

**Lawler Middle School
Student Handbook Addendum**

LAWLER LEGENDS

**2025 - 2026
Draft**

Empowering Legends for the Future

Frisco, TX 75035
Phone (469) 633-4150

LMS Administrative Team

Principal – Ms. Colivian Greene
Assistant Principal (A-L) – Mrs. Lauren Farragut
Assistant Principal (M-Z) – Mrs. Victoria Moore

LMS Counseling Team

Counselor (A-L) – Mrs. Sarah Kennedy
Counselor (M-Z) – Mrs. Ann Signey
Campus Instructional Support Facilitator – Mrs. Stacey Rodriguez

Lawler Middle School Student Handbook Addendum includes processes and procedures established to ensure student safety and a positive learning environment. Information sections of this document include: Student Arrival/Departure, General Information, Academics, Attendance, Communication, Behavior Management, and Bullying/Harassment.

STUDENT ARRIVAL/DEPARTURE

School Hours:

The school day is from 8:25 AM to 3:45 PM. Students may arrive at school NO earlier than 7:30 AM. 6th grade students will report to the cafeteria until dismissed to 1st period by an administrator. 7th and 8th grade students will report to the gym until dismissed to 1st period. **Once a student arrives on campus, they are to remain on campus until dismissal time, or until a parent signs them out in the front office.** (For example, a student may not leave campus to go to the donut shop or Walgreens. **Lawler Office hours are from 7:45 AM to 4:15 PM.**

For both student safety and building security, all students should be off campus by 4:00 PM, unless staying for tutorials or a planned practice that is supervised by school personnel. Students may not wait on campus following dismissal in order to wait with a friend and/or to attend an evening school event.

Car Drop Off/Pick Up:

Specific morning and afternoon traffic flow maps are accessible through our website, and should be referenced to determine allowable entrances and exits from our campus. Students must be dropped off in the mornings at the designated locations on the West and South side of the building and report directly to the cafeteria (6th grade) or gym (7/8th grade). In the afternoon, parents may pick up students on any side of the building, excluding the bus loading zone located at the front of the building (North side).

Students should NEVER be dropped off or picked up on the sides of Coit or Rolater. Students should only be dropped off or picked up from vehicles that have completely entered our campus pick up and drop off zones.

In order to facilitate student safety during drop off and pick up, we ask that you not park in the drop off/pick up areas and leave your vehicle unattended between the times of 7:55 AM to 8:25 AM and 3:00 PM to 4:00 PM. Students are not allowed to wait at school unsupervised. Arrangements should be made for students to be picked up immediately after school or immediately following a school sanctioned event.

A 10 MPH speed limit is in place at all times on our campus.

Bus

To ensure maximum bus safety at all times, students are to follow all rules issued by the FISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus riding privileges and/ or other disciplinary action. In emergency situations, a student who qualifies for bus services may be allowed to ride a bus other than his assigned bus with the written consent of a parent. This consent must be approved by the front office.

Walking

Students should observe all safety precautions when walking to school. **When crossing Coit and Rolater roads, students should do so only at designated crossing locations.**

Bicycles

Students who would like to ride bicycles to school are welcome to do so. **Skateboards, skates or ripsticks are not allowed on school grounds.** Bicycles are to be parked and **locked** in the designated areas before students enter the school. The school cannot provide security against theft or vandalism. **Students should walk their bicycles onto and off of school property and across all intersections.** Students are urged to use caution when riding bicycles after leaving the area around the school. These areas are often congested, especially in the afternoon.

GENERAL INFORMATION:

Sign Out Procedures

When it is necessary for a student to leave during the school day, they must be signed out in the front office.

Checkout procedures.

1. Please come to the main entrance with your phone and ID.
2. There is a sign with a QR code to scan , then fill out the google form.
3. When finished filling out the form, ring the doorbell and show your ID.
4. After verifying ID, the student will be called to come to the front and meet you outside.

Allow 10-15 minutes for the checkout process.

Last check out time will be 3:15PM for all students.

To ensure student safety, parents/guardians are required to show their drivers license when checking out their student. Students are not permitted to leave class until they are called from class by the front office. Please allow 10-15 minutes for your child to gather belongings from their class and/or gym locker and arrive in the front office. If the person picking up the student is not a parent/guardian, the identity of that person must be established and permission granted by the parent/guardian before the student will be released. ***If you will be picking up a student early, please do so by 3:15pm. If a student is leaving school due to sudden illness, this should be determined and documented through our campus nursing clinic.***

Deliveries to Students

To align with our high schools, encourage student responsibility, and reduce the amount of traffic at the building for safety purposes **we will no longer allow item drop offs in the front office after 8:25am.** This includes Chromebooks, cell phones, water bottles, band and orchestra instruments, PE/Athletics gear, etc. Any items left at home will need to remain there for the day. If your child forgets their water bottle, there are water fountains throughout the building. For Chromebooks - the classroom teacher will help them to make a plan for their learning. Exceptions for item drop-off include medication and eye glasses.

Lunch drop-offs will still be permitted on the west side of the building at the cafeteria entrance only. Parents must use the front car lane to park and walk lunch drop-offs to the cafeteria entrance, where wagons are stationed.

Please also note that students may not receive deliveries such as flowers, balloons, or other gifts, even on Valentine's Day, birthdays, etc. You are welcome to have lunch with your child or bring lunch to your child, but remember that **you may not bring food for anyone other than yourself and your student.**

Deliveries will only be accepted from individuals listed as guardians or emergency contacts. Photo identification will be required.

