

FAUBION MIDDLE SCHOOL 2009-2010 Student Handbook Addendum

It is our goal to provide the students of Faubion Middle School with the best education possible. Therefore, the following policies and practices are very important.

STUDENT BEHAVIOR STANDARDS

Standards and Expectations

- Students enter through the front entrance and exit through the front entrance and southeast exit by the gym.
- Walk in an orderly manner in the hallway.
- Be ready to learn at the tardy bell.
- No backpacks or book bags are allowed in the classrooms. They are large and block the aisles and threaten safety (they should be stored in student's locker).

Classroom Rules

1. Raise your hand and wait until called upon to talk.
2. Remain in your seat unless you have permission to get up.
3. Be polite and respectful. Keep your hands and feet to yourself.
4. Be prepared (bring necessary supplies, books, and assignments to class).
5. Pay attention (look and listen to the person who is talking).
6. Follow directions of all adults.
7. Leave all non-educational items at home.

Harassment or Bullying

Harassment or bullying of **any** kind (i.e. verbal, sexual, racial, etc.) will not be tolerated at Faubion Middle School. If at any time a student feels like he/she is being harassed or bullied, then he/she must tell a teacher or administrator immediately. Appropriate disciplinary action will be taken.

COMING AND GOING AT FAUBION

Building Entrance

All students, parents, and visitors must enter the building through the front entrance. Students who ride the bus may enter through the side door by the cafeteria.

Visitors

All visitors must enter the building through the front door and proceed directly to the reception desk to sign-in and receive a visitor's badge. Any visitor who is not a parent or guardian must receive prior approval to visit. All visitors must present a driver's license to enter the building.

Leaving During the School Day

A parent or guardian with a picture ID must sign out his/her student at the receptionist's desk before taking him/her from school during the day. The student will be called to the reception desk when the parent or guardian has signed out the student. Students will not be sent to the reception desk to wait for the parent to arrive.

Students will not be released to anyone but the parent/guardian unless written permission has been given in advance or the person is listed on the student's registration information card. When a student is picked up, a picture ID must be presented.

Student Arrival

Students who are dropped off at the front entrance prior to 7:15 a.m. may sit in the front foyer and read or work on schoolwork.

At 7:15 a.m., the students will be allowed to go to the cafeteria. Since there is no supervision before 7:15 a.m., parents are encouraged to drop off their children after this time.

Dismissals

Students are dismissed from school at 3 p.m. All students should leave the premises unless they are involved with a staff member in an organized school activity. These activities include: student clubs, practices, tutoring, and after-school detentions.

Permission to Ride the Bus

Before a student will be allowed to ride a bus other than the one they normally ride (or for students who do not normally ride the bus, but need to in certain circumstances), he/she must have a note from the parent or guardian which is verified and signed by one of the principals prior to the dismissal bell.

Attendance

It is the responsibility of the parent(s) or guardian(s) to see that their child attends school on a regular basis.

In the event of an absence, it is the parent's responsibility to notify the Attendance Office by 10 a.m. on the day of the child's absence.

In an effort to gain credit for the year, students must attend 90 percent of the school year. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. Students failing to meet the required number of days will be summoned along with their parent to appear before the Attendance Review Committee.

Admitting Late Arrivals

Students who are not more than 10 minutes late to first period will be allowed to enter class and will be marked "tardy" by the teacher. If students are more than 10 minutes late to first period, they are to report to the reception desk with a note explaining the reason for their late arrival. Students will receive a pass in order to enter class.

Prior Approval Absence for Students

Parents may request an excused absence by submitting a request in writing to the principal if they must take their child out of school. This request is to be made **48** hours prior to the absence. Each request is evaluated independently and includes consultation with the teachers before the request is approved. Current academic standing and previous attendance are factors taken into consideration.

Admitting Students after an Absence

Students must present a note from a parent to the attendance clerk after having been absent.

The note must include:

1. Student's name
2. Date of absence
3. Reason for absence
4. Signed and dated by parent/guardian
5. Doctor's note is needed for any medical or health-related absence

Tardy Policy

Students who enter any class late (up to five minutes) will be required to sign the Teacher's Daily

Tardy Record. Students who are more than five minutes late to class (10 minutes for first period only) should have a pass to enter class.

