

Roach Middle School Student Handbook Addendum

2011-2012



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Roach Middle School Student Handbook Addendum includes processes and procedures established to ensure student safety and a positive learning environment, as well as, the guidelines for Roach Middle School's discipline policies.

RMS Administrative Team:

Principal – Mrs. Terri Gladden
Assistant Principal, 6th grade/7th grade Rampage– Mr. Todd McConaughy
Assistant Principal, 7th grade Admirals/8th grade – Mrs. Courtney McDonald

RMS Counseling Team:

6th grade/7th grade Rampage – Mrs. Laura Roberton
7th grade Admirals/8th grade – Mrs. Maren Garza
School Liaison Officer – Officer Brandi Werner

School Hours:

The school day is from 8:25 AM to 3:35 PM. Students may arrive to school NO earlier than 7:45 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 4:00 pm each day.**

Student Drop off/Pick up:

Students who do not ride buses must be dropped off in the mornings at the designated locations in the south or north side, not in the front where the bus zone is located, and go directly to the cafeteria. 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 8:30 AM and 3:15 PM to 4:00PM.

In the afternoon parents are encouraged to pick up students on the south or north side of the building. Unless a student is staying for tutorials or a planned practice that is supervised by school personnel, all students should be off campus by 4:00 PM. Students are not allowed to wait at school unsupervised. Students need to make arrangements to be picked up immediately after school or immediately following your school sanctioned event. Any student still waiting to be picked up after 4:00 will be moved to the front of the building with the exception of students involved in athletics. 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.

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

Sign Out Procedures



If it is necessary for you to leave during the school day, you must sign out in the office. A parent or guardian must meet you in the front office and sign you out. The parent or guardian must show a driver's license to 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. In an effort to maximize instruction time, students will be called to the office for dismissal once a parent or guardian arrives to pick them up.

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 asked for ID and then they 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 state law, the following guidelines are in place for lunch visitors.

- The Texas Nutrition Policy states that students or parents should only bring enough food for themselves. No large quantities to feed other students are allowed.

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.

Attendance:



It is important that you make a real 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 469-633-5000 before 9:00 a.m. If we do not receive a call, we will attempt to reach a parent.

After any absence, please submit a note to the front office and receive a re-admit slip. If you are out for a medical appointment, be sure to bring an office visit slip in order to excuse the time

missed.

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 fillout an absence request form, in advance, stating that the vacation or trip cannot be taken at another time. These absences will be considered unexcused.
- Students will need to get their missed work when they return. Teachers are not required to give out make-up work in advance.
- 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.
- 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.

Missed Assignments Due to Absence:

It is the responsibility of the student and/or parent to collect missed assignments due to an absence. Parents who request assignments for the absentee may do so on the second day of the absence and should contact our receptionist, 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 in the afternoon. 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.

Student Agenda Planner:



This 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 purchase another one. Each Monday, assignments for the week are posted in the classroom, and students are expected to copy them in the corresponding pages of their planners. In the event that a student needs to be in the hallway during classtime, they are required to carry their agenda with them and it must be signed by their teacher. Parents are encouraged to check the planner weekly.

Progress Reports and Report Cards:

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 with the student at the end of the grading period. Student academic progress can be monitored through the Home Access Center.

Home Access Center



An Internet service offered by Frisco ISD to help keep secondary parents informed of their child's academic performance at school. Using a simple login, parents have access to grades and assignments for each course their child is enrolled in at school. You will receive information about HAC with your student's progress report at the end of the third week of school.

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.

Lunch Detention

Lunch detentions may be assigned by a teacher or administrator. Students in lunch detention must come into the cafeteria and sit in the designated lunch detention area of the cafeteria. The administrator on duty will dismiss any student that needs to buy lunch from the tray line only, no ala carte and no snack bar. Any student who is a no show for lunch detention will have their lunch detention doubled.

C-Hall

C-Hall is a disciplinary detention assigned by administrators and is held on Wednesday from 3:40-4:40 p.m. and Tuesday and Thursday from 7:20-8:20 a.m. If an emergency arises, please make arrangements with your grade level assistant principal in advance if you are unable to attend; otherwise, the student will be considered absent. Students must provide their own transportation home.

Friday Night Reflections

FNR is utilized to encourage students to change their behavior, assist students in understanding the result of negative choices, teach self discipline, and provide students an opportunity to get caught up on school work. This disciplinary detention is assigned by administrators and is held on Fridays from 3:40-6:40 p.m. During the detention, students are provided an opportunity to reflect on behavior choices they made. If an emergency arises, please make arrangements with your child's grade level assistant principal in advance if you are unable to attend; otherwise, the student will be considered absent. Students must provide their own transportation home.



