

2016-2017



**FAIRBANKS MIDDLE SCHOOL
STUDENT HANDBOOK**

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MORENCI UNIFIED SCHOOL DISTRICT VISION STATEMENT

We are a top tier, technologically advanced school system that instills excellence in our teachers, staff, and students allowing us to compete globally and prepare students for the future, for life.

MISSION STATEMENT

We, the stakeholders, are student centered and hold high expectations for students and ourselves. We work together to provide a safe, healthy, positive, supportive environment where the intrinsic value, dignity, and integrity of each individual are recognized and developed.

LEARNER OUTCOMES

Morenci Unified School District will develop students who

1. Communicate effectively;
2. Gather, process and use information to creatively solve problems and make decisions;
3. Show initiative while working cooperatively as well as independently;
4. Appreciate our American culture and recognize the worth of other cultures;
5. Demonstrate standards of responsible conduct;
6. Utilize technology;
7. Employ skills of self-directed learning; and
8. Incorporate knowledge into career and life planning

Morenci Unified School District #18 - 2016-2017 DISTRICT CALENDAR

Teacher Work Day	Early Release (Students Only)	Holiday – School Closed	Parent/Teacher Conferences	Intersession	Break
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District Office	(928) 865-2081	Early Learning Center	(928) 865-7274
Metcalf Elementary School	(928) 865-7290	Cafeteria	(928) 865-7219
Fairbanks Middle School	(928) 865-3501	Transportation	(928) 865-2081
Morenci High School	(928) 865-3631	Webpage: www.morenci.k12.az.us	Facebook: www.facebook.com/morenciunified

SCHEDULES

Fairbanks Middle School 2016-2017 5 th Grade Bell Schedule		
First Bell	7:55 a.m.	
Classes Begin	8:00 a.m.	
DMS	10:54-11:14	
Lunch Break	Lunch 11:17 a.m. – 11:47 a.m.	Recess 11:47 a.m. – 12:01 p.m.
Electives	12:04 p.m. – 12:59 p.m.	
Dismissal	2:50 p.m.	

Fairbanks Middle School 2016 – 2017 6 th Grade Bell Schedule	
First Bell	7:55 a.m.
Period 1	8:00 a.m. – 8:55 a.m.
Period 2	8:58 a.m. – 9:53 a.m.
Period 3	9:56 a.m. – 10:51 a.m.
DMS	10:54 a.m. – 11:14 a.m.
Lunch	11:17 a.m. – 11:47 a.m.
Recess	11:47 a.m. – 12:01 p.m.
Period 4	12:04 p.m. – 12:59 p.m.
Period 5	1:02 p.m. – 1:57 p.m.
Period 6	2:00 p.m. – 2:55 p.m.
Dismissal	2:55 p.m.

Fairbanks Middle School 2016 - 2017 7 th /8 th Bell Schedule	
First Bell	7:55 a.m.
Period 1	8:00 a.m. – 8:55 a.m.
Period 2	8:58 a.m. – 9:53 a.m.
Period 3	9:56 a.m. – 10:51 a.m.
Period 4	10:54 a.m. – 11:49 a.m.
Lunch	11:49 a.m. – 12:31 p.m.
DMS	12:34 p.m. – 12:59 p.m.
Period 5	1:02 p.m. – 1:57 p.m.
Period 6	2:00 p.m. – 2:55 p.m.
Dismissal	2:55 p.m.

CONDUCT AND ATTENDANCE EXPECTATIONS

OUR SCHOOL BUILDING

The building will be open to students **no earlier than 7:30 a.m.** Students are expected to remain outside the building until the morning duty teacher is on duty. If a student should need to meet with a teacher before 7:55, s/he should stop by the office for a "morning pass." Students arriving at school before 7:55 a.m. should report to the playground (5th and 6th graders) or to the gymnasium (7th and 8th graders) to await the start of classes (No loitering in the hall). At the first bell, all 7th and 8th grade students will enter the building through the double doors nearest to the MPR; 5th and 6th grade students will enter the building through the front double doors of their respected hallways. Students are not to be in the building after 3:00 p.m. unless under the direct supervision of school personnel through club involvement, reteach, tutoring, or sports study hall.

