

CMS Parent Quick Reference Sheet



General Information:

- Main Number: 469-633-4600 Receptionist: Renee Taylor
- Updated regularly, the Clark website is the best place to go for the latest information:
<http://schools.friscoisd.org/org/ms/clark>
- Our Cougar Communicator is a weekly newsletter that includes our campus calendar and other important information and is sent out via email on Fridays
- Please like our facebook and Twitter pages to stay informed and see the great things happening at Clark! Links are on our website.

School and Tutorial Hours:

- School Hours 8:25 am -3:35pm
- Morning Tutorials 7:55 am - 8:20 am
- Afternoon Tutorials 3:35 pm - 4:05 pm

If their assigned teachers is unavailable, students are encouraged to visit the other teacher(s) of that core subject in their grade level.

HAC (Home Access Center):

After the first few weeks of the school year, students and parents will receive login information to our Home Access Center, commonly referred to as HAC. HAC can be used by both parents and students to check on grades, averages, progress reports, report cards, and attendance. We recommend checking HAC regularly.

Grade Information:

Grade Weights & Categories:

- Major - 50% of total average - tests, projects, CBAs
- Minor - 30% of total average - quizzes, lengthy or multi-step assignments
- Daily - 20% of total average - homework, classwork, shorter assignments

Late Work Policy (Schoolwide):

- 1 day late - maximum 70%
- 2 days late - maximum 50%
- 3 days late or more - not accepted, 0%

Grade Information continued:

Progress Reports and Report Cards:

The school calendar is divided into 6 grading period (known as marking periods - MP), which last 5-7 weeks in duration. During the 3rd week, progress grades are submitted, and during the 4th week, progress reports are available to view in HAC. **We do not send home paper progress reports for every student.** If you would like a paper report, you can print one off in HAC or if you would like us to provide you with one, you can see Ms. Taylor in the front office.

Retest Policy:

Students scoring 84 or below on MAJOR tests **may** retest for a maximum score of an 85 **if** they follow the retest eligibility guidelines and **choose** to participate. Students must get their test signed by a parent and attend 1 retest tutorial to review material. Failure to do either step will result in the student not being able to retest. Retests occur within 5 days after a test has been graded retest dates are communicated to students in class. Please encourage your child to participate in retests, as these are optional.

Cell Phones/Devices Policy & BYOD (Bring Your Own Device) - this is a district policy:

- Device are NOT required, but can be brought and used during class **WITH teacher permission and for educational purposes only.**
- If a device is *required* for an assignment at school, teachers will provide one for your student to use. at school.
- Students with their own devices may use them recreationally before school and after school. At any other time during the day, they must have permission, be supervised by a teacher, and use their device for educational purposes only.
- **Devices will be confiscated if students are using their devices outside of these parameters. Consequences of non-compliance are as follows: 1) 1st violation: warning to students and parents; PARENTS must pick up the phone, 2) 2nd and 3rd violation: same as first plus a \$15 fine for each violation, 2) 4th violation: \$15 fine and the device will be held until the LAST DAY OF SCHOOL - no exceptions.**

Attendance Information:

- Attendance is taken EVERY PERIOD of the day which means students can be counted absent or tardy up to 9 times a day.
- For an absences to be excused, the office must receive a note, email, or fax **within 3 school days. PHONE CALLS WILL NOT EXCUSE AN ABSENCE. Even if you arrive in person to check your student out, we will still need a note, email, or fax to excuse the absence.**
- A student leaving school early due to illness can only be excused by the school nurse or a doctor.
- While we do accept parent notes to excuse absences that are eligible to be excused, we cap parents notes at 5 per semester. Once that limit has been exceeded, absences will be coded as unexcused unless excused by a doctor's note.
- Students with 7 unexcused absences will be placed on an attendance contract, which prevents parents notes from being used. All absences have to be excused by a doctor's note.
- Students and parents who reach 10 unexcused absences will face truancy charges.

Lunch Payments:

For lunch accounts, we use the online system, My Payments Plus (www.mypaymentsplus.com). Registration and use of the website and or app on your device is free. You can submit payment into multiple student accounts even at different schools for lunches and other payments (i.e. school t-shirts, textbooks fees, etc.). You child can bring cash and checks to the cafeteria (not the office) to be deposited into their account as well.

PTA - We still need you in middle school!

Parents are still highly encouraged to be involved in their child's school - yes, even in middle school! Please consider joining the Clark PTA and find out more about volunteer opportunities by visiting the Clark PTA website at www.clarkms.my-pta.org

Staff Contact Information:

Teacher Conferences & Contacts:

If you have a concern about your student and would like to schedule a meeting, please contact that teacher directly if the concern is only with one class, or you can schedule a team meeting with your child's core teachers by contacting the team leader. You can call the main school line or use the information below:

Team 6A: Brenna Johnson

johnsonb@friscoisd.org

Team 7A: Lauren Dunlap

dunlapl@friscoisd.org

Team 8A: Lauren Murray

murrayl@friscoisd.org

Team 6B Lisa Stevenson

stevensl@friscoisd.org

Team 7B: Sharon Hedrick

hedricks@friscoisd.org

Team 8B: Danna Arbuckle

arbuckld@friscoisd.org

Admin & Counselor Contacts:

Charese Duffey, Principal

duffeyl@friscoisd.org

6th Grade & 7th Grade A-M:

Carri Newnham, Asst. Principal

newnhamc@friscoisd.org

Janis Bennett, Counselor

bennettj@friscoisd.org

8th Grade & 7th Grade M-Z:

Amy Reed, Asst. Principal

reeda@friscoisd.org

Merydith Melton, Counselor

meltonm@friscoisd.org

Locker Information:

- Students are assigned a locker in which to store their belongings while at school; each locker has a unique 3-digit combination for security. Lockers and combination are assigned, not chosen.
- Students taking PE, Strength & Conditioning (7th & 8th), Tennis (7th & 8th), or Athletics (7th & 8th) will be assigned a separate locker for these classes in their locker room.
- Students taking orchestra or band will have an additional locker assigned .
- Students are assigned lockers to be used, but the lockers belong to the school. No glue, contact paper, or permanent hardware may be used. Stand alone locker shelves are permissible and recommended.
- Students should NOT share lockers or provide anyone with their locker combination.
- We highly recommend not decorating the inside of the locker with chandeliers, rugs, and curtains, as they take up room and have the potential to jam the locker; nothing may be displayed on the outside of the
- locker.

PE Uniforms:

- PE Uniforms consist of a gray T-shirt and black, fingertip-length athletic shorts.
- You may purchase this on your own or purchase through the school; PE uniforms will be sold in August (details forthcoming).
- If you choose to purchase on your own, we recommend buying inexpensive clothing. Your child's name will be written in permanent marker on the shirt.
- We HIGHLY recommend buying more than one set of clothes so that they always have a set to wear while the other is being washed.
- We HIGHLY recommend that your child take their clothes home every Friday to be washed (please!).