

OTTO MIDDLE SCHOOL 2017-2018 Student Handbook Provided by the OMS PTA



Otto Bobcats

Welcome to Otto Middle School, Home of the Bobcats! Named in honor of former Plano ISD Superintendent, Dr. Douglas Otto, the OMS Bobcats are proud to be part of the PISD community. Welcome to the Bobcat family!

Bell Schedule

Tutorials/Cafeteria	7:45-8:20
1 st	8:30-9:16
2 nd	9:20-10:06
3 rd	10:10-10:56
Bobcat Academy/Pledges	11:00-11:30
4 th	11:30-1:00
A lunch	11:30-12:00
B lunch	12:00-12:30
C lunch	12:30-1:00
5 th	1:04-1:50
6 th	1:54-2:40
7 th	2:44-3:30

OMS Student Status

Otto Middle School maintains high expectations for all students. Students should conduct themselves with a cooperative attitude and exhibit a positive effort in order to help maintain an environment where all students can learn and grow.

1. Be on time.
2. Be prepared with materials and assignments.
3. Be courteous and cooperative.
4. Follow teacher directions promptly.
5. Be an example of positive citizenship and character traits at all times.

Bobcats are Organized, Mindful and Scholarly

Plano ISD Student Code of Conduct

In order to achieve a positive learning environment at school or school-sponsored activities, students are prohibited from the following:

1. Cheating or copying the work of another student.
2. Throwing objects that can cause bodily injury or property damage.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches or fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the District, other students, or District employees.
10. Disobeying school rules about conduct on buses.
11. Fighting, committing physical abuse or threatening physical abuse.
12. Committing extortion, coercion, blackmail: that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.
15. Engaging in sexual harassment on school premises or off school premises at a school-sponsored activity. Students who violate this policy shall be subject to appropriate disciplinary action, including suspension. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, or unwanted body contact.
16. Engaging in any conduct that disrupts the school environment or educational process.
17. Conduct involving the elements of the offense of a false alarm, false report or terrorist threat.

Extra-Curricular Activities

Clubs and organizations provide many opportunities for students to participate in activities that contribute to the total development of the individual. Otto Middle School has several student organizations and encourages all students to participate in these and show their Bobcat spirit. Check the school website for a complete list of clubs.

Cell Phones & Personal Electronic Devices

Otto Middle School allows wireless Internet access for personally-owned devices in our building. The PISDPublic wireless network operates separately from the existing schoolwide wireless network. PISDPublic allows anyone with a wireless device (laptop, netbook, Smartphone, iPod, etc.) to access the Internet and personal drives within our school. The PISDPublic wireless network does not allow network printing or access to client-based applications. This Internet access will operate with the same Internet filter that school devices currently use. We are pleased to offer this additional network access resource to our staff, students and community.

All users of PISDPublic must adhere to the guidelines below:

1. Personally-owned device use is limited to and conditional upon your full and complete compliance with these guidelines and the Plano ISD Student Code of Conduct, including the Guidelines for Acceptable Use of Technology Resources (available at <http://k-12.pisd.edu/aug.htm>). If these guidelines are not followed, Otto Middle School reserves the right to inspect any personally-owned device.
2. Student use of personally-owned devices in the classroom setting will be managed by the classroom teacher and will follow the individual school guidelines. Devices will not be permitted in testing situations.
3. The PISDPublic wireless network will provide filtered Internet access.
4. Personally-owned devices should be brought to school each day in a fully-charged condition; class time will not be given to charge devices. When students are not using their device, they should be stored in their lockers. Students are encouraged to take their personally-owned devices home every day after school.
5. Students using personally-owned devices should save important items on the district network drive everyday, keeping a backup that they can access from anywhere on the network. It is the student's responsibility to ensure that work is not lost due to

mechanical failure or accidental deletion on their personal device.

6. Plano ISD will not be held liable for any damage that may occur as a result of connecting to the PISDPublic wireless network or any electrical power source.

7. Plano ISD will not be held responsible for any physical damage, loss or theft of the personally owned device. Devices should be clearly marked with the student's first and last name.

8. Otto Middle School will not be obligated to supply electrical power access where such access does not already exist.

9. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Otto Middle School for any damage that their student may cause arising out of and relating to the use of the PISDPublic wireless network with his/her personally owned device.

10. Otto Middle School will not be held liable for either texting or internet usage charges that occur from the use of a student's personal device. It is the parent's responsibility to make sure their child understands the usage options that are available to them, such as the number of texts available, or whether or not a student's service plan includes Internet.