Visitors to Fairbanks Middle School receive their first impression from the appearance of our school campus. A clean, well-kept facility helps create a positive learning environment and communicates how good we feel about ourselves to others. It is our hope that, as a member of our school community, you will fulfill your individual responsibility to preserve and protect our school facility. A few fundamental rules are essential for the successful operation of any organization. As part of a school community we must obey these rules to ensure the rights of other community members:

1. Running, shouting, excessively loud or otherwise dangerous behavior in the halls is not permissible.
2. There is to be no food or drink in the halls or classrooms with the exception of **water in a clear water bottle.**
3. No one is to be in the halls during class time without a pass. Teachers are responsible for seeing that no student leaves a class without a pass or before a bell rings for class dismissal.
4. Students are not to use office phones during class periods except in case of an emergency.

STUDENT CONDUCT

A student shall be defined as any person who is regularly enrolled in good standing in an educational program provided by or approved by the district and carried on premises owned and controlled by the district. Students are expected to obey all rules and regulations adopted by the Governing Board and obey any order given by a member of the faculty or staff relating to school activities. A student who engages in conduct prohibited by District Policy JK-EA will warrant disciplinary action. A copy of this policy is available in the District Office.

STUDENT CONDUCT ON SCHOOL BUSES

The Board requires students to conduct themselves on the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses. Policies EEACC, JFCC.

ATTENDANCE REGULATIONS

Reporting Absences

STATE BOARD OF EDUCATION RULES (from State School Law): "No pupil shall be permitted to leave school at recess or any other time before regular school hours have ended, except as he or she is excused. Pupils may be required to bring an excuse from parents or guardian"; **STUDENTS OUT OF SCHOOL FIVE OR MORE DAYS IN A SEMESTER ARE CONSIDERED TO HAVE EXCESSIVE ABSENCES.** School law and regulations passed by the legislature, and revised by the State Board of Education, make it mandatory that all public schools list and report to the State Board the reasons for student absences. To comply with this regulation we request that parents, students, and teachers follow these protocols:

1. When the student is absent, the child's parent/guardian should telephone the principal's office before 10:00 a.m. EACH DAY the student is absent. A message service is available for non- school hours; call 928.865.3501.
2. If the student does not have a home phone, a written excuse from a parent or guardian is required.
3. If a student is aware that he or she will be absent for any reason such as a doctor or dental appointment, conferences, trips, etc., s/he may secure absence approval from the office prior to the absence. Students can complete a Pre-approved Absence Form to ensure that the absence is recorded in advance and that the student leaves school with the work s/he will be missing when absent. Forms must be submitted to the office at least 24 hours prior to the absence. If work is completed prior to or upon the day of return, this absence will not count toward the total absences of the student.
4. A student may not leave the school at any time without first getting permission from the office. This rule includes those who leave school during lunch and then remain out of school. Students going home for lunch must have a permission slip, updated annually, on record with the office, and will sign out of school through the Fairbanks administration office. Students leaving school without permission will be considered truant (ditching).
5. Students assigned detentions are expected to report at the appropriate time and place. Failure to serve a detention more than once will result in extended detention time (In School Suspension), parent conference, and/or suspension. Students who have earned lunch detention will be notified in advance of the day of detention. The student will report to room 128 with a sack lunch. Students who do not bring their own lunch will be provided a sack lunch (\$2.75) that meets daily nutritional guidelines for middle school students: meat/cheese sandwich, fruit, vegetable, and white milk.

MAKE UP WORK

Make up work will be allowed for those students who have excused absences. These students have as many days as they were absent to make up all work including tests. Students who are suspended are expected to check their Canvas classes and return to school with work completed in order to receive credit. All students are encouraged to talk to their teachers to make arrangements to get their make - up work done and tests completed.

LOSS OF CREDIT – EXCESSIVE ABSENCES

Fairbanks students may not receive credit for classes in which they are absent more than 10 times during a semester.

