

Fillmore Middle School Student Handbook

2017-2018

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Welcome to Fillmore Middle School! We are anticipating an excellent year and look forward to our association with students and parents.

We at Fillmore Middle School believe that all students have the opportunity to reach their full academic potential through appropriate instruction, adequate time and support from home. Our major goal is to help students learn and grow in order to become productive members of society. We desire students to attain the following skills:

1. Academic success.
2. High self-esteem as a learner and person.
3. Thinking skills.
4. Self-directed learners.
5. Concern for others.
6. Process skills such as problem solving, decision making, accountability, and responsibility.
7. Good citizens in school, home and community.

This handbook has been prepared to provide students and parents with information pertaining to the policies and procedures at the Fillmore Middle School. We ask that students and parents read the handbook carefully, as students will be expected to follow the policies and procedures as outlined.

Daily Schedule 5th & 6th Grade

7:55	Warning Bell
8:00-8:45	1st Period
8:50-9:35	2nd Period
9:40-10:25	3rd Period
10:30-11:15	4th Period
11:20-12:00	Lunch
12:00-12:40	5th Period
12:45-1:30	6th Period
1:35-2:20	7th Period
2:25-2:45	Literacy Block

Daily Schedule 7th & 8th Grade

7:55	Warning Bell
8:00-8:45	1st Period
8:50-9:35	2nd Period
9:40-10:25	3rd Period
10:30-11:15	4th Period
11:20-12:05	5th Period
12:05-12:40	Lunch
12:45-1:30	6th Period
1:35-2:20	7th Period
2:25-2:45	Literacy Block

General Information and Policies

Invitation to Parents

Parent involvement in education is one of the greatest factors in predicting the success of students. As has been stated in the handbook, parents have a responsibility to see that students attend school regularly and on time. Each day adds to the orderly and progressive educational development of your child.

Parents are expected to participate in PCCR conferences regarding progress during the fall and spring. Should a particular problem arise with your child, please contact his/her teacher immediately. If the problem remains unresolved, please contact the school administration.

Parents can help students to achieve by providing a positive learning environment in the home and providing nutritional meals. Teaching students to be responsible for their work, their successes, and their mistakes, will help them prepare to face the challenges of the world. Helping students learn to accept responsibility will benefit them throughout their lives.

Please help the school maintain lines of communication by keeping all records up to date!

Information about address, phone number, name change, health records, etc., are vital to the school as we endeavor to provide the best possible education for your children.

Parents are invited to visit the schools and teachers often. Please help your students by contacting us whenever you have concerns.

Discipline Responsibilities:

- **Student's Responsibility:** All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the teacher. Students are required to be courteous and polite and contribute to a good school climate.
- **Parent's Responsibility:** Discipline is the primary obligation of the parents. It is the parent's obligation, by teaching and example, to develop in the student's good behavior habits as well as proper attitudes towards the school.
- **School Responsibility:** It is the school's responsibility to provide learning experiences free from distractions and misbehavior. Administrators, teachers, and others connected with Fillmore Middle School shall provide positive models that serve as good examples for students to follow.

Student Conduct:

- Students at Fillmore Middle School are expected to respect themselves and others. The following rules have been established by a committee of students, parents, and school personnel. Students and parents should acquaint themselves with the guidelines established in order to help facilitate the smooth flow of the school.

FMS students will show respect and concern for self and others by:

