

Fowler Middle School Student Handbook Addendum



2010-2011

“FMS...Where Learning Takes Flight.”

3801 McDermott Rd.
Plano, TX 75025
Phone: (469) 633-5050
Fax: (469) 633-5060

FMS Administrative Team

Principal – Mr. Donnie J. Wiseman
Assistant Principal – Ms. Cathy Leonard
Assistant Principal – Mrs. Grace McDowell
Assistant Principal – Mr. Rocky Agan

FMS Counseling Team

6th Grade/7th Grade (A-J) Counselor – Ms. Kristin Cabaniss
7th Grade (K-Z)/8th Grade Counselor – Mrs. Andrea Williams
Campus Intervention Specialist – Jana Schaffner
School Liaison Officer – Officer Richard Elskamp

Fowler Middle School Student Handbook Addendum includes processes and procedures established to ensure student safety and a positive learning environment. Information sections of this document include: General Information, Academics, Attendance, Communication, Behavior Management and Bullying/Harassment/Hazing.

GENERAL INFORMATION:

School Hours:

The school day is from 8:40 AM to 3:55 PM. Students may arrive to school NO earlier than 7:30 AM. Students will report to the cafeteria until dismissed to 1st period by an administrator. **For both student safety and building security, we will ask unattended students not to loiter or be on campus after 4:15 pm each day.**

Student 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. Students who do not ride buses must be dropped off in the mornings at the designated locations in the front (south) or west side of the building and go directly to the cafeteria. In the afternoon parents may pick up students on any side of the building, excluding the bus loading zone located outside of the cafeteria on the west side of campus. During pick-up times, in order to insure student safety, we ask that a single line be formed on the school side of the driveways so that students do not need to cross in front of cars in order to get to their ride. In order to facilitate student drop off and pick up, we ask that you not park in the drop off/pick up areas and leave your vehicle unattended between the times of 8:00 AM to 8:45 AM and 3:15 PM to 4:15PM. **Students should NEVER be dropped off or picked up on McDermott Rd. Students should only be dropped off or picked up from vehicles that have completely entered our campus. A 10 MPH speed limit is in place at all times on our campus.**

Unless a student is staying for tutorials or a planned practice that is supervised by school personnel, all students should be off campus by 4:15 PM. Students are not allowed to wait at school unsupervised. Arrangements should be made for students to be picked up immediately after school or immediately following school sanctioned event.

As always, your help is appreciated in making this area as safe as possible for our student as they arrive at school and return home.

Sign Out Procedures

When it is necessary for a student to leave during the school day, they must be signed out in the office. A parent/guardian must complete check out procedures while the student is being called from class. **To insure student safety, we ask that parents/guardians present their drivers license 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 nursing clinic.

Visitors

All visitors are required to check in at the 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. All visitors will 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 should check in with the front office before contacting a student or teacher.

If the person visiting a student during lunch is not a parent/guardian, the identity of that person must be established and they must be identified as a visitor/emergency contact on a student's registration card or approved by a parent in advance. For the safety of our students and in keeping with the state laws, the following guidelines are in place for lunch visitors.

- Please wait for your student near the administrator table located on the East side of the cafeteria.
- Once the student arrives, you may proceed to the designated visitor table located near the South end of the cafeteria (Stage end).
- 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.

Parents may not monitor classroom activities without prior approval of the principal. Students or others may not tape or video record a class without the approval of the teacher and principal.

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 the parents' expense. PE uniforms can be purchased through our Fowler PTA or any other department store.

Textbooks

Textbooks are provided by the district and are issued at the beginning of the year. Every student is obligated to give his/her books the best care. They are certainly to be used but not abused. They should put their name in the front of the book as soon as it is issued to them. Do not loan or borrow textbooks. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Certain classes may only provide online textbooks 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 area in the cafeteria. Items not claimed by the end of every 6 weeks are donated to charity. Please put your name inside jackets or other articles of clothing to help us return lost items.

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. Students are encouraged to prepay for lunches. Breakfast will cost \$1.00 and a tray lunch will cost \$2.35. During lunch, students have the opportunity to purchase food from a la carte lines. Prices in these lines vary. An alternative meal will be provided to students that have reached the maximum charge limit as an emergency meal. Parents and/or guardians may set spending limits for their child by contacting the cafeteria manager. Parents may also make payments online and check student purchases at www.paypams.com

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 for snacks for themselves.

