

Maus Middle School Student Handbook Addendum

2015-2016

Libby Cash Maus Middle School



P.R.I.D.E

12175 Coit Rd.
Frisco, TX 75035
469-633-5250

The Maus 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 Maus Middle School's discipline policies.

FRISCO INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT

Our mission is to know every child by name and need.

MAUS MIDDLE SCHOOL MISSION STATEMENT

The Maus family mission is to create future success by instilling **PRIDE** and embracing diversity to promote a love of learning.

We are the **PRIDE!**

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MMS Administrative Team:

Principal – Mrs. Chakosha P. Powell

Assistant Principal(6th grade/ 7th grade Jags) – Mrs. Gloria Gage

Assistant Principal (8th grade/7th grade Cougars) – Mrs. Karen McNeil

MMS Counseling Team:

Counselor (6th Grade/7th Grade Jags)– Mrs. Ann Nickel

Counselor (8th grade/7th Grade Cougars) – Mrs. Adrienne Fields

MMS Resource Officer:

Officer Seth Yates, City of Frisco Police Department

School Hours:

The school day is from 8:25 AM to 3:35 PM. Students may arrive at school NO EARLIER than 7:45 AM and are encouraged to arrive no later than 8:15 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 8:25 AM, therefore students arriving after 8:25 AM are considered tardy, and must then sign in through the front office.**

Students will report to the Maus Cafeteria upon arrival and will remain there until dismissed to first period by an administrator. Students will be dismissed to the tutorial classroom at 7:55 AM and must remain there until 8:20 AM. For both student safety and building security, unattended students should not loiter or be on campus after 3:45 PM each day.

Students who do not ride buses must be dropped off in the mornings at the designated locations: (6th/7th – South side; 8th – North side-closest to 8th grade wing). All students should go directly to the cafeteria upon arrival in the morning.

In the afternoon, parents are to pick up students at grade designated area (6th – South side; 7th/8th – North side). Any students remaining after 3:45 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 Maus 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:

Absence due to illness or appointment:

When sickness or other obligation necessitates an absence, a note signed by the parent/guardian explaining the reason for the absence is required the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused. The student will be allowed three (3) days to submit a written note excusing an absence (an email is acceptable as a note). In the event of a prolonged illness (more than 4 consecutive days) a doctor's note is required to excuse the absences.

**Please note that the school will only accept 4 parent notes per semester for excused absence.*

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.

In the event of a planned trip:

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

Attendance policies subject to change as more information is received from TEA about HB 2398.

Tardies:

In the event a student arrives to school tardy (after 8:25 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:

1st tardy – Verbal Warning

2nd tardy – Teacher Detention/Parent Notification/Truancy Notification, if applicable**

3rd tardy – AP Referral**

**** Tardy count is per semester. ****

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

Missed Assignments Due to Unforeseen 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 3:00 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. If the student was aware of an assignment deadline before the absence occurred, the assignment or test may be due upon the student's return.

Progress Reports and Report Cards:

Report Card grades will be posted on HAC at the end of the marking period. In addition to the report card, progress report grades will be posted half way through the marking period. A School Messenger will be sent to parents when these grades are ready for viewing on HAC. Requests for paper copies of report cards/progress reports may be submitted to the Maus registrar. Grades will also be accessible throughout the grading period from the Frisco ISD website (www.friscoisd.org) through the Home Access Center (HAC).

When viewing the Home Access Center grade book, please use this sheet to help you understand the codes.

CODE	DESCRIPTION	% Averaged into grade
ABS	Absent - Student was absent the date it was assigned or due	0%
CNS	Credit No Score - Student has completed assignment no grade has been given	No Score
CWS	Credit with Score - Completion Grade (does not reflect mastery percentage)	100%
DR	Dropped - This grade has been dropped from student's average	No Score
INS	Incomplete No Score - Student has not completed work, must be done in class.	No Score
L	Late - Student has not turned in assignment	0%
X	Exempt - Student was exempted from assignment	No Score

These grade extension codes are used to decipher what type of grade has been recorded.

*It does not affect the student's overall average.

GRADE EXTENSION	CODE DESCRIPTION
##.1	Grade was late
##.2	Retake Grade
##.3	Corrections Grade

Tutorials:

Morning tutorials will begin at 7:55 AM and will conclude when the student is dismissed to first period. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:10 AM. Afternoon tutorials begin at 3:35 PM, and will be available by appointment with specific teachers, depending on individual teacher duty schedules. All students must be in a classroom for tutorials by 3:40.

Re-Testing

Grading Philosophy: The goal of FISD's grading and assessment system is to help ensure student mastery of the curriculum.

- A. The purpose of grading is to be informative in nature. Grades need to be a true reflection of the relative level of mastery.

Students have mastered content when they demonstrate a thorough understanding as evidenced by doing something substantive with the content beyond merely echoing it.

- B. The purpose of grading is to provide feedback on student progress in order to make instructional decisions.

Timely analysis and re-teaching are essential to student growth and increased mastery.

