

Cockrill Middle School Student Handbook

2013/2014

Coming and Going at Cockrill

Visitors

Parents and visitors must enter the school through the front entrance. Parent and visitors will be asked to provide a photo ID when signing in at the front desk. Any visitor who is not a parent or guardian must receive prior approval to visit.

Signing Out Students

When a student is picked up, a picture ID must be presented at the front desk. Anyone other than the parent or guardian must have advance written permission or be listed on the student's registration information card. The student will then be signed out and asked to come to the office. We will not call students to the front office to wait on your arrival. Parents will need to write an excuse note for any missed class periods.

Arrivals

At 8:15 a.m., the students will be allowed to go to the cafeteria or gym. Since there is no supervision before this time we ask parents to not drop off their children any earlier.

Dismissals

Students are dismissed from school at 3:45 p.m. All students are to leave the premises unless they are involved with a staff member in an organized school activity. These activities include: student clubs, practices, tutoring, detentions.

Bus Riders

Students load and unload from the busses in the back of the school and enter through the Cafeteria. Durham Bus Service is responsible for behavior management and student discipline on busses. Durham Bus Services can be contacted at 972-542-8316. Students can be suspended from the bus for a determined amount of time.

Permission to Ride Bus

A student must have a note from the parent or guardian which is verified and signed by one of the principals prior to the dismissal bell if they wish to ride a bus they are not assigned to.

Attendance

Truancy

Under the *Texas Education Code*, a student is considered truant if the student has unexcused absences on 10 or more days or parts of days within a 6 month period, or 3 or more days within a 4 week period.

To gain credit for the year, students must attend 90% of the school year. Students failing to meet this requirement will be contacted by an Assistant Principal to discuss their options. Students not in compliance by the end of the school year may be required to go to Summer School or retained.

Absences

Students who sign in at the front office before 8:55 a.m. will be marked tardy. Students who sign in after that time will be marked absent for 1st period.

Students must present documentation from a parent to the front desk within 3 days of the absence. This includes late arrivals and early departures. The note must include the student's name, ID#, date of absence(s), reason, and parent signature. A doctor's note is needed for any medical or health related absence.

Tardy Policy

The following consequences will be applied for unexcused tardies for 2nd – 7th class periods.

- 1st Tardy in 9 Week period – Warning
- 2nd Tardy in 9 Week period – Administrative Detention 3:45 – 5:45
- 3rd Tardy in 9 Week period – Administrative Detention 3:45 – 5:45
- 4th Tardy in 9 Week period – Friday School 3:45 – 7:00

Student Instruction

Grading System

At least 70% of the student's grade is based on summative activities such as major projects and exams. 30% percent of the grade is based on formative activities such as homework, class work, daily quizzes, and class participation. The semester grade is an average of the two nine-week grades and the semester examination grade.

High School Credit Courses

These courses do not count in the student's high school GPA. Credit is based on passing the course at the end of the year.

Class Conduct Grades

Each teacher grades all students on their display of citizenship characteristics each nine weeks. This grade gives the student and their parents an indication of the progress the student is making toward accomplishing the goal of becoming a responsible and productive citizen in today's society.

MAP and STAAR Testing

MAP (Measures of Academic Progress) testing is done 3 times a year. Students are testing in Reading, Math, and Science. Information showing your student's score and growth will be sent home after each testing period.

STAAR (State of Texas Assessments of Academic Readiness) testing takes place beginning April 2, 2013. The exact dates are listed below.

STAAR Testing Dates

April 1 7th Grade Writing Day 1
8th Grade Math

April 2 7th Grade Writing Day 2
8th Grade Reading

April 22 6th Grade Math
7th Grade Math
8th Grade Social Studies

April 23 6th Grade Reading
7th Grade Reading
8th Grade Science

Tutorials

All students may attend tutorials. Any student who is failing a class (70 or below) will be encouraged to attend tutoring. Tutoring is provided to improve and ensure academic success. It is the responsibility of the parent/student to take advantage of the tutorial opportunities and to make arrangements for transportation.

Beginning in early September, CMS will provide a late bus that leaves at 4:30 p.m. on Tuesdays and Thursdays. The bus will drop students off at the elementary school nearest to their home. Students must have a pass from a teacher to ride the late bus.

Incomplete Work

Students will be allowed adequate time to complete daily work either in class or as homework. Daily work includes work covered during class and/or short-term assignments. Once adequate time has been given, work is to be taken up and graded as is. Credit will be given for the amount and the quality of the assignment completed.

Late Work Policy

Late work is defined as assignments not completed or turned in after the specified due date. Ideally, work should be turned in when due and graded as is. There are various policies based on programs such as Pre AP, and Individualized Educational Plans. Teachers will provide students with the policy for their classroom and grade level.

Make-Up Work

When a student returns to class after an absence, it is their responsibility to remind the teacher(s) of the class(es) that they missed and request any missed work.

In addition, a parent/guardian may request make-up work for a student on the 3rd consecutive day of their absence. This request must be made by 9:00 a.m. to provide teachers ample time to gather the work. The work will be available for parent pick-up between 3:45-4:15 p.m. However, it is preferable whenever possible for the parent to allow 24 hours for work to be gathered. This work may be requested through the front office.

Home Access Center

Shortly after school starts a letter will be sent home giving you the Login ID and Password to Home Access Center. This is where you can view your student's current grades, attendance, progress reports, and report cards. You can find the Home Access Center (HAC) on the MISD website.

Report Cards and Progress Reports

Progress Reports and Report Cards are handed out to students during their 2nd period class. The last report card of the year will be mailed home

Textbooks

Students may check out textbooks at the front office. Fines will be assessed for any damaged or lost textbooks.

