

Sartartia Middle School

Supplement to the 2024-2025 FBISD Student-Parent Handbook

*This supplement is not intended to supersede FBISD Student-Parent Handbook Policy.
It is intended to provide information specific to Sartartia Middle School.*



Sartartia Middle School

Campus Guidelines, Procedures & Services

2024-2025

Principal

Cholly Oglesby

FBISD Mission

FBISD exists to inspire and equip all students to pursue futures beyond what they can imagine.

SMS Vision

Sartartia Middle School will provide a foundation which empowers all to collaborate and explore their full potential while respecting diversity and individual differences

SMS Core Beliefs

Accountability

Integrity

Respect

School Mascot

Jaguar (JoJo)

School Colors

Black and Gold

Instagram

@sartartiams_jaguars

X *(formerly Twitter)*

@sms_jaguars

WHAT TO DO IF:

You need to see or speak with your Assistant Principal:

Grade	Principal	Email
6 th	Patricia Garza	Patricia.Garza@fortbendisd.gov
7 th	Robin Gray	Robin.Gray@fortbendisd.gov
8 th	Dr. Sunday Johnson	Sunday.Johnson@fortbendisd.gov

You need to see or speak with your Counselor:

Grade	Counselor	Email
6 th	Emily Wilcox	Emily.Wilcox@fortbendisd.gov
7 th	Jennifer Lappage	Jennifer.Lappage@fortbendisd.gov
8 th	Amy Melby	Amy.Melby@fortbendisd.gov

You are absent from school:

Bring a written note or send an email (upon return) signed by a parent or guardian within five (5) days. The Attendance Office is located in the front office.

You arrive to school after 8:50am:

Sign in at the attendance office.

You feel sick at school:

Get a pass to the clinic from your teacher and go to the Clinic.

SMS Support Staff

Position	Staff Member	Email
Counselor's Clerk	Christine Liguori	Christine.Liguori@fortbendisd.gov
Campus Assessment Coordinator	Melissa Ford	Melissa.Ford@fortbendisd.gov
Receptionist	Zina Woods	Zina.Woods@fortbendisd.gov
Data Clerk/Registrar	Courtnei Turner	Courtnei.Turner@fortbendisd.gov
Attendance Clerk	Cynthia Gonzalez-Trevizo	Cynthia.GonzalezTrev@fortbendisd.gov
Police Officer	Charles Villoutreix	Charles.Villoutreix@fortbendisd.gov

Sartartia Middle School

2024-2025

Monday/Thursday/Friday Schedule

Period	6th Grade	Min
1	8:50 - 9:45	55
2	9:50 - 10:45	55
A Lunch 10:50-11:20		30
3	11:25 - 12:20	55
4	12:25 - 1:20	55
5	1:25 - 2:15	50
6	2:20 - 3:10	50
7	3:15 - 4:10	55

Period	7th Grade	Min
1	8:50 - 9:45	55
2	9:50 - 10:45	55
3	10:50 - 11:45	55
B Lunch 11:50-12:20		30
4	12:25 - 1:20	55
5	1:25 - 2:15	50
6	2:20 - 3:10	50
7	3:15 - 4:10	55

Period	8th Grade	Min
1	8:50 - 9:45	55
2	9:50 - 10:45	55
3	10:50 - 11:45	55
4	11:50 - 12:45	55
C Lunch 12:50-1:20		30
5	1:25 - 2:15	50
6	2:20 - 3:10	50
7	3:15 - 4:10	55

Tuesday/Wednesday Schedule

Period	6th Grade	Min
1	8:50 - 9:40	50
2	9:45 - 10:30	45
3	10:35-11:20	45
A Lunch 11:25-11:55		30
4	12:00 - 12:45	45
5	12:50 - 1:40	50
Adv	1:45 - 2:20	35
6	2:25 - 3:15	50
7	3:20 - 4:10	50

Period	7th Grade	Min
1	8:50 - 9:40	50
2	9:45 - 10:30	45
3	10:35-11:20	45
4	11:25 - 12:10	45
B Lunch 12:15-12:45		30
5	12:50 - 1:40	50
Adv	1:45 - 2:20	35
6	2:25 - 3:15	50
7	3:20 - 4:10	50

Period	8th Grade	Min
1	8:50 - 9:40	50
2	9:45 - 10:30	45
3	10:35-11:20	45
4	11:25 - 12:10	45
5	12:15 - 1:05	50
C Lunch 1:10-1:40		30
Adv	1:45 - 2:20	35
6	2:25 - 3:15	50
7	3:20 - 4:10	50

