



## *Parent/Student Supplemental Procedures*

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**ATTENDANCE:** According to the Texas Education Agency, in order to receive credit in a class, **a student must attend at least 90 percent of the days the class is offered.** Upon return to school from an absence, the student should give the attendance office clerk a written note from a parent/guardian stating the date, reason for the absences, and a parent contact number. The aforementioned parent note may be sent via e-mail but must come from a parent's verified email account to the school's daily attendance clerk Ms. Adela Mireles (Adela.mireles@fortbendisd.com). Refer to FBISD's student-parent handbook for reasons for approved student excused absences.

**If the student fails to bring a note or the parent does not send an e-mail as required within the five school-day period, the absence will be coded as unexcused and will count against the student's official attendance record.** Any student who misses class work due to absence is responsible for getting that work from their teachers. The student will have as many days as they were absent to make up work missed. Failure to complete the work in the time frame will result in a zero for the missing assignment.

Our school has a "Parent Line" which automatically calls the home of each student reported absent for a day or a period. If you receive such a call and your child was not absent, the parent/guardian should contact the Attendance Office at 281-634-3461.

In order for a student to receive a grade in their class, they must be in attendance for at least 90% of the days a class is offered. If a student is absent for more than 10% of the days a class is offered, they will be required to make up their time outside of the regular school hours. An attendance committee meeting will be held, and the student and parent will receive information on how the student will be able to make up their time missed.

Family/individual vacations/visits scheduled during regular school days are not excusable absences or extenuating circumstances. These absences will be counted as unexcused absences regardless of the number of days missed. Extended absences can affect a student's academic progress and grades. Unexcused absences may result in possible truancy being filed.

**MCMS follows district policy, which states that semester exams will not be given at the end of the semester in middle school courses. Instead, an additional major grade for a total of (4) major grades will be added in the last grading period of the course.** If a student will be out of school during the scheduled exam periods for any reason, arrangements must be made for the student to make up the exam. Until the exam is taken, a grade of zero will be reflected on the report card. Once the exam has been taken and scored,

the earned grade will be recorded. Arrangements will be made for a student to take the exams missed upon their return. Please contact your counselor for assistance in this matter. Exams must be taken within the window given by the counselor.

**AFTER SCHOOL EVENTS: Non-participating students are to leave campus and return, with a parent/guardian, when the event is scheduled to begin.** Students are expected to adhere to FBISD Student Code of Conduct and dress code guidelines while attending events. During athletic events held in the gyms, students will not be allowed to congregate in the halls or go back and forth to both gyms. The student must sit in the gym of their choice, with a parent/guardian, and watch the event. Students violating these policies will be disciplined and depending on the nature of the violation, may be referred to the police officer on duty. Students will not be permitted to attend after school events without a parent. Re-entry into the building/event is not permitted once exiting.

Student spectators at football games must sit in the bleachers and will not be allowed to re-enter the game area after departing without a ticket stub. A fee may be charged for some after school events. Students must be picked up within 15 minutes of the completion of the event.

**Loss of Privileges for After School Events** – Students may lose their privileges to attend after-school events. The length of the loss of privilege will be determined by an administrator.

Reasons for loss of privileges include, but are not limited to:

- Failure to be picked up on time.
- Suspension (in/out of school)
- Alternative school placement
- Truancy/Excessive Absences

**ARRIVAL AT CAMPUS: The building opens at 8:10 a.m.** Once arriving on campus, students are **NOT** allowed to leave the campus. All car riders are to be dropped off in front of the building. For safety reasons, no side entrance pick up or drop off is allowed. Please remember cars dropping students off are not allowed on the bus ramp. All bus riders will be unloaded at the bus ramp. 6<sup>th</sup> grade students will use the gymnasium entrance of the bus ramp and go to the small/practice gym. 7<sup>th</sup> grade students will enter through the Commons/Cafeteria entrance and go to the large gym. 8<sup>th</sup> grade students will enter through the Commons/Cafeteria entrance and remain there. Adult supervision for students begins at 8:10 a.m.; students **are not supervised prior to 8:10 a.m.; please do not drop them off early. Students are to remain in their vehicles until the doors open for entry.** All students are to report directly to their designated area. **No students may be picked up after 3:30 p.m.** All students must be picked up no later than 4:30 p.m.

