



2019-  
2020

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Student Handbook

***Mission Statement:***

*FMS is committed to providing all students with a successful nurturing environment that promotes academic excellence and respect for all.*

## SCHOOL COLORS

Navy, Carolina Blue and White

## SCHOOL MASCOT

Falcon

## WELCOME

Welcome to Frankford Middle School. We hope your year as a Frankford Falcon will be challenging and rewarding. The middle school experience will only be as good as you make it; we trust that you will always have the spirit to make it outstanding. At Frankford it is important for students to show respect for one another and to teachers. Anyone who respects others will gain respect for himself or herself. A school where everyone is treated with dignity is a school where real learning can take place in an atmosphere enjoyed by all. We want to provide a learning environment that stimulates and enhances our student's personal and academic growth.

The purpose of this book is to acquaint students and parents with the programs, organizations, regulations, and practices of Frankford Middle School. Within these pages, new students will find the answers to many of their questions. Parents, as well as students already attending, should familiarize themselves with the contents of this handbook in order to better understand the program of the school.

Attending FMS should be a highly enjoyable experience. It is also an exceedingly serious matter that demands a high degree of cooperation between the home, school, teachers, and students. Without mutual cooperation and understanding, the maximum benefits of education cannot be attained.

Every student at Frankford will be using a planning agenda to facilitate organization as well as communication between the home and the school. Agendas are required in all classes, and students are to write down the assignment(s) for each class. We encourage parents to check their child's agenda each night, so they will know what assignments are due and when major assessments are scheduled.

### Various Ways Frankford Communicates

- Student Agenda: Every student is given an agenda by PTA
- Mypisd: online teacher webpages/Google Classroom
- Parent Portal: Online to view grades and assignments
- Newsletters: Each grade level sends home regularly
- Email: Teachers respond within 48 hours
- Remind
- Homework 101: text message
- E-News: Electronic announcements sent weekly to keep parents informed about school, community and district information and updates
- Frankford Flash: Sent by PTA by email
- School Messenger: Recorded message sent from school with reminders and updates about events
- Social Media: Facebook and Twitter

- School Website:  
<http://k12.pisd.edu/frankford-middle-school>

**The professional and administrative staff of Frankford Middle School seeks to respond quickly to any parental concerns. Please call in advance for appointments.**

## Getting the help you need...

Listed below are resources, services, and the person or persons to contact if you have questions related to these areas.

<b>Student Absence Line</b>	469-752-5200 dial 3
<b>Bus Information</b>	469-752-0780
<b>Receptionist</b>	469-752-5202
<b>Attendance Clerk</b>	469-752-5204
<b>Counselors:</b>	
(6 <sup>th</sup> Grade)	469-752-5218
(7 <sup>th</sup> Grade)	469-752-5216
(8 <sup>th</sup> Grade)	469-752-5217

<b>Student Records (Registrar)</b>	469-752-5215
<b>Clinic (Nurse)</b>	469-752-5209

### Instruction and Academic Services/Student Management

#### Principal

Melanie Schulte 469-752-5200

#### Assistant Principal

Deba Douglas 469-752-5211

Derrian McKinney 469-752-5212

#### PTA President

Michele Makler PTA Website: [www.frankfordpta.org](http://www.frankfordpta.org)

## PARENT/TEACHER ASSOCIATION

Frankford Middle School has a very active PTA. They sponsor socials throughout the year and act as an advisory body to the school administration. They also provide equipment and supplies, recognize students and teachers, and send a newsletter to parents each six weeks. The PTA purchases an agenda for every student. It is considered to be a textbook and used by ALL students.

## VISITORS

Visitors are always welcome, especially parents. **All visitors to**

**Frankford MS  
2019-2020**

**the school must report to the front office, sign in and pick up a visitor's badge to wear.** For the protection of our students we are utilizing a system called V-soft. When visitors or volunteers check-in, they are asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of our campus. Visits to individual classrooms during instructional time are permitted only with the prior approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. For security reasons, non-students and guests may visit only in the cafeteria area during the lunch periods

## DELIVERY POLICY

Due to limited staff and security personnel, the receptionist and office staff will not deliver any messages or items (lunches, books, homework, etc) to students during the school day. If your child asks you to bring something, it is the student's responsibility to check the designated cart found in the school lobby.

