

Name: _____

Carpenter Middle School

Courtney J. Washington

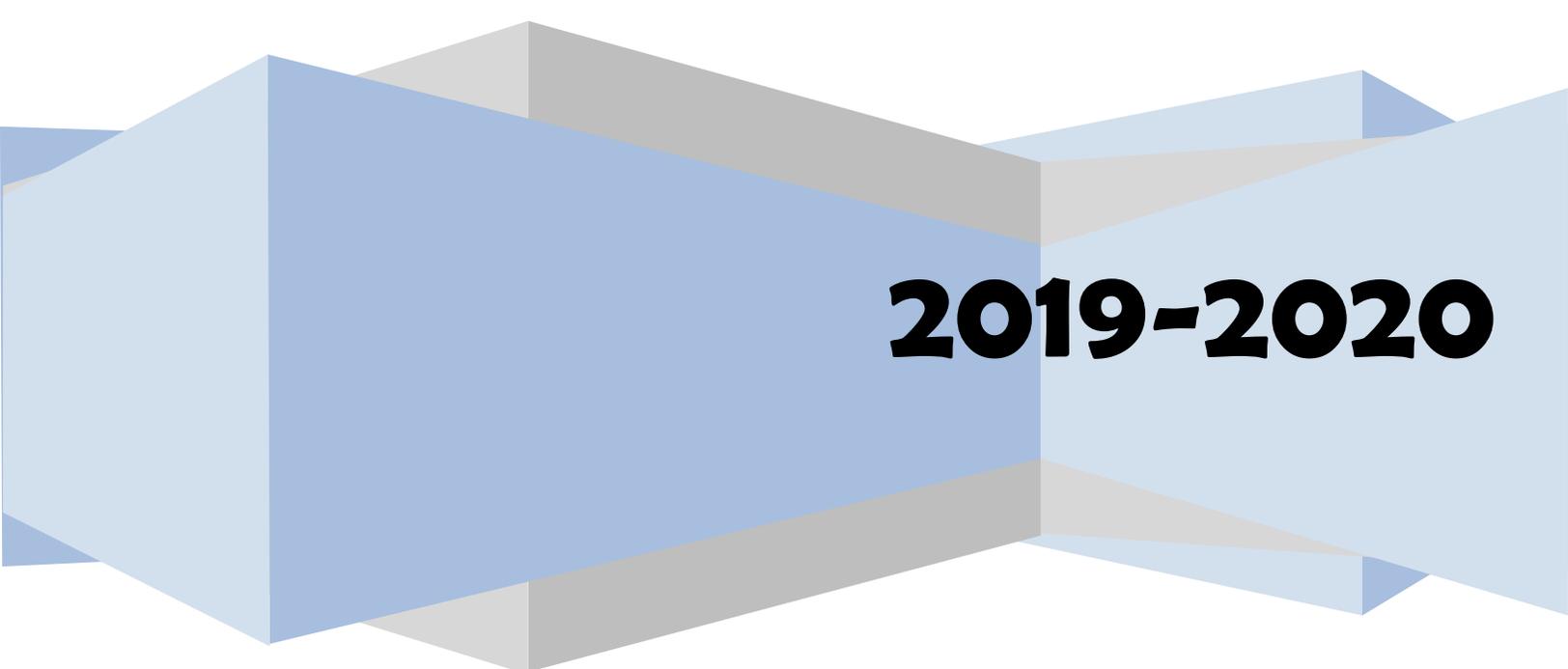
PRINCIPAL

Katherine Morales

ASSISTANT PRINCIPAL

Evan Lee

ASSISTANT PRINCIPAL



2019-2020

SCHOOL COLORS

Blue, Silver, and White

SCHOOL MASCOT

Cowboy

WELCOME

Welcome to Carpenter Middle School. We hope your time at Carpenter 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 Carpenter, 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. Students have a certain responsibility toward keeping our school clean and attractive. Neatness and cleanliness are two qualities of a good citizen, and a concerted effort by everyone can help keep our building clean.

The purpose of this book is to acquaint students and parents with the programs, organizations, regulations, and practices of Carpenter Middle School. Within these pages, students and parents will find the answers to many of their questions. Please familiarize yourself with the contents of this handbook in order to better understand the programs of the school.

Attending CMS should be a highly enjoyable experience. It is also important that there is high degree of cooperation between the home, school, teachers, and students. Without cooperation and understanding, the maximum benefits of education cannot be attained.

Every student at Carpenter 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.

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 4:05 P.M. When entering the building in the morning, students are to report directly to the cafeteria. Students requiring tutorials or attending meetings must obtain a pass from the teacher desiring the student's presence in his/her class. This pass must 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.

VISITORS

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

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

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) for school closings.

