

**CLARK MIDDLE SCHOOL  
STUDENT HANDBOOK  
2010-2011**

**Clark Middle School  
Home of the Cougars!**



Main Number 469.633.4600

Fax Number 469.633.4650

Administrative Staff

Joel Partin	Principal
Jason M.Ellis	6 <sup>th</sup> / 7A Grade Asst. Principal
Amy Reed	7 <sup>th</sup> / 7B Grade Asst. Principal
Janis Bennett	6 <sup>th</sup> / 7A Grade Counselor
Alicia Cobb	7 <sup>th</sup> / 7B Grade Counselor
Cindy Connatser	Principal's Secretary
Jessica Uretsky	Asst. Principal Secretary
Karen Gilley	Nurse
Rhonda Mendez	Registrar
Renee Taylor	Receptionist
Kim Taber	Librarian
Officer Grant Cottingham	School Resource Officer

For the Latest Info and Event Calendar for Activities at Clark Middle School:  
<http://www.friscoisd.org/schools/clark>

**THE CLARK MISSION**

By investing in relationships among students, staff, parents, and community, Clark Middle School will inspire life-long learning while creating an atmosphere of integrity and respect.

**Colors:** Black and Gold  
**Motto:** Greater Than Yourself

*Please turn the Receipt of Student Handbook form in to your third period teacher by  
Friday, August 27, 2010*

FIRST AND LAST NAME OF STUDENT: \_\_\_\_\_

FIRST PERIOD TEACHER: \_\_\_\_\_

# Clark Middle School

## RECEIPT OF STUDENT HANDBOOK ADDENDUM 2010-2011

I have visited the Clark Middle School website and read the 2010-2011 Clark Middle School Student Handbook Addendum.

Clark's URL address is <http://www.friscoisd.org/schools/clark/>

I understand that it is my responsibility to adhere to the rules, regulations, and policies as addressed therein.

\_\_\_\_\_  
(Print) Student's Name

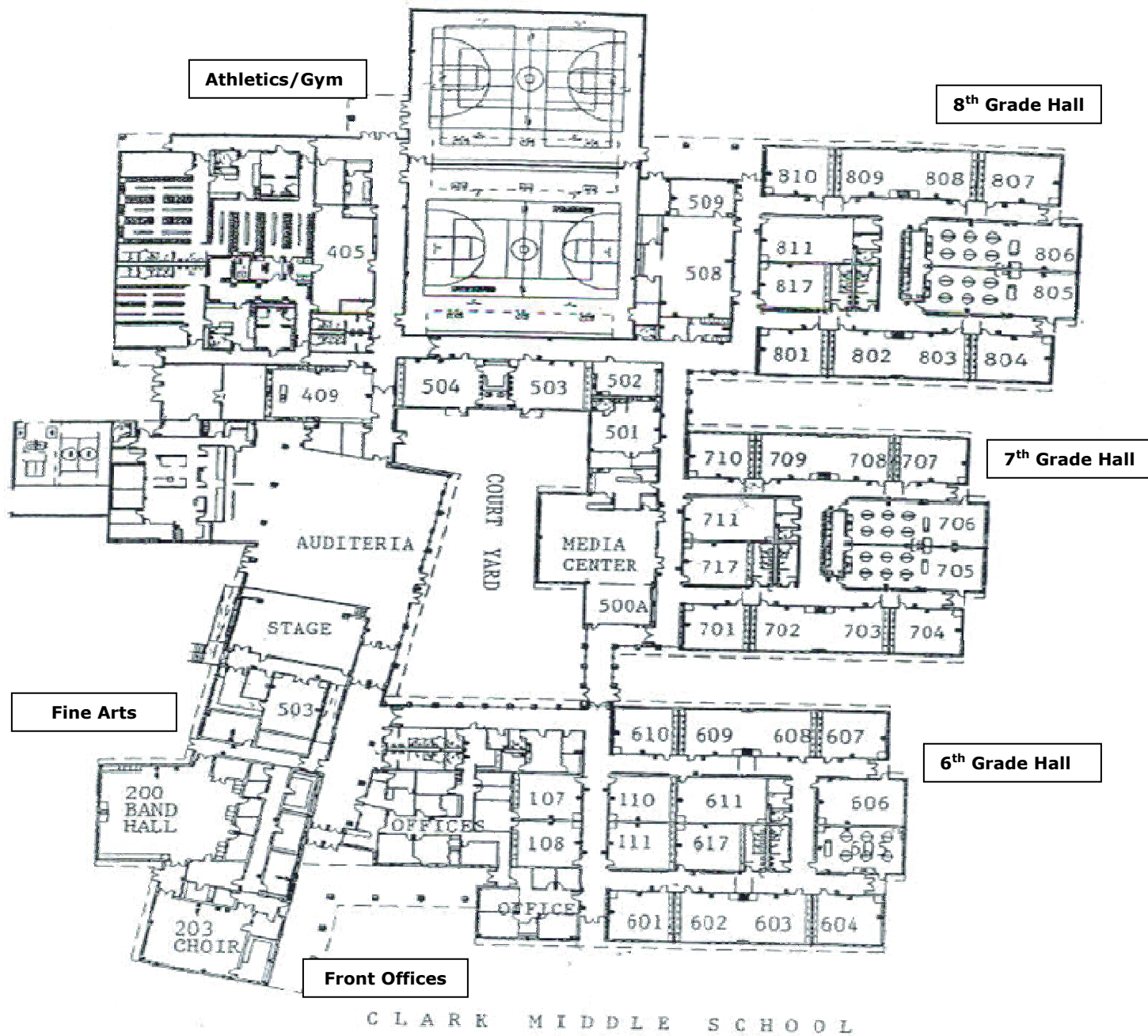
\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
(Print) Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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## Clubs & Organizations