**No flowers, balloons, gifts, etc. will be accepted in the office during the school day to give to students.**

**Students are not allowed to share food-If you bring food for your child, you may not bring food for their friends.**

## SCHOOL CALENDAR 2018-201

August 12 – First Day of Classes

September 2 - Labor Day (Student / Teacher

Holiday) October 14 – Student/Teacher Holiday

October 15 – Student Holiday/Teacher Conference Day

November 25- 29 Thanksgiving Holiday (Student / Teacher Holiday)

December 20 – Last day of 1<sup>st</sup> Semester for students (Early Release)

December 23 - January 6 - Winter Break (Student/Teacher Holiday)

January 6 – Professional Development Day (Student

Holiday) January 7 - Classes Resume (Students return)

January 20 - Martin Luther King, Jr.'s Birthday Observance (Student / Teacher Holiday)

February 17 – Professional Development Day (Student

Holiday) March 9 - 13 Spring Break (Student / Teacher Holiday)

April 10 - 2<sup>nd</sup> Inclement Weather day/Student/Teacher Holiday

April 13 – Student Holiday/Professional Learning Trade day/1<sup>st</sup>

Inclement Weather day

May 22 – Last Day for Students (Early Release)

## INCLEMENT WEATHER

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to the area radio or TV stations and check the district home page ([www.pisd.edu](http://www.pisd.edu)) for school closings.

## SCHOOL DAY

School begins at 8:30 A.M. and dismisses at 3:30 P.M. We provide supervision of students from 7:45 A.M. to approximately 3:45 P.M. Students with early morning meetings, make-up work, or tutorials must obtain a pass from the teacher desiring the student's presence in his/her class. This pass should be obtained **in advance** from the teacher with the date and time the student is to be permitted. Once a student comes on campus he/she must remain at school until the dismissal bell unless a parent/guardian signs the student out.

**Unless students are attending a tutorial, practice or supervised after school activity, Students should be off campus by 3:50.**

## CLINIC/MEDICATIONS

Frankford Middle School provides a clinic for the temporary care of students who are ill or injured. A nurse is on duty or on call for emergencies. Students must have a pass from a teacher before coming to the clinic. A school employee may administer medications to a student at school or during school-sponsored events.

Please follow the guidelines below when bringing medication to school:

- For student safety, all medications should be brought to the clinic by the parent. Controlled substances **must** be brought to the clinic by the parent. All medications must be given in the clinic.
- All medication must be in its original, properly labeled container with a written request including the student's name, name of medicine, dose, and time to administer, signed by the parent/guardian, and the physician.
- **A physician's signature is required to keep or administer over-the-counter medications for more than 10 days from the original parent request.**
- Only medication that cannot be given at home will be given at school.
- Your child is responsible for coming to the clinic for medication at his/her designated time.
- Only a 30-day supply of medication will be accepted at a

time.

- **Medications are not provided by the school district.**
- Medication that has expired or is not picked up by the parent will be destroyed.
- Aspirin or products containing aspirin will not be given without a physician order.

Throughout the year, the state mandates that certain screenings be done. **All 7<sup>th</sup> graders** will have hearing, vision, and Acanthosis Nigricans screenings. **All 8<sup>th</sup> graders** will be screened for scoliosis.

## ATTENDANCE

Once in a while you might need to stay home due to an illness. Unfortunately, when you are absent from school, you jeopardize your learning and your grades. You have two days for each day missed to make up any work/tests. Do not forget that it's not the teacher's responsibility to remind you about any missed work/tests. It is yours. If you should be home ill for three or more days, your parents may call the office by 9:00 A.M. on the third day to request assignments from the teachers. Please allow at least one day for teachers to gather the assignments and get them to the receptionist.

When a student is absent for any reason, a parent should notify the school by telephone as soon as possible on the morning of the absence. When a student returns to school after an absence, the student must turn in a signed dated note from their parent/guardian or doctor giving the dates and the reasons to the attendance clerk.

**Students have three days to turn in a note for the absence to be considered excused.**

Parents who wish to take their children out of school for an unexcused reason (such as a family vacation) must submit an Absent Request Form at least one week in advance of the absence. Absent Request Forms are available in the school office. Students may make up the work for full credit upon returning to school even though the absence will be unexcused. The student is responsible for finding out what assignments they missed and for turning in the work in the time designated by the teacher.

## UNEXCUSED ABSENCES

The Education Code and P.I.S.D. Board policy consider the following reasons for absences to be unexcused:

- **Vacation and travel**
- **Baby-sitting**
- **Working (including modeling)**
- **Lessons and programs**
- **Non-school athletic event**

## TARDINESS

Students who come tardy to class often disrupt the class or most

importantly, miss out on class information discussed. **Three tardies equal one unexcused absence.** If you arrive late to school, you must report to the front office to sign in and receive an admit slip to class. School begins promptly at 8:30. If a teacher detains you in the office or a class, always obtain a pass from the person who detained you before going to your next class. The consequences of tardiness to class during each nine-week period are as follows:

**A student is considered Tardy, if the student is not in the classroom when the tardy bell rings.**

- **1st tardy:** Teacher warning given.
- **2nd tardy:** 30 minute detention and a parent phone call.
- **3<sup>rd</sup> tardy:** 1 Hour detention and parent phone call
- **4<sup>th</sup> tardy:** Referral to AP (Friday Night Academy 3:30-6:30 assigned Fridays)

## CAFETERIA

The school cafeteria is a vital part of the school program. To encourage good nutrition, a well-balanced hot lunch is offered. The cash register system allows parents to deposit money into the student's cafeteria account. The student is assigned an ID number that is used to purchase any meal, snack or drink from the cafeteria lines. The student punches in their ID code on a keypad and the amount spent is deducted from the student's account. We do not control the amount of spending by the student unless a parent notifies the cafeteria manager to put a limit on their student's account.