Activity Schedule

Period	6th Grade	Min
1	8:50 - 9:40	50
2	9:45 - 10:30	45
3	10:35-11:20	45
A Lunch 11:25-11:55		30
4	12:00 - 12:45	45
5	12:50 - 1:40	50
6	1:45 - 2:30	45
7	2:35 - 3:15	40
Adv/Act.	3:20 - 4:10	50

Period	7th Grade	Min
1	8:50 - 9:40	50
2	9:45 - 10:30	45
3	10:35-11:20	45
4	11:25 - 12:10	45
B Lunch 12:15-12:45		30
5	12:50 - 1:40	50
6	1:45 - 2:30	45
7	2:35 - 3:15	40
Adv/Act.	3:20 - 4:10	50

Period	8th Grade	Min
1	8:50 - 9:40	50
2	9:45 - 10:30	45
3	10:35-11:20	45
4	11:25 - 12:10	45
5	12:15 - 1:05	50
C Lunch 1:10-1:40		30
6	1:45 - 2:30	45
7	2:35 - 3:15	40
Adv/Act.	3:20 - 4:10	50



July 29th – 30th.....	District Professional Learning Days/ No Students
July 31st.....	Teacher Work Day/No Students
1st – 6th.....	Professional Learning Day/No Students
7th.....	Teacher Planning Day/No Students
8th.....	First Day of Classes 1st Semester

2nd..... Student/Teacher Holiday/Labor Day
26th..... Early Release-Elementary
27th..... Professional Learning Day/No Students

4th	Student/Teacher Holiday
10th – 14th	Student/Teacher Holiday
15th	Teacher Planning Day/No Students

1st Student/Teacher Holiday
11th Student/Teacher Holiday/Veterans Day
25th – 29th.... Student/Teacher Holiday/Thanksgiving Break

19th Early Release – MS/HS
20th Early Release/All Students
23rd – 31st Student/Teacher Holiday/Winter Break

1st – 3rd	Student/Teacher Holiday/New Year's Day
6th	Professional Learning Day/No Students
7th	Teacher Planning Day/No Students
8th	Teacher Work Day/No Students
9th	First Day of Classes 2nd Semester
20th	Student/Teacher Holiday/Martin Luther King Jr. Day

13th Early Release-Elm.
14th Professional Learning Day/No Students
17th ... Student/Teacher Holiday/Inclement Weather Make-Up
Day
28th Teacher Planning Day/No Students

10th – 14th..... Student/Teacher Holiday/Spring Break
31st Student/Teacher Holiday













18th	Student/Teacher Holiday
21st	Student/Teacher Holiday/Inclement Weather
	Make-Up Day

26th	Student/Teacher Holiday/Memorial Day
28th	Early Release-MS/HS
29th	Early Release- All Students
30th	Teacher Workday/No Students

19th Student/Teacher Holiday/Juneteenth Day
30th District Office and Campuses Closed

1st – 4th District Office and Campuses Closed

■ Teacher Work Day [] Beginning/End of Nine Weeks

- | | | | |
|---|------------------------------------|---|------------------------------|
|  | Teacher Work Day |  | Beginning/End of Nine Weeks |
|  | Professional Learning |  | Exams |
|  | Teacher Planning |  | Early Release ES |
|  | First Day of Semester |  | Early Release HS/MS |
|  | District Professional Learning Day |  | Early Release HS/MS/ES |
|  | Student/Teacher Holiday |  | Incident Weather Make-up Day |

This Calendar Reflects the Following	ES	MS	HS
Total Days of Instruction	171	171	171
Total Teacher Contract Days	187	187	187
Operational Minutes per Full Day	440	440	440
Operational Minutes per Early Release Days	240	270	245
Total Operational Minutes Pre-Waiver	74,440	74,560	74,460
Waiver Minutes for Professional Learning	2,100	2,100	2,100
Total Operational Min. w/ Approved Waivers	76,540	76,660	76,560
Bank of Operational Minutes	940	1,060	960

HB 2442 requires a minimum of 75,600 operational minutes with any applicable waivers and at least a minimum bank of 840 operational minutes. The bank of operational minutes can be used in the event of bad weather and other issues of health and safety. FBISD reserves the right to revise the calendar, pending Board approval, to meet the minimum required operational minutes each year.

