

**Hunt Middle School Addendum
to the
FISD Student Code of Conduct
2020-21**

****Refer to COVID 19 Student Procedures
for Additional information****

*Students are expected to adhere to the FISD Student Code of Conduct as well as the Hunt
Middle School Addendum to the FISD Student Code of Conduct*

Administrative Staff

Dr. Chris Clark, Principal

Dr. Marie Chevalier, Assistant Principal, Last Names A-K

Mrs. Victoria Williams, Assistant Principal- Last Names L-Z

Counseling Staff

Mr. Josh Stevens-Counselor, Last Names A-K

Mrs. Keisha Gaddis-Counselor Last Names L-Z

HUNT MIDDLE SCHOOL HOURS

Hunt Middle School is in session from 8:25 AM-3:45 PM. Students should arrive no earlier than 7:45 AM and no later than 8:20 AM. The cafeteria doors will open at 7:45 AM. Arriving students should report to the cafeteria.

The hallway doors to morning tutorials will open at 7:55 AM. Students arriving after 8:05 AM and not attending tutorials will remain in the cafeteria. Students not attending afternoon tutorials or school related practices/rehearsal should exit the campus by 3:40 PM. Students remaining for afternoon tutorials should be picked up at 4:10 PM.

ACADEMIC ETHICS & PLAGIARISM FISD expects all students to maintain the highest degree of academic ethics. This requires putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

Plagiarism and Cheating: Plagiarism and cheating interfere with the assessment and feedback process that is necessary in order to promote academic growth. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her own work.

Plagiarism and cheating include, but are not limited to:

- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting papers, or portions of papers, from the Internet written by someone else.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work.
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result.
- Accessing a test or quiz for determining the questions in advance of its administration.
- Using summaries/commentaries (Cliff notes, Spark Notes, etc.) in lieu of reading the assigned materials.

Consequences

The teacher will notify the parent and Assistant Principal of any student who is caught plagiarizing or cheating, and the offense will be documented in OnCourse. When work is plagiarized or copied from another student, one or both of the students may be penalized.

In addition, the following consequences **must** be assigned for cheating/plagiarism on **major**

assignments (50% category)*:

- **1st Offense:** Student will receive a zero on the major assignment/assessment . The student will be assigned an alternate assignment/assessment to be made up outside of school hours. The maximum grade the student can receive on the alternate assignment/assessment will be a 70%. Retest policy will not apply.
- **2nd Offense (in any class):** Student receives a zero on the major assignment/assessment, and the retest policy will not apply.
- **Any subsequent offenses** may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

ADMINISTRATIVE DISCRETION: Hunt Middle School administration reserves the right to update and enforce policies and procedures at their discretion.

ATTENDING SCHOOL FUNCTIONS AND EXTRACURRICULAR EVENTS: **Students must wear their IDs when attending a Hunt Event.** Once students leave the facility hosting the extracurricular event they will not be allowed back in without paying an additional gate fee. Students leaving and attempting to re-enter will be asked to contact parents to pick them up.

All spectators are expected to adhere to the highest standards of decorum. Spectators are encouraged to cheer on and encourage their team. Individuals that exhibit conduct unbecoming a spectator, such as “coaching” from the stands, yelling at or confronting coaches, referees, opponents, other spectators, student athletes, etc. are subject to removal. Please be aware that FISS requests that all children remain in the stands with their parents during games. All spectators should refrain from bringing footballs, basketballs, etc. to contests. **School dress code applies at all school functions both home and away. Students failing any courses at the marking period will not be allowed to attend extracurricular activities both home and away. A list of failures will be kept at the home gate.**

Pick-Up Following School Functions and Extracurricular Events

Students attending extracurricular events without their parents must be picked up on time following all extracurricular events. **Students that are not picked up prior to 15 minutes following an extracurricular event may lose their privilege of attending extracurricular events. This policy applies to events both home and away.**

ISS/OSS and Extracurricular Attendance/Participation

Students serving an I.S.S. or O.S.S. placement may not attend or participate in any after school or extracurricular activities until the full placement is completed.