We strongly discourage parent requests to pull a student from class during the school day for a simple delivery or phone message, as this is a disruption to the learning environment for the student and their classmates.

Visitors

All visitors are required to check in at the office and to conduct themselves according to the rules for students. An administrator may request identification from any person on school property and may ask any person not having legitimate business pertaining to the school to leave. All visitors will be issued a visitor badge, which should be clearly displayed throughout their time on campus. Students from other schools, including siblings, cannot visit during the school day. Parents should check in with the front office before contacting a student or teacher.

If the person visiting a student during lunch is not a parent/guardian, the identity of that person must be established and they must be identified as a visitor/emergency contact on a student's registration card or approved by a parent in advance. For the safety of our students and in keeping with the state laws, the following guidelines are in place for lunch visitors.

- Please wait for your student near the administrator table located on the East side of the cafeteria.
- Once the student arrives, you may proceed to the designated visitors tables.
- Due to the Texas Nutrition Policy, "Students or parents should only bring enough food for themselves. No large quantities to feed other students are allowed." The Texas Nutrition Policy does not allow sharing food. Students should only bring enough food or snacks for themselves.

Parents may not monitor classroom activities without prior approval of the principal. Students and/or others may not take pictures, tape or video record a class or person without the approval of the teacher and principal.

Cafeteria Procedures

The school cafeteria offers breakfast and lunch daily. Breakfast prices are \$1.50 for students and \$2.00 for adults/guests. Lunch prices are \$2.80 and \$3.80 for students and \$3.80 and \$4.80 for adults/guests. During lunch, students have the opportunity to purchase food from a la carte lines. Prices in these lines vary. Each student will be issued an identification number, and will be required to use the cafeteria debit system to purchase meals. Parents and/or guardians may set spending limits for their child by contacting the cafeteria manager. Prepayment for student meals is encouraged. Prepayments may be made in cash, by check or on the Internet at www.friscocafe.org or <https://www.schoolcafe.com/>. SchoolCafe allows parents to look at account balances and transactions at any time. Parents also have the ability to set up recurring payments at specified balances so lunch accounts never run out of money. All payments received are updated in 24-48 hours at the campus. Setting up recurring payments with SchoolCafe ensures that there is always money available in your student's account. Students with no money in their account will be allowed to "charge" one meal, but are not allowed to charge any snack items. An alternative meal will be provided to students that have reached the maximum charge limit as an emergency meal and parents will receive low balance phone call reminders via School Messenger.

Food will not be accepted from outside vendors (Ex: DoorDash, Uber, Eats, GrubHub, Restaurant or Pizza Deliveries, etc.)

Students or parents should only bring enough food for themselves. No large quantities of food to feed other students are allowed. The Texas Nutrition Policy does not allow sharing food. Students should only bring enough food for themselves.

PE Uniforms/Pre-Athletics

PE Uniforms are required for all Frisco ISD middle school students enrolled in Physical Education classes. Black knit or mesh shorts and an ash-gray t-shirt must be worn each day your child participates in P.E. Clothing is purchased at the parents' expense. PE uniforms can be purchased through Frisco Sports Center or any other department store.

Textbooks

Textbooks are provided by the district, and are issued at the beginning of the year. Most classes may *only* provide online textbooks, and some classes may *not* utilize a textbook. Consumable textbooks may also be

issued to students in select courses. If consumable textbooks are lost during the school year, the student is expected to purchase a replacement.

Medications:

Students are not allowed to have any medications in their possession at school. All medication must be left in the school clinic, where it is kept in a locked cabinet at all times. This includes over-the-counter drugs as well as prescription drugs. The school nurse will not administer allergy or vitamin injections. This does not include inject-able medications to be used in an emergency. See the FISD Middle School Handbook for further information on the district's oral nonprescription medication policy.

Lost and Found

Students should not bring valuable items to school. Lost items that are turned in are placed in the lost and found area in the cafeteria. Items not claimed by the end of every 9 weeks are donated to charity. Please put your child's name inside articles of clothing and put your child's name on other items (such as water bottles) to help us return lost items.

Food and Drinks During the School Day:

There is no designated snack time during the school day. Students are not allowed to have any type of food or drink, with the exception of water in a container (preferably a clear, reusable water bottle) in the classroom at any time. **Chewing gum is prohibited in our building.** If the student has a special medical situation where they need a snack during the day, the nurse should be made aware of this situation and special arrangements can be made. Once lunch is over, any leftover food or drink must be disposed of before returning to class. Food is not allowed outside of the cafeteria. **Water, preferably in a clear container, is allowed in the classrooms.** Water bottles should not be at computer stations or on a desk by a laptop. Do **not** bring water in glass containers.

Attending Extracurricular Activities and After-School Events:

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Lawler MS. It is important to maintain the pride and tradition of our school. Therefore, it is expected that all students (participants and fans) and parents respect our own students and staff, as well as any visiting teams or officials at these events. Lawler students will have free admission to Lawler athletic events within FISD when they present their Lawler Athletic pass (school badge/ID card). **To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events or any other after school events that begin after 5:30 pm.** Also, students in attendance at athletic games must remain seated in the stands or in an adult supervised area at all times.

Also, in order to maintain security and student safety, it is very important that students who attend activities outside of the school day have made appropriate transportation arrangements for after the event. **If a student is not picked-up within 15 minutes after an on-campus activity – they may lose the privilege of attending extra-curricular campus activities for the rest of the school year.**

Students must have passed all classes during the preceding grading period in order to attend extra-curricular activities and after school events. This includes all ball games, school dances, and other special extra-curricular programs. Students who try to enter the event, yet are on the ineligible list, will be denied entry.