1. Absences caused by confirmed extenuating circumstances do not count as part of the ten days.
2. **Unreported Absences** count toward loss of credit totals. The school must receive supporting documentation from parents signed by an attending professional (doctor, dentist, lawyer, etc.) and include the associated dates.
3. Suspensions do not count on student absence totals when considered for loss of credit.
4. Pre-Approved Absences with work completed upon the day of return do NOT count toward absence totals.

School-related activities that occur out of class do not count as absences.

1. Students who are not on the cleared absence list will be considered truant for the day(s) absent.
2. Students leaving school at any time during the day must have permission to leave from the school office. **Leaving school without permission is considered truancy.**
3. The school day for all students will be the same length. (Exceptions with administrative permission)
4. Students are not to be excused from one class to attend another unless pre-approved by the cooperating teacher and the office. The office must know the whereabouts of all our students, whenever they are not in their assigned classrooms.

FAIRBANKS' PROTECTED TIME

Students in 6th, 7th and 8th grade: To reduce the impact of classroom interruptions during the **first 40 minutes of classroom instruction** the following practices will be followed. Students

1. are to be in their assigned room when the bell rings.
2. will remain in their assigned rooms during this interruption-free time (no passes to bathroom, locker, other classes, etc.)
3. will not be interrupted with messages unless urgent.

5th Grade: Fairbanks will do our best to protect our fifth grade teachers' instructional time and limit disruptions.

FAIRBANKS MIDDLE SCHOOL PRIDE PROGRAM

Pride Stamps are earned by (At the beginning of each class period students will have the opportunity to earn a stamp by completing the following 3 items—Failure to do so will result in lunch detention the following school day. Student notification takes place in the class where the offense occurred; it is the student's responsibility to inform parents.)

1. Coming prepared to class with school supplies
2. Being on time to class
3. Having all work ready for class, including homework.

Pride Stamps Reward System:

1. Weekly "PRIDE" Card—Cards will be given out on a weekly basis (on Fridays). Students will receive a card if they have no missing stamps for any classes for the entire week and no absences for that week. This card can be used to leave class five minutes early for lunch each day of the following week (at the teacher's discretion).
2. Monthly "PRIDE Plus" Card- Cards will be given out on a monthly basis if the student has no missing stamps for all classes for the entire month and no more than one Level I referral that month—Pride Plus Card holders can get into school activities free including athletic games at the middle and high school levels.

DAILY MATH SKILLS (DMS)

Students participate daily in a program called Daily Math Skills (DMS). DMS is a class implemented across schools in Arizona to help students revisit and master math skills. The long term goal of this program is to help students increase their math skills and help students increase their math test scores. The 5th-8th graders have between 8-12 weekly sets of math problems. Initial classes are ability-grouped based on STAR math scores.

FIRE DRILLS

Regular fire and emergency drills will be held. Faculty, staff, and students should be familiar with the fire and emergency exit plans posted in each room. Students must follow the teacher's or staff's instructions to leave the building and report to their designated areas. Fairbanks' objective is to clear the building in less than 60 seconds. Under no circumstances should students tamper with fire extinguishers. Tampering with fire alarms or fire protection equipment is a serious infraction of policy and may be cause for restriction from class or school for the remainder of the semester with loss of credit. Class time lost during drills may be made up by extending the school day. This action may be taken at the discretion of the Superintendent of Morenci Public Schools.

VISITORS

Visitors must sign in with the office before entering other sections of the school building. Visitors, other than parents, are not allowed to attend classes.

VEHICLE OPERATION

1. Students may not drive three or four wheel ATVs on campus.
2. Students are not permitted to occupy parked vehicles before school or during the lunch period.
3. Middle school students are not allowed to leave campus in a car driven by another student unless the principal's office has written permission from the middle school student's parent.
4. Bikes, skateboards, scooters, etc. are to be secured or stored upon arrival to school. **Skateboards, scooters, and bikes are NOT allowed to be ridden in the building or on campus during the school day.**

TEXTBOOKS AND MATERIALS

Students are responsible for any damage to textbooks and any school materials, including computers, chargers, and cases.

1. Students are to bring all necessary materials to class, daily.
2. Insurance is offered at a nominal cost (\$30/year initially, with costs increasing after each claim) to 7th and 8th graders to protect against **accidental** damage done to Chromebooks. Intentional damage to school property is considered vandalism and will be reported to the police as such. Insurance does NOT protect against vandalism.

