

# Maus Middle School Student Handbook Addendum

2022-2023

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**

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

**Maus Middle School**  
**Mission Statement**

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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!**

Please see FISD Student Handbook for information on the following:

*Dress Code....Cell phone/Electronic Device Policy....General Attendance ....Make up Work Policy....Academic Dishonesty....Retest Policy...COVID Safety Protocols*

## Quick Reference Guide

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### **MMS Administrative Team:**

Principal – Mrs. Chakosha P. Powell

Assistant Principal(Alpha A-L) – Mrs. Gloria Gage

Assistant Principal (Alpha M-Z) – Mr. Ryan Ratcliff

### **MMS Counseling Team:**

Counselor (Alpha A – L) )– Ms. Rachele Cannon

Counselor (Alpha M – Z)) – Mr. Joel Myers

### **MMS Resource Officer:**

Officer Brent Stafford - City of Frisco Police Department

## General Information

### School Hours:

The school day is from 8:25 AM to 3:45 PM. Students may arrive at school NO EARLIER than 7:40 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 the 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 for the 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 4:00 PM each day.

### Drop-off & Pick-up

Students who do not ride buses must be dropped off in the mornings as follows: Before 7:55 all grades dropped on the south side (cafeteria). All students should go directly to the cafeteria upon arrival in the morning.

After 7:55 all grades drop off at designated afternoon locations (see below)

In the afternoon, parents are to pick up students at grade designated area (8th – South side; 7th – North side, and 6th - west side- track). For the safety of our students & to help the flow of traffic, please pull up as far as possible before loading students into your car. Any students remaining after 4:00 PM will be moved to the front of the building and will be unsupervised.

### 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.

### 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 are available 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.schoolcafe.com/FRISCOISD](http://www.schoolcafe.com/FRISCOISD)** Please note that money submitted online may take up to 24 hours to post to a student’s account.

## **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 your child's name and a contact number, 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](mailto:Maus@friscoisd.org)**

We will also use our automated calling and email system, School Messenger, for updates and reminders. The school newsletter, "Maus News You Can Use," is sent out monthly with weekly highlights via School Messenger. Other 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 links to these can be found on the Maus website.

Periodically, 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.

## **Deliveries**

In an effort to minimize classroom disruptions, Maus Middle School office staff will accept deliveries for students under very limited circumstances. Acceptable items for deliveries include lunch money, glasses, house keys, or notes regarding changes in after school transportation. Deliveries cannot be guaranteed by a specific time. Non-deliverable items include electronic devices, homework/classwork (regardless of due date), projects, classroom supplies, instruments, PE clothes, etc.

**\*\*LUNCHES can be dropped off in the front foyer of the school. Each lunch needs to be labeled with the student's name and grade. Lunches will be placed in the correct grade bin and taken down to the cafeteria at the assigned lunch time. No fountain drinks will be allowed, and any lunches not picked up will be thrown away. Students will not be notified that they have a lunch delivered. Remember that you may not bring food for anyone other than yourself and your student.**

**\*\* If it is absolutely necessary that you leave a non-deliverable item for your student, you are welcome to leave it in the designated location in our front office. Due to the disruption created in the educational process, notification will NOT be provided to students for these deliveries. Your**

child can collect these items between classes or after school; however, the front office will NOT be responsible for ensuring that these items are delivered and/or picked up.

\*\* Please also note that students may not receive deliveries such as meals, flowers, balloons, or other gifts even on Valentine's Day, birthdays, etc.

### **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.

### **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.**

### **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 grey t-shirt.

### **Sign Out Procedures**

When it is necessary for a student to leave during the school day, he or she must be checked out through the front office. A parent/guardian will present valid i.d. and the student will meet the parent outside. 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.

### **Textbooks**

Textbooks are provided by the district and individual student copies may be issued at the beginning of the year. 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 a consumable textbook will be expected to pay for a new one. 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.

**Visitors:**

At Maus Middle School, student safety is always one of our top priorities. To ensure the safety of all in the school, the front door will remain locked and a front door bell has been installed. All visitors are required to stand in the designated spot outside the front door, show their i.d. ensure that their face is clearly visible and state their purpose for visiting when prompted by the receptionist. Visitors with appointments and specific in-person needs will be allowed to enter the building. ***See below for lunch visits.***

Once inside the building, 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 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:** Lunch visits will be very limited. Parents and authorized guests wishing to have lunch with their student will be given a designated area for lunch which may not be in the cafeteria. The student of the visitor only, may have lunch with the visitor. Visitors may not visit other tables in the cafeteria or bring food to other students. 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.

\* **Bringing food to students:** Parents may only bring food for their child. No meals or treats are allowed to be brought for other students, even on birthdays

**Tardy Policy:**

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. Additionally, students must arrive on time to class. If students are late to class, they will need a pass from Tardy Gate. *Administrators will handle consequences for subsequent tardies through the Student Code of Conduct/Truancy Laws.*

## **ACTIVITIES & ORGANIZATIONS**

**Clubs** - A great way to be successful and happy in middle school is to connect to a club or organization, and Maus has many from which to choose. These groups make it easier to find new friends and build confidence. Clubs/organizations offered at Maus are as follows: Academic Pentathlon, Art, Athletics, Band, Cheerleading, Choir, FCA, Math & Science Club, African American Male Academic Bowl, National Junior Honor Society, Orchestra, Student Council, Theater, and many more.