S	M	T	W	T	F	S
August 2024						
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
		1	2	3	4	5
6	7	8	[9]	10	11	12
13	14	15	[16]	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	{17}	{18}	{19}	{20}	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
February 2025						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
						1
2	3	4	5	6	[7]	8
9	10	11	12	13	14	15
16	[17]	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	{23}	24
25	26	{27}	{28}	{29}	30	31

June 2025						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st Semester Grading Period		83 Days
1st Nine Weeks	8/8 - 10/9	42
2nd Nine Weeks	10/16 - 12/20	41

2nd Semester Grading Period		88 Days
3rd Nine Weeks	1/9 - 3/7	38
4th Nine Weeks	3/17 - 5/29	50

Cultural and religious observances of families in FBISD can be accessed on the [Diversity Calendar](http://www.fortbendisd.com/diversity) at www.fortbendisd.com/diversity.
Board Approved 1/22/2024

ABSENCES

All Day Absences

When a student misses one or more days of school due to illness or personal reasons he/she must bring an excuse note or email to the Attendance Office (AttendanceSMS@fortbendisd.com) upon return to school. Please provide a specific reason for absences. Personal or family emergency is not an excused absence and will be marked unexcused.

- The absence is excused only if a note is received in the Attendance Office within five (5) school days of the student's return to school.
- If a note is not received within five (5) school days the absence will be coded Unexcused and a discipline consequence can be assessed which could include truancy charges.
- If a student misses half of a class, they are considered absent for that class.
- A student who has had surgery or been hospitalized should provide a physician signed release to return to school. The form should contain any restrictions or limitation regarding the student's physical functioning capacity while in attendance at school.

Arriving Late to School

Students arriving to school after 8:50am should go directly to the Attendance Office. They will be marked tardy by their first period teachers.

- Students who arrive after 9:15 have missed half of 1st period and are marked absent for period 1.
- Students will not be allowed to repeatedly interrupt 1st period class due to their late arrival to school. A student who is repeatedly tardy to period 1 may be subject to truancy consequences.

Leaving School Early

Students may leave school early for the following reasons:

- Dental or doctor's appointment
- A reason excused by any of the principals
- Sent home from the nurse/clinic due to illness
- No early dismissal after 3:40pm

Students must adhere to the following procedures:

The student must present his/her note to the Attendance Office prior to first period. Any student leaving school for any reason must check out at the attendance office or clinic if ill. Failure to do so will result in disciplinary action.

Anticipated Absences

When you know in advance that you will need to be absent, it is to your educational advantage to talk to your teachers and arrange to get your assignments ahead of time. Notes for pre-planned absences should be sent to the Assistant Principal at least three school days before the absences occur to determine if the absences will be excused.

Requesting Work for Extended Absences

Contact your grade-level counselor and administrator as they will coordinate this process.

Make-Up Work for Excused Absences

- It is the student's responsibility to make arrangements for make-up work on the day they return to school.
- If a student is absent on a known test day (and has been absent on that day only), they will be expected to take that test on the day returning to class. If absent only the day before the test and no new material has been covered, they will be expected to take the test at the regularly scheduled time. If absent two or more days, they will immediately make arrangements with their teachers to take the make-up test.
- If the absence is not due to truancy, the teacher will make every effort to give the student the opportunity to make up the work. It is the student's responsibility to secure information concerning make-up work from their teachers immediately upon returning to school. Students who fail to do this will not receive credit for work missed.
- Failure to meet the deadline for make-up work will result in a late grade or a zero. Generally, one (1) day for each day of excused absence will be provided for the make-up work.

ACADEMIC DISHONESTY

Students will read, sign, and agree to the FBISD Integrity Pledge. Academic dishonesty is subject to club/organization by-laws which may result in dismissal from any organization or club for remainder of the year or other organizational by-laws. Students who cheat or plagiarize on homework, class work, projects and/or tests will receive the following consequences:

First Offense:

1. Zero (0) on work for assignment for both parties.
2. Teacher/parent conference.
3. Skyward Office Referral

Second Offense

1. All of the above, plus
2. One (1) day Saturday detention

ARRIVAL/DISMISSAL

Morning Arrival

Students should not be dropped off before 8:20am as students will not be under the supervision of any school employee outside of the building until the bell rings. When the doors of the school open, all students are to report directly to the grade level assigned area:

6th Grade—Commons

7th Grade—Commons

8th Grade—Courtyard

- **Car Riders** are to be dropped off in front of the building and enter through the front door. Please do not park in the parking lots and drop off your children. Use the circle drive in the front of the building. Please remember *cars are not allowed to drop off on the bus ramp after 8:10 am.*
- **Bus Riders** will be unloaded at the bus ramp and enter through the bus ramp/commons' doors.
- **Walkers** may enter the building using the sidewalk along the east side of the building to access the building via the cafeteria or the front circle drive entrance.
- **Bike Riders** must use the bike racks on the east side of the building near the bus ramp and enter through the cafeteria.

Afternoon Dismissal

Students will be dismissed at 4:10 p.m. daily. All students must clear the main building by 4:20 p.m. There is no school supervision after 4:20 p.m. Upon dismissal from school, bikers 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 in the building after 4:20pm.