BUS GUIDELINES

Riding a bus to school is a privilege. It is also considered an extension of the school day. Therefore, the school administration is responsible for seeing that all students have an orderly and safe ride to and from school. Disruptive or unsafe behavior on the bus will be reported to an Assistant Principal. Disciplinary measures will be taken to correct the problem. Suspension from riding the bus may be a consequence as well as other school disciplinary measures. Students are eligible to ride the bus if they live two or more miles from school. Students must ride their designated bus and get on and off at their designated stop. [The only circumstances in which a student would be given permission to ride a bus other than their assigned bus would be in the case of parents being out of town and a student is staying with another family. A parent note must be submitted to an administrator for approval in this situation.]



Getting the assistance you need...

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

Attendance

Cathy Hostick 469-752-5019

Receptionist

Stephanie Lookenbill 469-752-5002

Student Absence Line

469-752-5000 dial 3

Bus Information

469-752-0780

Counselors

Janet Jordan (6th Grade) 469-752-5016

Yolanda Parker (7th Grade) 469-752-5018

Kim Gregorash (8th Grade) 469-752-5017

Student Records (Registrar)

Patty Neice-Hoyt 469-752-5015

Curriculum

Department Head or Team Leader (Please email with specific questions/concerns.)

Katie Webb, English Department

Kelly Palmer, Math Department
Robert Adler, Science Department
Akeisha Shipman, History Department
Evelyn Jones, Special Education Department
Nimet Bata, ESL Department
Ernest Sterling, Athletic Department
Jill Torres, Elective Department
Thanh Nguyen, Sixth Grade Team Leader
William Mitchell, Seventh Grade Team Leader
Rose Castillo, Eighth Grade Team Leader

Academic Services and Student Services

Katie Morales 469-752-5011
Evan Lee 469-752-5025

Clinic (Nurse)

VACANT 469-752-5009

Office Manager

Susan Johnson 469-752-5003

Grading

Counselors

Teacher/Department Head or Team Leader (Please email with specific questions/concerns.)

PTA President

Alex Ros

Community in Schools

Brandie McDonald

CLOSED CAMPUS

Carpenter Middle School is a “closed campus.” The school officials have supervisory responsibility for all students while they are on school property during school time. Because of this responsibility, whether you have walked, been dropped off by an adult, ridden your bicycle, or ridden the bus, you are not permitted to leave the campus until the end of the regular school day unless authorized by parent, legal guardian, and/or school administrator.

PARENT/TEACHER ASSOCIATION

Carpenter 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 operates the school store that is openly periodically during the week.

FOOD AND DRINKS

For the cleanliness and appearance of Carpenter, all food and drinks must be consumed in the cafeteria. Only clear water bottles are allowed in the classrooms.

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. Students will receive a consequence for sharing lockers. Additionally, students are subject to occasional locker checks and the contents will be considered owned by the person(s) using the locker. Questions concerning the locker system should be directed to an administrator or your grade-level counselor.

Gym lockers are also 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 gym lockers should be directed to a coach.

ATTENDANCE

Occasionally, 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 is 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. **State law mandates that a student must be in attendance at least 90% of the days a class is offered.** Once a student has missed more than 18 days, he is in danger of losing credit for the academic year. As required by law, all absences are counted. However, verified absences will be considered appropriate when administrators determine "excessive absences" in their recommendations to the local attendance committee.

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 returning to school after an absence, the student must have a signed and dated note from the parent/guardian or physician giving the date(s) and reason for the absence.** A student must obtain a class permit from the attendance clerk before being admitted to class. Excused permits will be issued for personal illness, religious holidays, sickness or death in the family, dangerous road conditions, or any condition for which prior permission was obtained from the principal. The principal may excuse absences for very unusual circumstances. **Students have three days to bring a note in order to get the absence excused for all absences.**

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
- company
- baby-sitting
- working (including modeling)
- lessons and programs

- non-school athletic events
- oversleeping
- traffic

TARDINESS

Students who come tardy to class often disrupt the class, are an inconvenience to teachers, or most importantly, miss class information discussed. Being tardy is not generally a problem of disobedience but rather a lack of responsibility, care, organization, and good manners. **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 six-week period are as follows:

- 1-2 Tardies:** Teacher Warning
- 3 Tardies:** 30 Minute Detention
- 4 Tardies:** 60 Minute Detention
- 5+ Tardies:** Wednesday Night Detention

Tardies reset at the end of the first semester concerning consequences. However, they are cumulative for attendance and truancy purposes.