**ASSEMBLY BEHAVIOR:** Various activities will be scheduled in the commons and the gyms from time to time. Students are required to use proper etiquette during these assemblies. Courtesy must be shown to all speakers and performers. Whistling, booing or shouting is not appropriate. Food and drink are not to be taken into an assembly. All students are required to enter an assembly in a quick and orderly manner. Students should be seated according to designated areas or by teacher direction.

**BICYCLES ~ SKATEBOARDS:** Students entering or leaving the school grounds must walk their bicycles from the bicycle racks until they are off the campus. Bicycles must be parked in the racks provided and secured with a lock. The school is not responsible for damage to or theft of bicycle or bicycle parts while bicycles are parked in the racks. Students may not ride skateboards to school as skateboards and roller blades are not allowed on campus. If brought on campus, the item will be confiscated, and a parent must pick it up.

#### **BREAKFAST & LUNCH CAFETERIA PROCEDURES:**

We would like to encourage parents to participate in the pre-paid breakfast & lunch program in our cafeteria. This program allows you to pay in advance for breakfast or lunches before school begins; students are given a student ID and are required to use this in all lines. Personal identification number (PIN) may be used in lines if student does not have ID available. Students should not share PINs.

***\*\*Throughout the 2024-2025 school year, MCMS will continue to provide NO COST breakfast and lunch meals to students. \*\* However, please complete the survey\*\****

**Free/Reduced Meal Procedures:** At the beginning of the school year parents must apply or reapply for the free/reduced meal program. For the 2023-2024 school year, parents are encouraged to apply for meal benefits online at [www.schoolcafe.com/fbisd](http://www.schoolcafe.com/fbisd). MCMS has computers available for parents/guardians to use. Paper applications will not be sent home. As soon as possible, this application should be completed online. The food services department of FBISD will notify you if you are eligible and issue you a personal identification number (PIN) which can be used in the plate lunch lines. Additional information on this program can be obtained from the Child Nutrition Department by calling 281-634-1855 or email [mealapps@fortbendisd.com](mailto:mealapps@fortbendisd.com).

**Eating in the cafeteria will be more pleasant if the following procedures are followed:**

1. Enter the commons in an orderly fashion. **DO NOT RUN.**
2. Go through one lunch line only. Consider others in line waiting to be served and wait your turn quietly. Keep your place in line; do not save places for friends.

3. Clean up your eating area.
4. Students are to eat in the cafeteria only. Students are not to wander through the halls or upstairs during their lunch period. Leaving the cafeteria area without permission will result in appropriate disciplinary consequences.
5. No open food or drink containers may be taken outside the commons.
6. Open containers of food or drink found outside of the commons will be thrown away by staff members.
7. During the lunch period, students are to use the restrooms located inside the commons area. Permission must be obtained before leaving the commons for any reason.
8. No glass containers will be allowed.
9. To ensure that all students are served in a timely manner, students may be moved from one serving line to a shorter serving line.
10. Students should refrain from shouting, booing, whistling, talking loudly, or making disruptive noises.
11. Structured seating during all lunch periods is the standard campus practice. Administrators may assign appropriate consequences if the students do not adequately clean the cafeteria or if their behavior is not appropriate.
12. Outstanding fees from the cafeteria must be paid immediately and may result in a forfeiture of attendance in non-academic extracurricular activities.

**Breakfast Program:** Breakfast is offered to students between 8:30 a.m. and 8:50 a.m. in the cafeteria.

**Lunch:** Students and parents are not to order food to be delivered to campus, as school personnel will accept no deliveries of any kind for students. Students must bring their own lunch or go through the lines. **No exceptions will be allowed.**

**CELL PHONES:** At MCMS Cell phones, will not be allowed to be seen on campus during the instructional day. Students will be allowed to bring their cell phones to school, as we understand that parents may need to contact students before or after school. However, upon arrival, cell phones must be turned off and in students' backpacks or pockets until dismissal. **This policy includes smartwatches, earbuds, and other devices connecting them to the internet.**

#### **Cell Phone Infraction Guideline:**

**1<sup>st</sup> and 2<sup>nd</sup> Offense:** Cell Phone Policy Reminder

**3<sup>rd</sup> Offense:** Parent contact. Device confiscation letter sent home. Device is confiscated by a teacher or an administrator and turned into the receptionist. Students may pick up the device at the end of the day. No fee charged.