A great way to be successful and happy in middle school is to connect to a club or organization, and Clark has many from which to choose. These groups make it easier to find new friends and build confidence. Here are just a few (and their sponsors) to consider: Art Mania (Mrs. Clark), Club Espanol (Ms. Jolley), Fellowship of Christian Athletes (Coach Ray), Friends of Rachel (Ms. Kleiman, Mrs. Janes, Mrs. Clark), Math & Science Club (Mrs. Cruson), and Student Council (Mrs. Claster).

## Attendance



It is important that you make an effort to be here every day. First period tardies will have the same consequences as tardies in every other class throughout the day. Student success is closely tied to attendance. If you must be absent, we ask that your parent or guardian contact the school at 469-633-4600 before 9:00 a.m. or email [clark@friscoisd.org](mailto:clark@friscoisd.org). After any absence, please submit a parent/guardian note to the front office. If you are out for a medical appointment, be sure to bring a doctor's office visit slip in order to excuse the time missed.

## Sign Out Procedures



If you are leaving during the school day, please bring a note from your parent/guardian and a permit will be issued for you to leave class. A parent or guardian must meet you in the front office and sign you out. If the person picking you up is not your parent or guardian, the identity of that person must be established and written permission from the legal guardian granted before you may be released. **For the safety of our students, no one will be called from class until the identity of the person picking them up has been verified.**

## Visitors Check In and Out Procedures

All visitors are required to check in at the office and to conduct themselves according to the rules for students. The principal may request identification from any person on school property and may ask any person who is not on legitimate school business to leave. Parents are welcome at any time, but must check in through the main office and obtain a visitor's pass.

## Bus Information



To insure 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, your safety is our primary concern. If you have questions or need information regarding buses, please call 469-633-6140.

## Lockers



Students will be assigned a locker with a combination lock. We have enough lockers for all students; therefore, 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. Time is set aside each six weeks to allow you to clean out your locker and organize your belongings. **Do not tell anyone your combination.** If you choose to bring a backpack, it must remain and fit in the locker throughout the school day.

## Textbooks



Textbooks 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. Write your name in the front of the book as soon as it is issued to you. Please keep your textbook covered at all times. Do not loan or borrow textbooks. Students who lose or damage books will be expected to pay for them.

## Nurse/Medication



A registered school nurse is assigned to CMS full time. Students who are ill should report to the nurse with a pass from the teacher. If it is deemed necessary, the nurse or other school personnel will contact a parent or guardian for you. Students should not carry medication of any kind with them during the school day, with the exception of inhalers and EpiPens **accompanied by proper documentation from a physician and kept on file in the clinic.** Please contact the nurse for proper authorization forms and an explanation of procedures.

### **PLEASE NOTE THIS NEW POLICY REGARDING MEDICATION:**

**ALL PARENTS / STUDENTS:  
PLEASE READ**

#### CHANGE IN MEDICATION POLICY:

The district shall not purchase oral nonprescription medication for students beginning with the 2010-2011 school year. In order for students to receive district-approved oral nonprescription medication (Tylenol, Advil, Benadryl, Tums, Cough Droplets, & Throat Strips) while at school, the parent/guardian must complete & sign the Request for Administration of Medication form & send the age-appropriate medication to school in the original container (smallest container available) & to be properly labeled. The nurse may give up to 10 doses of the district-approved oral nonprescription medications. When students take 10 doses of a medication, the parent/guardian will be notified a doctor's note will be needed in order to continue to give the student the medication.

