**

The school day is from **8:25 A.M. to 3:35 P.M.** Students should arrive at school NO earlier than 7:45 A.M. and are encouraged to arrive no later than 8:15 A.M. 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 A.M., so students arriving after 8:25 A.M. are considered tardy, and must then sign-in through the front office.**

Students will report to the Vandeventer Cafeteria upon arrival and will remain there until dismissed by an administrator. Students attending morning tutorials will be dismissed to the tutorial classroom at 7:55 A.M. and must remain there until 8:15 A.M. Students attending after school tutorials must remain in the teacher's classroom until 4:05 P.M. For both student safety and building security, unattended students should not loiter or be on campus after 3:55 P.M. each day. Parents should make arrangements for students to walk home or be picked up immediately following the school day.

***All non-busing students will enter the doors located on the north side near the cafeteria. All students arriving by car should be dropped off in the inside lane near the cafeteria doors. In the afternoon, parents are to pick up students at the designated grade-level carpool location around the building. Any students remaining after 3:55***

**P.M. will be moved to the front of the building and will be unsupervised.**

**Car Drop Off/Pick Up:**

Specific morning and afternoon traffic flow maps are accessible through our website and should be referenced to determine allowable entrances and exits from our campus. **A 10 MPH speed limit is in place at all times on our campus.** Students must be dropped off in the mornings at the designated locations.

**Students should NEVER be dropped off or picked up on Independence Parkway. Students should only be dropped off or picked up from vehicles that have completely entered our campus.**

**Buses:**

To ensure maximum bus safety at all times, students are to 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 only**, a student may be allowed to ride a bus other than his/her assigned bus with the written consent of a parent. This consent must be approved by an administrator prior to 12:00 PM the day of the bus change.

**Walkers:**

Students should observe all safety precautions when walking to school. **When crossing Independence Parkway, students should do so only at the designated crossing location.**

**Off-Campus PE:**

All students participating in off-campus PE should refrain from bringing equipment to campus. Should the students need to attend after school tutorials, they must obtain permission from an administrator prior to the scheduled tutorial time.

**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. A parent/guardian must complete check-out procedures while the student is being called from class. **To ensure student safety, we ask that parents/guardians present their driver's licenses when checking out their student.** Students are not permitted to leave class until they are called from class by the front office, thus, please allow 10 to 15 minutes for your child to gather belongings from their locker and arrive in the front office. 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. **If a student is leaving school due to sudden illness, this should be determined and documented through our campus clinic.**

### **Visitors:**

At Vandeventer Middle School, student safety is always one of our top priorities. Please refrain from parking in the fire zones in front of the school. 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 an administrator. Students or others may not take pictures, tape or video record a class without the prior approval of the teacher and an administrator.

### **Cafeteria/Lunch Visitors:**

Visitors should wait for their student near the designated table located on the southwest side of the cafeteria. 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. Once the student arrives, visitors may sit with them at the designated visitor table(s) located on the southwest corner of the cafeteria or courtyard. Only parents and their students will be allowed to sit at the visitor table. Due to the Texas Nutrition Policy, "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:**

Please review the FISD Middle School Handbook on the [FISD website](#) (search keyword: student handbook)

### **Tardies:**

In the event that a student arrives to school tardy, the student must check in at the front desk. **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 – Lunch Detention**

**4<sup>th</sup> offense – C-Hall (1 hour detention before/after school)**

**5<sup>th</sup> offense – Thursday Night Reflection (3:40-5:40 PM)**

**6<sup>th</sup> offense – Thursday Night Reflection (3:40-5:40 PM)**

**7<sup>th</sup> offense – Office Referral**

- 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.

\*In order to allow students time to adjust to their new schedules, tardies will be assessed beginning the second week of school for 7<sup>th</sup> and 8<sup>th</sup> graders and the third week of school for 6<sup>th</sup> grade students.

**Make-up Work for Absences Due to Trips/Vacations (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, journaling 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.

If students are withdrawn because they are absent more than 10 consecutive days and re-enroll, a 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 three days to complete and turn in the work.

**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 A.M. on the second day of absence, parents request assignments for the absentee. This request should be made through our receptionist Mrs. Glover, who will communicate the request with all of the students' teachers. Assignments will be delivered to the receptionist in the front office and may be picked up after 3:30 P.M. on the second day of a student's absence. 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. If the student was aware of an assignment deadline before the absence occurred, the assignment or exam is due upon the student's return to school. Special long-term student projects may be required to be turned in on the due date regardless of student attendance at school.