1. Using appropriate verbal or nonverbal language. No intimidating, abusive or obscene language, gestures, notes or clothing will be tolerated at FMS.
2. Speaking respectfully. Students should address all staff members by their proper names and titles.
3. Honoring appropriate request from staff and other adults.
4. Displaying non-disruptive behavior. Students will not be allowed to exhibit behavior that infringes on the rights of other students to learn.
5. There will be no bullying, hazing, cyber bullying, tackling, tap-outs or retaliation at FMS. Zero tolerance will be given to any student displaying such traits. Students will have the opportunity to report bullying issues by:
 - a. Reporting issues to a teacher.
 - b. Reporting issues to the counselor or administration.
 - c. If students wish to remain anonymous, a form can be filled out and placed in the Bully Box in the media center.
 - d. Parents are invited to visit with teachers or administration to address any concerns.
6. Refraining from the possession or use of tobacco, e-cigarettes, alcohol, or drugs. In addition, lighters and matches will not be permitted at school.
7. Refraining from bringing any weapon to school. Pocket knives, look alike weapons, or toy weapons are also not appropriate to bring.
8. **Adhering to the guidelines of the Millard School District dress code policy.**
9. Treating school property with respect. We have a beautiful school and will not tolerate any vandalism to the school, school grounds or school property.
10. Being attentive in class, listening while others speak, staying in seat, etc.

Consequences for breaking rules may include the following:

- Reprimand by teacher
- Notification of parents/parent conference
- Referral to Impact Center
- Suspension
- Expulsion from school

Student Dress

The dress policy of the Fillmore Middle School is consistent with the published policy of the Millard School District. Students arriving at school in clothing contrary to this policy will be asked to obtain a change of clothing before they may attend class. The following standards apply to all students:

1. In all areas of the school, students must dress safely and in good taste.
2. No hats will be allowed on campus at FMS.
3. Shoes must be worn, bare feet are prohibited.
4. No tank tops. Blouses or shirts must have sleeves of some type.

5. Shorts and skirts may be worn to school. However, shorts, skirts and dresses must be the length of one's fingertips when the arm is at his/her side.
6. Shoes or other articles of clothing that may damage school property must not be worn.
7. See-through clothing is not allowed unless undergarments have sleeves and cover the bodice area completely.
8. Clothing exposing any part of the torso such as halters, midriffs or similar wear will not be allowed.
9. Clothing that is distracting, vulgar, offensive, or in poor taste will not be allowed.
10. Clothing that has excessive rips, frays, or tears is prohibited. No fraying above fingertip length will be allowed.
11. Clothing advertising any illegal behavior for students is prohibited. (I.e. alcohol, drugs, tobacco, sexual innuendos, etc.)
12. No gang type clothing will be worn to school. (See Safe School Policy - JFC - page 10-11) Any clothing with symbols of violence will not be allowed. (I.e. trench coats, bandanas, hanging belts as flags, etc.) Gang symbols will not be allowed on clothing, notebooks, or any other possessions at school. Any person placing such markings on school grounds will be dealt with according to the Safe School Policy.

Other:

Fillmore Middle School adheres to all policies and guidelines which have been adopted by the Millard School District Board of Education, and may not be listed in this handbook. This includes all parts of the Safe School Policy. All District policies are available for your examination in the office at the Middle School or online at www.millardk12.org.

Attendance:

Attendance at school is of the greatest importance. Experiences gained in the classroom cannot be gained in any other way. Regular attendance at school is important, not only to the student academically, but to the student's attitude as well. Fillmore Middle School will make conscious efforts to maintain close communication with parents concerning their students' attendance. Ultimate responsibility for attendance, however, rests at home. Parents and students should share the resolve to have students in school whenever possible.

Millard School District Policy states that students should miss no more than five absences per term, truancy citations will be given after the five absences if proper documentation is not provided. Please go to www.millardk12.org to review the attendance policy. In case of illness or dental appointments, please request a note from your provider to medically excuse your child. In case of family emergency, please call the school and explain the situation and the absences may be excused. Please make every possible attempt to call the school previous to the absence.

Students are responsible for obtaining and completing assignments on such occasions. Because of the disruption to the classroom, we ask that parents not request the office to gather homework for a student when they are ill or otherwise absent for one or two days. Students may either designate a homework buddy who can inform him or her of any new assignments, or wait until they return and visit with their individual teachers to gather work missed. Should an illness extend to a third day, we will make every effort to gather the assignments to the office. We appreciate your help and understanding in this area.