Cell Phones, Devices and Headphones- Students are not allowed to access/use their cell phones during class and class change. Teachers will utilize BYOD and NO BYOD signage to indicate allowable usage of school-issued/approved devices. Cell phones must be turned off, kept in student backpacks, and out of sight. Hunt staff are discouraged from allowing students to use cell phones during class or class change, but there may be times when a staff member does allow a student to call/text a parent.

No Device Zones: In order to protect student privacy, bathrooms and locker rooms are designated as no device zones. Use of devices in those areas will be considered a more serious infraction and will lead to accelerated discipline consequences.

Inappropriate Use Definition: Inappropriate use is defined as making/receiving phone calls, unauthorized video recording, taking unauthorized pictures, accessing social media during class and/or class change, devices ringing/making sounds/being on during class or class change, accessing a phone/device through a smart watch or other peripheral device. Students are allowed to use cell phones at extracurricular events, but they should refrain from taking unauthorized video and pictures and/or posting them on social media. Students are subject to disciplinary action for misuse of cell phones at extracurricular events. If inappropriate use occurs in the classrooms, hallways, gyms, cafeteria, extracurricular events, or on an FISD bus Hunt staff will confiscate the device and may restrict further device usage on campus.

Cafeteria: Students are permitted to utilize devices in the cafeteria in the morning prior to the first bell. Device usage in the cafeteria during lunches will be permitted at the discretion of the administration. However, their use must not include any activities included in the defined inappropriate uses above.

Passing periods: Cell phones/devices should not be out or used during passing period. If inappropriate use occurs thus causing a disruption or interfering with traffic patterns then the staff shall reserve the right to confiscate the device and/or restrict further device usage on campus.

Headphones: Students should only utilize wired earbud/headphones, at the teachers' discretion, with their school-issued Chromebook or approved personal laptop/tablet. Wireless earbuds should be put in backpacks and are subject to the same guidelines as cell phones.

Smart Watches: Students may wear smart watches to Hunt. The use of smart watches or like devices are strictly prohibited during the administration of all assessments

including quizzes and State Mandated Assessment. Devices shall be stored in the student backpacks. Teachers reserve the right to ask students to remove and store devices at any time during instruction. Smart watches and other peripheral devices should not be used to access personal cell phones/devices at inappropriate times, as described above.

Device Misuse Consequences: To limit the distraction during the school day, students should always follow the guidelines for personal devices/cell phones in this handbook. Use of devices in “No Device Zones” and/or in relation to cyberbullying will result in accelerated consequences.

1st offense- The teacher shall confiscate the phone, deliver the phone to the AP secretary and document in Oncourse. The phone will be returned to the student after school and a warning issued.

2nd offense-The teacher shall confiscate the phone, deliver the phone to the AP secretary and document in Oncourse. The phone will be returned to the parent upon pickup.

3rd offense – The teacher shall confiscate the phone, deliver the phone to the AP secretary and document in Oncourse. The phone will be returned to the parent upon pickup and a \$15 fee will be charged.

4th offense – the phone will be confiscated by the teacher, delivered to the AP secretary by the teacher, and documented in Oncourse. Administration reserves the right to hold the phone for the remainder of the school year or restrict phone usage at school. The phone will be returned to the parent upon pickup and a \$15 fee will be charged.

FISD is **NOT** responsible if devices are damaged, lost, or stolen.

Students should use FISD Google Accounts (any account they use their FISD Google login to access) for school use only. Consequences for violation of the telecommunication device policy are outlined in the Frisco ISD Middle School Handbook.

BEVERAGES AND FOOD: Water is allowed in clear containers. If the water container becomes a disruption the bottle will be confiscated. No other foods, beverages, candies, or gums are allowed in any portion of the building.

BRINGING FOOD TO STUDENTS Parents may only bring food for their child. No meals or treats are allowed for other students, even on birthdays. Lunch drop offs will no longer be accepted in the front office. Parents dropping off lunches may leave the food on the cart provided in the front foyer. The cart will be moved to the cafeteria approximately 10 minutes before each lunch period. Lunches brought late may not be delivered. Parents should plan ahead and remember they will need their ID to be allowed to drop a lunch. They should also verify, with their student, the lunch period for the day. Food deliveries from Uber, Grubhub, etc will not be accepted for students, and the drivers will not be allowed in the building.