### **Student Agendas:**

All sixth grade students will be issued a FISD Student Agenda. If a student's agenda is lost, a fee of \$5 (FISD Student Agenda) will be assessed to replace it. Students may purchase replacement agendas through the front office until supplies run out.

### **Progress Reports and Report Cards:**

Student progress reports and report cards will be available in the Home Access Center 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 4<sup>th</sup> week of each marking period). Grades will also be accessible throughout the entire grading period from the Student Portal through the Home Access Center (HAC). Parents who wish to receive a hard copy of their child's progress reports and report cards should contact our data clerk, Kristi Ewing, at [ewingk@friscoisd.org](mailto:ewingk@friscoisd.org) to make arrangements. 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 ONE mandatory tutorial 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.

### **Grading and Retest Guideline:**

#### **Philosophy:**

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.

#### **Grading:**

Grade Weighting and Categories

- Weighting: Major Grade = 50%; Minor Grade = 30%; Daily Grade = 20%

- A 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.
- A Minor grade assesses specific targets of learning, for learning and as learning occurs.
- A Daily grade 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.

**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.

**Retest:**

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.

- 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.)
- Any student choosing to retest must attend a minimum of one 25 minute tutorial session with the content-area retest teacher.
- 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

**Thursday School:**

At Vandeventer Middle School, we offer an opportunity for our students that have missing or incomplete assignments to be provided a supervised environment outside of the regular school day to complete these assignments. Thursday School is offered on Thursday from 3:40 to 5:40 PM. If a student is asked to stay for Thursday School, one of the student's teachers will be in contact with a parent/guardian regarding the Thursday School assignment date. Thursday School is not a disciplinary consequence; it is designed to help students complete and turn in missing assignments. If a student is able to complete the missing or incomplete assignments before 12 PM on the Thursday he or she has been assigned to Thursday School, the teacher may choose to excuse him or her from

Thursday School. Students must provide their own transportation home and should be picked up no later than 5:45 PM following attendance at Thursday School. If an emergency arises and a student is unable to attend a scheduled Thursday School, a parent should make arrangements with his or her student's teacher; otherwise, the student will be considered absent and disciplinary consequences may be administered.

**Tutorials:**

Morning tutorials will begin at 7:55 A.M. and will conclude when the student is dismissed to first period between 8:15 A.M. and 8:20 A.M. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:05 A.M. Afternoon tutorials begin at 3:35 P.M. and end at 4:05 P.M. Students should be picked up promptly following the end of tutorials.

**Late Work:**

The general late work policy for Vandeventer Middle School is provided to promote student responsibility and consistency throughout the building. For late work, students may receive a grade no higher than a 70 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. After two days, the highest grade a student may receive will be a 0 (zero). The student is still expected to complete the assignment to aid in the mastery of the TEKS.

**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. Students may be provided a detention form when they are assigned a detention. The parent will be contacted by the teacher when a detention is assigned.

**Thursday Night Reflections:**

For some infractions of the Student Code of Conduct, administrators may assign Thursday Night Reflections (TNR). Thursday Night Reflections 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 Thursday from 3:40 to 5:40 P.M. 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 no later than 5:45 P.M.



### **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 one mandatory tutorial or Viking Time 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 Night 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. Teachers will contact parents via phone call or email to set up mandatory tutorials.

### **ISS: In-School Suspension**

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, teaches 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.** Students must report to front office and check in with Mrs. Haigh on arrival to school and must leave campus immediately after school. If students need to attend tutorial on the day of ISS then he/she needs to speak to their administrator.

### **Communication:**

The staff at Vandeventer MS understands the importance of good communication and encourages parents to contact teachers, counselors, or administrators by phone at (469)-633-4350 any time they have a question, concern, or praise. If your question is in regards to something in class please be sure to contact the teacher before contacting a counselor or administrator. Below please find the general Vandeventer email address that you may use, should you have questions or comments.

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

We will always strive to get news, information, and important dates to you in a timely fashion. Our Vandeventer newsletter, “**Viking Voice**,” will be made available on our website following the conclusion of each grading period. The **Viking View**, a weekly calendar of all the events taking place on campus, will be emailed to parents every Friday.

Our website is: <http://schools.friscoisd.org/ms/vandeventer/site/home>

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.

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.

Vandeventer 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.

### **Deliveries to Students:**

In an effort to minimize classroom disruptions, Vandeventer Middle School office staff will accept deliveries for students under very limited circumstances. Acceptable items for deliveries include lunch money, glasses, house keys, or notes regarding changes in after school transportation. Deliveries cannot be guaranteed by a specific time. Non-deliverable items include electronic devices, homework/classwork (regardless of due date), projects, classroom supplies, instruments, PE clothes, etc.