Food and Drinks During the School Day:

Students are not allowed to have any type of food or drink in the classroom at any time (this includes gum).

Chewing gum is prohibited in our building. If the student has a special medical situation where they need a snack during the day, the nurse should be made aware of this situation and special arrangements can be made.

If a student brings their lunch to school, they should keep it in their locker until their designated lunch period. Once lunch is over, any leftover food or drink must be disposed of before returning to class. The only item a student may keep in their locker during the school day is a water bottle for between classes. Water bottles are not allowed in the classrooms, yet may be used during the passing periods between classes.

Medications:

Students are not allowed to have any medications in their possession at school. All medication must be left in the school clinic 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 inject-able medications to be used in an emergency. See the FISD Middle School Handbook for further information on the district's oral nonprescription medication policy.

Attending Extracurricular Activities and After-School Events:

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Fowler MS. It is important to maintain pride and tradition of our school. Therefore, it is requested that all students (participants and fans) and parents should respect our own students and staff, as well as any visiting teams or officials at these events. Fowler students will have free admission to Fowler athletic events within FISD when they present their Fowler student identification cards. Student ID's are required for entrance into extracurricular 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 or any other after school events that begin after 5:30 pm.** 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 after an on-campus activity – they will lose the privilege of attending extra-curricular campus activities for the rest of the school year.**

Students must have passed all classes during the preceding grading period in order to attend extra-curricular activities and afterschool events. 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 yet 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 Fowler 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 are absent due to an illness they will not be permitted to attend events that evening.

ACADEMICS:

Student Planner:

Every student is provided a planner at the beginning of the year free of charge. This planner should be carried to all classes each day. If it is lost, students must buy another one for \$5.00. Each Monday, assignments for the week will be posted in the classroom and students will be expected to copy them down. Parents are encouraged to check the planner often. In addition, this planner serves as a student hall pass log and is the ONLY acceptable hall pass for students during the school day.

Progress Reports and Report Cards:

Students will receive their report card the Thursday or Friday following the close of each six weeks grading period. In addition to the report card, students will receive a progress report during the 4th week of each marking period. Grades will also be accessible from the Frisco ISD website (www.friscoisd.org) through the Home Access Center.

Grading Policies

The Texas Education Code requires student grades to reflect student mastery of assignments and prohibits minimum grades. Grades earned on assignments are used in determining six weeks and semester grades. More information about the grading system can be found in the Frisco ISD Middle School Handbook.

Instructional and Mandatory Tutorials:

Students must have a pass signed and dated by a parent or teacher in order to attend morning tutorials. All passes should be written in the student's agenda. Morning tutorials will begin at 8:10 AM and conclude when

the student is dismissed to first period. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:20. Afternoon tutorials will be available by appointment. If a student is not passing a class, instructional tutorials or mandatory tutorials may be assigned by the teacher to ensure academic success. Students may also be pulled out of an elective class for additional remediation.

Failure to Attend Mandatory Tutorials

Teachers may also assign students to mandatory tutorials to ensure academic success. Students will be provided a mandatory tutorial form when they are assigned a mandatory tutorial. Students are expected to present this form to parents. Failure to attend mandatory tutorials may result in an assignment to C-Hall. C-Hall assignments will serve as another opportunity for the student to succeed. Ongoing failure to attend mandatory tutorials or C-halls may result in the student being assigned ISS where they will be required to complete all missing work.

FISD Middle School Retest Regulations

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 by campus guidelines. A timeline for completing the requirements will be included.

- All students will be provided the opportunity to retest following the return of each test. *
- The student will be awarded the full value of the retest exam.
- The retest grade cannot lower the student's major grade 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.
- Semester exams are summative assessments and are not eligible for retakes.