11. Otto Middle School will not be held liable for the content already existing on student owned devices; this would include music/lyrics, movies, pictures, games, etc.

12. Students may not, at any time during the day, text other students, film teachers or students, take pictures, or play games on their personal electronic devices.

Technology

Plano ISD is dedicated to providing all students the opportunity for more advanced education through the use of technology. To take advantage of this ever changing and expanding educational tool, students must adhere to established ethics and procedures. Technology is a diverse educational asset that includes a wide variety of uses (including but not limited to, telephones, computers, audio and visual equipment, fax machines, etc.). Any student who violates technology operations shall be subject to disciplinary action, which may include, but is not limited to, revocation of computer privileges at Otto Middle School. This includes any misconduct involving any related PISD technology use, regardless of time or location. When students are involved in disciplinary infractions of technology equipment or its uses (including but not limited to, destruction of equipment, accessing or altering any form of technology

communication without consent, transmission or receiving of inappropriate language, pictures, or games, disruption of technology operations, etc.), disciplinary action will be taken.

School Day

School begins at 8:30 a.m. and dismisses at 3:30 p.m. Students are allowed into the building beginning at 7:45 a.m. Between 7:45 and 8:20 a.m., 6th graders will report to the K Hall; 7th and 8th graders will report to the cafeteria. Students may be excused from these designated areas for activities such as tutorials, music sectionals, school-sponsored club and organization meetings, athletic practice, theater practice, and other approved school activities. Students will be dismissed to their lockers/1st period from their designated morning gathering areas at 8:20 a.m.

Dress Code

1. No sagging pants or shorts.
2. Shorts may be worn, but must meet the following standards: a) Must be longer than fingertips and loose fitting; no biking shorts, cutoffs, boxer shorts or combination thereof, and b) Must be hemmed or cuffed.
3. Dresses or skirts must be longer than fingertips.
4. Tank tops, tube tops, halter-type blouses, or mesh shirts will not be permitted. Sundresses will be permitted if modestly cut. Shirts should OVERLAP the waistband of skirts, shorts, or pants.
5. Items with provocative, offensive, violent, or drug-related pictures or slogans, or advertising alcoholic beverages or tobacco products will not be permitted.
6. No hats, caps, bandannas, headbands, hoods, wallet chains, or sunglasses.
7. No type of clothing which has been torn or has holes.
8. Shoes must be worn at all times.
9. No visible pierced jewelry other than earrings.
10. No gang paraphernalia.
11. No hair color that is not a naturally-occurring color.
12. All students are expected to meet community standards and school policies with regard to health, cleanliness, and appearance. All school safety rules must be obeyed. Otto Middle School prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption or interference with normal school

operations or to cause a safety concern.

Tutorials

The purpose of tutorials is to provide a small-group setting for students to receive additional instruction and to get clarification from their teachers on in-class lessons and assignments. Tutorials are available to all Otto students. Tutorial sessions are offered from 7:45-8:20 a.m. and from 3:40-4:30 p.m. daily. Contact your teacher for specific tutoring days.

Students whose grades are below 70 at the end of a grading period will be required to attend tutorial sessions before and/or after school until the end of the following grading period.

Attendance

Absences: If a student is unable to attend school for some reason, please call 469-752-8500 before 8:45 a.m. and leave the student's name, ID number, grade, and reason for absence. Upon returning to school, the student should report to the attendance clerk to present a note from the parent/guardian giving the date of and the reason for the absence and the phone number where the parent/guardian may be reached.

A student can also bring a medical note upon return to school. This note needs to be presented within 3 days of the student returning to school, after 3 days the absences are unexcused. After 7 absences, a doctor's note may be required for each additional absence.

Excused Absence: Any student may be excused for temporary absences resulting from personal illness, sickness or death in the family, or quarantine.

Unexcused Absence: The following are examples of unexcused absences: vacation trips, babysitting, working, non-school sponsored athletic events and programs, etc..

Extenuating circumstances: A request to excuse an absence due to unusual circumstances must be submitted in writing to the building principal at least one week prior to the absence. Forms can be obtained from the attendance clerk.

90% Attendance: A student may be denied credit for a class or be denied promotion to the next grade if he/she has been in attendance fewer than 90% of the days per semester. An attendance committee, appointed by the principal, will determine if a student will be denied credit/promotion. A student's observance of religious holy days does not count against the 90% attendance rule.

Tardiness: Students are expected to be on time to class in order to avoid disrupting the learning environment. Tardies are cumulative per semester, and will be addressed as needed by teachers and administrators. A continued cycle of tardiness can result in truancy papers being filed and potential judicial proceedings.