- **Car Riders** will exit the school through the front of the building. Parents are to use the circular drive in the front of the building whenever picking up students in the afternoon. Please do not park in the parking lots and wait for your children. Please wait in the designated line. Car dismissal moves very quickly when everyone is courteous and pays attention. Students will not be allowed to cross to either parking lot at dismissal.
- **Bus Riders** should go directly to the bus ramp and check the board for their bus. Students should get on their bus immediately. The buses will begin departure at 4:20pm. Students must ride their assigned bus. For emergency purposes only, if a student must ride a different bus, an administrator must approve a signed parent permission note in advance. (Phone contact must be made between parent and administrator before approval is given prior to 2:00 p.m.). Permission will not be given on the bus ramp during departure.
- **Walkers** may exit through the front of the building and should utilize all sidewalks and crosswalks while walking home.
- **Bike Riders** will exit through the Commons and will be dismissed before all of the buses.

Rainy Day Dismissal

- A rainy day dismissal communication will be sent by 3:30pm.
- Regular car riders will be dismissed to the front of the building for pick up from the front circle drive.
- Students who routinely walk or ride a bike will be asked to stage in the cafeteria until the buses clear. Once the buses clear at 4:25, parents of walkers and bike riders will be allowed to pick up their student on the bus ramp.

ATHLETIC EVENTS

Students may attend after-school athletic events. The following guidelines will apply. Students should:

- Attend the game ***only if*** interested in watching the game.
- Have exemplary behavior at all times.
- Be in dress code.
- Must be seated in the bleachers; not on the steps or the floor.
- May not stand in the doorway or on the perimeters of the court.
- May not roam the halls or congregate in the halls.
- Those who do not comply may receive a discipline referral and be asked to leave school property.
- Represent AIR
- Wear their student ID badge

AWARDS

Each year Sartartia Middle School holds an end of year award ceremony to recognize students for their academic success. Criteria for each award is listed below:

All Grade Levels

- AB-HONOR ROLL: All A's and B's for Semester 1 and Term 3 (not an average of final grades)
- A-HONOR ROLL: All A's for Semester 1 and Term 3 (not an average of final grades)
- MOST OUTSTANDING: Teacher Nominated
- MOST ENGAGED: Teacher Nominated
- JAGUAR OF THE YEAR: Nominated by SMS staff members. It is an award that is for the most outstanding students. They are responsible, honest, polite and respectful – not just to teachers, but to all of their fellow students as well. They hold themselves to an internal code of integrity and they inspire others to do the same.
 - Exemplary grades (85 or above in all classes)
 - Demonstrates leadership skills in an outside of the classroom
 - Good attendance (90% or above)
 - Exemplary conduct
 - Compassionate citizen

8th Grade ONLY

- PRESIDENTIAL AWARD: 90-100/GPP in all core classes for S1 and Teacher Recommendation PLUS one other staff member
- 3 YEAR A-HONOR ROLL: All A's 6th, 7th, 8th grades for Semester 1 and Term 3 (not an average of final grades)
- WORLD CLASS AWARD: Two 8th grade student will be selected to receive this award by staff members. It is a prestigious award that requires students to have been at SMS for all 3 years of middle school. The nominees must exemplify multiple traits associated with the FBISD Profile of a Graduate, be well rounded in their roles at school, and show evidence of success through earnest dedication and hard work. World Class award recipients are conscientious, tenacious, and embody a spirit for service. They are role-models for their classmates and peers.

BACKPACKS

Students are not allowed to carry book bags, backpacks or string bags during the school day. All bags must be kept in student lockers for the day. Students are not allowed to use a rolling backpack.

BICYCLES

Bicycles must be parked in the racks provided on the side of the building nearest the bus ramp. Students entering or leaving the school grounds must walk their bicycles from the bicycle racks to the sidewalk. All bicycles should be locked to the bicycle rack. The school is not responsible for damage to, or theft of, parts and/or bicycles while bicycles are parked in the racks.

BREAKFAST & LUNCH

Breakfast is offered to students before school in the cafeteria. Students wishing to purchase breakfast need to arrive at school before 8:40am. Breakfast will not be served later than 8:40am. All students must be in class by 8:50am to avoid being counted tardy. A debit account may be set up in the cafeteria for students to pay for their breakfast or lunch. These accounts may be paid for before school. Credit card payments may be processed through School Café, <https://www.schoolcafe.com/fbisd>.

Parents are welcome to eat with their student, however you are not permitted to bring or order food to share with other students. Middle School students do not have birthday celebrations during the school day. Foods associated with such celebrations are not allowed to be shared with others.