STUDENT BEHAVIORAL EXPECTATIONS

Cowboys are expected to conduct themselves in such a way that each student contributes to a school atmosphere that is safe and helpful to learning. Since a school is only as good as the reputation of its students, each of you should realize that your conduct is a reflection of yourself, your parents, and the entire student body. We expect that all students will take it upon themselves to:

1. Respect the rights and opportunities of others to learn in a supportive and courteous environment.
2. Be courteous and respectful to other students, all staff and visitors, including substitute teachers.
3. Respect each other's property, the staff's property, and the school's property.
4. Follow the classroom rules established by the teachers.
5. Use common sense in situations where the best course of action is not clear.
6. Follow the PBIS-PRIDE process.

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

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 Plano PD for disrupting the learning environment. 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 an administrator.

ELECTRONIC DEVICES

Carpenter 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 21st century. We allow wireless internet access for approved personally owned electronic devices (iPod, net book, Smartphones, notebooks, iPads, E-readers, etc.) in our building. Students must adhere to the PISD Acceptable Use Policy when using personal electronic devices at school. Students are allowed to use electronic devices before 8:30 AM and after 3:30 PM. Personal electronic devices are to be secured in the students lockers during instructional time.

Calls from student cell phones are prohibited; however, students are welcome to use the front office phones or their teacher's classroom phones from 7:50 A.M. to 4:00 P.M. with permission from an adult. Cell phones should remain on silent or vibrate mode from 8:20 A.M. - 3:30 P.M. Parents are advised to call the front office to communicate with a student during the school day at (469) 752-5000.

If a cell phone or 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 consequence can result:

- **1st Offense:** Verbal warning given.
- **2nd Offense:** Item collected and sent to the office. Student may collect at end of the day.
- **3rd Offense:** Item collected and sent to the office. Parent may collect at convenience.
- **4th Offense:** Item collected and sent to the office. Parent may collect at convenience. Administrative consequence.
- **5th Offense:** Item collected and sent to the office. Parent may collect at convenience. (Cont'd) Administrative consequence. Additional loss of privileges, optional.

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

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

It is the student's responsibility to keep personal items secured.

POSSESSION OR USE OF TOBACCO

No student shall have in his or her possession or use any tobacco product (including e-cigarettes) on school buses, on the school campus or adjacent to the school campus (across the street) during the hours of any school day including a reasonable time before and after school.

DRESS CODE

It is our professional belief that the school's atmosphere is enhanced by appropriate dress and grooming. Parents are strongly urged to enforce moderate, natural colored hairstyles and high standards of dress for their children. Parents will be serving the welfare of our students and helping the entire school by emphasizing standards of neatness, cleanliness, safety, and decency in grooming and dress.

In addition to the district dress code guidelines listed in the P.I.S.D. Parent Policy Guide include the following:

1. Shoes must be worn at all times. Shoes that create a distraction or safety hazard, such as shoes with wheels or slippers with no soles, are not allowed.
1. Clothing must maintain dignity and modesty. Clothing deemed inappropriate or offensive for school by the professional staff is not permitted.
2. Shorts may be worn but must meet the following requirements:
 - a. Must be loose fitting, no biking shorts, cutoffs, boxer shorts or combination thereof.
 - b. Length of shorts must reach mid-thigh or longer.
 - c. Shorts must be hemmed, and frays must be stitched.

3. Pants and shorts must be naturally fitting at the waist and at the crotch.
4. No sagging pants or shorts will be allowed. Pant legs width exceeding 23 inches in circumference will not be permitted.
5. Girls can wear dresses, skirts, or skirts over leggings if they are mid-thigh length. Slit skirts are acceptable if the slit length is not higher than mid-thigh.
6. Tank tops, tube tops, midriffs, halter type blouses, mesh shirts, see-through clothing, or fishnet tops will not be permitted unless worn over acceptable clothing. Sundresses will be permitted if modestly cut. Shirts should overlap the waistband of skirts, shorts, or pants.
7. Other attire that is deemed inappropriate is, but not limited to jewelry or garments with spikes; torn or holey clothing; and shorts or pants that drag the ground.
8. All students must wear appropriate undergarments. Thermal clothing intended as undergarments must be covered by other clothes.
9. 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.
10. No hats, caps, sweatbands, bandannas, visors, hoods, wallet chains or sunglasses will be allowed.
11. No gang paraphernalia will be allowed.
12. No visible pierced jewelry other than earrings.
13. All students are expected to meet community standards and school policies with regard to health, cleanliness, and appearance. All safety rules must be obeyed. Policy FNCA (LOCAL)

If persistent dress code violations occur, the following actions will be taken:

- **1st Offense:** The student will be required to change clothes.
- **2nd Offense:** The student will be required to change clothes, parent will be contacted and student will receive a detention.
- **3rd Offense:** The student will be required to change clothes, parent will be contacted and student will receive a Friday night detention.
- **4th Offense:** The student will be placed in ISS and parent will be contacted.

If a student refuses to change clothes, the student will be placed in ISS.