Parents may also make payments through Pay-Pam's, available on the PISD website. All check payments must be turned in the morning before 10:00 a.m. to be processed that day.

Students will not be allowed to purchase lunches for other students without permission from the parent or guardian. Any student with a zero balance will be offered a cheese sandwich and milk; the account will be charged \$1.25 for this lunch. Funds are not allowed to be withdrawn from any account unless the students are withdrawing from PISD.

**FOOD AND DRINKS:** For the cleanliness and appearance of Frankford, all food and drink should be consumed in the cafeteria. Only water bottles are allowed in the classrooms.

Parents may not provide or distribute food to children other than their own during the school day. Nor may students share food with peers.

**Lunchtime should be an enjoyable time for students. The administration and cafeteria management asks cooperation in observing the following guidelines**

- There will be no eating or drinking in the lunch lines.
- Deposit all litter in the wastebaskets and return the food trays to the appropriate place.
- Leave the table and the floor around your table in clean

condition.

- There should be no food or drink outside the cafeteria at any time.
- There should be **NO throwing** of food at any time.

**Failure to follow these guidelines may result in eating lunch in the in-school suspension room.**

## TEXTBOOKS

Textbooks are furnished by the state and issued at the beginning of the year. They are to be kept clean, handled carefully, and kept covered at all times. Your textbooks are your responsibility. The teachers will hold periodic book checks. At the end of the school year or when the student withdraws, teachers will check for damage and assess fines. Please do not lend your book to a friend unless you expect to pay for its loss or damage.

## LOCKERS

Each student will be assigned his/her own locker and each locker has a built-in combination lock. The lockers are to be kept neat, clean and locked at all times. To ensure security, students are not to share their locker combinations or lockers with each other. Questions concerning the locker system should be directed to Mr. Johnson or Nurse Fox.

## Student Clubs and Activities:

Participating in extra-curricular activities can enhance the learning experience and promote leadership. Students are encouraged to become involved by beginning a club or participating in a club we have on campus. To begin a club, students need to complete the application, secure a sponsor (must be FMS staff) and return the form to Assistant Principal in the front office.

## Homework Policy and Grading:

See Frankford Grading policy on the campus website.

## STUDENT BEHAVIORAL EXPECTATIONS

Frankford Falcons are expected to conduct themselves in such a way that each student contributes to a school atmosphere that is safe and helpful to learning. We expect that all students will take it upon themselves to:

### Safe

- Think before you act
- Follow procedures and rules before, during and after school
- Confide in an adult when needed
- Rules and procedures are consistently enforced

### On-task

- Participate and take charge of your own learning
- Be prepared with all materials
- Know and follow classroom procedures

### Accountable

- Accept the consequences for your own choices
- Be responsible for yourself and your belongings
- Manage time well

### Respectful

- Respect others as well as yourself
- Be open-minded of other people's ideas/opinions
- Use appropriate language and tone in all interactions
- Treat others as you would like to be treated

**All students have the right to an education and no one will be allowed to interfere with that right.**

**STUDENTS WILL FOLLOW THE DISTRICT STUDENT CODE OF CONDUCT.**

## DRESS CODE

All students are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed. The following statements are guidelines:

- Shoes must be worn at all times.
- Students may wear shorts but must meet the following standards:
  - \*Must be loose-fitting; no biking shorts, cutoffs, boxer shorts or combination thereof.
  - \*Must be hemmed or cuffed.
  - \*Length must be to the fingertips or longer.
- Dresses or skirts must be longer than fingertips.
- Tank tops, tube tops, halter type blouses or mesh shirts will not be permitted.
- Shirts should overlap the waistband of skirts, shorts, or pants. No skin should be visible.
- Items with provocative, offensive, violent, or drug-related pictures or slogans will not be permitted.
- Items advertising alcoholic beverages or tobacco products will not be permitted.
- No hats, caps, bandanas, hoods, wallet chains, or sunglasses.
- No type of clothing which has been torn or has holes will be allowed.