In order to attend extracurricular activities and after-school events at Lawler Middle School, students must have been in attendance at least half-day on the day of the event. If a student is sent home sick or is absent due to an illness, they will not be permitted to attend events that evening.

ACADEMICS:

Progress Reports and Report Cards:

Students will receive their report card **electronically** on the Thursday or Friday following the close of each nine weeks grading period. In addition to the report card, students will receive a progress report **electronically** during the 4th & 7th week of each marking period. Grades are also accessible from the Frisco ISD website (www.friscoisd.org) through the Home Access Center. LMS does *not* provide paper copies of these reports.

Grading Policies

The Texas Education Code requires student grades to reflect student mastery of assignments and prohibits minimum grades. Grades earned on assignments are used in determining nine weeks and semester grades. More information about the grading system can be found in the Frisco ISD Middle School Handbook.

Progress Monitoring

All students at Lawler Middle School will be expected to progress monitor after assessments in each of their core classes. Teachers will direct students on how to monitor progress effectively in each core class to reinforce each student's responsibility to monitor their own individual performance and academic progress.

Student Scheduling Guidelines

Students pre-enroll in the spring semester for the upcoming school year, and the master schedule will be based on that information. Students will be able to see and change their course requests within the timeline deemed by the campus/district. Following this deadline, only program changes will be allowed through the second week of school. Pre-AP/AP classes are the only classes that may be dropped at the end of the first nine weeks of the course or at the end of the semester. Please see your counseling department for detailed timelines and to complete the required paperwork for requesting a schedule change. This change will occur only if the teacher, student and parent concur on the change. If consensus is not achieved, the issue will be referred to the Campus Intervention Team.

Middle School PreAP Algebra I Exception: Middle school students who take PreAP Algebra I are allowed to drop the class prior to the beginning of the second nine week marking period. The decision to make a schedule change will need to be made between the teacher and parents in the best interest of the student, understanding that these classes will affect the high school GPA (grade point average). All schedule changes must be approved by the Principal or designee.

Legend Time:

All students at Lawler Middle School will be scheduled into a Legend Time class. This session between 6th and 7th periods occurs daily and is reserved for instructional support (targeted instruction – intervention and enrichment) and self-directed learning. Students will be expected to bring all study materials needed for Legend Time, maximize use of their learning time and participate in all learning activities (academic opportunities, study skills lessons, and assemblies). Legend Time classroom assignment may change throughout the school year to best meet the needs of all students and ensure that each classroom maintains a balanced number of students. Students may be assigned to small group targeted instruction sessions to meet their academic needs. Unless a student is being pulled for targeted instruction or enrichment, students will be able to select the grade level class they wish to attend on a typical Legend Time day (exceptions apply when school wide lessons or assemblies are scheduled during this time and students need to report to their home room Legend Time class-which is noted on their original class schedule).

Tutorials:

Morning tutorials will begin at 7:55 AM and conclude when the student is dismissed to first period. Tutorial doors will be open for students to go back from 7:55 to 8AM. To ensure appropriate supervision in our hallways, students may not report to morning tutorials after 8:00 AM. Teachers may opt to begin tutorials at 7:30 AM. They will communicate those dates to the students and students will be released for early morning tutorials between 7:30 and 7:35. After 7:35, the doors will remain closed until regular morning tutorials begin. Afternoon tutorials are available from 3:45-4:05PM. If a student is not passing or at risk of not passing a class, mandatory tutorials may be assigned by the teacher to ensure academic success. **Students may also be pulled out of an elective class for additional remediation.**

Failure to Attend Mandatory Tutorials

Students and parents will be communicated with by the assigning teacher when a student is required to attend a mandatory tutorial session. If a mandatory tutorial session is required, students are expected to attend. Failure to attend mandatory tutorials may result in an assignment to C-Hall. C-Hall will serve as another opportunity for the student to succeed. Ongoing failure to attend mandatory tutorials or C-halls may result in the student being assigned ISS, where they will be required to complete all missing work.

Field Trip Policy

Students failing one or more classes will attend field trips based on administrator discretion. Other limitations to field trip attendance may apply based on grade level.

FISD Middle School Academic Regulations

Grades should reflect a student's relative mastery of the curriculum and should provide feedback on student progress. Students' grades will be reflected in the gradebook in "One Category". In the one grading category there will be two sections, **Progress Checks for Learning (non-weighted)** and **Assessments of Learning (weighted)**. Both sections of the one category are equally important. Progress Checks for Learning allow teachers to provide students with academic feedback on current assignments, while Assessments of Learning provides students with an opportunity to demonstrate their full understanding of concepts/TEKS. Assessments of Learning are the weighted grades that will factor into the overall average for the student. Reassessment opportunities may be given, if determined by the professional learning community (PLC), for certain assessments of learning. If a reassessment opportunity will be offered, it will be communicated with students prior to. Students may reassess when offered for a maximum of 90%.

This reassessment policy does not include:

- District Snapshot Assessments
- Projects and Major Essays
- Presentations, speeches, lab reports, and writing assignments that fall under the current project guidelines
- Assessments given the final five days of the course

Lawler Middle School Academic Agreement

In an effort to create a productive learning environment students at Lawler Middle School will be required to adhere to the following guidelines outlined in the campus [Academic Agreement](#). This agreement focuses on **accountability** and **self-advocacy** on the part of the student, as well as the **responsibilities** of the teacher and parent in **supporting student learning**.