PERSONAL PROPERTY AT SCHOOL/ EQUIPMENT CHECK

All personal property including money, shoes, band instruments, electronics, sports equipment, etc., brought to or left at school are the responsibility of the student. The school and its employees are not responsible for any items of this sort that are lost or stolen. An EQUIPMENT CHECK ROOM is provided for students participating in sports to check their equipment each morning, when they are issued a claim ticket and then retrieved each afternoon, upon presenting the matching claim ticket. Students are NOT to carry their pads, bats, duffle bags, and other equipment with them throughout the day.

PE LOCKERS

Lockers are supplied without charge to the student as a convenience but remain the property of the school and are subject to its control and supervision; lockers will be assigned to students by their physical education teachers. Students have no reasonable expectation of privacy, and school personnel may inspect lockers, desks, storage areas, etc., at any time with or without notice. Students should take proper care of this school-owned property and should keep lockers neat and clean. Painting or decorating the locker with items that cannot be easily removed is prohibited. Misuse of a locker forfeits the student's privilege of its use. Under no circumstances should students share lockers. Students should notify the office if their locker is not working properly.

CAFETERIA

It is the goal of Morenci School District to provide students with high quality, nutritious lunches at a reasonable price. The menu is designed to meet federal guidelines of a nutritionally balanced meal. Students in grades 5 through 8 may purchase the traditional Class A lunch or opt to go through the salad bar line. Milk is served with either meal. Additional milk or juice may be purchased. The cost of each meal is \$2.75. Lunches may be purchased on a daily basis with cash or through a debit card account set up at the cafeteria. Information about free and reduced-price lunches may be obtained from the cafeteria director. Students serving detention who do not bring their own lunches will be charged for a sack lunch comprised of a sandwich, fruit, vegetable, and white milk. If the student does not show up for lunch detention, the student's account will still be debited for that lunch. No substitutions unless a dietary requirement.

SPORTS AND HEALTH

ATHLETIC PHYSICALS

Fairbanks student athletes are required to have on record an annual sports physical. Sports physicals may be offered, free of charge, during the summer, or students may arrange for a physical at his or her expense.

HEALTH INSURANCE

Health insurance is the parent's responsibility. An affordable accident insurance plan is available to cover your child while at school or 24 hours a day. You may pick up an application in the middle school office.

SPORTS PRACTICES

Our athletes are students first and athletes second. As such, practices for sports begin no sooner than 4:00 pm each day, following the reteach/tutoring period. Athletes not attending reteach or tutoring are required to report to the gymnasium immediately after school where roll will be taken and students will participate in a supervised study period.

STUDENT HEALTH INFORMATION

It is imperative that the school has, on record, the most current information regarding each student's health. If there are any changes in a student's medical status, including medication, the health specialist at the school should be notified. In the event of an emergency, accurate information is imperative.

- Notify the school nurse of any allergies or health problems so that appropriate emergency treatment may be given at the school or hospital.
- An immunization record must be on file in the nurse's office. Arizona requires all students to be immunized against measles, rubella, polio, and diphtheria.

As much as we value student attendance, student health and staff well-being is equally important. If you have any of the following symptoms, please do not come to school:

- a. A temperature over 100 degrees
- b. Vomiting
- c. Diarrhea
- d. A rash on any part of your body
- e. A heavy cold with a hacking cough
- f. A sore throat where white spots can be seen or accompanied by a fever
- g. Red, itching, or burning eyes along with a discharge

If a student is injured or becomes ill during school hours, s/he should report to the nurse's office for evaluation after notifying the teacher in charge. If the nurse is not available, report to the office for help. The nurse or office staff can administer limited over-the-counter medications with parent permission. Also, if there is a medical problem that causes a student to need frequent access to our restroom facilities or other modifications, please supply the nurse with the proper medical documentation.