### **National Junior Honor Society**

National Junior Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service.

Every 7th Maus Middle School student will have the opportunity to become a member of this organization. Initially, students must meet the following guidelines for scholarship in order to be considered for membership:

- Students must be in 7th grade and enrolled at MMS the entire first semester of the current school year.
- Students must have a cumulative grade point average of at least 94% in core classes for the current school year and maintain citizenship grades of "E" or "S".
- A NJHS member who transfers from another school should bring a letter from the principal or chapter adviser to the Maus Middle School Adviser, and they will be able to apply after their first full semester at MMS.

Once the student is academically qualified, he/she will receive application forms for consideration for membership in February. Applications will have a firm deadline and will be evaluated in the areas of character, service, leadership, and citizenship. The guidelines, listed in order of consideration, are as follows:

- Completed essay (included in application packet)
- Must not have received any marks against them in citizenship for the current school year (Teacher recommendation and Discipline documentation)

Service, leadership, and character listed by the applicant on the application

**Dances** – There are two dances for all of the middle school students at Maus per year. Dances are restricted to students who attend Maus and meet requirements based on academic standing and behavior. Once a student arrives at the dance, that student may not leave until the dance is over, unless with a parent. Parents are expected to pick up their child promptly at the end of the dance. Dance times will be communicated in advance. Students must adhere to the MMS standard dress code.

**Events/Pick-up** If a student attends an extra-curricular event without a parent, prompt transportation at the conclusion of the event should be arranged in advance.



Students not picked up on time could be prohibited from attending future extra-curricular activities. This includes events at other FISD campuses/venues. We appreciate your assistance in helping our staff minimize the late hours and allowing them to get home to their own families.

**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.

If a student is not passing all classes, it is suggested that attendance to extracurricular events be minimized so that the student can focus on working to attain mastery of the content.

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.**

## Academics

### **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 after the 3rd and 6th week of each 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](http://www.friscoisd.org)) through the Home Access Center (HAC).

### HAC Codes

<i>CODE</i>	<i>DESCRIPTION</i>	<i>% Averaged into grade</i>
<i>ABS</i>	<i>Absent - Student was absent the date it was assigned or due</i>	<i>0%</i>
<i>DR</i>	<i>Dropped - This grade has been dropped from student's average</i>	<i>No Score</i>
<i>L</i>	<i>Late - Student has not turned in assignment</i>	<i>0%</i>
<i>X</i>	<i>Exempt - Student was exempted from assignment</i>	<i>No Score</i>
<i>INS</i>	<i>Incomplete - No Score</i>	<i>No Score</i>
<i>CWS</i>	<i>Completed with Score</i>	<i>100%</i>
<i>T</i>	<i>Turned in but not yet graded</i>	<i>No Score</i>

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

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

<i>GRADE EXTENSION</i>	<i>CODE DESCRIPTION</i>
<i>##.1</i>	<i>Grade was late</i>
<i>##.2</i>	<i>Retake Grade</i>
<i>##.3</i>	<i>Corrections Grade</i>

### **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 can 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 in a timely manner so as not to disrupt the learning process. 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.

### **Tutorials:**

Tutorials are designed to offer academic support in specific areas of need for students. Students are encouraged to attend tutorials to meet these specific needs. Generally, tutorials are offered every day before school (7:55-8:20) and after school (3:45-4:05). Students should be on time for tutorials and remain for the entire session. Due to duties, and meetings, tutorial schedules will vary. Teachers will communicate their individual tutorial schedules to students and parents on Canvas.

### **Mandatory Tutorials**

A student who is failing 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.

### **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.

### **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. When work is plagiarized or copied from another student, one or both of the students may be penalized.

On Major assignments - please see FISD Student Handbook for consequences.

On Minor Assignments: Teacher discretion: The student will be given a zero on the assignment or the student will be given an alternate assignment to be made up outside of school hours for a maximum grade of 70.

# **Discipline**

## **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 – 3:50- 4:50 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 3:45 to 6:45 PM. During the detention, students may 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 6:45 PM.

## **ISS: In-School Suspension**

ISS is a short term removal from the classroom environment by an administrator. 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 may 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.

## **Awards and Recognition**

**Award Ceremony:** The Awards Ceremony is held in the evening towards the end of the school year for the purpose of honoring Maus students. Awards will be given in the following areas:

- ***Teacher/Content*** – Teacher choice awards
- ***P.R.I.D.E. Awards***- students selected by teachers who have exhibited P.R.I.D.E. characteristics during the year.
- ***Presidential Award*** – students who have had 90 or higher average in all core classes for 6th grade, 7th grade, and the first semester of 8th grade. These students also had to receive high achievements on STAAR reading or math.
- ***African American Male Academic Bowl*** – students who represented Maus Middle School in the A.A.M.A.B. – this is open to all male students at Maus - *PENDING*.

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