Media Center

Library Standards

Library hours are from 8:15 – 4:15 Monday - Friday.



A pass signed by a teacher is required for all students visiting the library during class. Students may visit the library during their lunch with permission from the cafeteria personnel.



A late fee will be assessed for materials not returned by their due date.



A lost book is the responsibility of the student who checked it out. Students who lose a book are responsible for paying for it.



Computer use is limited to "school-use only."

I.D. Cards

Students are encouraged to have their ID cards at all times. If the card is lost or stolen, a replacement can be purchased in the library, and a \$3.00 fee will be charged to cover the cost of materials.

Hallways

Lockers

All lockers are the sole property of Cockrill Middle School. As a result, the administration has the right and privilege to open, inspect, and confiscate contraband of any type which may be in violation of school policy or state law.

- Students will be issued a locker at the start of the school year.
- Students should not share the combination or locker with anyone.
- Students shall keep their locker clean of trash and food.
- Students may decorate their lockers as long as everything is removed at the end of the year. For that reason, we do not allow students to paint, glue pictures/drawings, or put stickers on the lockers.
- Students will be held liable for any damage to a locker assigned to them.

Hall Passes

All students must have an approved hall pass with the date, time, destination, and a staff signature whenever in the hallways. If a student is stopped without a pass, he/she will be asked to return to class immediately. The only exception would be an emergency situation involving a child going to the clinic.

Lunch

Cafeteria Behavior Standards

There will be NO cutting in line. Students are to go through the line only once, buy their own food, and proceed to the table. Students are not to make purchases for one another.

With permission from a lunch room monitor, students may use the restroom by the cafeteria, except for the last five minutes of lunch.

Students are responsible for their own trash and tray. Students may get up and throw trash away and return trays until the last 5 minutes of lunch.

Students are dismissed from the cafeteria in sections.

Students who do not follow the cafeteria rules may be subject to disciplinary action such as assigned seating, lunch detentions, etc.

Vending Machines

Students may purchase items from the vending machines after school. Purchasing items from the vending machines is considered a privilege and can be taken away at the discretion of the school staff.

Outside Food and Lunch Visitors

A parent or guardian may provide outside food for their child. Other lunch visitors (i.e. Youth Ministers) may visit (following policy) during lunch, but are not permitted to bring food for students. No one is allowed to bring outside food for groups of students without prior permission from Cockrill Administration (including special occasions such as birthdays).

Student Well Being

Counselors

If a student wants to see a counselor, the student needs to ask his/her teacher. The teacher will call the counselor's office to see if one is available. If one is available, the teacher will send the student right away. If one is not available, the teacher will email the counselor and the counselor will call the student from class as soon as possible.

Clinic Rules

The nurse or office staff will contact parents when it appears that a child may need to leave. Students who are ill and are going home will wait in the nurse's area to be picked up. All medications including those sold over the counter must be held in the nurse's office.

Student Behavior Management

Harassment or Bullying

Harassment or bullying of any kind (i.e. verbal, sexual, racial, etc.) will not be tolerated at Cockrill Middle School. If at any time a student feels like they are being harassed or bullied, then they must tell a teacher or administrator immediately. The student may be asked to fill out an incident report in the Assistant Principal's office. Appropriate disciplinary action will be taken.

Dress Code

The MISD district dress code will be enforced at Cockrill Middle School. Information about the dress code can be found on the MISD website or at this link <http://www.mckinneyisd.net/parents/dress-code/>. When appropriate, students will be allowed the opportunity to correct their dress code violation before receiving further consequences.

After School Detention

After school detentions can be assigned by teachers. Teachers will give written notice at least one day in advance of the detention for the student to take home. A teacher may also call a parent or guardian to obtain verbal permission for a student to stay after school. Teacher detentions are until 4:30 p.m.

Parent Conferences

Teachers/Administrators may request parent conferences for the purpose of discussing academic and behavior concerns.

Administrative Detention

An Administrator may assign students a Monday or Wednesday detention which ends at 5:45 p.m. or a Friday School which ends at 7:00 p.m. Parents will be responsible for transportation home after the detention.

Out-of-School Suspension

A principal or assistant principal may suspend a student for a period of time not to exceed three days. These days will be excused absences, and the student is responsible for all missed assignments. If the student participates in extracurricular activities (band, choir, athletics, cheerleading...), the student will be suspended from playing for an amount of time to be determined by the sponsor.

Additional Information

Cell Phones and Electronic Devices

Students are allowed to have their cell phones and other electronic devices out while in the cafeteria before school and during lunch. If they are out at any other time, without permission, it will be taken up. The first time a student has a device taken up a parent will have to pick it up in the front office. A \$15 fine will be imposed every time after that. The student or parent may pay the fine and then pick it up.

Physical Education

Students will be expected to change into appropriate gym clothes for PE. Students are to leave their cell phones and valuables in their academic lockers. The school is not responsible for lost or stolen items.

Cockrill CREED Awards

It is our philosophy that recognizing students for their positive behavior encourages the continuation of those behaviors. We want students to know how much we appreciate their efforts to make our school a safe and productive environment for everyone. Therefore, every nine weeks, teachers recognize students who have exhibited quality character in the classroom.

Additional Resources

For information and answers to a variety of questions, please check our website. To stay informed of weekly events at the school, sign up for the Cowboy Courier sent by Dr. DeFelice each week. You can sign up by following a link that is on the Cockrill website.

Our Cockrill Middle School home page:

<http://www.mckinneyisd.net/campuses/middle-schools/cockrill/>

Dr. DeFelice's e-mail address:

mdefelice@mckinneyisd.net

Michael DeMakas' e-mail address:

mdemakas@mckinneyisd.net

Lana McLaughlin's e-mail address:

lmclaughlin@mckinneyisd.net