

Stafford Middle School

2011-2012 Student Handbook Addendum

STMS Administrative Team

Principal – Mrs. Robin Scott

Assistant Principal – Mrs. Charese Duffey—6th Grade/7th Grade (A-H)

Assistant Principal – Mr. Sean Westby —7th Grade (I-Z)/8th Grade

STMS Counseling Team

6th Grade/7th Grade (A-H) Counselor – Mrs. Brenda Elmore

7th Grade (I-Z)/8th Grade Counselor – Mrs. Michelle Ott

School Hours

The school day is from 8:25 A.M. to 3:35 P.M. Students may arrive to school NO earlier than 7:15 A.M. but will not be supervised until they are allowed to enter the building until 7:25 A.M. Students will report to their designated location until dismissed to 1st period. For both student safety and building security, we ask students who are unsupervised to be out of the building by 3:45 P.M. and off campus by 4:00 P.M. each day. The front office closes at 4:10 P.M. each day.

Drop-Off and Pick-Up

Buses will drop-off and pick-up on the east side of the building (Teel side). Parents will not be allowed to drop-off or pick-up from this location. Sixth grade drop-off and pick-up will be on the south side (front entrance). Seventh and eighth grade drop-off and pick-up will be on the west side (track side). Students who do not ride buses must be dropped off in the morning at the designated locations on the south or west side of the building and go directly to their designated location. In the afternoon, parents are encouraged to pick students up at their designated location.

Tardies

In the event that a student arrives to school tardy, the student must check in at the front desk. Depending on the reason for the tardy, the student will either be given a pass or sent to the Tardy Gate for a pass. **Tardy students will not be admitted to class without a pass from a teacher or from the Tardy Gate.** Students who have excessive tardies will be disciplined accordingly. Consequences will be assigned by an administrator in the following manner:

1st offense – Warning

2nd offense – Warning

3rd offense – C-Hall

4th offense – C-Hall

5th offense – FNR

6th offense – FNR will be assigned for each subsequent tardy.

- Students who receive more than one tardy in a week may have their consequences combined in order to avoid unnecessary delays. For example, two FNRs may be combined into one day of ISS.
- Email contact is made by our automated system on each tardy if there is a current email address on file. This automated email is only sent to the primary email address on file.
- Tardy counts are reset at the beginning of the second semester.

Electronic Devices

Electronic devices such as hand-held music players, hand-held gaming devices, etc. are prohibited on campus. Cell phones and other “smart” devices are not included in this group. Please see the Frisco ISD Student Handbook for the district policy regarding cell phones for this school year.

1st offense – item confiscated and returned to student at end of the school day

2nd offense – item confiscated and returned to the parent

3rd offense – item confiscated and returned at end of semester to the parent

4th offense – item will be kept for the remainder of the year

Absences

Students are required to turn in a written notice after each absence. Student absences of 4 consecutive days or more require a written doctor’s note. Written notices must be turned in within three school days to be considered excused.

Religious Absences

If students plan to be absent for a recognized religious holiday, a Religious Holiday Absence Form should be filed by parents prior to the absence. Forms may be picked up in 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 picked up in and returned to the front office. These forms will be forwarded to the principal for consideration. Compulsory Attendance laws continue to apply to all students regardless of excused or unexcused absences. Approval by the principal does not necessarily constitute an excused absence per compulsory attendance laws.

Missed Assignments Due to Absence

It is the responsibility of the student and/or parent to collect missed assignments due to an absence. Parents should request assignments for their child before 10:00 A.M. on the second day of absence. Assignments will be delivered to the receptionist in the front office and may be picked up after 3:45 P.M. Some class work (such as labs or group assignments) may not be appropriate to do independently. 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.