Lawler Middle School students commit to student academic success by adhering to the following actions:

- I will engage and participate in independent and collaborative work and communicate with the teacher when I need more support to accomplish the task(s) assigned.
- I will put forth effort on all assigned tasks to support my mastery of skills and standards by the deadline provided by the teacher.
- I will do my best to demonstrate my knowledge on all assessments so the teacher can develop strategies to support my learning when I do not understand a concept.
- I will advocate for myself by communicating my needs to my teacher for additional support when I do not understand something, become frustrated, or have a different specific challenge that is getting in my way as an active learner.
- I will utilize teacher feedback on assessments and attend tutorials for academic support and enrichment.
- I will participate in Progress Monitoring assignments given by my teacher, and reflect on my knowledge of the standards.
- I will collaborate with my teacher and attend any of the assigned opportunities below to ensure I am upholding my commitments of this contract:
 - LAUNCH
 - Mandatory Legend Time
 - Mandatory Tutorials
 - Other

Classwork/Homework Assignment Policy

Because grades should reflect a student's relative mastery of the curriculum, it is important that students complete *all* classwork/homework assignments to the best of their ability, and by teacher due dates, so that they are able to receive feedback on their progress. Therefore, it is expected that students complete **all assignments** (Progress Checks for Learning and Assessments of Learning) within the time allotted by the teacher.

If a student does not complete classwork/homework assignments within the time allotted by the teacher, the teacher may:

- Contact parent/guardian regarding assignment.
- Contact parent/guardian to arrange a parent/teacher(s) conference.
- Assign the student to the Launch program in order to complete the assignment.

- Assign the student mandatory tutorials.
- Assign the student a C-Hall.
- Assign the student to Thursday Night Reflections.

Assignment due dates are set by the teacher. It is the responsibility of the student to turn in all assignments by due dates.

National Junior Honor Society Information

National Junior Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. Every 7th and 8th grade Lawler Middle School student will have the opportunity to become a member of this organization.

Initially, students must meet the following guidelines for scholarship in order to be considered for membership:

- Students must be in 7th or 8th grade and must have attended LMS the entire first semester of the current school year.
- Students must have a cumulative grade point average of at least 96% in core classes for the current school year and maintain appropriate citizenship.
- A NJHS member who transfers from another school should bring a letter from the principal or chapter adviser to the Lawler Middle School Adviser.

Once the student is academically qualified, he/she will receive application forms for consideration for membership in April. Upon the return of the application for membership, academically qualified candidates shall be evaluated in areas of character, service, leadership, and citizenship. These guidelines, listed in order of consideration, are as follows:

- Must not have received any marks against them in citizenship for the current school year (Teacher recommendation and Discipline documentation)
- Service, leadership, and character listed by the applicant on the application

Lawler Academic Awards

At the end of the school year, we will hold our annual Lawler Academic Awards Ceremony to recognize students for academic excellence. Invitations will be e-mailed or mailed to students receiving an award. The criteria considered for receiving a Lawler Academic award are as follows:

- Principal Awards are given to students who have maintained a grade of 90 or better for each nine-weeks in each of their classes (elective classes included) through the 3rd 9 weeks
- Presidential Awards are for 8th graders only, and are based on two criteria. Each student has scored Masters Grade Level on the Math or Reading STAAR, and has a 90% average in core classes (math, science, social studies, and ILA) for the 6th, 7th and first semester of 8th grade. GT and Advanced classes will be weighted 6 points when determining Presidential Award recipients.
- The Legend Pride Award is a top honor presented to one 8th grade girl and one 8th grade boy who were nominated and selected by the Lawler Faculty as leaders, both academically and socially, at Lawler.
- Teacher Awards: Teachers select only one of their students based on a combination of grades, effort, behavior, and general citizenship.

ATTENDANCE:

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom.

In the event a student should miss school, their parent(s)/guardian should complete Report an Absence tab on the website or email lawlerattendance@friscoisd.org. Please state why your child is out and if they are sick, please list their symptoms. If notification is not received by the end of the day of the absence, the parent will receive a call to notify them about the absence. Remember to send either a Doctor's note or parent note when your child is absent. Written documentation must be received within **3 days of your child returning to school**. Notes can be emailed to lawlerattendance@friscoisd.org or dropped off in the front office.

Only 8 parent notes per year will be accepted to excuse an absence. If a student is absent from school due to illness, they will not be permitted to attend evening school related events on the day of their absence.

Compulsory Attendance Rules apply to all students regardless of excused or unexcused absences. ***Truancy is filed following the 10th unexcused absence.***

- **Excused Absences** – Excused absences include student illness, family illness, death in family, or birth in family. Parent notes will only excuse up to 10 days for the school year for reasons stated above. Any absences accrued after the 10th parent excused absence will require medical documentation in order to be excused.
- **Absences Due to Religious Holidays** – If a student plans to be absent for a religious holiday, a Religious Holiday Absence Form should be filed by parents prior to the absence. Forms can be obtained from our receptionist, and returned to the front office.
- **Unexcused Absences** - Frisco ISD has an attendance tracking system that involves automatic notifications for those students who have unexcused absences. The notifications start with 3, then 7, then 10 unexcused absences. The reports of unexcused absences will be run weekly and letters will be mailed weekly to notify parents of their student's attendance.
- **Absences Due to Trip or Vacation** –Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being unnecessarily absent from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations. That being said, we do understand that there are extenuating circumstances that can cause a family to choose for their student to be absent. Some of those are unplanned, such as a death in the family. Others are planned, such as a trip or vacation. We strongly discourage students from being absent for the purpose of vacations. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom.