**4<sup>th</sup> and Subsequent Offenses:** Parent contact. Office Referral. Device is confiscated by a teacher or administrator and turned into the receptionist. Students may pick up the device at the end of the day with a \$15.00 fee. Disciplinary

action assigned by administrator following FBISD Code of Conduct.

**5th Offense:** A parent conference will be held, and the device will only be released to a parent/guardian.

**\*As a reminder, the district nor MCMS is responsible for damaged, lost, or stolen telecommunication devices.**

**Administrators nor any school personnel will investigate or conduct searches involving lost or stolen personal devices. Students are responsible for their personal belongings. \***

**EQUIPPED 1:1 INITIATIVE: All students in grades 6-8 will receive a FBISD laptop. Students should bring their laptop charged every day. We are not a BYOD campus.**

- Students will keep this laptop throughout their tenure in a FBISD school.
- Optional insurance can be purchased for \$35/year.
- The optional insurance plan covers the cost of repairing the laptop in case of accidental damage, theft, or loss (a deductible will be required for loss). The optional insurance plan can save the students and their families from paying the full price of the laptop, which is \$600, if something happens to it. Students who participate in National School Lunch Program (NSLP) will have access to a lower optional insurance plan for \$15 per year.

Device distribution and expectation information will be uploaded into Skyward prior to the initial rollout.

**DAMAGES:** Microscopes, band equipment, textbooks, iPads, computers, chairs, desks, textbooks, and computers should be used with proper care. *Books are to be cared for as any other item; your textbooks are expensive, and you are responsible for them. You may be held responsible for damages to school property assigned to you that has been negligently used.*

**DETENTION:** Students will be assigned to stay after school as a consequence by their teachers or members of the administrative team. MCMS will have 1-hour detention on Tuesday and Thursday from 4:15 PM until 5:15 PM. **No transportation will be provided. Failure to attend detention will result in further disciplinary action. Saturday Detention is also used as a consequence and will be held at MCMS from 9:00 AM to 11:00 AM on the assigned date. No transportation is provided.** Students must arrive on time for detention and must arrive with a book to read or any additional academic work. If students do not have work, there will be work assigned. Sleeping is not permitted.

**DISCIPLINE PLAN:** Your classroom teacher is the front-line authority in the scope of discipline in the classroom. Disruptions that cause teaching and learning to stop will not be tolerated. The first step with any classroom concern will be a conference

between the student and the teacher/team and then a parent conference. In the event that this step does not provide the solution, MCMS has a school-wide discipline plan that revolves around consistent consequences for teacher interventions. This plan will be explained to students during the first days of school.

**DISMISSAL INFORMATION:** Students will be dismissed at 4:10 p.m. daily. All students must clear the building by 4:15 p.m. Buses will begin departure at 4:15 p.m.

**Bus riders** must exit through the Commons. Students should check the screen with bus lane assignments before leaving the Commons. Students must ride their assigned bus. If additional information is needed about bus transportation, please call the Goldstar Transportation Center at 832-850-7643. Misconduct on buses, in district vehicles, or at bus stops, will be addressed in accordance with the Student Code of Conduct.

**Car riders and walkers** must exit the front of the building. Parents are to use the front drive whenever dropping off and picking students up in the afternoon. **For safety reasons, no side entrance pick up or drop off is allowed.** Walkers and bikers must use the crosswalks. Students who walk home must leave the campus immediately. Once students have exited the building, they will not be allowed to re-enter the building without a parent.

**DRESS CODE & GROOMING:** FBISD has established a dress & grooming code for our students, which is detailed in the Student Handbook. Students are expected to dress in a way that promotes respect for self and others, a safe learning environment, and honors the diversity of the learning community. Appropriate dress and personal grooming by each student for all school activities is required and shall reflect the high standard of the school, the community, and our district. Sagging pants are not permitted. Students may not wear clothing that has been ripped, torn or cut in any way to reveal undergarments, midriff or cleavage. If a student has a hole in the pants above the knee, then, shorts or tights/leggings must be worn underneath to conceal their skin. Halters, spaghetti straps, camisoles, tube tops, see through garments, bare midriffs, and bare backs are not acceptable. Boys must not have inappropriate carvings in their haircuts. Excessively tight clothing is not allowed. All skirts and shorts worn can be slightly above mid-thigh in the front and in the back. **All clothing must be worn as appropriately designed.** Slogans, inappropriate pictures or other graphic portrayals of weapons, violence, sex, drugs, or inappropriate language are not permitted. Gang-related attire, as determined by the administration, will not be tolerated. Bandanas, headbands, sweatband, hats, and/or visors will not be allowed. Sunglasses are not permitted to be worn during school. PE attire is acceptable only during PE class.