The following consequences will be applied for unexcused tardies for each class:

- 1st Tardy in Nine-Week Period- Warning
- 2nd Tardy in Nine-Week Period – Warning
- 3rd Tardy in Nine-Week Period – Lunch detention
- 4th Tardy in Nine-Week Period – Lunch detention
- 5th Tardy in Nine-Week Period – Thursday School

School Closings Due to Inclement Weather

In the case of a school closing due to inclement weather, the McKinney ISD Communications office will provide information about school closings to the following media outlets: KDFW-Fox 4; KXAS-NBC 5; WFAA-Channel 8; KTVT-CBS 11; KDFI-Channel 27; KDAF-Channel 33; Radio Stations: KHKS (106.1 FM), KDMX (102.9 FM), KDGE (102.1 FM), KZPS (92.5 FM), KEGL (97.1 FM), KFXR (1190 AM), KLTY (94.9 FM), KVIL (103.7 FM), KRLD (1080 AM), WBAP (820 AM), KPLX (99.5 FM). You can also check the district's website at www.mckinneyisd.net.

STUDENT INSTRUCTION

Tutorials

All students may attend tutorials for enrichment purposes. Any student who is failing a class (70 or below) will be encouraged to attend tutoring in that area. Tutoring is provided to improve and ensure academic success. It is the responsibility of the parent/student to take advantage of the tutorial opportunities and to make arrangements for transportation.

Homework

Greater learning occurs with short intermittent practice activities rather than massive amounts of practice. Homework will be limited in length and should **always** be checked allowing credit to be gained, thus giving credibility to the activity. The amount of homework a student is assigned will increase each year.

Incomplete Work

Students will be allowed adequate time to complete daily work either in class or as homework. Daily work includes work covered during class and/or short-term assignments. Once adequate time has been given, work is to be taken up and graded. Credit will be given for the amount and the quality of the assignment completed.

Late Work Policy

Late work is defined as assignments not completed or turned in after the specified due date. Work should be turned in when due and graded. Policies vary based on programs such as Pre-AP and Individualized Educational Plans. Teachers will provide students with the policy for their classroom and grade level.

Make-Up Work

Students will be permitted to make up work missed following an absence. When a student returns to class, it will be his/her responsibility to remind the teacher(s) of the class or classes that he/she missed and request any missed work at that time.

In addition, a parent/guardian may request make-up work for a student on the third consecutive day of their absence. This request must be made by 10 a.m. of the requesting date so that teachers will have ample time to secure the work. The work will be available for parent pick-up between 3-4 p.m. However, it is preferable whenever possible for the parent to allow 24 hours for work to be gathered. This work may be requested through the Attendance Office.

Quizzes

Quizzes are short exams that count no more than one daily grade and may or may not be announced in advance.

Major Tests/Projects

Major tests are defined as weekly, chapter, or specific content tests covering a range of information. It is the teacher's intent to write test items that cover essential elements, while addressing other important item concepts. Examinations should require various levels of mental activity, and major examinations should give the student an opportunity to organize and express his/her thoughts. Teachers will require higher level thinking skills on exams when possible.

Major projects may be used as a major summative grade. Major projects may include research papers, oral presentations, models, graphics, PowerPoint presentations, etc.

Test Schedule

Sixth, 7th, and 8th grade academic teams will plan as a team and will coordinate activities to ensure that students do not have an excessive number of tests or homework assignments on any given day. Exceptions may be made because of activities or special programs. Students will be notified in advance of major tests.

Grading System

At least 50 percent of the student's grade is based on summative activities such as major projects and exams. Fifty percent of the grade is based on formative activities such as homework, class work, daily quizzes, and class participation. Semester exams will count 15 percent of the student's semester average. The semester grade is an average of the two nine-week grades and the semester examination grade. The grading system for McKinney Independent School District is as follows:

100-90	Excellent Progress
89 - 80	Above Average Progress
79 - 75	Average Progress
74 - 70	Minimum Progress
69 - 0	Unsatisfactory Progress (Failing)

Assigning Class/Conduct Grades

Each teacher grades all students on their display of citizenship characteristics each nine weeks. This grade gives the student and his/her parents an indication of the progress they are making toward accomplishing the goal of becoming a worthwhile and productive citizen in today's society.

Textbooks

All textbooks are the property of the state of Texas and must be covered at all times. Book covers are provided when books are issued. Students are subject to fines for any damage that may occur to the textbook. Lost books are the responsibility of the student and may cause student records or student privileges to be withheld.

Lion Pride Awards

Every nine weeks, teachers recognize students who have exhibited quality habits in the classroom. These students are recognized with a celebration at the end of each nine-week period.

