

Scoggins Middle School Student Handbook Addendum



2009-2010

Richard L. Scoggins Middle School

Helping Students Soar...

7070 Stacy Road
McKinney, TX 75070
469-633-5150

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

SMS Administrative Team:

Principal – Ms. Barbara Warner

Assistant Principal – Ms. Kelye Garcie (6th and 7th A-L)

Assistant Principal – Mr. Lynn Pogue (7th M-Z and 8th)

SMS Counseling Team:

6th Grade/7th Grade (A-L) Counselor – Ms. Carrie Warren

7th Grade (M-Z)/8th Grade Counselor – Mr. Mike Siciliano

SMS Resource Officer:

Officer Brian Baker, City of McKinney Police Department

School Hours:

The school day is from 8:40 AM to 3:55 PM. Students may arrive at school NO EARLIER than 7:30 AM and are encouraged to arrive no later than 8:30 AM so that they are able to visit their lockers, use the restroom if necessary, and prepare their materials for first period. **First period begins at 8:40 AM, so students arriving after 8:40 AM are considered tardy, and must then sign in through the front office.**

Students will report to the Scoggins Cafetorium upon arrival and will remain there until dismissed to first period by an administrator. Students attending morning tutorials must have a pass (preferably in their student agenda) from either their teacher or parent; they will be dismissed to the tutorial classroom at 8:10 AM and must remain there until 8:30 AM. For both student safety and building security, unattended students should not loiter or be on campus after 4:15 PM each day.

Students who do not ride buses must be dropped off in the mornings at the designated location on the east side of the building and go directly to the cafetorium. In the afternoon, parents are to pick up students at the same location on the east side of the building. Any students remaining after 4:15 PM will be moved to the front of the building and will be unsupervised.

Sign Out Procedures

When it is necessary for a student to leave during the school day, he or she must be signed out through the front office. If a student is leaving for a doctor/dental appointment, he or she must bring a note from his or her parent/guardian, and a permit will be issued through the front office for him or her to leave class. A parent/guardian must then meet the student in the front office and complete check-out procedures. For each student's safety - 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.

Visitors:

At Scoggins Middle School, student safety is always one of our top priorities. 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 campus. All visitors will sign in and be issued a visitor badge, which should be clearly displayed throughout their time on campus. Students from other schools, including siblings, cannot visit during the school day. Parents must check in through the front office before contacting or visiting a student or teacher. Parents may not monitor classroom activities without prior approval of the principal. Students or others may not tape or video record a class without the prior approval of the teacher and principal.

* **Lunch Visits:** If the person visiting a student during lunch is not a parent/guardian, the identity of that person must be established, and he or she must be identified as either a visitor or emergency contact person on a student's registration card, or approved for a visit by a parent/guardian in advance. Again, we want to keep our students safe, and we appreciate your assistance in helping us do so.

Attendance:

District Policy FEA (local) States: 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.

1. 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.**
2. Only one such trip or vacation per family, per year, can be requested.

3. 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.

4. 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 Planned Absences (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.

*** Make-up Work for students who are absent 10 or more consecutive days and are withdrawn and reenroll** The 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.

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

***Long Term Student Absences** – If a student's absence should extend beyond 5 consecutive days, an Extended Absence Approval Form should be filed by parents prior to the absence. Forms may be received from our receptionist, Mrs.

Danks, and returned to the front office for principal approval. Compulsory attendance rules continue to apply to all students, regardless of excused or unexcused absences.

Tardies:

In the event a student arrives to school tardy (after 8:40 AM), the student must sign in through the front office. Students with excessive first period tardies may be subject to truancy charges. Students who have excessive tardies throughout the day (between classes – 2nd through 8th periods) will be disciplined accordingly:

2nd tardy – Verbal Warning

3rd tardy – Parent Notification/Truancy Notification, if applicable

4th tardy – Friday Night Reflections

5th tardy – ISS

Administrators will handle any subsequent tardies through the Student Code of Conduct/Truancy Laws.

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. Teachers will deliver assignments to the receptionist in the front office, and these may be picked up after 3:30 PM on the second day. 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.

Student Agendas:

Every student will be issued a Scoggins Student Agenda. Students are required to use their agendas for recording assignments, and obtaining hall passes (with teacher signature) and morning tutorial passes (signed by parent or teacher). If a student's agenda is lost, a fee of \$5 will be assessed to replace it. Students may purchase replacement agendas through the front office.

Progress Reports and Report Cards:

Students will receive their report cards on the Thursday or Friday following the close of each 6-week grading period. In addition to the report card, students will receive a 3-week progress report (during the 4th week of each marking period). Grades will also be accessible throughout the entire grading period from the Frisco ISD website (www.friscoisd.org) through the Home Access Center. If a student is not passing a class at the 3-week progress report, or is not passing one class at report card time, a minimum of two mandatory tutorials for that class will be assigned each week until the student is passing. Failure to attend

mandatory tutorials may result in an assignment to lunch detention, and/or Friday School (see below). Friday School assignments will serve as another opportunity for the student to succeed. If a student is not passing two or more classes at report card time, the student will be placed in Working Lunch (also see below).