**For MCMS students, these additional rules for school dress apply:**



- Students will not wear pants or shirts that are excessively long or baggy; sagging is not permitted.
- Students may not wear short tops that expose the midriff, or low waist pants that expose undergarments or the midriff/belly button. Wearing a jacket over the top **DOES NOT** make it acceptable.
- Students may not wear clothing that has large rips or holes located above the knee unless leggings are worn as well.
- Leggings, yoga pants and fitness tights are permissible as long as they do not reveal undergarments, do not have any see-through material and must be worn with a shirt that covers the posterior.
- Unsafe footwear is not permitted (i.e.: house shoes, slides, shower shoes, slippers, etc.)
- Appropriate shoes must be worn during P.E. /gym classes as well as during lab activities in science, CTE, etc.

**Violation of the dress code will result in disciplinary action.** Students will be required to correct their dress code infraction in order to attend class. Parents will be notified and asked to provide assistance. If the clothing item is inappropriate, the item will be **confiscated** and **will only be returned to the parent**. The student will contact **a parent to bring appropriate attire**. While waiting for the appropriate clothing, the student will remain in the administrator office or ISS. Additional consequences (i.e. after-school detention, Saturday detention, etc.) will also apply for noncompliance. If a pattern of dress code violations continues, it will be deemed insubordination and consequences will become more severe.

**ELEVATOR USE:** The elevator is reserved only for those students for whom the nurse determines may not safely use the stairs. The nurse will issue a pass and instructions to those individual students. **No other students are permitted to use the elevator.** Students caught using the elevator without permission will receive disciplinary consequences.

**EMERGENCY DRILLS:** After the emergency signal is given, students must follow the directions given by the teacher. There is absolutely no talking during an emergency drill. Emergency drills are important to school safety. Students who are disruptive during drills will be issued disciplinary action.

**FACILITIES AND GROUNDS:** The school and its furnishings are entrusted to the students, and it is expected that each student will respect the property of others. If a student observes anything being done to damage the school, it is his/her civic responsibility to report such actions. Any student who damages school property will be required to pay damages and will be subject to disciplinary action. **Students involved in acts of graffiti or vandalism will be disciplined accordingly.**

**FINES:** Students are required to pay all outstanding fines throughout the school year in order to participate in school events and activities. Fines include library fines, cafeteria fines, textbooks, athletic uniforms, and activity fines. All fines must be paid by the deadline date established by the campus. Failure to pay fines could cause a student not to participate in non-academic extracurricular activities. **NO EXCEPTIONS.**

**SECRET SOCIETIES AND GANGS:** MCMS is committed to providing a safe and secure environment for all students and preventing the spread of gang involvement and gang activity. Student connections to or membership in secret societies, or gangs is **NOT** permitted. MCMS is designated as a gang-free zone. Engaging in gang-related activities at MCMS is considered organized crime, and the consequences given to students for gang behavior will be determined from the district's Student Code of Conduct in conjunction with the Texas Penal Code. "A person commits an offense if the person...is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of public school fraternity, sorority, secret society, or gang." Campus administrators will contact parents at the first sign of any activity or behavior that looks as if it could be gang-related, conduct a phone or face-to-face conference, administer appropriate disciplinary actions, and document the activity or behavior for future reference.

**HAIR/JEWELRY/TATTOOS:** In addition to the district hair code, no designs may be cut or shaved into the hair. Severe or distracting hair colors or styles will not be permitted. Jewelry that displays drugs or weapons or can be associated with gang activity is **NOT** permissible.