ISS: In-School Suspension

ISS is a short term removal from the classroom environment. ISS encourages students to change their behavior, assist students in understanding the results of negative choices, teaches self discipline, and provides students an opportunity to get caught up on school work. While in ISS, students will be required to complete any and all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. While in ISS, students may not participate in or attend any after school or extra curricular activities. On the days a student is in ISS, they must report to the office when they arrive at school and must leave school immediately after dismissal.

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.

Communication:



In an effort to involve parents and the community in the academic success and activities at Roach, we utilize a variety of methods of communication. Home Access Center, e-mails, 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. In addition, a newsletter will be posted on the Roach website at the end of each six weeks. Please contact us at 469-633-5000 if you would like a hard copy mailed home each time it is posted.

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 are dismissed to their classes in the morning and may not turn it back on until the end of the school day, unless a teacher requests it for a classroom activity.

The cell phone must also be placed in the student's 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 without permission from a teacher for an in class activity. Possessing such devices is permissible as long as the device is **not visible** or used in any way (phone, text messaging or taking photographs, etc.). If a student uses such a device when not permissible, it will result in confiscation of the device. The following consequences will be enforced to students who violate this rule:

First offense = the phone will be confiscated and returned to the student 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.

Third offense = confiscation of the phone, parent/student must pay a \$15 fine before the phone is returned to the parent.

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.

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 are dismissed to class 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. Please be advised that we do not have the personnel to spend time to investigate if these devices are lost or stolen, so if it is valuable to you, please do not bring it to school.

B.Y.O.D. Bring Your Own Devices

Providing students and staff with a 21st century digital learning environment is part of the Frisco ISD core values. Beginning with the 2011-2012 school year, Fisd will allow middle school and high school students to



bring their own technology devices (laptops, smart phones, eReaders, iPads, etc.) to use at specified times during the school day. Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion. In addition to bringing their own devices, secondary students will have access to their own Google Apps account, including Gmail, within the Frisco ISD domain (k12.friscoisd.org). With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools available to them

through their student Google Apps accounts.

B.Y.O.D. Acceptable Use Policy

Frisco ISD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility.

While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the Frisco ISD network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students in Frisco ISD must adhere to the following standards of responsible use:

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the Frisco ISD filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Frisco ISD.
- Students must not release personal information on the Internet or electronic communications.
- Personal FUSD network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

Dress Code:

Students will not be permitted to wear: “sagging pants”, torn or ragged clothing, sunglasses, caps, hats, hoods, and bandanas, undergarments worn as outerwear, pajamas, or house shoes. Hats brought to school must remain in a student’s locker during the school hours. If a student is asked to remove their hood from their head, the student will be required to remove the garment with the hood for the remainder of the day. 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 natural 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.

Hairstyles or unnatural hair colors that, in the judgment of the school principal, cause a disruption of the educational environment are not allowed.

Students in violation of the student dress and grooming code will be expected to change into appropriate attire provided by the school. Students that fail to meet this requirement of compliance with the Dress and Grooming Code may spend the day in ISS. Students may not be allowed to call home or leave campus for the purpose of changing clothes. Students are expected to be in compliance with the dress code at any school related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

Please refer to the Middle School Student Handbook for more specific information regarding dress code.

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.

Bicycles/Skateboards/Heelys/Skates/Scooters



Students who would like to ride bicycles to school are welcome to do so. Skateboards, skates or scooters are not allowed on school grounds. Bicycles are to be parked and locked in the designated areas. The school cannot provide security against theft or vandalism. 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.

PE Uniforms:



P.E. uniforms consist of a gray t-shirt and black shorts. Every student who is enrolled in P.E. must have the uniform by the SECOND WEEK of school. If a uniform is misplaced, or lost, it must be replaced within ONE WEEK. Uniforms for students enrolled in tennis and athletics are provided by the school. If a school uniform is misplaced, it must be replaced at the cost of the student.

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. Do not loan or borrow textbooks. Students who lose or damage books will be expected to pay for them. Refunds for found books are giving up until the last day of school.

Lost and Found



Students should not bring valuable items to school. Lost and Found is located in the Counselor's office, see Mrs. Mossakowski. Items not claimed are donated to charity. Please put your name inside jackets or other clothing to help us return lost items to you.

Cafeteria Procedures



Each student will be issued an identification number 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. Any checks must be deposited in accounts prior to 10:00 a.m. in order to prevent delays in service.

Parents may also deposit money in their student's account online at www.mealpayplus.com.

Meals may not be charged. An alternate lunch will be provided at no cost to any child who forgets his/her lunch money.