** 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.*

Fowler Middle School Retest Guidelines

In accordance with the FISD Middle School Retest Regulations, students at Fowler Middle School will be required to adhere to the following guidelines when requesting the opportunity to retest:

- FMS students will be required to complete corrections on the original assessment before retesting. Teachers may require students to attend a maintenance tutorial to complete these corrections.
- FMS students must complete all remedial assignments required by the teacher prior to taking the retest.
- FMS students must attend one or more instructional tutorials (per teacher discretion) before having the opportunity to retest.
- FMS students will have a period of 5 school days, following the receipt of the original test to take a retest over the same material. **All of the FMS retest guidelines must be met during this same time period BEFORE the student will be allowed to complete the actual retest.**

Homework/Assignment Policy

The general late work policy for Fowler Middle School is provided to promote student responsibility and consistency throughout the building. For regular daily and weekly assignments, 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 should receive is a 50. A student will receive no credit (zero in the gradebook) for work completed after the second day it is due. Teachers may provide students with a late work notice form when assignments are not completed by their due date. Students will be expected to present this form to parents. Students are also required to turn in all assigned work regardless of how late the work may be.

National Junior Honor Society Information

National Junior Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. Every 7th and 8th grade Fowler Middle School student will have the opportunity to become a member of this organization.

Initially, students must meet the following guidelines for scholarship in order to be considered for membership:

- Students must be in 7th or 8th grade and attended FMS the entire first semester of the current school year.
- Students must have a cumulative grade point average of at least 94% in core classes for the current school year and maintain citizenship grades of “E” or “S”.
- A NJHS member who transfers from another school and brings a letter from the principal or chapter adviser to the Fowler Middle School Adviser

Once the student is academically qualified, he/she will receive application forms for consideration for membership in February. Upon the return of the application for membership, academically qualified candidates shall be evaluated in areas of character, service, leadership, and citizenship. These guidelines, listed in order of consideration, are as follows:

- Must not have received any marks against them in citizenship for the current school year (Teacher recommendation and Discipline documentation)
- Service, leadership, and character listed by the applicant on the application

Fowler Academic Awards

At the end of the school year we will hold our annual Fowler Academic Awards Ceremony to recognize students for academic excellence. Invitations will be mailed to students receiving an award. Below is the criteria considered for receiving a Fowler Academic award.

- Principal Award is given to students who have maintained 95 average or better for each six-weeks in each of their core classes through the 5th six-weeks.
- Presidential Awards are for 8th graders only and are based on two criteria. Each student has scored commended performance on both the Math and Reading TAKS and has a 90% average in core classes (reading, math, science, social studies, and English) for the 6th, 7th and first semester of 8th grade.
- Falcon Pride Award is a top honor presented to one 8th grade girl and one 8th grade boy who were nominated and selected by the Fowler Faculty as leaders both academically and socially at Fowler.
- Teacher Awards: Teachers select only one of their students based on a combination of grades, effort, behavior, and achievement.

MAP Testing

MAP (Measures of Academic Progress) assessments will be administered to Fowler Middle School students twice during the school year in the areas of Math, Reading, English and Science. MAP scores provide teachers, students and parents with an accurate assessment of a student’s instructional ability, and measures what a child knows and needs to learn in each content area. When MAP is administered throughout the school year, it is possible to find out whether an individual student or an entire grade level is making satisfactory progress in basic skills areas. Teachers can use this assessment information for instructional planning, for individual students or an entire class. Students are administered MAP tests on a computer. MAP is a unique assessment for students because this system adjusts the difficulty of each test based on an individual student’s performance. That is, the difficulty of each question is based on how well the student has answered all of the questions up to that point. As the student answers correctly, the questions become more difficult. If the student answers incorrectly, the questions become easier. Within an optimal test, the student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student’s achievement level. If you would like more information about this assessment program, please visit <http://www.nwea.org>

ATTENDANCE:

Developing good attendance habits is key to a successful academic career. This allows the student to be engaged in the lessons being taught, giving them a better understanding of the subject matter. In the event the student should miss school, the parent should call the school on the day of the absence. Parents should send a signed note with the student to be turned into the front office when they return to school. If we do not hear from you, we will contact you to make sure each student is accounted for. If a student is absent from school due to illness, they will not be permitted to attend evening school related events.

Attendance Tracking System

Frisco ISD has an attendance tracking system that involves automatic notifications for those students who have unexcused absences. The notifications start with 3, then 5, then 10 unexcused absences. The reports of

unexcused absences will be run weekly and letters will be mailed weekly to notify parents of their student's attendance.

Tardies:

In the event a student arrives to school tardy, the parent must sign the student in at the front office. Students who have excessive tardies throughout the day will be disciplined according to the middle school Student Code of Conduct.