**HALLWAY BEHAVIOR:** Students are allowed five minutes between each period for changing classrooms, using the restrooms and water fountain. Students are not to block the flow of traffic by standing in the hallway in groups or walking the halls in group fashion. Violation of this rule poses a safety hazard and will result in disciplinary action. Running, profanity, loitering, horseplay, interlocking of individuals, drawing attention in a crowd during passing periods, yelling or making loud noises in the building is not allowed. **Failure to adhere to these instructions will result in disciplinary action.**

**HAZARDOUS ITEMS:** For safety reasons, students are not permitted to bring aerosol cans, paintballs, laser pointers, fireworks/poppers, lighters, stink bombs, matches, etc. to school. Possession of any of these items will result in disciplinary action including suspension, DAEP assignments or referral to the FBISD police department.

**LATE WORK POLICY:** Students are encouraged to hand in all assignments on the date requested by the teacher. The following procedure is in place:

- 1<sup>st</sup> day late will result in a reduction of 10 points from the overall earned score;**
- 2<sup>nd</sup> day late will result in a reduction of 20 points from the overall earned score;**
- 3<sup>rd</sup> day late will result in a reduction of 30 points from the overall earned score.**

This means the highest grade the student would be able to earn on the third day late is a 70. On or after the 4<sup>th</sup> day past the due date, the work could be accepted by the teacher, but it is at the teacher's discretion whether or not the work will be accepted for credit. If it is accepted for credit, at least 30 points will be deducted from the overall earned score.

**LOCKERS & BACKPACKS:** Students will not be assigned a general locker outside of PE. Gym lockers will be issued for P.E. only. Clothing and small personal items can be stored in these lockers. **The school is not responsible for items lost or stolen from P.E. lockers. Students are encouraged to lock the lockers and not share combinations.**

**LOITERING:** Students are not permitted to loiter or play games in the street, yards, or parking lots near the campus upon arrival to school or after dismissal. Upon dismissal from school, bike riders and walkers should leave the campus promptly. Only students who are remaining on campus for after school tutorials, school activities, club meetings, etc. should be on campus after 4:10 p.m. Students staying after school for an activity or tutorials, must be with an adult or sponsor at all times. Students who are staying after school must be in their designated location by 4:15 p.m. or they will have to immediately exit the building. Students are responsible for communicating after school activities to parents **prior to** staying for the activity. **Please note that MCMS is not associated with Landmark Community Center.**

**LOST & FOUND:** In order for the staff to return lost articles to their rightful owners, we ask that you **write your name on all items you bring to school.** Do not bring large sums of money or valuable items, such as jewelry to school. Items that are lost, and do not have identification on/in them, will be sent to the Front Office. Only school related items should be brought to school. Those items not reclaimed are donated each semester to charities in Fort Bend County. **Missouri City Middle School is not responsible for lost/stolen items brought to school.** It is best to leave valuable items at home.

**MEDICATIONS:** Students may not carry medication of any type, including aspirin, cough drops, etc., and may not administer/distribute medication to themselves or others. Any

medication to be given at school must be delivered by the parent. The medication must be delivered in its original container with the physician's name, name of the medication, and the amount to be given. Student medication will be kept in the clinic at all times. For more information on this, please refer to your FBISD Student Handbook or call the MCMS Clinic at 281-634-3502.

**SAFETY PROTOCOLS:** In alignment with the FBISD Profile of a Graduate, MCMS students will focus on the attribute of being a compassionate citizen. Students will demonstrate their respect for others by taking ownership of their environment and its safety for themselves and others. Students are not allowed to open/prop the doors on campus for anyone.

**SIGN-OUT PROCEDURES:** Only a person who is on the student's emergency information screen in Skyward may pick up a student who needs to leave early. **No one can pick up a student from school unless he/she is listed on the student's emergency information screen located in Skyward.** When the adult listed on the student's emergency information arrives, he/she must sign in at the attendance office and **must present proper I.D.** before a student will be released. **All students must be signed out by one of the adults listed on the student's emergency information screen before they leave.** **\*There are no exceptions to this.\***

**STUDENT CONCERNS:** Students or parents who have a concern should first discuss the matter with the teacher. It is expected that the teacher will return phone calls within 24 hours. If the outcome of that discussion is not satisfactory, parents should request a conference with the appropriate assistant principal or counselor. If the issue is not resolved, then parents should request a conference with the building principal.