BULLYING

Every student has the right to come to school and feel safe. Policies and procedures are in place to address both the bully and bullied. If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. Confidential bully reports may also be submitted through [Let's Talk Bullying](#). All allegations of bullying will be investigated according to FBISD Policies and Guidelines.

CAFETERIA

- Students should eat in the cafeteria and stay in the Commons for their lunch period.
- During the lunch period, students are to use the restrooms located nearest the Commons.
- Students are not to wander through the halls or upstairs during their lunch period or stay in a classroom without principal permission.
- Students may choose their own seat but must remain seated throughout the duration of lunch. Students are not allowed to wander around the Commons area or change seats.
- Students shall clean up their area after they eat.

- Open containers or packages of food or drinks must not be taken from the cafeteria. Only bottled water is permissible to be taken from the cafeteria.
- Students are not to leave the building for lunch.

CELL PHONES & DEVICES

- No phones may be in students' possession during the instructional day. A phone is not considered an allowable instructional device. Instructional devices that are permitted are district issued laptops used for instructional purposes with the permission of a teacher.
- When students arrive on campus in the morning, they will report to their assigned holding area (common, courtyard, or gym). Students will be permitted to use their phones at school in the morning holding areas between 8:20-8:40am and after dismissal at the end of the day at 4:10pm.
- Phones must be powered off and stored in the students backpack or locker during the instructional day (8:40-4:10).
- Students may not use their phones or devices to access and use any social media at any time while students are on campus, including before and after school.
- Students may not use their phone to take photos or videos at any time while they are on campus, including before and after school. Phone use in the locker room or restroom is considered a severe violation and will be considered the fourth offense.
- Using earbuds and headphones (in one ear only) is permitted before and after school only (8:20-8:40 and after 4:10).
- If a phone is discovered in a student's possession or if a student misuses their own instructional device, the following steps will be taken:
 - First Offense—Device is confiscated and delivered to the front office for end-of-day student pickup and recorded in Skyward with a referral.
 - Second Offense—Same as the first offense.
 - Third Offense—Same as first and second offense, and student fined \$15 (per policy in the current FBISD Student/Parent Handbook).
 - Fourth Offense or Severe Violation—Student device will no longer be allowed on campus and if brought to school, must be dropped off at the front office each day. Student is fined, a parent must pick up the phone, and a referral submitted to their administrator.
- Offenses will start over at the beginning of each semester.
- Students with electronic watches and other "smart devices" must conform to district and school policy; any misuse will follow the same procedures for cell phones and other student-owned devices.
- Some students will be exempt from these expectations due to documented health monitoring or medical necessity.
- Parents needing to contact their children during the instructional day regarding transportation or for emergencies may call (281) 634-6310 to have a message delivered to their child.
- If a student needs to call home for any reason, they will be able to use one of the phones in the office or in the teacher's classroom with permission.
- Sartartia Middle School is not responsible for the loss or theft of student-owned devices.

CLASSROOM BEHAVIOR EXPECTATIONS

SMS students are expected to conduct themselves in a manner which is responsible and respectful. Students who do not conduct themselves in such a manner are subject to disciplinary consequences under the Fort Bend ISD Student Code of Conduct. Teachers will document disruptive or inappropriate behaviors.

Offenses may include: Horseplay, dishonesty, disruptive behavior, excessive talking, distracting others, making noises, not following directions, inappropriate physical contact (non-aggressive), safety violation, unprepared for class, throwing objects, cursing, sleeping in class, running, inappropriate comments

Any severe offense will result in an immediate office referral. Students will receive an automatic discipline referral for severe offenses such as fighting, profanity, vandalism, derogatory comments, disrespect, insubordination, etc. Discipline consequences are assigned by administrators and subject to administrator discretion in accordance with FBISD Policy and the Student Code of Conduct.

CLINIC

- Except in an emergency, students are not permitted in the clinic without a pass.
- Students who feel ill at school MUST be evaluated in the nurse's office.
- Students should not call or text their parents to come pick them up if they feel sick. All ill students will be released through the nurse's office.
- Students not released through the nurse's office will be counted as an unexcused absence.

COMMUNICATION

Our campus uses various forms of communication to share information with students and their parents. The following are platforms used to share messages:

- Skyward—class/school message, official grades, official attendance
- Schoology—grades, teacher to student messages, and parent to teacher messages
- Blackboard—mass communication for school updates and weekly newsletter

Parents may call or email staff members at any time. However, please note that classroom phones do not ring during the day so instruction is not disrupted. All staff members will return your call or email within 48 work hours.

COUNSELING

Fort Bend ISD Counseling Mission

The mission of all Fort Bend ISD professional school counselors is to support and guide every student in Fort Bend ISD to achieve mental wellness, academic, and personal success in K-12 education and prepare for their post-secondary goals and aspirations.