Tardies:

Tardies may reflect on student's citizenship and academic grades. In order to be eligible for achievement activities, students must meet the eligibility guidelines. If the student is not in their assigned seat or area at the time of the starting bell, the student is tardy. **Students will be allotted 3 tardies for the entire school year for first period only.** With the exception of the three allotted tardies in first period students will be required to make up their tardies. Each quarter there will be designated times before or after school for students to make up tardies. Students will be required to stay 15 minutes and pay \$1.00 for each tardy.

School Policies and Programs:

Achievement Activities:

Achievement activities will take place approximately one week after the end of each term. Students must meet the following criteria to attend the achievement activity.

- No F's (Past or Present)
- No U's
- No tardies (they must be paid for and made up)
- Fees and fines must be paid

The principal will have final determination for attendance to achievement activities. Students who have sluffed, been suspended, owe fees or fines, or do not meet District Attendance Policy during the current activity period will be excluded from participation.

Closed Campus:

For the protection of our students, the Fillmore Middle School is a **CLOSED CAMPUS**. This means that no student may leave campus without permission from the office. All adults need to check into the office. **Please do not go directly to the classroom.** If a student is to leave the campus for a doctor or other necessary appointment, **written permission** from parents is required. If a student becomes ill during the day, parents will be contacted to pick up the sick or injured student. No guests will be allowed to remain at school with an FMS student.

Electronic Equipment:

Students may use their electronic devices before school, during class break/lunch and after school.

However, these devices are not allowed during class time unless directed otherwise by the teacher.

Students must act responsibly with all electronic devices. (If students abuse these privileges, our school policy may be revised anytime during the school year) Students are not allowed to 1) take pictures/videos of other individuals in the school, 2) take pictures of tests or assignments without permission of the teacher, and 3) Use electronic devices to bully/harass any individual at school during school hours. (In addition to the school wide policy, teachers may create their own classroom policy regarding electronic devices) Consequences for misuse of electronic devices are as follows:

- 1st offense, the item will be taken away until the end of the day when the student may pick it up at the office. The student may also be subject to other disciplinary actions.
- 2nd offense, the item will be taken away and remain at the office until it is picked up by a parent or guardian. The student may also be subject to other disciplinary actions.
- 3rd offense, the item will be taken away and remain at the office until the end of the school year. It may then be picked up by a parent or guardian. The student may also be subject to other disciplinary actions.
- If an electronic device is stolen or lost at school, it is **not** the responsibility of the school to find it.

Food and Drink:

Food and beverages should be consumed in the lunchroom only, and are not to be brought in the halls, lockers, or classrooms of the building.

Legal Custody:

A legal document is required to support any question of custody between divorced or separated parents. Unless the administration is informed otherwise, both natural parents are considered to have the right to request early dismissal of a student, or take a student from the school premises.

Locker:

Lockers are school property and are assigned to students as a courtesy and convenience. Lockers should never be shared and **combinations must be kept private**. Students will not be assigned new lockers or combinations during the school year. Students should take great care to keep combinations private. If security becomes a problem, the student will need to carry possessions in a backpack. No stickers should be placed on lockers at any time. Students have the responsibility of keeping their lockers clean and neat both inside and out.

Lost or Damaged School Items:

Please contact your teacher and the office regarding the loss of textbooks, media books, workbooks, or other such items belonging to the school. A replacement fee will be assessed. In the event of damaged property, a minimal fee will be charged.

Lunch, Off Campus:

Because Fillmore Middle School is a closed campus, no student will be allowed to leave campus for lunch elsewhere unless **picked up and returned** to school by parents or guardians. If the student goes home on a regular basis, the office must be informed. Students may not take friends home for lunch with them.

Medication:

School personnel **MAY NOT** administer any form of drugs or medication without the express consent of **parent or guardian and physician**. Aspirin or Tylenol cannot be dispensed through the office. If medication must be given to students, please come to the school and complete the necessary request forms for the dispensing of drugs or medication by school personnel. These forms must be filled out at the beginning of each school year. School personnel shall give emergency aid as needed for students who become ill or injured during the course of the day. All parents should fill out and sign the Emergency Medical Consent form that is included with registration as soon as possible.