CLINIC/MEDICATIONS

Carpenter 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:

1. For student safety, all medications must be brought to the clinic by the parent. All medications must be given in the clinic.
2. 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.
3. **A physician's signature is required to keep or administer over-the-counter medications for more than 10 days from the original parent request.**
4. Only medication that cannot be given at home will be given at school.
5. Your child is responsible for coming to the clinic for medication at his/her designated time.
6. Only a 30-day supply of medication will be accepted at a time.
7. **No medications are provided by the school district.**

8. Medication that has expired or is not picked up by the parent will be destroyed.

Throughout the year, the state mandates that certain screenings are assessed. **All 7th graders** will have hearing, vision, and Acanthosis Nigricans screenings. **All 8th graders** will be screened for scoliosis.

MYPISD.NET/E-News

Students and staff will automatically be delivered school and class information that is relevant to them when they connect at school or at home. Students will view web pages specifically prepared for them by their teachers. These pages may contain calendars, important class files, assignments, informational bulletins, curriculum materials presented in class and a wide range of other electronic items.

Students can communicate and collaborate with their peers and teachers via online forums and discussions, and can submit their work electronically when appropriate. Students can also access this software desktop from home by connecting to <http://carpenter.mypisd.net>. The students use the same login and password that they use when logging into the network at school. The myclasses page contains a list of the student's classes as well as up-to-date grade information that a teacher has posted.

HOMEWORK POLICY

I. Purpose

- A. Homework is given to reinforce a concept taught, prepare students for a lesson to come, or enhance and enrich understanding.
- B. Homework is teaching the student to:
 - 1. locate needed information
 - 2. be resourceful
 - 3. develop self-discipline and a positive attitude toward education
- C. Homework is one means of teaching the necessary skills of independent study and learning outside the classroom.

II. Guidelines

- A. Homework should have significance toward overall performance.
- B. Homework should be relevant to subject matter.
- C. A student that is absent has **one day** for each day missed in which to complete make-up work. It is the student's responsibility to ask for work missed from his/her teachers. (Students who miss only some class periods because of academic competitions, meetings, or performances are not counted absent. Therefore, all missed assignments are due according to schedule and the one-day make-up policy does not apply.)
- D. To receive credit, daily assignments must be turned in on the date due unless the student is absent unless a special arrangement is made with the teacher in advance.

III. Communication

- A. A common planning agenda for each student will be utilized by every teacher so that parents can be aware of the student's homework in every subject.
- B. Each student will receive an agenda at the beginning of the school year.
- C. The academic teams will coordinate homework assignments.
- D. Parents and students are encouraged to contact the academic team leaders concerning homework issues.

REGULAR BELL SCHEDULE

There will be an **8:20 A.M.** bell to admit students into hallways and classrooms.

1st Period	8:30 – 9:20
2nd Period (Announcements)	9:23-10:17
3rd Period	10:21– 11:11
4th Period	11:15-12:47

8th Grade	7th Grade	6th Grade
Lunch 11:15- 11:45	4th Period 11:15-11:45	4th Period 11:15-12:16
4th Period 11:47- 12:47	Lunch 11:46-12:16	Lunch 12:17-12:47
	4th Period 12:18-12:47	

5th Period	12:51-1:41
6th Period	1:45–2:35
7th Period	2:39– 3:30

DELIVERY POLICY

Due to limited staff and security personnel, the receptionist and office staff will not be able to 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 with the office to see if it has been delivered.

No flowers, balloons, gifts, etc. will be accepted in the office during the school day. Please go over this policy with your child.

Because state law prohibits interruptions of classes, no student’s names will be announced over the PA system during class time unless it is deemed an emergency by campus administration.

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 nutritional alternative lunch; the account will be charged for this lunch. Funds are not allowed to be withdrawn from any account unless the students are withdrawing from PISD.

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. This requires a student to bring his/her lunch.

**2019-2020
PISD SCHOOL CALENDAR**

First Semester – 87 Days	
August 12	First Day of Classes
September 2	Student/Teacher Holiday
October 14	Student/Teacher Holiday
October 15	Parent Teacher Conference Day/Student Holiday
November 25	Student Holiday (Teacher Workday/Campus Professional Learning Trade Day)
November 26-29	Thanksgiving Break Student/Teacher Holiday
December 20	Last Day for Students/Early Release
December 23- January 3	Winter Break Student/Teacher Holiday
Second Semester – 90 Days	
January 6	Student Holiday Teacher Work/Professional Development Day/Planning
January 7	Classes Resume (Students)
January 20	Student/Teacher Holiday
February 17	Student Holiday/ District Professional Development Day

March 9-13	Spring Break Student/Teacher Holiday
April 10	Student/Teacher Holiday/Second Inclement Weather Day
April 13	Student Holiday/Teacher Professional Learning Trade Day/First Inclement Weather Day
May 22	Last Day for Students/Early Release