Sartartia Middle School Counseling Mission

Sartartia Middle School counselors strive to provide comprehensive counseling services to all students within a positive, supportive environment. Our program is designed to help

students develop a better understanding of themselves and enhance their academic, social emotional, and career readiness abilities to become responsible and productive members of society.

About the Counselors

The SMS Counselors are located downstairs in the Student Center (Room 120). Counselors are available to all students and can help with a variety of needs. Students may request to see a counselor by filling out a form in the Student Center. The Counselors may also arrange brief meetings with students to discuss their academic, personal, and social-emotional goals. In addition to individual meetings, each grade level counselor will conduct guidance lessons.

If a student is experiencing a crisis, they may request to see their counselor by asking any school staff member. If the counselor is unavailable, they will need to speak with their grade-level administrator or another grade-level counselor.

The SMS Counselors are committed to helping build healthy minds and caring hearts within all our Jags!

Scheduling

In the early spring of each school year, students are given the opportunity to choose courses after having met with their counselor for an informational session. In March, students are given an opportunity to verify their course request in Skyward Family Access. After that time the Master Schedule is developed.

The student course requests are used to make decisions about the number of sections of each course. For example, if 60 students request a particular class, two sections will be offered; if only 30 students request the class, only one section will be offered. Therefore, after the Master Schedule has been created, there are very few slots available to accommodate late request for changes.

In order to maintain balance of classroom numbers and to minimize disruptions to the academic process, schedule changes will be made for the following reasons by using the Schedule Change Request Form.

- A student has already taken a class in which they are currently scheduled.
- A male has been scheduled into a female PE/Athletics, or vice versa.
- A student is in a class for which they do not have the appropriate prerequisite (i.e., enrolled in Spanish II and has not taken Spanish I).

A student requiring a schedule correction must complete a Schedule Change Request Form and submit it to their counselor. The deadline for all schedule corrections is 9 days after the start of each semester.

Schedule change request forms will be available in the SMS Student Center.

In general, elective change requests will not be honored. However, if a student is trying to move from a regular elective into an extracurricular program (i.e., band, choir, and athletics) the request for the change will be considered but must be initiated by the coach/program director.

Level Changes

Guidelines for Exiting an AAC Course

Requests to level down will be considered after the first three (3) weeks of school and only if space is available in the new class. Prior to requesting a change in level, the student and parent must have met with the teacher and put in place a plan for success. If the teacher and student feel the plan has been followed, and the student has completed all assignments, a request for a conference to discuss removal may be made. Success in an AAC course is defined as having a grade of 75 or above.

A student requesting a level change must complete the Level Change Request Form and submit it to their counselor.

Criteria for Level Down (AAC > On-Level)

- Current grade must be 74 or below (GPF in ELA)
- Prior attendance in tutorials
- Parent/Teacher contact to discuss the change
- Teacher recommendation and signature
- Parent signature

Students may not level down with intent to improve GPA.

Guidelines for Entering an AAC Course

Just as students may request to level down, students may request to level up to an AAC course. These requests can be made after the first day of school. Level change requests to enter an AAC course will be made on a case-by-case basis and only if space is available in the new class. Counselors will work with the student, teacher, and parents to determine if a level change to enter an AAC course is appropriate. Students will want to consider:

- AAC courses are designed to prepare students for AP coursework, but they are not a prerequisite for enrolling in most AP courses. Some AP courses do have specific prerequisites. Check each course description for any prerequisites.
- Due to the challenging nature of AAC/ AP coursework, students may initially experience a drop in grades. Successful completion of coursework is generally defined as earning a 75 or higher as a semester average.
- Additional support and encouragement are important to help sustain student participation in rigorous classes.

An approved level change/schedule change will result in a schedule change. Please be aware that any change will likely change multiple classes and teachers. While counselors do our best to limit movement, we cannot make any guarantees that other courses will

not be changed. We cannot make any guarantees that a student will remain with their original teachers. A level change and the resulting schedule change cannot be reversed.

DELIVERIES

All items (lunches, PE uniforms, instruments, homework) must be dropped off by 10:50. At that time the cart will be moved and no longer available for additional items. Items will not be delivered to students. Students will be responsible for coming to the front to claim their items from the cart. No outside food can be delivered to students via Door Dash, Grub Hub or Uber Eats. Any unclaimed lunches will be discarded at the end of the day.