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. This includes, but is not limited to birthday celebrations such as Pizza, Birthday cakes, cupcakes, cookies, etc.

Food and Drinks during the School Day:

Students are not allowed to have any type of food or drink in the classroom or hallways at any time (this includes gum). 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 breakfast or lunch is over, any leftover food or drink must be disposed of even if it is unopen before returning to class.** The only item a student may keep in their locker during the school day is a water bottle.

Medications:



A registered school nurse is assigned to RMS 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. Please contact the nurse for proper authorization forms and an explanation of procedures.

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 Drops, & 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) & must 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 & must be properly labeled. The parent/guardian must complete & sign the Request for Administration of Medication form & send the medication to school.

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 & must be properly labeled.

A list of medications that are used in the school clinic is available on request from the school nurse. Please contact your school nurse with any questions.

Lockers



Each student will be assigned a locker with a combination lock. Students are not allowed to share lockers. Students should refrain from bringing items to school that could interfere with, or are not needed, for the educational process. Lockers are school property and are subject to search by school officials. Students should not share their combination.

Backpacks, Bookbags, and Oversized Purses

If you choose to bring a book bag or backpack to school, it must remain in the locker throughout the school day. Girls who carry an oversized purse must also keep this in their locker throughout the school day, they will not be allowed in the classroom.

Hallway Expectations

In an effort to keep hallway congestion to a minimum, students are reminded to walk on the right side of the hallway and should avoid any type of congregating. Students should also remember that they should use a quiet, normal voice in the hallways and there should not be any yelling, chanting or signing out during passing periods as this is a distraction to the learning environment of any classes that are still in session.

Dances

RMS may hold school sponsored dances during the school year. Parents and teachers act as chaperones. Dances on each middle school campus will be restricted to students who attend that school 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 well in advance. **Students are to adhere to the standard dress code.**

Parents Bringing “Forgotten Items”

RMS will not interrupt instruction 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.

P.T.A.



Our Parent Teacher Association is available for parents/guardians to join. Membership information can be found on the school website. Your parents are always welcome at Roach 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 stop in the counseling office to set up an appointment.

Student Success Initiative



Students who did not demonstrate mastery on last year's TAKS Test will be required to take a RAMS Math and/or RAMS Reading course that will help them improve their math and literacy skills. This course will replace an elective course. Students may also be taken out of elective classes at various times throughout the year to attend classes that will assist them in mastering a specific concept or skill. These efforts are designed to help every child achieve success in mastering the Texas Essential Knowledge and Skills and are fulfilling federal requirements under the No Child Left Behind Act. Starting in the school year 2007-2008, 8th grade students must meet minimum expectations on the TAKS test in order to be promoted to the 9th grade.

Grading & High School Credit Classes

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

Any class taken in middle school that receives **high school credit will count towards** the student's high school **GPA**. These classes include Spanish I, Algebra, Health, Geometry, Algebra II, and Touch System Data Entry.

Change of Address/Phone Numbers



Please inform the office immediately, in writing of any address or phone number changes so we may change all pertinent school records. A change of address requires proof of residency. Emergency information must be accurate for your safety.

All Star Criteria

In order for students to be considered an All Star they must meet the following criteria

- On time to every class every day
- Turn in all assignments on time in all classes
- Have a positive behavior everywhere, everyday
- Prepared with materials and supplies in all classes
- Is prepared with study materials/hw/book and is cooperative in tribes

Attendance at Extracurricular Activities and After-School Events:

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Roach 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. Roach students will have free admission to Roach athletic events within FISD when they present their current Roach student identification cards. **Student ID's 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 after an on-campus activity – they will lose the privilege of attending extra-curricular 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 progress report or report card. This includes all ball games, school dances, and other special extra-curricular programs including those during the school day. 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 Roach 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.

Tribes

Tribes is an advisory class which is designed to facilitate a supportive learning environment that extends beyond the classroom to create a sense of community so that all members of the community have a voice. Tribes is used for prescriptive tutorials, study hall, team building and reward activities for exceptional academics. Students earn the privilege for reward activities by receiving an eighty or higher on their most current grade report for a 3 week period. Students who have not earned the reward will be with a teacher for tutoring or supervised study time.

Roach Middle School Student Handbook Addendum Receipt

Name of Student (Please Print)

Name of Tribes Teacher (Please Print)

I have read and understand the expectation set forth in the *Roach Middle School Handbook Addendum*. I agree to abide by the standards, policies, and procedures defined or referenced in this document.

I agree to direct any questions regarding information in this handbook addendum to the administrative staff at Roach Middle School.

Signature

Date