RETEST

Students will be able to retest grades 84 and below on MAJOR exams for a maximum score of an 85. Students scoring an 85 or above on the original exam will not have an opportunity to retest for a higher grade.

- A. Students will have a window of FIVE school days after the exam is returned to retest. (Remediation and retest must be completed by the end of the FIVE-day window.)
- B. Requirements to retest, such as attending tutoring sessions and/or completing remedial assignments, will be determined by campus guidelines.

This retest policy would not include:

- CBAP Process (English Language Arts Curriculum Based Assessment Prompt)
- Projects
- Presentations, speeches, lab reports, and writing assignments that fall under the current Project Guidelines

Project Guidelines:

- Any project assigned and included as a portion of the “major assignment” should be assessed using a rubric that is given to the students at the time the project is assigned.
- The project should be broken down into parts, each part given a deadline/due date prior to the deadline of the completed project.
- Each portion should be assessed as the project progresses, providing several measures of progress in addition to the grade for the final project.

Late Work

The general late work policy for Maus Middle School is provided **to promote student learning and consistency throughout the building.**

For **all** assignments (major, minor and daily) students may turn in work late until the last day of the marking period with a deduction of points as follows:

- 1 day late = 10 pts. deducted from grade earned
- 2 days = 20 pts. deducted from grade earned
- 3 or more = 30 pts. deducted from grade earned

Teachers may assign mandatory tutorials for students who are missing assignments.

All major projects will have checkpoint grades to ensure student completion and success.

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.

C-hall

C-hall is a 1 hour detention scheduled before or after school by an administrator. Only a parent or administrator can reschedule a C-hall. All students assigned to C-hall will meet as designated on the C-hall Notification form. C-hall times are:

Monday/Wednesday/Friday mornings – 7:20-8:20 A.M.

Tuesday/Thursday afternoons – 3:40- 4:40 P.M.

Thursday Night Reflections

For some infractions of the Student Code of Conduct, administrators may assign Thursday Night Reflections (TNR). Thursday 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 Thursdays from 3:40 to 6:40 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 TNR, a parent should make arrangements with his or her student's assistant principal prior to the TNR; 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 6:40 PM.

Mandatory Tutorials

A student who is not passing a class at the 6-week report card may be assigned a mandatory tutorial schedule to give additional support so that the student can be more successful in that class.

Failure to attend mandatory tutorials may result in disciplinary action. Teachers may also assign students to mandatory tutorials to ensure academic success. Students and parents will be made aware of mandatory tutorials either by a teacher phone call, email or written form sent home for signature.

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 or attend 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 Maus MS understands the importance of good communication and encourages parents to contact teachers, counselors, or administrators by phone at (469) 633 - 5250 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 Maus email address that you may use should you have questions or comments.

Our email address is Maus@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 Maus website is also a very helpful resource for information. All teachers maintain a website for communication about their classes and these can be found on the Maus website.

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.

Maus 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.

BYOD/Cell Phones/Electronic Devices:

Bring Your Own Device (BYOD) – “allows students to bring their own technology (smart phones, iPads, tablets, etc.) to use at specified times during the school day ... to enhance learning in the classroom.” *FISD Student Handbook*

Students are prohibited from using any cell phone, or electronic device during the school day unless authorized by a teacher for instruction. Electronic devices may not be used during lunch or passing periods. Any unauthorized use of an electronic device may result in the confiscation of the device. The following consequences will be administered to students who violate this rule:

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

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.

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. **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 Maus front office at 469-633-5250, and our office staff will see that he or she receives the message.

Please refer to the FISD Student Handbook for more detailed guidelines on electronic devices.

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 from any vendor that offers plain black shorts and a white or light grey t-shirt 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. If issued a textbook, the 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. Classes where textbooks are not issued to students will have a class set of books. Students may check out a textbook from the teacher and are responsible for it until the book is returned to the teacher. 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 AP offices. 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 8:25 A.M. 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. Parents may also make payments online, check student purchases and get more information at www.mypaymentsplus.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 Maus 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 Maus MS. It is important to build pride and tradition in 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.

Maus students will have free admission to MMS athletic events within FISD when they present their Maus 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 Maus. 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.**



Dear Parents:

Our science curriculum is full of rigor to prepare our students to be problem solvers and critical thinkers. Science standards in middle school focus on how students process information at the application level and beyond. There is an increased emphasis in the areas of scientific investigation and reasoning. It has become necessary for students to consistently engage in scientific practices that will foster a deeper understanding of the world around them.

As a result, all middle school students enrolled in Pre-AP science will be required to participate in an annual science fair. Top finishers from campus fairs will go on to compete in the regional and state science fair when applicable. At the beginning of the school year, students enrolled in Pre-AP science courses will receive information in the form of a Science Fair Handbook with instruction and guidance to complete the project. Deadlines for various portions of the project and judging criterion will be shared with parents and students.

We look forward to partnering with you to help every science student succeed in growing their knowledge and skills while exploring various topics in science. If you have any questions or concerns, feel free to contact me at any time.

Sincerely,
Kendra Durham, Ph.D.
Middle School Science Coordinator
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469-633-6837