EMERGENCY DRILLS

- During the first day of each semester, teachers will review the emergency evacuation routes from their classrooms. All drills will be announced and conducted multiple times throughout the semester. Drills include: fire drills, severe weather drills, medical emergency drills, lockdown drills, and lockout drills.
- All students are to stay with their class and follow the directions of the teacher/adult.
- An alarm initiates the evacuation of the building.
- An announcement from the office overrides all evacuations except a lockdown.
- Any student causing a disturbance during any disaster drill will be subject to disciplinary actions.

EQUIPPED: STUDENT ISSUED LAPTOP

Each student in grades 6-12 will receive a laptop to use for their academic and personal growth. The laptop will be assigned to the student during their enrollment in Fort Bend ISD. Students will be able to take the laptop home for online learning, research, communication, and collaboration. The laptop will also feature advanced end-point protection software to ensure the safety and security of our students and the district network. There is not cost for the laptop. However, the student's primary guardian will be responsible for any costs associated with laptop damage, loss, or theft. There is an insurance plan that the student can get to cover damage and loss. Students must bring their fully charged laptop to school every day as an instructional resource and to participate in classroom activities and exams.

EXTRACURRICULAR ACTIVITIES

The sponsors/coaches of extracurricular activities will communicate the additional criteria for participation above and beyond what is found in the FBISD Student Handbook. Students involved in extracurricular and those that hold leadership positions may not hold those positions if they violate any codes of conduct.

GRADING PROCEDURES

A grade is a numerical indicator of mastery of the curriculum. Written communication of the student's achievement shall be reported to the parents on a nine-week basis. The student's actual numerical grades as determined by the teacher will be recorded in the grade book.

Computing Grades

- Term Grade Report=a minimum of six (6) daily and three (3) major grades per term grading period
- Daily grades average will count 50% and Major grades average will count for 50% of the grading period average.

Late Work Policy

Daily & Major Grades

- 1 day late = 10 points off
- 2 days late= 20 points off
- 3 days late= 30 points off
- 4 days late= 40 points off

*Assignments turned in after five days will receive a zero.

Reteaching/Retesting Policy

Reteaching is a necessary component in the mastery of essential knowledge and skills. Reteaching must occur whenever the teacher determines that a student has not mastered the objective(s) at the independent practice or assessment level. There must be documentation of re-teaching when the teacher has determined that the student has not mastered curriculum objectives.

The decision as to how to reassess objectives that are retaught is the option of the classroom teacher. However, there must be evidence that reassessment has occurred.

Reassessment methods include (but are not limited to): re-teaching in another unit, oral questioning, additional assignments, problem-solving, cumulative tests (unit, semester), progressive testing, demonstration/performance, discussion/review, correcting the original assignment, observation/retesting, teacher made checklist, etc.

Retesting guidelines apply to major assessments only. Daily grades, quizzes, projects, and semester exams are not included in the retesting guidelines.

The following guidelines apply to retesting:

- Students who received a failing grade on a major assessment must retest; the retest may include items from all objectives covered on the original assessment or only those objectives not mastered by the student.
- Students scoring less than 75 have the option to retest; the retest may include items from all objectives covered on the original assessment or only those objectives not mastered by the student.
- In order to retest, a student must attend a re-teaching session for remediation of non-mastered objectives.
- Reteaching must be completed prior to the administration of the next major assessment in the course.
- The highest grade that may be earned on a retest is 75.

FBISD DRESS CODE

The District believes the Student Dress Code shall promote the attributes of the Profile of a Graduate. Therefore, 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. Students and parent/guardians may determine the student's personal dress and grooming standards, provided they comply with the general guidelines set forth by the district in Board Policy FNCA (Local). Generally, students shall be dressed and groomed in a manner that is clean and neat, does not cause distraction from learning, and does not disrupt the learning environment.

The complete FBISD dress code policy can be found in the [2024-2025 Student Parent Handbook](#) on pages 86-88.

HALLWAYS

Students are allowed five minutes between each period for changing classrooms, going to their locker, using the restrooms and water fountain, etc. Students must be in the classroom prior to the tardy bell in order to avoid being late. In the hallways:

- students should refrain from shouting or talking loudly
- students should not be running or pushing
- students are not to block the flow of traffic by standing in the hallway in groups or walking the halls in group fashion
- students should walk on the right side of the hallway

In order to protect instructional time, students will not be permitted to leave classes the first and/or last ten (10) minutes of classroom instruction. In addition, students are not permitted to leave the classroom without a pass or unless there is an emergency.

HOMEWORK HELP LAB

- Homework Help Lab is available every morning from 8:20-8:40am in Room 321.
- Homework Help Lab is available every Tuesday and Thursday from 4:15-5:15 in library.