Truancy

A student is required to make up his/her work, but a student may receive no credit when deemed truant. The office will notify you if a student is considered truant. Mandatory tutorials and C-Halls are considered to be extended year programs and will be treated as such. If a student fails to attend, they will be considered truant. (Refer to the FISD Truancy warning notice.) Students that are truant or obtain unexcused/unresolved absences will be disciplined according to the Student Code of Conduct.

Absences Due to Religious Holidays – If students plan to be absent for a religious holiday, a Religious Holiday Absence Form should be filed by parents prior to the absence. Forms may be received from our receptionist, and returned to the front office.

Absences Due to Trip or Vacation – If a student's absence is due to a family Trip or Vacation a Trip/Vacation Absence Form should be filed by parents prior to the absence. Forms may be received from our receptionist, and returned to the front office for Principal approval. Compulsory Attendance rules continue to apply to all students regardless of excused or unexcused absences.

Trip/Vacation Policy

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being absent unnecessarily from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations. That being said, we do understand that there are extenuating circumstances that cause a family to choose for their student to be absent. Some of those are unplanned such as a death in the family. Others are planned, such as a trip or a vacation. We strongly discourage students being absent for the purpose of vacations. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom.

- The parent shall submit a written request, in advance, stating that the vacation or trip cannot be taken at another time. These absences will be considered unexcused.
- Only one such trip or vacation per family, per year, can be requested.
- No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee. No such trips shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the Superintendent or designee. Students will not be allowed to take their final exams early.
- If a student is going to be absent more than 10 consecutive days, the student will be withdrawn on the 10th day. His/her place in class will be held and they will be reenrolled upon his/her return.

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 reenroll, 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 AM on the second day of absence, parents request assignments for the absentee. This request should be made through our receptionist Mrs. Miller, 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 PM 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.

COMMUNICATION:

Staff at FMS understand the importance of good communication and encourage parents to contact teachers, counselors, or administrators by phone at (469) 633 - 5050 anytime you have a question, concern, or praise. If we are unable to answer your call, leave a message with voice mail and we will return your call within 24 hours. Parents are also welcome to contact teachers or administrators directly through email. We also have a general Fowler email address that you may use should you have questions or comments. **Our Fowler general email address is: fowler@friscoisd.org**

Also, all daily school announcements will be posted on our website as a podcast. Information about special events will be posted in the "Principal's Corner" portion of the website. Please check our website on a regular basis for the most up-to-date information on all the exciting opportunities that are planned for the Fowler school community. **Our Fowler website is: <http://www.friscoisd.org/schools/fowler/>**

We will strive to get news, information, and important dates to you in a timely fashion. Our Fowler newsletter, "The Falcon Reporter", will be posted on our website prior to each six-weeks grading term. Our Fowler newsletter serves as our primary source of communication with parents.

We will also use our automated calling system, School Messenger, for updates and reminders. Parents can find information regarding Contact Manager and how to manage their accounts at the following website: <http://www.friscoisd.org/parentsStudents/ContactManager.htm>

Additionally, important information may be provided to your child through news flyers or letters.

There will be several opportunities throughout the year for parents to attend our "Coffee with the Counselors" events. This time allows guest speakers to talk about topics of special interest to parents of middle school students. These "coffees" will be posted on the website in the "Counselor's Corner" and also parents will be notified through postcards providing the date and time of these events.

Fowler parents are 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.

Parent/Student Messages:

We realize that there are times when a parent needs to get information to a student regarding a change in transportation, lunch needs, etc. If you need to get a message to your student during the school day, please communicate the information to the front office staff and we will be sure and get the message to the student in a timely manner. **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.**

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. We keep a log of all calls made from this phone so if a parent needs any follow-up information regarding the phone call we have record of the student calling home. 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:

After the initial progress report grading period (first three weeks of school), a username and password to access our Home Access Center will be mailed home. This is a great tool for parents and students to work together to keep up with lesson plans, current grades, missing assignments, homework planning, etc. A short tutorial on how to use Home Access Center, as well as Home Access Help, can be found on the Fowler website in the “Parents & Students” Section. Username and passwords will be provided to students upon their request and 6th grade students will be asked to regularly check their grades during their Computer Literacy class.