Friday School

At Scoggins Middle School, we offer an opportunity for our students that have missing or incomplete assignments to be provided a supervised environment outside of the regular school day to complete these assignments. Friday School is offered on Fridays from 4 to 6 PM. If a student is asked to stay for Friday School, one of the student's teachers will be in contact with a parent/guardian regarding the Friday School assignment date. Friday School is not a disciplinary consequence; it is designed to help students complete and turn in missing assignments. If a student is able to complete the missing or incomplete assignments before 12 PM on the Friday he or she has been assigned to Friday School, the teacher may choose to excuse him or her from Friday School. Students must provide their own transportation home, and should be picked up no later than 6 PM.

Working Lunch

Working Lunch is a program designed as a support for students who have failed two or more core classes within a six week period. Students who are placed in Working Lunch will spend their lunch shift in a designated classroom with a Working Lunch teacher. While eating lunch, these students will primarily focus on the specific core class or classes in which they are behind or struggling. Students in need of Working Lunch are to be placed for at least one three week grading period. When a student achieves 75 % or higher on his or her three-week progress report or six-week report card for each class, he or she may return to his or her regular lunch shift.

Tutorials:

Students must have a pass signed and dated by a parent or teacher in order to leave the Scoggins Cafetorium in the mornings to attend morning tutorials. All passes should be written in the student's agenda. Morning tutorials will begin at 8:10 AM and will conclude when the student is dismissed to first period between 8:30 and 8:35 AM. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:20 AM. Afternoon tutorials begin at 3:55 PM, and will be available by appointment with specific teachers, depending on individual teacher duty schedules.

Re-Testing

Students may earn the right to retest on major tests, except for Benchmark Tests and Semester Exams, during a seven school day period following the return of their original test for a grade no higher than a 70. Academic effort in preparation for the test will be taken into account when determining student

eligibility for a retest. Criteria will include all homework turned in, test corrections completed, and the completion of test reviews prior to the test.

Late Work

The general late work policy for Scoggins Middle School is provided to promote student responsibility and consistency throughout the building. For late work, students may receive a grade no higher than a 70 for work turned in one day late. If work is turned in two days late, the highest grade a student may receive is a 60. After two days, and up to one week after the assignment was due, the highest grade a student may receive for a late assignment is a 50. **After one week, the student will receive a zero (0) for a missing assignment.**

Detention

Teachers may assign detention before or after school for infractions of the Student Code of Conduct. A detention consists of keeping a student for no less than 30 minutes and no more than one hour before or after school under direct teacher supervision. Students will be provided a detention form when they are assigned a detention. Students are expected to present this form to parents, obtain a parent signature, and return it to their teacher. Teachers may also contact parents via phone call or email in order to set up a detention time.

Friday Night Reflections

For some infractions of the Student Code of Conduct, administrators may assign Friday Night Reflections (FNR). Friday Night Reflections is utilized to encourage students to change their behavior, assist students in understanding the results of negative choices, teach self-discipline, and provide students an opportunity to get caught up on schoolwork. This disciplinary detention is held on Fridays from 4 to 6:45 PM. During the detention, students complete a character-based assignment and any school assignments due. The curriculum provided for students to complete allows them an opportunity to reflect on behavior choices they made, and also provides them with the tools necessary to make positive choices in the future. If an emergency arises and a student is unable to attend a scheduled FNR, a parent should make arrangements with his or her student's assistant principal; otherwise, the student will be considered absent, and further disciplinary consequences may be administered. Students must provide their own transportation home and should be picked up no later than 6:45 PM.

Mandatory Tutorials

If a student is not passing a class at the 3-week progress report, or is not passing a class at report card time, a minimum of two mandatory tutorials for that class should be assigned to students each week until that student is again passing.

Failure to attend mandatory tutorials may result in an assignment to lunch detention and/or Friday School. 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, obtain a parent signature, and return it to their

teacher. Teachers may also contact parents via phone call or email to set up mandatory tutorials.

ISS: In-School Suspension

ISS is a short term removal from the classroom environment. 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 a character-based assignment, plus any and all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. While in ISS, students may not participate in any after school or extracurricular activities.

Short Term ISS

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

Communication:

The staff at Scoggins MS understands the importance of good communication and encourages parents to contact teachers, counselors, or administrators by phone at (469) 633 - 5150 any time they have a question, concern, or praise. If we are unable to answer your call, please leave a message with voice mail, and we will return your call as soon as we are able. Parents are also welcome to contact teachers or administrators directly through email. We also have a general Scoggins email address that you may use should you have questions or comments.

Our email address is scoggins@friscoisd.org

We will also use our automated calling and email system, School Messenger, for updates and reminders. Additionally, important information may be provided to your child through flyers or letters. Our Scoggins website is also a very helpful resource for information.

Each month, parents also have the opportunity to have “Coffee with the Counselors.” This time allows guest speakers to talk about topics of special interest to parents of middle school students.