LIBRARY

- Students are permitted access to the library during the course of the school day with permission from a teacher. Students are admitted to the library with a written pass from a teacher during the school day.
- Students may also use the library prior to the school day and after school hours until 4:30 p.m.
- Books may be checked out for two weeks at a time. Computers are available for student use.
- Students are not to remove any materials or publications, without authorization, from the library.

LOCKERS

- All students will be assigned a locker.

- Even when assigned to an individual student, lockers remain under the jurisdiction of the school. The school reserves the right, whenever the administration deems appropriate, to inspect any and all lockers.
- A student's individual locker combination should be treated as confidential and not shared with anyone.
- Students should not share lockers with other students.
- Students are responsible for the upkeep of their locker and should not store food in the locker for more than a day.

LOST & FOUND

- Items of value such as jewelry and electronic devices are turned into the front office.
- Glasses are turned into the nurse's office.
- Clothing, shoes, books, and backpacks are turned in to the lost-and-found located in the cafeteria. Unclaimed articles will be donated to a charitable organization on a monthly basis.
- Students are responsible for the safekeeping of all personal items brought on campus. SMS and FBISD are not responsible for lost or stolen items.

PLANNERS

Students need to report to each class on a daily basis prepared with necessary supplies. Student planners will be provided and the student must bring their planner to each class daily. Planners are considered school property throughout the school year and must be replaced if lost or stolen. The purpose of the planner is to record classroom assignments and provide hall passes when the student leaves the classroom.

Parents are encouraged to ask for and view planners daily. Students who lose their planner may purchase a new one for \$5.00 in the Assistant Principal's office.

POLICE

The police office is located near the Student Center. The campus police officer is responsible for the safety and security of the students as well as the building and grounds. If you have any reason to suspect individuals are present on our campus for unauthorized/illegal reasons, contact the campus police officer and/or one of the principals. Fort Bend ISD Police can be contacted at (281)634-5500.
See Something Share Something

STUDENT ID CARDS

All students and employees throughout FBISD will be required to wear identification badges. The expectation is that students will wear the badge during the school day at all times. Students will be checked for a badge when they arrive to school. Students that arrive to school without a badge, will receive a wristband that will need to be worn for the day.

- ID cards will be issued to all students. The first ID card is free.
- If a student's ID card is lost or stolen, he/she should immediately see the librarian in charge of making ID's. There is a \$5.00 fee for replacing a student ID.

- These ID Cards are used for bus riders and will be scanned as they get on and off the bus.
- Students must have their ID card to purchase lunch from the cafeteria or check out a book from the library.
- It is your official form of identification. Failure to have your ID card in your possession may result in disciplinary action.

TARDIES

- Students are considered late for class if they are not inside the classroom when the tardy bell rings.
- Students will receive a discipline consequence upon their 4th tardy in a class period.
- Each additional tardy after 4 will result in additional discipline consequences.
- Tardy count will be reset every nine weeks.
 - **1 Tardy**—Student Warning/Conference
 - **2-3 Tardies**—Student Conference/Parent Contact
 - **4-6 Tardies**—Referral; Lunch Detention
 - **7-8 Tardies**—Referral; After School Detention
 - **9+ Tardies**—Referral; Saturday Detention and Parent Conference

TEXTBOOKS

- Textbooks are checked out to a student by request only. Textbooks should remain at home.
- Classroom sets of books as well as digital copies of textbooks will be made available to all students.
- A student who is issued a damaged book should note the damages and report the damage to the teacher immediately upon receipt of the textbook.
- Any student failing to return a book issued to the school, forfeits the right to free textbooks until the book is returned or paid for by the student and/or parent.
- If books are lost or damaged, the parent/legal guardian of the student will be held financially responsible.
- Unpaid textbook fines will remain on a student's record and will prevent students from participating in school activities such as pep rallies, school dances, etc.

TUTORIALS

Tutorial are held every day from 8:20-8:40am. Students may attend tutorials with their teacher or any other teacher for help in a class. Student's must check-in at the table near the library before going to a classroom. Students must stay in tutorials for the entirety of the time and will be permitted to leave the classroom once the bell rings at 8:45am. The tutorial schedule is as follow

Monday—ELA
 Tuesday—Science
 Wednesday—Electives
 Thursday—Math

Friday—Social Studies

VISITORS

- All persons visiting the campus must sign in at the Front Office reception area by using the Raptor Security System.
- All visitors must present a valid driver's license or acceptable form of identification upon entering the building for each visit.
- Visits are limited to 30 minutes a day to minimize distractions to the learning environment.
- Classroom visits must be arranged 24 hours in advance with teacher and administrator approval. It is at the discretion of the classroom teacher and administration to allow or deny parent visitation based on events determined for the day.
- Specifically, no classroom visits will be allowed during tests and state assessments.