ADMINISTERING MEDICINES TO STUDENTS

Under certain circumstances, it may be necessary for a student to take medicine during school hours. The following requirements are to be met:

1. A written physician's order stating the name of the medicine, the dosage, and the time it is to be given.
2. Written permission from the parents to administer the medicine to the child.
3. The medicine must come to the nurse's office in the original prescription container.

NOTE: Students are prohibited from carrying any medications on their persons or in their packs while on campus; this is a violation of district policy.

REGISTRATION

Morenci students will pre-register for fall classes during the preceding spring. Students new to Morenci School District will register in classes needed as indicated on student transcripts and after taking the STAR math and reading tests.

STANDARDIZED TESTING PROGRAMS

Morenci Schools may test each student's achievement through state adopted programs. Some of the purposes of these tests are

1. To assist the teacher in identifying areas within the student's educational development requiring remediation
2. To assist and guide curriculum development
3. To indicate academic growth
4. To meet state requirements

These tests may measure a student's proficiency in the following basic areas: language arts, mathematics, science, social studies, and the use of resources. Test results will show a profile of the student's ability level if the student made a serious effort on the day the test was administered.

GRADES AND GRADE REPORTS

CANVAS, Fairbanks' LMS Works with PowerSchool

A Learning Management System is a way to simplify teaching and learning by connecting all digital tools teachers use in one easy place. CANVAS makes teaching and learning easier for everyone by capturing outcomes, classroom instruction, assignments and their descriptions, task rubrics, progress monitoring, grades and more—in one spot. It's easy to use for students, parents, teachers, and administrators; mobile-friendly; dependable; and enhances the learning experience. Plus, parents and students can set up their own communication preferences for notifications of assignment due dates, course content, and more using email, Twitter, Facebook, and SMS Text Messaging. Parent Observer accounts can be linked to multiple Fairbanks children and children can be linked to multiple parents. Once you've set up your account, just download the APP or log in at morenci.instructure.com.

RETEACH and TUTORING

Beginning in July, 2016, Fairbanks students will remain after school from 3:00 until 3:30 pm, Monday through Thursday, for the reteaching of any standards in their core classes that students may NOT have passed as demonstrated on class formative tests. Students are required to stay after school for reteach until they demonstrate mastery on the assessed standard. Students absent for formatives may also test during this time period. Tutoring will also be available, with schedules dependent on teachers and their teams. Reteach and tutoring schedules will be posted by the end of the first week of school. Transportation is provided for students attending reteach or tutoring. Students requiring transportation must sign in and remain for the entire thirty minutes to receive their daily bus token to be given to the bus driver upon boarding the bus.

REPORT CARD

Progress reports are issued every nine weeks with report cards mailed home at the end of each semester. Students in grades seven and eight receive half a credit (.5) for each successful semester grade (.25 for Daily Math Skills). Passing grades are required in the four core subject areas (math, science, social studies, and English language arts) for each semester of a student's seventh AND eighth grade years in order to be considered for promotion to high school.

100% - 90%	=	A	Excellent
89% - 80%	=	B	Above Average
79% - 70%	=	C	Average
69% - 60%	=	D	Below Average
59% & below	=	F	Failure (no credit)

Student progress is available and updated weekly through the PowerSchool parent portal and Canvas. Teachers are required to provide at least one new graded activity each week for grade improvement. Parents and students have electronic access 24/7; frequent monitoring of progress ensures the opportunity for assistance if problems arise.

PROGRESS REPORTS

Progress reports are issued at the end of each nine-week period. Progress reports for students with "D's and F's" will be mailed home. The issuance of a letter grade "D" or "F" indicates the student is in danger of failing one or more classes and suggests problems that require remediation. Weekly updated grades will be available using Parent Portal by PowerSchool with hard copies of midterm reports available at parent/teacher conferences. Semester report cards will be mailed home in December/January and in May/June.

HONOR ROLL

The following criterion is to be used to determine whether students in the 5-8 grades will qualify to be recognized for the Fairbanks Middle School "Superintendent's Honor Roll"; "Principal's Honor Roll" or "Honor Roll." This is a semester calculation.

1. To be recognized for the "All 'A' Honor Roll" and the Superintendent's Award, a student must maintain a 4.0 Grade Point Average (GPA).
2. To be recognized for "Principal's Honor Roll," a student must maintain a 3.5 GPA.