- No sagging pants or shorts.
- No gang paraphernalia.
- No visible pierced jewelry other than earrings.
- Any clothing or apparel that is deemed disruptive to the learning environment may be deemed inappropriate.

## PHYSICAL AND VERBAL AGGRESSION

Any student involved in an aggressive physical confrontation, planned aggression, or verbal assault may be suspended from school for one to three days, and will be referred to an intervention team meeting. Additionally, depending on the circumstances of the situation, students involved in physical and verbal altercations may be cited by the Dallas PD for disrupting the learning environment or taken to youth detention center. If you have a problem with another student, see an adult for help in working it out. If you are reluctant to do that, leave a note with the school receptionist, and she will give it to the Assistant Principal.

## POSSESSION OR USE OF TOBACCO

No student shall have in his or her possession or use any tobacco product on school buses or on the school campus. Students may not be in the possession of any smoking material (i.e. electronic cigarettes).

## ELECTRONIC DEVICES

Frankford Middle School believes that technology can play a positive role in our student's education, improve critical thinking and help us prepare our students for success in the 21<sup>st</sup> century. We are now going to be a one to one campus with Chromebooks. Students must adhere to the PISD Acceptable Use Policy when using **any** electronic device at school.

Campus chromebooks will be used for academic purposes during the school day. Students will be checking out a chromebook each morning, carrying it with them throughout the day, and returning them at the end of the day. Therefore our campus is now a zero personal electronics campus with the following exceptions:

- Students are allowed to use their personal electronics before school (7:45-8:15) and during lunch only.

Calls from student cell phones are still prohibited; however, students are welcome to use the front office phones or their teacher's classroom phones from 7:45 A.M. to 3:45 P.M. with permission from an adult. Parents are advised to call the front office to communicate with a student during the school day at (469) 752-5200.

**PISD staff is not liable for any lost or stolen electronic devices.**

For Safety reasons, students may not walk down the hallways with earphones, earbuds, or air pods in their ears. If a student is seen with earbuds, earphones, or air pods on in the hallways, they will be taken up by staff.

If a cell phone/electronic device is audible, causes a disruption in the learning environment, or is used in a manner deemed as inappropriate by a staff member, the following consequences can result:

- **1<sup>st</sup> Offense:** Teacher warning
- **2<sup>nd</sup> Offense:** Teacher will take possession of the personal electronic device and take it to ISS. The student can pick it up after 3:30.
- **3<sup>rd</sup> Offense:** Teacher will take possession of the personal electronic device and take it to ISS where only a parent can retrieve it.
- **Persistent infractions of the cell phone policy will result in a parent conference with an administrator to discuss removal of privileges for a determined length of time.**

**It is the student's responsibility to notify the parent that the phone has been collected.**

**If a student refuses to surrender the device upon request, a referral for insubordination will be sent to the AP and other disciplinary action may be applied including ISS, OSS, and or detention.**

# Frankford Bell Schedule

## 2019-2020

<b>Pledge/1<sup>st</sup> Period</b>	8:30 - 9:175
2 <sup>nd</sup> Period	9:19 - 10:04
3 <sup>rd</sup> Period	10:11 - 10:57
<b>Advisory</b>	<b>10:57 - 11:22</b>
4 <sup>th</sup> period	11:26 – 1:03
	<b>A Lunch 11:24 - 11:55</b>
	<b>B Lunch 11:58 - 12:29</b>
	<b>C Lunch 12:32 - 1:03</b>
5 <sup>th</sup> period	1:07 – 1:52
6 <sup>th</sup> Period	1:56 - 2:41
7 <sup>th</sup> Period	2:45 - 3:30

### *My 2019-2020 Schedule*

**Semester One**

**Semester Two**

<b>1<sup>st</sup> period</b>		<b>1<sup>st</sup> period</b>	
<b>2<sup>nd</sup> period</b>		<b>2<sup>nd</sup> period</b>	
<b>3<sup>rd</sup> period</b>		<b>3<sup>rd</sup> period</b>	
<b>My Advisory</b>		<b>My Advisory</b>	
<b>4<sup>th</sup> period</b>		<b>4<sup>th</sup> period</b>	
<b>5<sup>th</sup> period</b>		<b>5<sup>th</sup> period</b>	
<b>6<sup>th</sup> period</b>		<b>6<sup>th</sup> period</b>	
<b>7<sup>th</sup> period</b>		<b>7<sup>th</sup> period</b>	
<b>My LUNCH</b>		<b>My LUNCH</b>	

### **Map Testing Scores**

Spring 2019

Winter 2019

Spring 2020

Science			
Reading			
Math			

## SETTING GOALS

What is your goal? How will you measure your progress?

First Nine Weeks

My goal is

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Second Nine Weeks

My goal is

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Third Nine Weeks

My goal is

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Fourth Nine Weeks

My goal is

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