If, after considering the information above, a family deems it necessary for their student to be absent from school. Written notifications of family trips and vacations must be submitted to campus administration in accordance with the guidelines below:

- o Parents shall submit written notification, in advance, stating the reason that the trip/vacation cannot be taken another time. Parents need to consider that while work may be made up, the classroom instruction cannot.
- o Students with attendance in good standing may utilize up to 8 parent notes (4 per semester), if available. All other absences will be unexcused.
- o Student(s) will be required to do makeup work upon their return. Please note that teachers will not be required to provide work prior to the absence.
- o Assignments will be scored as zero in the gradebook until the student makes up
- o the assignment on campus.
- o When students fall below 90% attendance, the Assistant Principal will implement a principal plan and notify the student and parents of the plan to regain credit. As part of the principal plan, the student may be required to make up time outside of school hours. Failure to complete the principal plan may result in denial of course credit and/or retention.
- o Truancy prevention measures will be applied to students who have 3 or more
- o unexcused absences.
- **Tardies** – In the event a student arrives at school tardy, the parent should sign the student in at the front office. Students who have excessive tardies throughout the day will be disciplined according to the middle school Student Code of Conduct.
- **Truancy** – A student with three or more unexcused absences (in any class period) will receive a truancy warning letter and be placed on an Attendance Improvement Plan. Truancy may be filed for students who have 10 or more unexcused absences in a six-month period. A student is required to make up his/her work, but may receive no credit when deemed truant. The office will notify parents if a student is considered truant. Mandatory tutorials and C-Halls are considered to be extended year programs and will be treated as such. If a student fails to attend, they will be considered truant. (Please refer to the FISD Truancy warning notice.) Students that are truant will be disciplined according to the Student Code of Conduct.

90% Attendance Rule

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student is in violation of the 90% attendance law if they accumulate **9 or more** excused or unexcused absences in any given class per semester or **18 for the year**. Students who are in violation of the attendance code and who fail

to make up the time required to be in compliance with the law will be denied credit for that class for the semester.

Missed Assignments Due to Absence/Illness:

It is the responsibility of the student and/or parent to collect missed assignments due to an absence. It is recommended that students and parents check Canvas for assignments and reach out to each teacher for additional guidance. Each student is responsible for completing all make-up work. Students are allowed one day to make up assignments for each day absent.

If a student misses an assessment, it is the responsibility of the student to schedule a time with the teacher to make up the assessment. Students may also need to attend tutorials with teachers when they return for additional instruction missed during the absence. If the student was aware of an assignment deadline before the absence occurred, the assignment or project is due upon the student's return to school. Special long-term student projects may be required to be turned in on the due date regardless of student attendance at school.

If the student was aware of an assignment deadline before the absence occurred, the assignment or exam is due upon the student's return to school. Special long-term student projects may be required to be turned in on the due date regardless of student attendance at school.

Make-up Work for Absences Due to Trips/Vacations (Unexcused)

The student shall agree to have any pre-assigned work completed upon his or her first day back to school, although a teacher is not required to give the student work prior to the absence. Work may NOT be given ahead of time. It is the student's responsibility to do make-up work following any absence. Students are responsible for collecting their make-up work the first day they return to the classes that were missed. After receiving their make-up work, students will turn in their work as follows: one day of absence, one day (next class period) to make up work; two days absence, two days (class periods) to make up work; three days or more absent, three days (class periods) to make up work. Full credit can be earned as long as the work is turned in within the allotted time. A teacher may also ask for a reading log, journaling or a writing activity to demonstrate learning that occurred on a trip. The student will not be entitled to additional tutoring either before or after the trip.

COMMUNICATION:

Staff at LMS understand the importance of good communication, and encourage parents to contact teachers, counselors, or administrators by phone at (469) 633-4150 anytime you have a question, concern, or praise. If we are unable to answer your call, leave a message with voicemail and we will return your call within 24 hours. Parents are also able to contact teachers or administrators directly through email. Parent requests to meet or conference with teachers, coaches, counselors, or administrators should be made in advance by phone or e-mail. We also have a general Lawler email address that you may use should you have questions or comments. **Our Lawler general email address is: Lawler@friscoisd.org**

We strive to get news, information, and important dates to you in a timely fashion. Our Lawler newsletter, "The Lawler Ledger", will be posted on our website prior to each nine-weeks grading term and typically communicated weekly. **Our Lawler newsletter serves as our primary source of communication with parents.** We will also use our automated calling and e-mail system, School Messenger, for updates and reminders. Additionally, important information may be provided to your child through school announcements, news flyers, or letters. Students may obtain information regarding activities and dates on the two announcement bulletin boards located in common areas within LMS. These will be the only permitted locations where flyers will be posted with school wide information.

In addition to the multiple forms of communication above, -Information about special events will be posted on our Lawler website. Please check our website on a regular basis for the most up-to-date information on all of the exciting opportunities that are planned for the Lawler school community. **Our Lawler website is: <http://schools.friscoisd.org/ms/Lawler/site/home>, and our Facebook page is: *Lawler Middle School Frisco ISD*. Please also follow Lawler on Twitter, Facebook, and Instagram**

There will be several opportunities throughout the year for parents to attend our "Coffee with the Counselors" events. This time allows guest speakers to talk about topics of special interest to parents of middle school students. Information about our Lawler "Coffee with the Counselors" will be posted within the Counselor link of the Lawler website.