**We strongly discourage parent requests to pull a student from class during the school day for a simple delivery or phone message, as this is a disruption to the learning environment for the student and their classmates. We also request that parents not contact their students via cell phone or text message throughout the day due to our electronic device policy. See “cell phone” policy below.**

Lunches can be dropped off, but they must be **pre-labeled** with the student’s first and last name and grade level. There will be grade level bins in the foyer for you to put the lunch. The lunches will be taken to the cafeteria at the assigned lunch time and will be left at the back of the cafeteria on the bookshelf. Students are responsible for checking/picking up their lunch. Announcements will **not** be made for students to pick up their lunch, so please communicate with your student in advance if you plan to drop off a lunch. Due to our drop off procedures, **we will NOT deliver fountain drinks to students** as they will likely spill and leave a mess on our beautiful floors! If a fountain drink is left, it will be thrown away. You are welcome to sign in to the school and hand-deliver a lunch to your student at the beginning of his/her lunch time or eat lunch with your student in the designated parent area if you would like to do so. Please remember that you may not bring food for anyone other than yourself and your student.

**\*\*If it is absolutely necessary that you leave a non-deliverable item for your student, you are welcome to leave it at the designated location in our front office.**

Due to the disruption created in the educational process, notification will NOT be provided to students for these deliveries. Your child can collect these items between classes or after school; however, the front office will NOT be responsible for insuring that these items are delivered and/or picked up.

\*\*Please also note that students may not receive deliveries such as flowers, balloons, or other gifts, even on Valentine's Day, birthdays, etc.

\*\*Deliveries will only be accepted from individuals listed as guardians or emergency contacts. Photo identification will be required.

### **Student Phone Calls:**

If a student needs to contact their parent during the school day, they must obtain a pass from a teacher allowing them to use the student phone in the front office. Students who use their cell phone during the school day to contact parents or any other person are in violation of the district's cell phone policy. Again, our goal is student safety in all communication made from school.

### **Home Access Center/Learning Hub:**

**Home Access Center (HAC)** will be available to view online. Electronic communication regarding access will be sent in order for you to access this site. This is a great tool for parents and students to work together to keep up current grades, missing assignments, attendance, etc. A short tutorial on how to use Home Access Center, as well as Home Access Help, can be found on the Vandeventer website.

**Student Portal/Learning Hub (Teacher Web Sites)** are a great resource to use to access teachers' lesson plans, assignments, class calendars, etc. Links to the Learning Hub can be found on the Vandeventer website.

Students also are responsible for keeping up with all lesson plans and assignments (along with due dates). Please be aware that as learning is assessed throughout each lesson, there will be times that weekly lesson plans need to be adjusted. Students will always be made aware of these changes and should record these changes as directed by the teacher. An up-to-date and accurate student calendar is the key to student organization and success.

If you see consistent discrepancies between what your child is recording and the Home Access Center, or teacher website information, you may want to contact your student's teacher for clarification.

### **Cell Phones:**

To limit the distraction during the school day, students who choose to bring a cell phone device to school must remember cell phones and/or smart watches should be turned off and put away (in locker) unless a teacher has assigned a BYOD day. If a teacher has assigned a BYOD day, it will be posted outside the classroom door, and the teacher will direct students regarding how to access the technology as they

enter the classroom. Teacher directives are expected to be followed throughout the period regarding technology usage. **We ask all parents to please not text-message or call their students on their cell phones during school hours.** If you need to leave a message for your student, please call the Vandeventer front office at 469-633-4350, and our office staff will see that he or she receives the message. Cell phones and other personal technology devices are not allowed to be out in the hallways or at lunch time. If a student uses a cell phone, leaves the phone turned on, or displays the phone during an inappropriate time, it will 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:

***1<sup>st</sup> offense* – the phone will be confiscated and returned to the parent with a warning being issued.**

***2<sup>nd</sup> offense* – the phone will be confiscated and parent/student must pay a \$15 fine before the phone is returned to the parent.**

***3<sup>rd</sup> offense* – the phone will be confiscated and parent/student must pay a \$15 fine before the phone is returned to the parent**

***4<sup>th</sup> offense* – the student will be required to turn in his/her cell phone at the start of each school day. The phone will be locked in Ms. Haigh's office, and it must be picked up by the student by 4 PM. Phones will only be released to the student owner or his/her listed guardian in eschool. If a phone is confiscated from a student who is required to turn in his/her phone each day, then the phone will be held for the remainder of the school year.**