Students also are responsible for keeping up with all lesson plans and assignments (along with due dates) in the student agenda they are provided at the beginning of the school year. 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 in their agenda as directed by the teacher. An up-to-date and accurate agenda is the key to student organization and success.

If you see consistent discrepancies between your student’s agenda and the Home Access Center information, you may want to contact your student’s teacher for clarification.

School Closing/Delay Information

If there is bad weather, please listen to local radio and television stations for current news about inclement weather school closings or delays of any nature. The decision to close or delay school is made by 5:30 a.m. Radio and TV stations are contacted and updated by 6 a.m. If school is delayed, it will be for two hours. Once the decision to delay is made, district officials will continue to monitor the roads and if conditions do not seem to be improving, officials may then cancel. That decision will be made by 7:30 a.m. Please continue to monitor the news and the district website in these situations. Announcements will be made on area radio and television stations including:

Radio Stations:

820 AM - WBAP
1080 AM - KRLD
1190 AM - KFXR
102.9 FM - MIX
106.1 FM - Kiss FM
102.1 FM - The Edge
92.5 FM - KZPS
97.1 FM - KEGL (La Preciosa)
97.5 FM - KLAK
94.9
103.7

TV Stations:

Channel 4—KDFW (Fox 4)
Channel 5—KXAS
Channel 8—WFAA
Channel 11—CBS 11
Channel 33—WB 33

Updates are also posted at www.friscoisd.org. In addition, the district will utilize its school messenger phone/email system and the Twitter.com account.

BEHAVIOR MANAGEMENT:

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 up to one hour before or after school under direct teacher supervision. Students will be provided a detention form when they are assigned a detention. Students are expected to present this form to parents.

C-Hall

C-Halls may be assigned by a teacher or administrator for infractions of the Student Code of Conduct. C-Halls are held from 4:00 PM – 5:00 PM on Monday and Friday and from 7:30 AM – 8:30 AM on Tuesday and Thursday. Students are responsible for bringing schoolwork to C-hall and must be on time. Students must provide their own transportation home.

Short Term ISS

This is a short term removal from a class period for behavior that interferes with the teaching and learning environment in the classroom.

ISS: In-School Suspension

ISS is a short term removal from the classroom environment. 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 will be required to complete any and all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. While in ISS, students may not participate in any after school or extra curricular activities.

OSS: Out of School Suspension

OSS consists of up to three (3) consecutive days at home in an unsupervised educational setting. School work must be accepted. Students must turn in their assignments upon their return to school or the late work policy will be enforced. State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail. Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement, or expellable offense. A student who is to be suspended will have an informal conference with the principal or appropriate administrator advising the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator’s decision is made. The number of days of a student’s suspension will be determined by the principal or other appropriate administrator, but will not exceed three school days. **Students may not attend or participate in any after school or extracurricular activities during this time.**

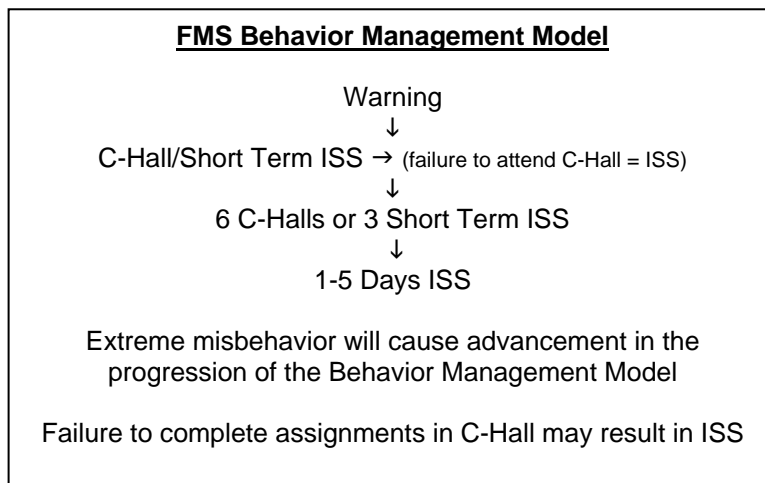
Alternative Placement

Keeping Every Youth Successful (KEYS) Center – The KEYS Center is a supervised suspension Special Programs Center at 7159 Hickory Street. Placement in the KEYS Center usually will be for a minimum of twenty (20) school days and may be for the duration of the year. Transportation to and from the KEYS Center is the student/parent’s responsibility.