Lawler parents are encouraged to contact us to schedule conferences. Requests may be made through our front office receptionist, or parents are welcome to contact teachers or team leaders directly. Compliance with the Family Educational Rights and Privacy Act (FERPA) will be maintained through all methods of communication.

Student Phone Calls

If a student needs to contact their parent(s)/guardian during the school day, they must obtain a pass from a teacher allowing them to use the student phone in the front office. We keep a log of all calls made from this phone so that, in the event that a parent needs any follow-up information regarding the phone call, we have a record of the student calling home. Students who use their cell phone during the school day to contact parents or any other person are in violation of the district's cell phone policy. Again, our goal is student safety in all communication made from school.

Home Access Center/Teacher Websites (CANVAS)/Student Agendas:

After the initial progress report grading period (first three weeks of school), a username and password to access our **Home Access Center** will be mailed home. This is a great tool for parents and students to work together to keep current on grades, missing assignments, attendance, etc. A short tutorial on how to use Home Access Center, as well as Home Access Help, can be found on the Lawler website in the "Parents & Students" section. Username and passwords will be provided to students upon their request and Lawler students will be asked to regularly check their grades during their Legend Time, Study Skills or Technology Application classes.

Teacher CANVAS Websites are a great resource to use to access teachers' lesson plans, assignments, class calendars, etc. Links to teacher Canvas sites can be found through the Canvas Student App, Canvas Parent App or through the Student Portal. Please be aware that as learning is assessed throughout each lesson, there will be times that weekly lesson plans need to be adjusted. Students will always be made aware of these changes. All Lawler teachers will have the same platform and page through our CANVAS system to make it easier for parents and students to access teacher pages. Class agendas, calendars, and resources will be available.

If you see consistent discrepancies between your student's agenda and the Home Access Center or teacher canvas website information, you may want to contact your student's teacher for clarification.

Some, but not all, classroom assignments will be posted to teacher canvas websites under resources. Some assignments may only be provided to students during class time.

School Closing/Delay Information

Please listen to local radio and television stations for current news about inclement weather, school closings, or delays of any nature. The decision to close or delay school is made by 5:30 a.m. Radio and TV stations are contacted and updated by 6 a.m. If school is delayed, it will be for two hours. Once the decision to delay is made, district officials will continue to monitor the roads. If conditions do not seem to be improving, officials may then cancel. That decision will be made by 7:30 a.m. Updates are also posted at www.friscoisd.org. In addition, the district will utilize its school messenger phone/email system and the Twitter.com account.

BEHAVIOR MANAGEMENT:

Teacher Detention

Teachers may assign detention before or after school for infractions of the Student Code of Conduct. A detention consists of keeping a student for up to one hour before or after school under direct teacher supervision. Parents will be notified if a student receives a teacher detention.

C-Hall

C-Halls may be assigned by a teacher or administrator for infractions of the Student Code of Conduct. C-Halls are held from 3:50 PM – 4:50 PM (one hour) on Monday and Thursday and from 7:15 AM – 8:15 AM on Tuesday and Friday. **Students are responsible for bringing schoolwork to C-hall, and must be on time.** Students must provide their own transportation home.

Launch Program

The Lawler Launch program is designed to emphasize our belief that *all* assignments/projects are important and *must* be completed. It is designed to support students in developing self-discipline, personal responsibility and

strong work habits. Launch is not a form of punishment, but rather a program to encourage student success through accountability and interventions.

A student may be assigned to the Launch program if s/he is having difficulty turning in assignments. The Launch program is held during each lunch period. Students will be allowed to bring or purchase their lunch. A designated classroom will be available for students to work on their assignment(s) with a supervising teacher. Parents will be notified via email if their child has been assigned to the Launch program.

Thursday Night Reflections

TNR may be assigned by an administrator for infractions of the Student Code of Conduct. TNR is held from 3:50 - 5:50PM (two hours) on Thursday. Students are responsible for bringing their schoolwork and/or a novel to read. Students must be on time. Students must also have made arrangements with their parents for transportation home.

Office Referral

This is a short-term removal from a class period for student behavior that interferes with the teaching and learning environment in the classroom.

ISS: In-School Suspension

ISS is the removal of a student from the classroom environment for one or more days. ISS encourages students to change their current behavior, assists students in understanding the results of negative choices, teaches self discipline, and provides students an opportunity to get caught up on school work. While in ISS, students will be required to complete any and all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. On the day(s) a student serves ISS, they may not participate in or attend any after school or extra-curricular activities. Students who are assigned to ISS should bring their lunch or plan to eat in the school cafeteria. Lunch deliveries will not be permitted.

OSS: Out of School Suspension

OSS consists of up to three (3) consecutive days at home in an unsupervised educational setting. Students are responsible for turning in their assignments upon their return to school, or the late work policy will be enforced. State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail. Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement offense, or expellable offense. A student who is to be suspended will have an informal conference with the principal or appropriate administrator, advising the student of the conduct of which he/ she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made. The number of days a student is suspended is determined by the principal or other appropriate administrator, but will not exceed three school days. **Students may not attend or participate in any after school or extracurricular activities during this time.**

Alternative Placement

Student Opportunities Center (SOC) – The SOC is a supervised suspension Special Programs Center within Frisco ISD. Placement in the SOC is usually for a minimum of twenty (20) days. Transportation to and from the SOC is the student/parent's responsibility.

Expulsion – A student who is dismissed from school for the remainder of a semester or remainder of the school year will be assigned to the Juvenile Justice Alternative Education Program in McKinney. Transportation to JJAEP will be provided by the district.