All other nonprescription medications must have a doctor's note and must be in the original container & to be properly labeled. The parent/guardian must complete & sign the Request for Administration of Medication form & send the medication to school.

A list of medications that are used in the school clinic is available on request from the school nurse.

All prescription medication that cannot be scheduled for other than school hours may be given at school. We must receive a completed & signed Request for Administration of Medication form from the parent/guardian. The medication must be in the original container & to be properly labeled.

## Physical Education Uniform



The dress code for P.E. will be black knit or black mesh shorts and ash-grey t-shirts. Every student must have the uniform by the **SECOND**

WEEK of school. If a uniform is misplaced, or lost, it must be replaced within **ONE WEEK.** P.E. uniforms are available for purchase; students can see their PE teacher for more information.

## Lost and Found

Students should not bring valuable items to school. Lost items that are turned in are placed in the Lost and Found box in the Counselors Office. Clothing items not claimed by the end of each six week period are donated to charity. Please put your name inside jackets or other clothing to help us return lost items to you.

## Grading

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



90 - 100 = A      80 - 89 = B  
70 - 79 = C      Below 70 = F



## Clark Middle School Re-test Policy Requirements

Students will be provided the opportunity to retest each test. They may earn the right to retest the test for a higher grade during a five school day period following the return of the original test, if a student meets the following criteria:

- Schedules and attends a tutorial session to go over the tested material
- Students must make test corrections on the original test
- Schedules and attends a retest session to take a retest; the retest will not be the same as the original test

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- Parent signature on the original test or answer document
- CBA (Curriculum Based Assessments), quizzes, projects, and semester exams are not eligible for retests.

\* High school credit courses taken in middle school will follow the high school retest regulations. High school retest regulations involve a comprehensive retest during the last week of the grading period. A complete outline of high school retest regulations can be found in the high school student handbook. A copy of this handbook can be accessed on the Frisco ISD web-site.

### **Change of Address/Phone Numbers**



Please inform the office data clerk immediately of any address or phone number changes. Proof of residency is required to change pertinent school records. Emergency information must be accurate for your safety.

### **P.T.A.**

An active Parent Teacher Association is available for your parent/guardian to join. Membership information and a list of volunteer opportunities will be available. Parents are always welcome at Clark Middle School. Please encourage their involvement.

### **Counselors**



Our guidance counselors are available to help students get the most out of their middle school experience and to help them adjust to middle school life. Part of our guidance program is helping the new student feel at home in our school with new teachers and friends in a different setting. Our counselors welcome the opportunity to talk over concerns with students, parents, and teachers. They are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic and school success with a counselor should seek permission from a teacher or administrator to

visit the counseling office to set up an appointment.

### **Tutorials**

We offer tutorials both during the school day as well as before and after school. Speak with your teachers to obtain more details.

### **Bicycles, Scooters, and Skateboards**



Students may ride bicycles to school. Bicycles are to be parked and locked in the designated areas. Students are urged to use caution and exercise bicycle safety when riding to school. School officials reserve the right to restrict bicycle riding on school grounds before and after school. Skateboards and scooters are not permitted on the Clark Middle School campus.



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

At the end of each six weeks students will receive a report card. Progress reports are issued after the third week of each six weeks. These are designed to keep you and your parent/guardian aware of your academic progress. Progress reports are issued to students at the midpoint of each marking period. Report cards are sent home at the end of each grading period. Student academic progress can be monitored through the on-line Home Access Center (H.A.C.) system.

### **Dances**

CMS will sponsor two dances during the school year. Parents and teachers will act as chaperones. Dances will be restricted to students who attend Clark and meet requirements based on academic standing \_\_\_\_\_ and behavior. Once a student arrives at the dance, that student may not leave until the dance is over, unless with a parent. Parents



are expected to pick up their child promptly at the end of the dance. Dance times will be communicated in advance. **Students must adhere to the CMS standard dress code.**

### Cafeteria



Each student will be issued an identification badge 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. An alternate lunch will be provided at no cost to any child who forgets his/her lunch money.

### Agenda



One agenda planner is provided to you free of charge and should be carried to all classes each day. If you lose it, you are required to buy another one. The charge for a replacement agenda is \$5.00. Please the front office for a replacement agenda. Parents are encouraged to check the planner weekly.

### Parents Bringing “Forgotten Items”

CMS will not interrupt any classroom to deliver any items that the student has forgotten (except for eyeglasses/contacts). Students will be called to the front office between classes to retrieve items that have been brought in.