**SUBSTITUTE TEACHERS:** Our school is fortunate to have capable people to help us whenever our campus teachers are absent. A substitute teacher is an important employee whose impressions of our school will be carried into the community. Students are expected to be polite, helpful, and considerate to all substitutes. Students who are disrespectful or misbehave in a substitute teacher's classroom will be disciplined for inappropriate behavior.

**SUPPLIES:** On a daily basis, students shall bring their necessary supplies, required by the teacher, to each class. If a student arrives without their supplies for 3 consecutive days, the teacher must contact the parent. **Permanent markers (Sharpies) will not be allowed for either classroom or personal use.**

**TARDIES:** ***Being tardy is disruptive to the educational environment at MCMS and is not appropriate behavior for our students.*** Students are considered tardy if they are not in

their assigned classroom when the bell rings. It is considered a skill for life to be punctual. **MCMS** has a tardy procedure, which will be outlined for each student when school begins. Each student will be given one verbal warning about being on time to class without penalty; thereafter, a consequence is assigned for each tardy throughout the school year. Parent notification via telephone is made prior to the detention being served. Students with tardies will receive the following disciplinary action:

- 1) Warning;
- 2) Parent Contact;
- 3) Parent Contact and Lunch Detention;
- 4) Office Referral.

After the fourth tardy, an office referral will result for each additional tardy and the consequences will increase. Tardies are cumulative throughout the semester. Unannounced **TARDY SWEEPS** are conducted throughout the school year. If a student is caught in a Tardy Sweep, he/she is issued a consequence. Refer to the section on detentions.

**TEXTBOOKS:** Class sets of textbooks are issued to teachers for students daily use. Parents may check out books for home use. Dates and times will be announced at the beginning of each school year. Students are expected to pay for damaged or lost books.

#### **THINGS NOT TO BRING TO SCHOOL**

- Card collections of any type
- Open containers of food or drinks
- Glass containers
- Balloons, flowers, stuffed items, gifts, birthday cakes, cupcakes for you or friends
- Tobacco, alcohol, drugs, weapons, vapes of any sort
- Bandanas, sunglasses, caps, steel afro picks, or hats
- Sharpie pens or Sharpie markers

School officials will remove items that may be distracting or interfere with the educational program from the students' possession.

**TUTORIALS (MORNING):** Students desiring to attend morning tutorials must check in at the designated location to show that they have a pass to tutorials. Students must have a teacher pass or written parent permission to attend the specific teacher's tutorial session. Morning tutorials are held in the teacher's classroom.

**TUTORIALS (AFTERNOON 4:10-5:10):** Tutorials will be held in the teachers' classrooms. Students must have a teacher pass or written parent permission to attend the specific

teacher's tutorial session. Information/schedules regarding tutorials will be posted on the campus website.

**UNAUTHORIZED SELLS:** No items may be sold on the bus/school grounds by any individual. Only recognized group-sponsored sales approved by the principal will be permitted. Students will be subject to disciplinary action. Items will be confiscated, and parent notification will occur. The items will not be returned to the student.

**VERBAL/WRITTEN ABUSE:** School is no place for any behavior that hurts another person's feelings. Name-calling, derogatory remarks, "slam" books, sexual harassment, bullying, etc. will not be tolerated. Any negative comments regarding race or ethnic background will not be tolerated. Students must report this behavior to the appropriate administrator, teacher, or staff member. Students engaging in this type of behavior will be disciplined.

**VISITORS ON CAMPUS:** To ensure the safety of our campus and to attend to the needs of our students, **visitor appointments will not begin prior to 9:15 a.m.** All visitors must enter through the main office. To register as a visitor, it is required that you have a valid Texas Drivers' License to scan through the Raptor System. This Raptor system is another way we provide a safe educational environment at MCMS.

**All persons visiting the campus must sign in at the front office and obtain a "Visitor's Pass" and lanyard.** For student safety, visitors are restricted to the area designated on the pass; visitors should wear the lanyard for the duration of the visit and the pass/lanyard should be returned at the end of the visit. Students are not allowed to have other student visitors during the day. If the visitor's pass is not worn and easily visible, the visitor will be escorted to the front office.

***Thank you for supporting us by discussing these procedures with your child. Our goal is to continue to provide the safest learning environment possible for each and every student and employee of Missouri City Middle School.***