It is our philosophy that recognizing students for their positive behaviors encourages the continuation of those behaviors. We want students to know how much we appreciate their efforts to make our school a safe and productive environment for everyone.

HALLWAYS

Lockers

All lockers and/or storage spaces are the sole property of Faubion Middle School. The school makes this space available to students for their use, and as a result has the right and privilege to open, inspect, and to confiscate contraband of any type which may be in violation of school policy or state law.

- Each student will be issued a locker at the start of the school year for the entire year.
- Students shall **not** share the combination or locker with anyone.
- Students shall keep their locker clean of trash and food.
- Students may **not** write, paint, glue any pictures, drawings, or stickers in their lockers.
- Students will be held liable for any damage to a locker assigned to them.

Hallway Passes/ Planners

All students must have an approved hall pass, or planner, with the date, time, destination, and teacher or administrator signature at all times when in the hallways. If a student is stopped without a pass, he/she will be asked to return to class immediately. The only exception would be an emergency situation involving a child going to the clinic.

LUNCH

Cafeteria Behavior Standards

- Students will be escorted to the cafeteria by their teacher and be picked up at the end of the lunch time.
- There will be **no** cutting in line. Students are to go through the line only once, buy their own food, and proceed to the table. Students are not to make purchases for one another.
- Students may use the restroom in the downstairs 8th grade hallway during lunch, except for the last five minutes of lunch.
- Students are responsible for their own trash and tray.
- Students who do not follow the cafeteria rules may be subject to disciplinary action.

Outside Food and Lunch Visitors

A parent/guardian may provide outside food for their child **only**. Other lunch visitors (i.e. Youth Ministers) may visit (following policy) during lunch, but are not permitted to bring food for students.

STUDENT WELL BEING

Counselors

If a student wants to see a counselor, the student needs to ask his/her teacher, get a pass, and report to the counseling office. If the counselor is not available, the student should fill out a form on the counselor's door and the counselor will call the student from class as soon as possible.

Health Clinic

Students who are ill will be dismissed only from the office. The nurse or office staff will contact parents when it appears that the child may need to leave. Students who are ill and are going home will wait in the front office or nurse's area to be picked up. For additional information on the Health Clinic refer to the *MISD Middle School Student Handbook*.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, during lunch and testing. **The use of mobile telephones in locker rooms or**

restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

Telecommunication device use is strictly limited from the first bell to the last bell under the following conditions:

- Must be turned off during all instructional times
- Must be put away prior to entering the classroom
- May only be used during the following non-instructional time:
 1. Prior to the first class bell of the day
 2. After the last class bell ending the school day
- May be used during the school day with permission of school personnel

Electronic communications devices may be possessed and used after-school and at school-sponsored/related activities subject to appropriate rules of usage. Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and may include confiscation of the device [See policy FNCE.]

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunication devices.







Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunication devices.

Faubion Middle School accepts no responsibility for stolen items once they have been taken up.

Media Center

-  Library hours are from 7:15 a.m. – 3:15 p.m.
-  Students must have at least one A.R. book.
-  A school ID card must be presented in order to check out materials from the library.
-  A pass signed by a teacher is required for all students visiting the library for checkout or independent study during school hours.
-  A late fee will be assessed for materials not returned by their due date.
-  A lost book is the responsibility of the student who checked it out. Students who lose a book are responsible for paying for it.

ID Cards

Students are encouraged to carry their ID cards at all times. ID cards must be used to have access to the Internet, checkout library books, and to provide safety and security of Faubion students, staff, and visitors. If the card is lost or stolen, a replacement can be purchased in the library, and a minimal \$3 fee will be charged to cover the cost of materials.

Library Passes

Morning library passes are available at the front reception desk daily. Students may visit the library during lunch, with permission of any teacher or administrator on lunch duty.

Library and Technology Lab

The library and the technology lab are open in the mornings from 7:15 – 7:45 a.m. and after school from 3:00 – 3:30 p.m. Computer use is limited to “school-use only” in the lab and library.

MISD Acceptable Use Policy

Technology resources, including Internet access, will be used to promote innovation and educational excellence consistent with the Texas Essential Knowledge and Skills and the goals of McKinney ISD. The District has deployed a wide-area network that will allow students to communicate with each other and throughout the world. Additionally, this network will provide students with access to a multitude of instructional resources. This also places ethical responsibilities on all technology users.

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for student conduct are found in the *Student Code of Conduct*.