Expulsion - Student dismissed from school for the remainder of a semester or remainder of the school year and will be assigned to the Juvenile Justice Alternative Education Program in McKinney. Transportation to JJAEP will be provided by the district.

FMS Behavior Management Model

The FMS Behavior Management Model illustrates the progression of consequences for discipline concerns. The FMS staff will follow this model to support a safe and orderly school environment.



Cell Phones:

To limit the distraction from instruction during the school day, students who choose to bring a cell phone device to school must remember to turn it off when they enter the school in the morning and may not turn it back on until the end of the school day. The cell phone must also be placed in the students locker prior to first period and remain there until the end of the school day. Students will be prohibited from using or activating a paging device or cellular phone during the school day. Possessing such devices is permissible as long as the device is **not visible** or used in any way (phone, text messaging, taking pictures, etc.). If a student uses such a device, leaves the device turned on, or displays the device during this time, it will result in confiscation of the device. The device will only be returned to a parent or guardian. The following consequences will be enforced to students who violate this rule:

- First offense* = the phone will be confiscated and returned to the parent with a warning* being issued
- Second offense* = confiscation of the phone, parent/student must pay a \$15 fine before the phone is returned to the parent, and a C-Hall* is issued to the student.
- Third offense*= confiscation of the phone, parent/student must pay a \$15 fine before the phone is returned to the parent and one day of ISS* is issued to the student.
- Fourth offense* = the phone will be confiscated and held by the district for the remainder of the year and an additional \$15 fine being required for the return of the phone. The student will be issued In-School Suspension for two or more days.

*Please note that the disciplinary action, not the fine, could be elevated one level for disruption of class. Parents will be notified within two school days after the device has been confiscated to schedule a time to pick up the phone and pay the fine if applicable.

Possession of Electronic Devices

Students who choose to bring electronic devices, such as, iPods, MP3 players, CD players, Game Boys, cameras, etc. to school must remember to turn them off when they enter the school building in the morning. Possessing these devices is permissible as long as the device is not visible or used in any way. These items should be placed in the student's locker prior to first period and remain there until the end of the school day. If a student uses the device, it may result in confiscation of the device and will be returned to the parent or the student at the end of the day. Repeated violations will result in disciplinary consequences.

Tardies

Students who have excessive tardies throughout the day will be disciplined according to the middle school student code of conduct. Tardies are totaled per class and per six-weeks grading terms. Consequences for tardies will be as follows:

6th & 7th Grade

- 1st offense – Warning
- 2nd offense – Parent Contact
- 3rd offense – C-Hall
- 4th offense – Office Referral

8th Grade

- 1st offense – Warning & Parent Contact
- 2nd offense – C-Hall
- 3rd offense – C-Hall
- 4th offense – Office Referral

Cheating

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

Bus Information

To insure 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, a student may be allowed to ride a bus other than his assigned bus with the written consent of a parent. This consent must be approved by an administrator. Remember, your safety is our primary concern.

Bicycles/Skateboards/Heelys/Skates/Ripstiks

Students who would like to ride bicycles to school are welcome to do so. Skateboards, skates or ripstiks 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. Students should walk their bicycles off school property 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.

Fighting & Assault

Any student that engages in fighting or assault (other than under Penal Code 22.01) will receive three (3) days of OSS (Out of School Suspension) and two (2) days of ISS (In-School Suspension) on the student's first offense. Multiple offenses will be taken into consideration.

Dress Code:

Students will not be permitted to wear: "sagging pants", torn or ragged clothing, sunglasses, caps, hats, bandanas, undergarments worn as outerwear, pajamas, or house shoes. The following statements serve as guidelines for acceptable clothing:

Boys:

- Shirts with sleeves must be worn at all times.
- Shorts or pants must be worn at or about the waist line at all times.
- Undergarments should not be visible at any time.

Girls:

- Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments.
- See-through, bare midriff, halter type, shoulder baring, or spaghetti strap blouses, any revealing clothing, or any low-cut clothing will not be permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.
- Dresses, skirts, and shorts must extend to or below the student's fingertips when their arms are held to their sides.