Guidance and Counseling

Counselors are here to help Otto students and parents with both personal and school related problems. Appointments can be scheduled and the counselors will call the student from class. Parents can call counselors between 8:00 and 4:00 to schedule appointments. Students must have a pass from a teacher before going to the counseling office. The Counseling Receptionist can be reached at 469-752-8515.

Visitors

Visitors are always welcome, especially parents. All persons visiting in the school are required to register in the school office and wear a visitor's badge while in the building. If a parent wishes to observe a class, please talk to the Principal/Assistant Principal before making plans to do so.

Reporting Progress

The semester system divides the school year into two semesters, each approximately 18 weeks in duration. Report cards will be sent home with the student at the end of each grading period or mailed home at semesters. In addition to report cards, progress reports will be sent home. Parents should feel free to call teachers with questions or concerns.

Make-Up Work

Students are expected and encouraged to make-up work missed when absent. It is the responsibility of the student to make arrangements with the teacher for the assignments. Students have one day for each day they are absent to complete the missed work. Parents may request assignments from the teachers after the student is out more than 3 days due to an illness. Please allow at least one school day for the teachers to send these assignments to the front office for pick-up.

Closed Campus

We operate a closed campus policy. Students are not permitted to leave the school grounds at any time during the school day. Students leaving school early

must present a written note to the front office indicating the time they are to leave. This note must state the reason and time of departure and be signed by the parent. The parent must come in and sign the student out of school. If someone else is to check the student out, that person must be listed on the emergency card in the office. Any student leaving campus without proper authorization will be counted as truant.

Clinic/Medications

Otto Middle School provides a clinic for temporary care of students who are ill or injured. There is a nurse on duty or on call for emergencies. Students must have a pass from a teacher before coming to the clinic. When the nurse is not in the clinic, the student should report to the counseling office for attention. A school employee, only under the following conditions, may administer medications to a student at school or during school-sponsored events:

1. A written request to administer the medication must be filed at the school by the parent or guardian.
2. All medication must be in its original container and properly labeled. These medications will be kept in a locked cabinet in the nurse's office. Aspirin, Tylenol, or any over the counter drug will not be given unless a written request is on file.

Change of Address

Students who change their residence, mailing address, or telephone number should promptly report such changes to the attendance office. A change of address requires a current electric bill, gas bill, closing documentation, or a lease agreement to verify your address.

Textbooks

Textbooks are furnished by the state and issued by the teacher during the school year. They are to be kept clean, handled carefully, and kept covered at all times. Students who lose a textbook or severely damage a textbook must pay for the book in the office before issuance of another book. The teachers will do periodic book checks. At the end of the course or when the student withdraws, teachers will check for damage and assess fines.

Lunch/Cafeteria

Lunch money can be brought to the cafeteria or submitted online through PayPAMS. Students will access their lunch accounts using their student ID number. Free and reduced lunches are available to those who meet the income guidelines. Each student

receives an application form for free and reduced lunch at the beginning of the year. Students are allowed to purchase food only for themselves using the automated system.

While in the school cafeteria, the administration and cafeteria management ask cooperation in observing the following guidelines:

1. Stay at your table during lunch except to throw away trash and return food trays.
2. Leave the table and floor around your table clean.
3. No food or drink outside the cafeteria at any time.

According to the Nutrition Guidelines for Public Schools, parents may provide lunch and snacks for their own children without restriction but “may not provide restricted items to other children at school.” The regulation goes on to say “schools may adopt a more restrictive rule, as a local policy.” What does this mean for Otto Middle School? Parents may not bring pizza, birthday cake, cupcakes, etc. for children other than their own during the school day and during lunch periods in particular.

All lunch orders delivered to the school must be prepaid in advance; all cash orders will be returned. In addition, students should not place lunch orders during instructional time.

Library

Our spacious library has a fine collection of books and other materials for your use. We encourage you to use this important part of our program and ask that you observe the rules of the library by checking out books and returning them on time. The library is open from 7:45 a.m. to 4:00 p.m. for those wishing to check out books and study in a quiet atmosphere. Passes to the library may be obtained from your teacher or the librarian.

Bus Privileges

Riding the school bus is a privilege. Improper conduct on the bus will result in suspension of bus privileges. Only regularly scheduled bus students are to ride the bus. If a regularly scheduled bus student needs to ride another bus, the parents must provide written permission in the front office at the beginning of the school day.