One level of security McKinney ISD has implemented is the installation of the Bess Internet Filtering Service. In addition, all students will receive classroom instruction regarding technology uses and acceptable Internet behavior, including a review of the document. However, it is the user’s responsibility to appropriately use technology resources. Should a user be found in violation of this policy, the incident will be regarded as out of compliance with school rules and disciplinary measures will be taken.

STUDENT BEHAVIOR MANAGEMENT

Student Code of Conduct

McKinney ISD has a written *Student Code of Conduct* that is distributed to every student on the first day of school. It is the responsibility of the student to give this to his/her parent/s and to sign a form stating that he/she has read and understands the policies. Failure to do so does not relieve the student or parent from the responsibility of following the McKinney ISD *Student Code of Conduct* nor incurring appropriate consequences.

Dress Code will be checked at 1st period. Students will be allowed to correct their appearance to conform to the dress code. If that is not possible, either a change of clothing will be brought to the student or the student will be assigned a day of ISS.

Faubion is enforcing a new policy of **no writing on your skin** with pen, marker, or any other writing instrument.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

After-School Detention

After-school detentions will be assigned by teachers from 2:50-3:45 p.m. Teachers are required to give written notice one day in advance of the detention for the student to take home.

Behavior Checklist

Students who have displayed chronic or excessive misbehavior and who do not appear to benefit from the structure of the school-wide guidelines may be placed on an individual behavior checklist. Multiple infractions will result in ISS for one day.

Parent Conferences

When a student is sent to the office, a parent conference is often requested for the purpose of keeping the parents abreast of student behavior. Teachers may request parent conferences prior to sending a student to the office for the purpose of discussing academic and behavior concerns.

Thursday School

Students may be assigned Thursday School by administrators. Thursday School is from 3 p.m. until 5 p.m. on Thursdays. Parents will be responsible for transportation of their child.

In-School Suspension

ISS is located in a classroom in the school building. Students who are assigned to ISS will report to the ISS classroom when the 7:45 a.m. bell rings. The student will remain in the classroom until the 3 p.m. bell. He/she will eat lunch in the ISS classroom. All ISS students are expected to follow directions and complete assignments.

ISS is monitored at all times by a teacher or an aide. Each student who is assigned ISS will receive a status sheet at the end of the day. The status sheets are to be signed by a parent/guardian and returned to the ISS room the following day. Students may be placed in ISS for one to three days or specific periods as determined by the Administrator.

Out-of-School Suspension

A principal or assistant principal may suspend a student out of school for a period of time not to exceed three school days. These days will be an excused absence, and the student is responsible for all missed assignments. If the student participates in extracurricular activities (band, choir, athletics, cheerleading, etc.), the student will be suspended for an amount of time to be determined by the sponsor.

Refocus (In-School AEP)

Refocus is a 14-30 day ISS placement in Faubion for disciplinary reasons. Students in this placement are given assignments from their regular classes, but miss the direct instruction. Refocus provides a student with opportunities to work on Classroom Skills that will help them be more successful in the regular classroom.

Restitution of Damages

Students who damage school property or the property of others will be expected to make restitution for those damages. When school property is damaged, restitution includes the cost of materials and labor incurred to repair damaged property. In addition to restitution, students who damage school property or the property of others are also subject to other disciplinary penalties.

Students are encouraged to leave valuable items or large amounts of money at home in order to ensure their safety.

ADDITIONAL INFORMATION**Character Counts!**

Faubion Middle School will implement *Character Counts!*, a nationally recognized Character Education Program. *Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship* are the six pillars of the program.

The Six Pillars of Character are ethical values to guide our choices. The standards of conduct that arise out of those values constitute the ground rules of ethics, and therefore of ethical decision-making.

The Six Pillars of Character will be integrated into the curriculum and school environment at Faubion Middle School.

The student procedures and policies of Faubion Middle School are developed to help insure that your student will be in a positive environment where he/she can do his/her best every day. We understand that the middle school students are at a unique age, and because of that, policy changes are sometimes necessary. If changes are to be made, notification will be made in advance.

For information and answers to a variety of questions, please check our website, contact Principal Dr. Stella Uribe, and read the Faubion weekly updates. The following web addresses will be helpful in keeping you up-to-date on the events at our school.

Our Faubion Middle School home page:

www.mckinneyisd.net/Campuses/school_websites/faubion/

Principal Dr. Stella Uribe's e-mail address:

suribe@mckinneyisd.net