### Student Success Initiative

Students who did not meet the passing standards on last year’s TAKS test will be required to take a math and/or reading lab course that will help them improve their math and literacy skills. This course will replace an elective course. These efforts are designed to help every child achieve success in mastering the Texas Essential Knowledge and Skills and the federal requirements under the No Child Left Behind Act.

### Electronic Devices



Students are not permitted to use cell phones or other electronic devices on school grounds during the school day. **Students may bring cell phones to school as long as they remain turned off, are not used, and are not visible.** Students not in compliance with the rule will have their cell phones confiscated. Per Fisd policy, after one, initial warning, students are charged \$15 on subsequent confiscations. Following the fourth offense, the cell phone may be held for the remainder of the year.



### Methods of Communication

Communication is important to us at Clark, so we utilize a variety of methods to keep Cougars informed: Home Access Center (HAC), the Clark campus web site (see page one), e-mail, web-based newsletters, phone calls, parent teacher conferences, student agendas, progress reports, report cards, positive postcards, School Messenger calls, and Open House nights are all ways to stay updated on your student’s academic progress and extracurricular activities.

### Field Trips

Students are permitted on field or school-sponsored trips only if his/her parent or guardian has signed the “Field Trip Permission Slip.” Students on school sponsored trips are subject to Fisd Student Code of Conduct. School sponsored trips are a privilege and a student’s participation may be restricted. **All students may participate in field trips UNLESS he/she has served 1 full day of ISS or any more restrictive disciplinary measures during the six calendar weeks prior to the trip. In addition, there may be additional behavioral requirements.** Due to the rules of different organizations, the cost of tickets is usually non-refundable.

## **DISCIPLINARY CONSEQUENCES**

### **C-Hall (1 Hour)**



C-Hall is a disciplinary, one-hour detention assigned Monday/Wednesday, from 4:00-5:00 p.m. and Tuesday/Thursday from 7:30-8:30 a.m. Students are responsible for bringing schoolwork to C-Hall. If an emergency arises and your child is unable to attend, please make arrangements with your child's grade level assistant principal in advance; otherwise, the student will be considered absent. Parents/students must provide their own transportation.

### **Thursday Night Reflections (TNR)**

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 held on Thursdays from 4:00-7:00 p.m. During the detention, students complete a character-based curriculum and any curriculum assignments due. The curriculum provided for students to complete allows them an opportunity to reflect on behavior choices they have made, and also provides them with the tools necessary to make positive choices in the future. If an emergency arises and your child is unable to attend, please make arrangements with your child's grade level assistant principal in advance; otherwise, the

student will be considered absent. Parents/students must provide their own transportation.

### **Short Term Removal (STR)**

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. Persistent STRs will lead to additional consequences.

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

ISS encourages students to change their behavior, assist students in understanding the result of negative choices, teaches self discipline, and provides students an opportunity to get caught up on school work. While in ISS, students will be expected to work through a character-based curriculum as well as complete any class work sent by their teachers. Any and all assignments given in ISS must be completed.

<b>TAKS TESTING SCHEDULE 2010-2011</b>				
<b>DATE</b>	<b>6TH GR</b>	<b>7TH GR</b>	<b>8TH GR</b>	<b>Report Dates</b>
<b>March 1 (Tue)</b>		<b>Writing</b>		<b>May 25, 2011</b>
<b>April 4 (Mon)</b>			<b>Math<sup>1</sup></b>	<b>April 22, 2011</b>
<b>April 5 (Tue)</b>			<b>Reading<sup>1</sup></b>	<b>April 22, 2011</b>
<b>April 26 (Tue)</b>	<b>Math</b>	<b>Math</b>		<b>May 25, 2011</b>
<b>April 27 (Wed)</b>	<b>Reading</b>	<b>Reading</b>		<b>May 25, 2011</b>
<b>April 28 (Thurs)</b>			<b>Science</b>	<b>May 25, 2011</b>
<b>April 29 (Fri)</b>			<b>S.Studies</b>	<b>May 25, 2011</b>
<b>May 17 (Tue)</b>			<b>Math<sup>2</sup></b>	<b>June 7, 2011</b>
<b>May 18 (Wed)</b>			<b>Reading<sup>2</sup></b>	<b>June 7, 2011</b>
<b>June 28 (Tue)</b>			<b>Math<sup>3</sup></b>	<b>July 15, 2011</b>
<b>June 29 (Wed)</b>			<b>Reading<sup>3</sup></b>	<b>July 15, 2011</b>

<sup>1</sup>Due to TEA requirements, eighth grade students must pass the Reading and Math TAKS tests to promote to ninth grade. <sup>2</sup>Second administration of test. <sup>3</sup>Third administration of test.