BULLYING All forms of bullying are taken very seriously at Hunt Middle School and will not be tolerated. Students should seek out a teacher, counselor, or administrator and report any form

of bullying so it can be stopped. Students may report incidents via the StopIt app.

DELIVERIES: In order to minimize class disruptions we will not deliver dropped-off items to students during class (e.g. gym shorts, shoes, tennis racquets, homework etc.). Parents may leave items on the shelf in the front entrance. Parents should email the student (on their FISD email account) to notify them they dropped something off. It is the student's responsibility to pick up items from the front office during class change. We will not accept flowers, balloons or gift deliveries at any time. Office staff will not call students down to retrieve items or deliver them to a classroom.

DISCIPLINE OF STUDENTS: Respectful and responsible behavior is expected at Hunt Middle School. Teachers may assign consequences for incidents of a minor nature. Serious and persistent misbehavior will be brought to the attention of an administrator. Administrators will assign appropriate disciplinary consequences.

LOCKERS: Students will not be issued lockers during school year 2020-21. Students shall come to school prepared for learning. All items carried should fit into one backpack. All band/orchestra instruments shall be housed in the Fine Arts area. All athletic equipment including tennis racquets shall be housed in the locker rooms.

NURSE REFERRAL Students that are feeling ill should report to the nurse. If a student needs to be sent home due to illness the nurse will contact parents. Students should NOT call or text parents directly from a cell phone to request a pick up due to illness. In order to be categorized as an excused absence the nurse must excuse an ill student.

SECURITY: All visitors, including parents, must check-in through the front office. All visitors, including parents, must enter the building through the front, main doors of the school and sign-in at the office. All visitors must ring the bell and show a government-issued ID or FISD ID (through the camera) upon every visit to be allowed in the main entrance. Please do not attempt to enter through any other doors. **Please do not prop doors open at any time.**

SCHEDULE CHANGES: Schedule change requests for specific teachers will not be granted at any time. Schedule changes for elective courses will not be considered after the deadline for course selection cards. Changes regarding Pre-AP/on level courses may be considered at other times during the year. All high-school credit courses taken at a middle school will follow the FISD high-school drop policy. All schedule change requests after the first week of school require the approval of the appropriate Assistant Principal.

STAAR TESTING: Please do not schedule any doctor, dentist, orthodontist, or other appointments for your child on STAAR testing days.

Electronic Devices: The use of electronic devices, smart watches or like kind devices are strictly prohibited during the administration of all CBA's, minor and major assessments including quizzes and State Mandated Assessment. Devices shall be stored in the student lockers. Teachers reserve the right to ask students to remove and store devices at any time during instruction.

STUDENT COMMUNICATIONS Students are requested to refrain from asking to use school telephones except in emergencies. Parents wishing to communicate with their children during the school day should call the office and leave a message. Office personnel will deliver messages. **Students are not allowed to communicate from their personal phone during the school day.**

TARDIES: Counting of tardies for **all periods** will be carried out through the front office "Late Gate." At the "Late Gate" students will be given a tardy slip. Teachers should not admit a tardy student without a tardy slip.

Students who have excessive tardies will be disciplined accordingly:

1st-4th Tardy –Warning (per semester)

5th -7th Tardy – Parent Notification and Lunch Detention (per semester)

8th- 10th Tardy- Parent Notification and Thursday Night School (per semester)

11th and beyond Tardy – Parent Notification and ISS Placement (per semester)

VISITORS: Parents and authorized guests having lunch with their student will sit at the designated guest table in the cafeteria. Only the student of the visitor may sit at the guest table. **Visitors may not visit other tables in the cafeteria or bring food to other students.**

To protect the safety and instructional time of students, all visitors must be cleared through the office before visiting any classroom or staff member. Parents must have prior approval of the principal to visit classroom activities. Students from other schools, siblings, friends, or relatives may not visit the classroom during the school day.

VISITORS DURING STATE TESTING DAYS : Hunt Middle School is closed to all visitors on any state testing days.