In addition, carvings in a student's hair or eyebrows are NOT allowed at Fowler Middle School. Earrings are permissible. All other visible body piercing, jewelry or ornaments are prohibited. Please refer to the Middle School Student Handbook for more specific information regarding dress code.

BULLYING/HARASSMENT/HAZING

Bullying/Harassment/Hazing are prohibited in any form on school property, in a school vehicle, or at a school-sponsored event. Students who have bullied/harassed/hazed others are in violation of school policy and may be subjected to disciplinary action, up to and including suspension and expulsion.

Bullying is when a student or group of students engages in any gesture or written, verbal, or physical or computerized or other electronically transmitted act, or threat that: 1) Will have the effect of physically harming a student, damaging a student's property or reputation, or placing a student in reasonable fear of harm; or 2) Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Note: For bullying to exist, there must be an imbalance of power (either physically, or in lack of social skills to defend oneself, or in regard to perceived status), and it must occur "repeatedly and over time".

Harassment is bullying by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, bullying on the basis of race, color, national origin, religion, or disability or any other basis prohibited by law (such as dating violence and sexual harassment). All matters involving harassment issues will be reviewed for possible referral to law enforcement officials.

Hazing means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone, or acting with others, directed against a student that endangers, or has the potential to endanger, the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining a membership of a group, a team, or organization. All matters involving hazing issues will be reported to law enforcement officials.

Consequences for Violation of School Bullying/Harassment/Hazing Rules

Level 1: Behaviors which interfere with the learning of others and violate a student's right to feel safe, to have their possessions be safe, and to be included.

Examples: Teasing, excluding others, generally disturbing someone

Consequences

Minimum: Verbal Reprimand and warning of future consequences

Note: The 2nd level 1 classroom offense will result in a level 2 consequence and referral to the Assistant Principal for discipline and the Counselor for counseling. All future level 1 violations will result in level 2, or above consequences.

Level 2: Behaviors which are not intended to cause physical harm and are not illegal, but do negatively affect an orderly school environment.

Examples: 2nd referral for teasing, or other level one offense, intimidation, encouraging someone else to bully someone in any way, aggressive actions, destruction of property, continual gossip/rumors, undermining relationships, or taking possessions (if this involves breaking a law it goes to a level 3 offense).

Consequences

Minimum: Detention, and/or removal from some privilege, refers to School Antibullying Task Force; alert all teachers (need to know basis), counseling sessions and contact parent.

Optional: Other possible consequences include: removal from the classroom, payment of damages to property, sign agreement to "stay away" from the other person, support group, letter of apology, write a paper on topic related to the topic, restrict movement in the building, isolated lunch, restrict extracurricular activities, ISS, OSS, refer to law enforcement officials (minimum referral for issues of harassment related to gender identity, race, national origin, religion, or disability).

Level 3: Behaviors which are intended to cause physical or mental harm and/or are illegal. Automatic with 3rd referral for a bullying offense

Examples: Fighting, or assault of any kind, harassment (as defined earlier), destruction of property, intimidation, or extortion threats, blatant disregard for others, retaliation, or encouraging others to retaliate against someone.

Consequences

Minimum: ISS, OSS, refer to law enforcement officials and ongoing counseling,

Optional: The same as for Level 2, plus complete the schools Bully Prevention Program which includes up to 6 counseling sessions and writing a paper, or attend 6 week campus support group and meet with parents.

District Policy of Investigating Bullying Incidents

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the principal or designee. If the report was made orally, the campus principal or designee shall reduce it to written form. The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report.

Steps for Intervening When You Witness Bullying – Out of the Classroom

- a. Immediately stop the bullying
- b. Refer to the bullying behavior and to the relevant school rules against bullying
- c. Address the Bystanders (with the student who was bullied)
- d. Address the Student Who Was Bullied
- e. Address the Student Who Bullied

Steps for Intervening When You Witness Bullying in the Classroom

- a. Immediately stop the bullying
- b. Reiterate the rules
- c. Confront the student who bullied
- d. Impose consequences
- e. Document the incident
- f. Refer when necessary

Note: Please refer to FISD Board Policy FFI(LOCAL) and/or the FISD Secondary Bully Prevention Program located on the share drive for more information and forms.