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Clark Middle School  
Bell Schedules  
2010-2011

**“Regular” Bell Schedule**

**6<sup>th</sup> Grade**

1<sup>st</sup> period: 8:40 – 9:26  
2<sup>nd</sup> period: 9:30 – 10:16  
3<sup>rd</sup> period: 10:20 – 11:11  
4<sup>th</sup> period: 11:15 – 12:35

**A Lunch**

Lunch Time: 11:15 – 11:45  
Class Time: 11:49 – 12:35

5<sup>th</sup> period: 12:39 – 1:25  
6<sup>th</sup> period: 1:29 – 2:15  
7<sup>th</sup> period: 2:19 – 3:05  
8<sup>th</sup> period: 3:09 – 3:55

**7<sup>th</sup> and 8<sup>th</sup> Grade**

1<sup>st</sup> period: 8:40 – 9:26  
2<sup>nd</sup> period: 9:30 – 10:16  
3<sup>rd</sup> period: 10:20 – 11:11  
4<sup>th</sup> period: 11:15 – 12:01  
5<sup>th</sup> period: 12:05 – 1:25

**B Lunch**

Lunch Time: 12:05 – 12:35  
Class Time: 12:39 – 1:25

**C Lunch**

Class Time: 12:05 – 12:51  
Lunch Time: 12:55 – 1:25

6<sup>th</sup> period: 1:29 – 2:15  
7<sup>th</sup> period: 2:19 – 3:05  
8<sup>th</sup> period: 3:09 – 3:55

**“KUGR Live” Schedule**

**6<sup>th</sup> Grade**

1<sup>st</sup> period: 8:40 – 9:26  
2<sup>nd</sup> period: 9:30 – 10:16  
3<sup>rd</sup> period: 10:20 – 11:05  
KUGR Broadcast 11:06 – 11:16  
4<sup>th</sup> period: 11:20 – 12:39

**A Lunch**

Lunch Time: 11:20 – 11:50  
Class Time: 11:54 – 12:39

5<sup>th</sup> period: 12:43 – 1:28  
6<sup>th</sup> period: 1:32 – 2:17  
7<sup>th</sup> period: 2:21 – 3:06  
8<sup>th</sup> period: 3:10 – 3:55

**7<sup>th</sup> and 8<sup>th</sup> Grade**

1<sup>st</sup> period: 8:40 – 9:26  
2<sup>nd</sup> period: 9:30 – 10:16  
3<sup>rd</sup> period: 10:20 – 11:05  
KUGR Broadcast 11:06 – 11:16  
4<sup>th</sup> period: 11:20 – 12:05  
5<sup>th</sup> period: 12:09 – 1:28

**B Lunch**

Lunch Time: 12:09 – 12:39  
Class Time: 12:43 – 1:28

**C Lunch**

Class Time: 12:09 – 12:54  
Lunch Time: 12:58 – 1:28

6<sup>th</sup> period: 1:32 – 2:17  
7<sup>th</sup> period: 2:21 – 3:06  
8<sup>th</sup> period: 3:10 – 3:55

**“Activity/Pep Rally” Schedule**

**6<sup>th</sup> Grade**

1<sup>st</sup> period: 8:40 – 9:26  
2<sup>nd</sup> period: 9:30 – 10:16  
3<sup>rd</sup> period: 10:20 – 11:02  
4<sup>th</sup> period: 11:06 – 12:22

**A Lunch**

Lunch Time: 11:06 – 11:36  
Class Time: 11:40 – 12:22

5<sup>th</sup> period: 12:26 – 1:08  
6<sup>th</sup> period: 1:12 – 1:54  
7<sup>th</sup> period: 1:58 – 2:40  
8<sup>th</sup> period: 2:44 – 3:26  
Activity: 3:30 – 3:55

**7<sup>th</sup> and 8<sup>th</sup> Grade**

1<sup>st</sup> period: 8:40 – 9:26  
2<sup>nd</sup> period: 9:30 – 10:16  
3<sup>rd</sup> period: 10:20 – 11:02  
4<sup>th</sup> period: 11:06 – 11:48  
5<sup>th</sup> period: 11:52 – 1:08

**B Lunch**

Lunch Time: 11:52 – 12:22  
Class Time: 12:26 – 1:08

**C Lunch**

Class Time: 11:52 – 12:34  
Lunch Time: 12:38 – 1:08

6<sup>th</sup> period: 1:12 – 1:54  
7<sup>th</sup> period: 1:58 – 2:40  
8<sup>th</sup> period: 2:44 – 3:26  
Activity: 3:30 – 3:55