Phone Permission:

Phone Permission to release students from school or to allow them to leave campus with adults other than a parent or guardian will be given **ONLY** in extreme emergencies.

Physical Education:

All students are expected to participate in Physical Education classes. A note from home is adequate for temporary exclusion. Permanent exclusion requires a written request from a physician. Swimming may be included as part of the PE program. Swimsuits must be modest. No purchase of treats will be allowed at the swimming pool. Seventh and eighth grade students are required to dress in teacher designated gym attire (shorts, tops and gym shoes) and are encouraged to shower after physical education activities.

School Closings:

When school must be cancelled due to severe weather or other emergency situations, announcements will be made on the local radio stations. Power Announcement will send a message to those parents who are set up to receive such messages. If you, as a parent, are set up to check grades in Power School you can choose the option to receive emergency notifications in text, email, or a phone call. If students are already in school at the time of such emergency, they will be kept in school until arrangements can be made for their safe return home.

Skateboards:

Skateboards, hover boards, scooters, rollerblades, or heelies are not allowed at FMS. They are not to be used in the school or on the grounds at any time.

Telephone Use:

Students are not called from class to the telephone except in emergencies. Please make prior arrangements for pick-up and after school activities before your student leaves home. Office phones are available on a limited basis for student use, but only after obtaining permission from a staff member.

Truancy: Student attendance is required by law. Students who are found to be truant will be assessed a \$25.00 fine for each occurrence, and will be referred to authorities following the steps described in the Millard School District Attendance Policy.

Vandalism/Care for the School:

All students are expected to show care for the school and facilities. While accidents inevitably occur, if they are not reported, they become vandalism. **Any student who intentionally or unintentionally causes damage to the school will be referred to juvenile court for vandalism unless the damage is reported to the office by the student responsible.** Any student who is aware of vandalism may be subject to school discipline if they do not report such acts to school personnel. Cleaning of gum has become a major school expense. Any gum placed on carpets or school furniture will be dealt with as an act of vandalism. Such acts are not necessary and can be avoided with minimal effort on the part of the student.

The Fillmore Middle School Educational Program of Studies
5th/6th Grade Courses

Required Courses:

- Mathematics
- Language Arts
- Science
- Social Studies
- Spelling
- Reading
- Band/Chorus/Art

7th/8th Grade Courses

Mathematics	2.0 Credits
Language Arts	2.0 Credits
Integrated Science	2.0 Credits
Social Science (History)	1.5 Credits
Fitness for Life (PE)	1.0 Credit
Career and Technology Education	1.0 Credit

Fine Arts (Art, Chorus)	1.0 Credit
Health	.5 Credit
Educational Technology	.5 Credit
Electives	2.5 Credits
Total Credits Required	14 Credits

Individual Education Plans may allow for waivers of the above requirements.

PCCR Meetings

A Plan for College and Career Readiness (PCCR) will be completed by each student, the school counselor, and the parent. 7th grade students will meet in small groups with the school counselor to complete this plan. 8th grade students and their parent will meet individually with the school counselor. PCCR meetings will include discussions regarding educational goals, coursework, and development of the career exploration areas.

Parent Teacher Conferences

Students and parents will have the opportunity to meet with teachers twice during the school year. It is highly recommended that all students and parents attend. If students have any failing grades, attendance or behavior concerns, attendance on this day will be mandatory.

Action Plan for Credit Recovery (Fillmore Middle School)

Students who fail any class, will need to make it up. If a student earns a failing grade, he/she and their parent, will need to meet with the teacher/school counselor to determine how to make up their grade. Students will not be allowed to participate in any school activities until the failing grade has been made up.

***Failing grades that are made up after the quarter ends will be changed to a D-.