Hall Passes

Any student who is in the hall during class time must have his/her planner with them showing a teacher signature on the hall pass page. This pass is filled out by the student and signed by the teacher. The planner pass will include the date, time, destination, and teacher signature. The receiving teacher will put the time and sign the pass when sending the student back to class. Any student without a pass will be returned to his/her proper class.

School Interruptions

Our goal is to keep interruptions to valuable instructional time to a minimum. Making sure your student has everything they need before leaving for school can help him/her have a successful school day. Items brought into the office will not be delivered to the classroom. Students should stop by the front office between periods to pick up items that have been left for them. No flowers, balloons, gifts, etc. shall be allowed in the classrooms.

Lockers

Each student is assigned his/her own locker. A combination will be assigned to each locker. Periodic inspections are made to see that lockers are kept neat and clean. Use only the locker assigned to you and keep it locked at all times. Students are cautioned against telling other students their combination; otherwise they cannot expect their property to be safe. Locker problems should be reported to the Assistant Principal.

Backpacks

Backpacks are not permitted in classrooms; they must be left in the student's locker. In addition to traditional backpacks, oversized purses, drawstring nylon gym bags, and other large tote bags are also considered backpacks and must be kept in a locker during the school day.

Lost and Found

All articles of value that are found (purses, keys, glasses, etc.) should be taken to the school office. Students who have lost an item should go to the office before or after school to inquire about the property. Items not claimed from the Lost & Found will be periodically donated to charity throughout the year.

Bicycles/Skateboards/Etc.

Otto students may ride bicycles to school. Students are encouraged to register bicycles with the police department. Please observe the following guidelines:

1. Obey all traffic rules.
2. Ride only your own bicycle.
3. Always lock your bicycle in the racks provided.
4. Students must walk their bicycle when on school property.
5. Students may not ride roller blades, skate boards, or scooters on campus.

For Parents

Parent Portal

Signing up for Parent Portal

1. Open up your Internet browser and go to the address <http://parent.mypisd.net>, then click the "register here" link near the bottom of the page.
2. Enter the required information. Be sure to complete every field. If you have more than one student in PISD, you will need to submit the form for only ONE student. The system will recognize all PISD students in your household.
3. After your Parent Portal account is created, a password will be sent to the email address you provided. Use your email address and this password next time to login to <http://parent.mypisd.net>.

Using Parent Portal

1. In addition to general information about the school district, you will have access to the school and grade information for of the students in your household.
2. Use the drop-down menu in the upper right hand corner to select your student, then use the tabs at the top of the page to navigate to that student's school and class pages.
3. The school tab contains a calendar and general information for the selected student's school.
4. The Student tab contains a list of the student's classes. Clicking on any one of these class titles will take you to a teacher-created page with information for that particular class. A teacher might choose to share class handouts, PowerPoint presentations, review sheets, etc.

eNews

Get All the News: Sign up for free news from our district and schools. To Subscribe:

1. Log on to the PISD website at www.pisd.edu
2. Click on News at the top of the page.
3. Click on the icon and register.
4. PISD and campus eNews updates will be sent to your e-mail address.

PAYPAMS

PISD offers an online payment system for School Lunches, Fare Busing, Early Childhood Tuition, Adventure Camp, and Off-Campus PE payments. PayPAMS is the preferred method of payment by parents.

To Access: <https://paypams.com/>

Helpful Websites

OMS Website:

<http://k-12.pisd.edu/schools/otto/index.html>

PTA Website:

<http://ottomiddleschool.my-pta.org/>

PISD Website:

<http://www.pisd.edu/>



Otto Middle School



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Behavioral Infractions

1st infraction – warning from teacher

2nd infraction – warning from teacher (parent contacted by teacher)

3rd infraction – detention with teacher (parent contacted by teacher)

4th infraction – referral to Administration

5th infraction – detention with teacher (parent contacted by teacher)

6th infraction – referral to Administration



Tardies

1st tardy – verbal warning from teacher

2nd tardy – verbal warning from teacher (parent notified by teacher)

3rd tardy – detention (parent notified by teacher)

4th tardy – referral to office

- Tardy procedures start over each nine weeks.

Otto Bobcats: We Choose Success!

OMS Electronic Device Policy

- Electronic devices may be used in the cafeteria before school and during lunch.
- Electronic devices and accessories should not be visible or in use during passing periods.
- Devices may be used between 8:30-3:30 in the classroom, library, and other instructional areas at teacher discretion for educational purposes.

Students are expected to comply with classroom rules and staff directives regarding device use. Violations may result in disciplinary action.