Scoggins parents are also encouraged to contact us to schedule conferences. Requests may be made through our front office receptionist, or parents are welcome to contact teachers or team leaders directly. Compliance with the Family Educational Rights and Privacy Act (FERPA) will be maintained through all methods of communication.

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 and

put it away when they enter the school in the morning. **We ask all parents to please not text-message or call their students on their cell phones during school hours.** If you need to leave a message for your student, please call the Scoggins front office at 469-633-5150, and our office staff will see that he or she receives the message.

Students may not turn their cell phones back on until they have exited the building at the end of the school day. The cell phone should be placed in the student's locker prior to first period, and remain there until the end of the school day. Students are prohibited from using or activating any cell phone, paging, or texting device during the school day. If a student uses such a device, leaves the device turned on, or displays the device inside the building during the school day, the device may be confiscated. The device will only be returned to a parent or guardian. The following consequences will be administered to students who violate this rule:

- 1st offense – the phone will be confiscated and returned to the parent with a warning being issued.**
- 2nd offense – the phone will be confiscated and parent/student must pay a \$15 fine before the phone is returned to the parent.**
- 3rd offense – the phone will be confiscated and parent/student must pay a \$15 fine before the phone is returned to the parent**
- 4th offense – the phone will be confiscated and may be held for the remainder of the school year by the district; parent/student must pay a \$15 fine before the phone is returned to the parent.**

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.

Dress Code:

Students will not be permitted to wear the following: “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. ****Parents: please help us by asking your student to sit down for you while wearing dresses, skirts, or shorts to determine appropriateness for school. We appreciate your help!***

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

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 ensure maximum bus safety at all times, students are to follow all rules issued by the FISD Transportation Department when riding a school bus. Failure to observe these rules could result in the loss of bus riding privileges and/ or other disciplinary action. Remember, student safety is our primary concern.

Bicycles/Skateboards

Students who would like to ride bicycles to school are welcome to do so. Skateboards or skates are not allowed on school grounds at any time. Bicycles are to be parked and locked in the designated areas. The school cannot provide security against theft or vandalism. Students must walk, not ride, their bicycles off school property, and are urged to use caution and common sense when riding bicycles after leaving the area around the school. These areas are often congested, especially in the afternoon.

PE Uniforms:

PE Uniforms are required for all Frisco ISD middle school students enrolled in Physical Education classes. They may be purchased at Frisco Sports Center, 8801 Main Street, and cost approximately \$16.00.

Textbooks

Textbooks are provided by the district and individual student copies may be issued at the beginning of the year. Every student is obligated to give his or her books the best care, and must cover each of his or her textbooks. Students must put their name in the front of the book as soon as it is issued to them, and they should not loan or borrow textbooks. 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 container in the Scoggins Cafetorium. 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. Meals may not be charged, and students must prepay for lunches. Students should put money into their accounts prior to 10 AM each day. Menu prices will be available during schedule pick-up and online. During lunch, students have the opportunity to purchase food from the “a la carte” lines. Prices in these lines vary. For every 20 meals purchased in advance, the student will receive one free meal. Parents and/or guardians may set spending limits for their student by contacting the cafeteria manager. Parents may also make payments online and check student purchases at www.paypams.com. Please note that money submitted online may take up to 24 hours to post to a student’s account.

Medications/Nurse Visits:

All medication must come from home and must be in the original container and properly labeled. All medication must be left in the school clinic where it is kept in a locked cabinet at all times. This includes over-the-counter drugs, as well as prescription drugs. The school nurse will not administer allergy or vitamin injections. This does not include injectable medications to be used in an emergency.

A registered nurse is assigned to Scoggins full-time. Students who are ill should report to the nurse with a pass from their teacher. If it is deemed necessary, the nurse or other school personnel will contact a parent or guardian. **Students should not use their personal cell phones to contact parents and ask to be picked up due to illness; in case of illness, students must check out through the clinic.**

Attendance at Extracurricular Activities:

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Scoggins MS. It is important to build pride

and tradition in our new 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.

Scoggins students will have free admission to SMS athletic events within FISD when they present their Scoggins student identification cards. To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events that begin at 5:30 PM. Students who want to cheer on their teams at these events must go home and return at 5:30 when events begin. Also, to ensure student safety, students should be picked up **no later than 15 minutes after the end of the event in order to attend future extracurricular events and activities at Scoggins. We encourage all students to call their parents at the beginning of the last quarter of any sports event (rather than waiting until the event has already ended) to ensure that they are picked up on time.**

Scoggins Middle School Student Handbook Addendum 2009-2010

I have read, and I understand the expectations set forth in the Scoggins Middle School Student Handbook Addendum 2009-2010. I agree to abide by these policies and procedures, and will direct any questions I may have to the administrative team of Scoggins Middle School.

Printed Student Name: _____

Student Signature: _____

Date: _____

I have read the expectations set forth in the Scoggins Middle School Student Handbook Addendum 2009-2010 with my student, and agree to help him or her abide by these policies and procedures. I will also direct any questions I may have to the administrative team of Scoggins Middle School.

Printed Parent Name: _____

Parent Signature: _____

Date: _____