Use of Cell Phones and Other Electronic Devices

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

Cell Phones:

To limit distraction from instruction during the school day, students who choose to bring a cell phone to school must remember to turn it off when they are released to 1st period in the morning at 8:15 AM and may not turn it back on until the end of the school day. A student using a cell phone, leaving the phone turned on, or displaying the phone during an inappropriate time will result in confiscation of the phone. The phone will be returned only to a parent or guardian. The following consequences will be enforced with students who violate this rule:

- First offense* = the phone will be confiscated and returned to the parent with a warning* being issued
- Second offense* = confiscation of the phone, parent/student must pay a \$15 fine before the phone is returned to the parent, and a C-Hall* is issued to the student.
- Third offense* = confiscation of the phone, parent/student must pay a \$15 fine before the phone is returned to the parent and one day of ISS* is issued to the student.
- Fourth offense* = the phone will be confiscated and held by the district for the remainder of the year and an additional \$15 fine being required for the return of the phone. The student will be issued In-School Suspension for two or more days.

*Please note that the disciplinary action, not the fine, could be elevated one level for disruption of class. Parents will be notified within two school days after the device has been confiscated to schedule a time to pick up the phone and pay the fine, if applicable.

Electronic Devices

Students who choose to bring electronic devices other than cell phones, such as iPods, MP3 players, PSP, DS, cameras, airpods, etc. to school must remember to turn them off when they are released to 1st period in the morning at 8:15 AM and may not turn them back on until the end of the school day. Possessing an electronic device such as those listed above is permissible as long as the device is not visible or used in any way. These items should be placed in the student's locker prior to first period and remain there until the end of the school day unless a teacher has requested that they bring it to a class for instructional purposes. If a student uses the device, it may result in confiscation of the device and will be returned to the parent or the student at the end of the day. The following consequences will be enforced to students who violate this rule:

- First offense* = the device will be confiscated and returned to the parent or student with a warning* being issued
- Second offense* = confiscation of the device, returned to the parent, and a C-Hall* is issued to the student.
- Third offense* = confiscation of the electronic device, returned to the parent, and one day of ISS* is issued to the student.
- Fourth offense* = the electronic device will be confiscated and held by the district for the remainder of the year. The student will be issued In-School Suspension for two or more days.

*Please note that the disciplinary action could be elevated one level for disruption of class. Parents will be notified within two school days after the device has been confiscated to schedule a time to pick up the device.

Tardies

Students who have excessive tardies throughout the day will be disciplined according to the middle school student code of conduct. Tardies are totaled per class and per nine-weeks grading terms. Consequences for tardies will be as follows:

6th, 7th, & 8th Grade

- 1st offense – Warning
- 2nd offense – Parent Contact
- 3rd offense – C-Hall
- 4th offense – Office Referral

Fighting & Assault

Any student that engages in fighting or assault (other than under Penal Code 22.01) will receive three (3) days of OSS (Out of School Suspension) and two (2) days of ISS (In-School Suspension) on the student's first offense. Multiple offenses will be taken into consideration.

Middle School Dress and Grooming

The district's dress standards are established to prevent disruption and support the safety of all students, staff, and campus visitors.

The dress standards of the Frisco Independent School District are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles and accessories will meet reasonable, school-appropriate standards that support a safe school environment.

Students in violation of the student dress and grooming code will be expected to change to appropriate attire (provided by the school when possible) when violations occur. Students will not be allowed to leave campus for the purpose of changing clothes.

Secondary students who refuse to meet this requirement of compliance with the Dress and Grooming Code may spend the day in In-School Suspension.

Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask students to leave if they are inappropriately dressed.

Note: *The principal, in connection with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.*

For additional information regarding student behavior and dress, refer to the district [Student Handbook](#).

FISD ACADEMIC ETHICS & PLAGARISM

FISD expects all students to maintain the highest degree of academic ethics. This requires putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

Plagiarism and Cheating:

Plagiarism and cheating interfere with the assessment and feedback process that is necessary in order to promote academic growth. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her own work.

Plagiarism and cheating include, but are not limited to:

- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting papers, or portions of papers, from the Internet written by someone else.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work.
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result.
- Accessing a test or quiz for determining the questions in advance of its administration.
- Using summaries/commentaries (Cliff notes, Spark Notes, etc.) in lieu of reading the assigned materials.

Consequences

The teacher will notify the parent and Assistant Principal of any student who is caught plagiarizing or cheating. When work is plagiarized or copied from another student, one or both of the students may be penalized and subjected to disciplinary consequences.

In addition, the following consequences must be assigned for cheating/plagiarism on assignments:

- **1st Offense:** Student will receive a zero on the assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up outside of school hours (before and/or after school). The maximum grade the student can receive on the alternate assignment/assessment will be a 70% if it is a first offense with no reassessment allowed. Students will receive an office referral and discipline consequences.
- **2nd Offense (in any class):** Student receives a zero on the assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up outside of school hours (before and/or after school). The maximum grade the student can receive on the alternate assignment/assessment will be a 60% if it is a second offense with no reassessment allowed. Students will receive an office referral and graduated discipline consequences.
- **3rd Offense (in any class):** Student receives a zero on the assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up outside of school hours (before and/or after school). The maximum grade the student can receive on the alternate assignment/assessment will be a 50% if it is a third offense with no reassessment allowed. Students will receive an office referral and graduated discipline consequences.
- **Any subsequent offenses:** an alternate assignment will not be permitted and may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

Alternatives to Cheating and Plagiarism

Students do not need to cheat or plagiarize. FISD provides numerous support services for students to help them achieve success honorably. These support services include, but are not limited to the following: tutorials, opportunities to redo assignments, opportunities for mastery, administrative support, before and after school library time, and peer support. Students who seek appropriate help when they need it will be more successful and will feel more satisfied with their accomplishments.