To be recognized for "Honor Roll," a student must receive a minimum of a 3.0 (a B average).

WEEKLY ELIGIBILITY

- Grades will be checked every Monday at 3:00 p.m., by administration.
- If a student has an “F” (59.9% or lower) s/he will be ineligible until the following grade check.
- If a student has an “F” (59.9% or lower) at the end of the 9-weeks or semester, s/he will be ineligible for the following week. These students will have to sit out for the week and attempt to improve their grade before the next Monday grade check.
- If a team is scheduled to go out of town before Monday @ 3:00 p.m., the student will **not** travel with the team.
- If a student is failing a class the Friday before a break, (i.e., Christmas Break or Spring Break etc.) s/he remains ineligible during the break until 3:00 p.m., on the Monday that school resumes.
- In the case that a teacher does not enter any grades for the week, ineligible students will be declared eligible until the following grade check.
- Grades will only be checked on Mondays @ 3:00 p.m. The only exception will be in the event that a holiday falls on Monday; in that case, grades are checked at 8:00 a.m., on Tuesday morning. If a teacher makes a mistake on a student grade, the teacher will notify the Athletic Director by email or in person indicating that the student is eligible.
- A student with more than two Level II infractions or any Level III infraction will not be able to attend.
- A grade can be changed by the issuing teacher if one or more of three situations occur: Teacher error, Teacher absence, or Student absence.

EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR PARTICIPATION

Eligibility to represent Fairbanks Middle School is a privilege attained by meeting specific academic standards. In order to be eligible to participate in athletic contests, to serve as student body or class officers, or to be involved in an activity which represents the school, students must be making satisfactory progress as defined by the eligibility policies. Students may be required to complete assignments prior to participating in an event.

Sports:

Fall:	7/8 Football	Winter:	7/8 Boys Basketball	Spring:	7/8 Track
	7/8 Volleyball		7/8 Girls Basketball		7/8 Softball
	7/8 Cross country		6/7/8 Wrestling		7/8 Baseball
	7/8 Cheer		7/8 Cheer		

Clubs:

SADD, National Junior Honor Society, Student Council, Knowledge Bowl, Hike and Ski Club, Guitar Club, Peer Mediation, Intramural Leader/Coaches, and Yearbook.

NATIONAL JUNIOR HONOR SOCIETY

Selection is a privilege rather than a right. Students who are considered for membership will supply additional information supporting their candidacy to a faculty selection committee. In addition, teachers are surveyed regarding the student’s leadership, character, citizenship and service to school and community. Failure to maintain membership standards will result in disciplinary proceedings. These may include warning, probation, or dismissal.

DANCES

Dances for middle school students will be held on Fridays. The middle school group, organization, or club that wants to sponsor a dance must have the group’s committee submit a “Request for School Activity” to the office at least 14 days prior to the dance for approval. The sponsoring group is responsible for communicating their expectations to the faculty members previously assigned to chaperone the dance – one of those being the group’s advisor. Other areas of responsibility include completed use of facilities procedures, cash box for change, decorations, music, and clean-up for the dance.

- After school with times dependent on administrative approval of Student Council requests
- Only students currently enrolled in Fairbanks Middle School may attend dances. The promotion dance is an exception. Non-Fairbanks guests may attend, pending approval of a completed Dance Guest Application available in the office and due one week prior to the dance date. This is an eighth grade-only dance with **pre-approved** seventh graders attending as guests. Paperwork for seventh grade guests is also available in the office.
- School behavior expectations shall be observed in accordance with school and district policy. **Students with more than two Level II infractions or any Level III infraction will not be able to attend; this includes the promotion dance.**
- All dress codes will be observed in accordance with the normal dress code requirements.
- Once in, always in. Once out, always out. Students will not be permitted to return to the dance once they have left the building. Students may only exit the dance while the dance is in session with a parent/guardian or one of the chaperones.
- Students must be in attendance the day of the dance to be able to attend the dance. If a student is sent home ill on the day of the dance, they will not be permitted to attend. If a student is signed out of school by a parent/guardian for a doctor appointment or other related appointment, a note showing proof of the appointment will be presented to a teacher chaperone at the dance prior to admission.
- Students missing one or more classes because of unexcused absences on the day of the dance cannot attend.