Dress Code

The dress and grooming standards of the Frisco Independent School District are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety. Students shall come to school looking clean, neat, and ready to learn. Students in violation of the district’s dress code will be sent to the front office to change into clothing provided by the school and will not be allowed to change into their own extra set of clothing or call home for extra clothes. Parents will be notified by an administrator of violations for each offense. The consequences or dress code violations are as follows:

1st offense – Warning and Parent Contact

2nd offense – C-Hall and Parent Contact

3rd offense – Friday Night Reflection

4th offense – ISS

For more information on the FISD dress code policy, please visit the following link:
<http://www.friscoisd.org/ParentsStudents/DressCode.htm>

Cheating/Plagiarism

Cheating by copying the work or allowing others to copy 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 answers, may be assessed a zero for the grade or issued a disciplinary consequence. No retesting is allowed when plagiarism or cheating occurs. Parents will be notified about any such violations.

Tutorials

Morning tutorials will begin at 7:55 A.M. and conclude when the student is dismissed to first period at 8:20 A.M. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:05 A.M. Afternoon tutorials will be from 3:40 P.M.-4:05 P.M. each day. If your teacher is not available for tutorials, please see the other teacher in your grade who teaches the same subject.

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 one mandatory tutorial for each failing class will be assigned for the next three weeks. **Failure to attend mandatory tutorials will result in a teacher detention.** Failure to serve the detention will result in additional consequences.

Teachers may also assign students to mandatory tutorials to ensure academic success. These mandatory tutorials will take place before or after school during normal tutorial hours.

The mandatory tutorial schedule is as follows:

Monday—Reading
Tuesday—English
Wednesday—Science
Thursday—Math
Friday—Social Studies

Friday Night Reflection-Academic (FNR-A)

Teachers will assign FNR-A to students if they are missing multiple assignments. FNR-A is held each Friday from 3:40 P.M.-6:40 P.M. and students are expected to stay the entire time. Students are expected to complete the work they are given and turn it in to the teacher on duty that evening. Since these assignments are usually already late, full credit will not be given, but this is an opportunity for students to improve upon their grade. FNR-A does not become a part of the student's disciplinary record.

Homework/Assignment Policy—6th and 7th Grade

The general late work policy for Stafford Middle School is provided to promote student responsibility and consistency throughout the building while emphasizing the importance of students gaining the necessary skills to be successful. Daily and homework assignments that are turned in one day late but before the assessment may receive no higher than a 70. **For example: if a student scores an 80 on a late assignment, they would receive a 70 in the gradebook. If a student makes a 60 on an assignment, they would receive a 60 in the gradebook.**

If a late assignment is turned in after the assessment has been given but before the last 2 days of the grading period, the work may receive no higher than a 50. **For example: if a student scores an 80 on a late assignment after the assessment is given, they would receive a 50 in the gradebook.**

Work that is turned in the last 2 days of the six weeks or after the last day of the six weeks will receive a zero. The exception to this would be work that is assigned in the final week of the six weeks. If a student has more than 1 past due assignment in any class they should be assigned a mandatory tutorial with the teacher.

Homework/Assignment Policy—8th Grade

The general late work policy for Stafford Middle School is provided to promote student responsibility and consistency throughout the building while emphasizing the importance of students gaining the necessary skills to be successful. Daily and homework assignments that are turned in one day late but before the assessment may receive no higher than a 70. **For example: if a student scores an 80 on a late assignment, they would receive a 70 in the gradebook. If a student makes a 60 on an assignment, they would receive a 60 in the gradebook.**

The second day late or after will result in a grade no higher than a 50. **For example: if a student scores an 80 on a late assignment after the assessment is given, they would receive a 50 in the gradebook.**

If a student fails to turn in a missing assignment before the unit assessment, that assignment will be recorded as a zero. Students may not turn in more than 3 late assignments per six weeks, per subject. After the third late assignment, all subsequent late work will receive a zero.

Re-Testing

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 on a case-by-case basis. 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 overall 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.

** 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.*

Detention

Teachers may assign detentions before school, at lunch, 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. Parents will be contacted by phone or by email regarding the day and time of the assigned detention.

C-Hall

C-Halls may be assigned by an administrator for infractions of the Student Code of Conduct. C-Halls are held from 3:40 P.M.—4:40P.M. on Wednesdays and Fridays. Students are responsible for bringing schoolwork to C-Hall and must be on time. Students must provide their own transportation home. Failure to attend C-Hall will result in the student being assigned to Friday Night Reflection.