#### **Dress Code:**

Vandeventer students are expected to comply with dress code standards as outlined in the 2017-2018 FISD Middle School Student Handbook. Please review the FISD Middle School Handbook on the [FISD website](#) (search keyword: student handbook)

Students in violation of the district's dress code will be sent to the Assistant Principal's secretary, Mrs. Haigh. Students will be asked to change into school issued dress code clothing and will NOT be allowed to call home for additional clothing. Assistant Principals will assign disciplinary consequences as appropriate and notify parents within 24 hours regarding dress code violations following the first offense:

**1<sup>st</sup> offense – Verbal Warning**

**2<sup>nd</sup> offense – Parent Notification**

**3<sup>rd</sup> offense – Thursday Night Reflections**

**4<sup>th</sup> offense – ISS**

### **Student Vehicles:**

Students who would like to ride bicycles to school are welcome to do so. **Skateboards, roller blades, skates, scooters, ripstiks, and hoverboards 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 dismount from and walk, not ride, their bicycles 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.

### **Tennis Rackets:**

Students are required to store tennis rackets in hallway lockers or in a designated locker room location (as assigned by coaches) during the school day.

### **PE Uniforms:**

PE Uniforms are required for all Frisco ISD middle school students enrolled in Physical Education classes. Black knit or mesh shorts and an ash-gray t-shirt must be worn each day your child participates in P.E. Clothing is purchased at parents' expense. PE uniforms can be purchased through My Payments Plus.

[www.mypaymentsplus.com](http://www.mypaymentsplus.com)

### **Textbooks:**

Textbooks and/or consumables are provided by the district and are issued at the beginning of the year. Every student is obligated to give his or her books the best care. 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 or consumables. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Some classes may only provide online textbooks or textbook CDs.

### **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 Vandeventer Cafetorium. Items not claimed by the end of each grading period will be donated to charity. Please put your name inside jackets or other articles of clothing to help us return lost items. VMS staff is not responsible for items left in the hallways or other public areas. **Personal items should be secured in student lockers or on their person at all times.**

### **Cafeteria Procedures:**

The school cafeteria offers breakfast and lunch daily. Each student 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. Students should put money into their accounts prior to 10 A.M. each day. In addition to the ability to monitor account balances, view purchase history, make

payments and set-up low balance e-mail reminders or auto-pay, you will now have the ability to place restrictions on how your funds are spent. The My Payments Plus system offers two accounts into which you can choose to make a deposit—a “meal” account and a “general” account. The general account will allow students to purchase “a la carte” items, in addition to school meals. The meal account limits student spending by only allowing single, plated meal purchases. During lunch, students have the opportunity to purchase food from the “a la carte” lines. Prices in these lines vary. Any monies in your account from the previous year will carry over to the new program. Upon registration to My Payments Plus, you will instantly see your student’s current balance. To sign up, simply visit: [www.mypaymentsplus.com](http://www.mypaymentsplus.com) and click on “Register a Free Account.” You will need your student’s ID number to complete registration. If you don’t know the number, please contact the front office at Vandeventer or Child Nutrition (469-633-6980) to obtain it.

#### **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 Vandeventer 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.**

#### **Attendance at Extracurricular Activities:**

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Vandeventer MS. It is important to maintain pride and tradition of our school. Therefore, it is expected that all students (participants and fans), parents, and spectators respect our own students and staff, as well as any visiting teams or officials at these events.

Vandeventer students will have free admission to Vandeventer athletic events within FISD when they present their current Vandeventer student identification cards. Once student IDs are issued, they are **required** for entrance into extra-curricular activities. There will be a \$5.00 replacement charge for any student who loses their ID.

To ensure appropriate supervision, students will not be allowed to wait on campus

after school to attend athletic events. Also, students in attendance at athletic games must remain seated in the stands or in an adult supervised area at all times. Again, in order to maintain security and student safety, **it is very important that students who attend activities outside of the school day have made appropriate transportation arrangements for after the event.** If a student is not picked up within 20 minutes of a campus-organized event ending, they will lose the privilege of attending extracurricular campus activities for the rest of the school year.

To be eligible to attend extracurricular activities and after school events, students must have passed all classes on the most recent report card. This includes all ball games, school dances, and other special extra-curricular programs. Gate keepers will be provided a list of ineligible students prior to every after school event. Any student who tries to enter the event whose name is on the ineligible list will not be allowed to stay. Any student who does not have their ID to prove eligibility will also be asked to leave. In order to attend extracurricular activities and after-school events at Vandeventer Middle School, students must have been in attendance at least half-day on the day of the event. If students are sent home sick or absent due to an illness, they will not be permitted to attend events that evening.