The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification
- If you study for a test with a classmate, make sure that you do sit near each other during the test since your responses (and errors) may be similar
- Be cautious when reading or scanning someone else's paper before writing your own. Some of the ideas in the other person's paper may be idea that you would have used, but you will not need to credit the person whose paper you read for the ideas
- Use all avenues of support available to you – for help needed beyond the classroom; see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject
- Assignments should be considered individual unless the instructor states otherwise
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper
- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project
- Know what constitutes cheating, including all the variations of plagiarism

For additional information regarding academic ethics, refer to the district [Student Handbook](#).

Parental Support

Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents in promoting true student achievement:

- Teachers are available for extra help before and after school. In addition, peer tutors are available when extra help is needed. Encourage your child to take advantage of the extra one-to-one time.
- Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress. Consult your child's counselor with additional questions.
- Don't push children beyond their limits with your expectations and aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
- If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.
- If your child is caught cheating and you are contacted, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

BULLYING/HARASSMENT/HAZING

Bullying/Harassment/Hazing are prohibited in any form on school property, in a school vehicle, or at a school-sponsored event. Students who have bullied/harassed/hazed others are in violation of school policy and may be subjected to disciplinary action, up to and including suspension and expulsion. A Lawler Middle School Bullying Committee will meet regularly throughout the school year using the Olweus Bullying Prevention Program to address educating the student body about bullying. The committee will consist of administrators, teachers, students, and parents.

Bullying is defined as a student or group of students engaging in any gesture or written, verbal, or physical or computerized or other electronically transmitted act, or threat that: 1) Will have the effect of physically harming a student, damaging a student's property or reputation, or placing a student in reasonable fear of harm; or 2) Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Note: For bullying to exist, there must be an **imbalance of power** (either physically, or in lack of social skills to defend oneself, or in regard to perceived status), and it **must occur "repeatedly and over time"**.

Harassment is bullying by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, bullying on the basis of race, color, national origin, religion, or disability or any other basis prohibited by law (such as dating violence and sexual harassment). All matters involving harassment issues will be reviewed for possible referral to law enforcement officials.

Hazing means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone, or acting with others, directed against a student that endangers, or has the potential to endanger, the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining a membership of a group, a team, or organization. All matters involving hazing issues will be reported to law enforcement officials.

Consequences for Violation of School Bullying/Harassment/Hazing Rules

Level 1: Behaviors which interfere with the learning of others and violate a student's right to feel safe, to have their possessions be safe, and to be included.

Examples: Teasing, excluding others, generally disturbing someone

Consequences

Minimum: Verbal Reprimand and warning of future consequences

Note: The 2nd level 1 classroom offense will result in a level 2 consequence and referral to the Assistant Principal for discipline and the Counselor for counseling. All future level 1 violations will result in level 2, or above consequences.

Level 2: Behaviors which are not intended to cause physical harm and are not illegal, but do negatively affect an orderly school environment.

Examples: 2nd referral for teasing, or other level one offense, intimidation, encouraging someone else to bully someone in any way, aggressive actions, destruction of property, continual gossip/rumors, undermining relationships, or taking possessions (if this involves breaking a law it goes to a level 3 offense).

Consequences

Minimum: Detention, and/or removal from some privilege, refers to the School Anti-bullying Task Force; alert all teachers (need to know basis), counseling sessions and contact parents.

Optional: Other possible consequences include: removal from the classroom, payment of damages to property, sign agreement to “stay away” from the other person, support group, letter of apology, write a paper on topic related to the topic, restrict movement in the building, isolated lunch, restrict extracurricular activities, ISS, OSS, refer to law enforcement officials (minimum referral for issues of harassment related to gender identity, race, national origin, religion, or disability).

Level 3: Behaviors which are intended to cause physical or mental harm and/or are illegal. Automatic with 3rd referral for a bullying offense

Examples: Fighting, or assault of any kind, harassment (as defined earlier), destruction of property, intimidation, or extortion threats, blatant disregard for others, retaliation, or encouraging others to retaliate against someone.

Consequences

Minimum: ISS, OSS, refer to law enforcement officials and ongoing counseling,

Optional: The same as for Level 2, plus complete the schools Bully Prevention Program which includes up to 6 counseling sessions and writing a paper, or attend 6 week campus support group and meet with parents.

District Policy of Investigating Bullying Incidents

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the principal or designee. If the report was made orally, the campus principal or designee shall reduce it to written form. The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report.

Steps for Intervening When You Witness Bullying – Out of the Classroom

- a. Immediately stop the bullying
- b. Refer to the bullying behavior and to the relevant school rules against bullying
- c. Address the Bystanders (with the student who was bullied)
- d. Address the Student Who Was Bullied
- e. Address the Student Who Bullied

Steps for Intervening When You Witness Bullying in the Classroom

- a. Immediately stop the bullying
- b. Reiterate the rules
- c. Confront the student who bullied
- d. Impose consequences
- e. Document the incident
- f. Refer when necessary

Note: Please refer to FISD Board Policy FFI(LOCAL) and/or the FISD Secondary Bully Prevention Program For additional information regarding bullying, refer to the district [Student Handbook](#).