Friday Night Reflection (FNR)- Behavior

FNR is provided for students so that they can reflect upon their negative behavior without missing direct instruction. FNR is held each Friday from 3:40P.M.-6:40P.M. Students who are assigned are expected to bring class work to complete or bring a novel to read if all work is completed. Students are not allowed to eat during this time. Failure to attend FNR will result in the student being assigned to ISS for one school day.

In-School Suspension (ISS)

ISS is a student's 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 all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. While in ISS, students may lose the privilege of participating in before school, after school, or extracurricular activities.

Short Term ISS

Short-term ISS is a student's temporary removal from the classroom for the remainder of that period when the student's behavior becomes excessively disruptive. Students who are assigned to ST ISS are allowed to go to their next class. Multiple assignments will result in additional consequences as follows:

1st Short Term ISS-Parent Contacted by Teacher

2nd Short Term ISS—C-Hall

3rd Short Term ISS—FNR

4th Short Term ISS—1 Day of ISS

5th Short Term ISS—2 Days of ISS

Any Subsequent Short Term ISS assignments—Assistant Principal discretion

*All removals from class will be followed by teacher contact by the end of the day the student was assigned.

*The above consequences are meant as a general guideline and may be adjusted depending on the situation.

Communication/Parent Involvement

Staff at STMS understand the importance of good communication and encourage parents to contact teachers, counselors, or administrators by phone at (469) 633 - 5100 any time 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 Stafford email address that you may use should you have questions or comments.

Our email address is stafford@friscoisd.org

We will strive to get news, information, and important dates to you in a timely fashion. Our Stafford newsletter will be provided on the Stafford website each six weeks.

Our website is <http://www.friscoisd.org/schools/stafford>

We will also use our automated calling system, School Messenger, for updates and reminders. Additionally, important information may be provided to you through email.

Parents will have the opportunity to have “Coffee with the Counselors” throughout the school year. This time allows guest speakers to talk about topics of special interest to parents of middle school students. Dates and times will be posted on the school website.

Parents are encouraged to contact us to schedule conferences if they ever have concerns. Requests should be made through teachers or team leaders directly. If you are unsure about who to contact, please call the front office for assistance. Compliance with the Family Educational Rights and Privacy Act (FERPA) will be maintained through all methods of communication.

Stafford encourages parents to get involved in their child’s education, however, depending on the activity a background check may be required.

Student Agendas

Every student will be issued an agenda. Students are required to use their agendas for recording assignments and keeping hall passes. If a student’s agenda is lost, they may replace it with another agenda or spiral of choice, or they may purchase a new school agenda for \$5.

Speaker Courtesy

Speaker courtesy is an expectation of all students and staff. Whether it is during announcements or in a classroom setting, please make sure you are giving the speaker the courtesy they deserve.

Bus Information

To ensure maximum bus safety at all times, students are to follow all rules issued by the FISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus-riding privileges and/or other disciplinary action. In emergency situations, a student may be allowed to ride a bus other than his assigned bus with the consent of a parent and/or an administrator.

Bicycles/Skateboards

Students who would like to ride bicycles to school are welcome to do so. Skateboards, scooters, and skates are not allowed on school grounds. Bicycles are to be parked and locked in the designated areas; however, the school cannot provide security against theft or vandalism. Students should walk their bicycles while on school property and are urged to use caution and judgment when riding bicycles after leaving the area around the school. These areas are often congested, especially in the afternoon.

Attendance at Extracurricular Activities

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Stafford MS. It is important to maintain pride and tradition in our school. With this in mind, it is requested that all students (participants and fans) as well as parents should respect our own students and staff, as well as any visiting teams or officials at these events. Stafford students will have free admission to Stafford athletic events within Fisd when they present their student identification cards. To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events that evening. Additionally, students must be picked up within 15 minutes after the event ends. Students who are not picked up within this time frame may not be able to attend future events.

Students may be excluded from special programs, activities, pep rallies, field trips or assemblies if they are unable to meet the school's academic and/or behavioral expectations. We feel that academics come first; therefore, students who have failing grades on the most current progress report or report card will not be allowed to attend extracurricular events or activities.