ASSEMBLIES

Assemblies are provided for various purposes during our school year. Attendance is mandatory for those assemblies occurring during the regular school day. Seating is organized according to classes. Based on grade level team recommendations, students may be withheld from assemblies due to behavior.

STUDENT BEHAVIOR AND APPEARANCE

PUBLIC DISPLAYS OF AFFECTION

All students are to refrain from public displays of affection while on campus. Hand holding is acceptable.

ELECTRONIC DEVICES

The unauthorized student use of cell phones, radios, music players, video games, and all other electronic devices by students are not allowed during the learning time. Students may use these devices before school, during lunch (7th and 8th grade), and after school. Students caught using these devices during the learning time will have them confiscated. Laser pointers are prohibited. The first time the student has her/his device confiscated s/he will have to go to the office to pick it up after school. The second time the student has the device confiscated, the device will be returned directly to a parent no sooner than the end of that school day. Any infractions of this rule after the first two may result in disciplinary actions and/or students losing the privilege to bring any electronic devices to school. It should be noted by parents that these devices are easily stolen.

DRESS CODE REGULATION

Decency in attire is essential because it tends to influence our attitudes and behavior. In matters concerning dress, we realize that the school community is more sensitive than the general population. We believe it is important for the home and school to encourage desirable characteristics of student dress. A student's wardrobe should be conducive to sitting in desks, getting up and down, bending, and kneeling. Clothing should be neat, clean, inoffensive, decent, and offer protection for all classroom activities while at Fairbanks Middle School. In order to clarify what is considered appropriate, the following has been developed with faculty and student input:

Shirts/Tops

- Shirt and tank top straps must be approximately 1½" in width or wider.
- No undergarments may be showing at any time (including bra straps); tank tops that abide by the strap width requirements will not be considered undergarments.
- Sleeveless shirt underarm openings will be no lower than approximately 3" below the arm pit.
- No strapless, spaghetti straps, tube tops, halter tops, sheer or see-through, backless, one shoulder or off-the-shoulder shirts may be worn (unless a garment with appropriate strap width is worn underneath).
- Shirts should not expose skin lower than the shoulder blades and cover the complete midriff (front and back) when arms are raised.
- Shirts may not be excessively baggy or oversized for a student's body type.
- Necklines of all tops must be modest (front and back); low-cut necklines are prohibited. Shirts must cover all visible cleavage (when standing or sitting) and must appropriately cover the chest area (pictures have been included to give examples of the maximum amount of skin that can be exposed).

Skirts/Dresses

- The tops/upper portion of any dress worn must abide by the requirements outlined in the *Shirts/Tops* category.
- When seated, skirts and dresses must be at mid-thigh or longer.

Shorts/Pants

- When standing, shorts must reach mid-thigh or lower (mid-thigh is determined from frontal view of the bend in the upper leg to the knee.)
- Tops of shorts and pants must be worn at the hips or higher.
- No holes revealing skin from mid-thigh and up. (leggings underneath holey jeans is acceptable)

Accessories

- Bandanas of any color are not allowed: defined as a large handkerchief.
- Sunglasses may be worn on top of the head as long as they do not become a classroom distraction.
- Headbands may be worn as long as they are worn around the head as intended: defined as an elastic band worn around the head.
- No spiked jewelry or accessories will be allowed (including jewelry/accessories that can be used as a weapon).
- Shoes must be worn at all times: defined as footwear having a hard or rubber sole (flip flops are allowed).
- Belts worn with pants and shorts must be worn completely through the belt loops (no dangling ends).
- Hats, including beanies and hoods, are not to be worn in the building. (Exception includes the school gymnasium and when handling consumables)

All Clothing/Accessories

- Anything worn that displays references to illegal or controlled actions/substances (including tobacco, alcoholic beverages, drugs, and/or violence etc.) will not be allowed.
- Any combination of clothing which, upon guidance from law enforcement agencies, is considered gang related (subject to change) i.e. bandanas, hair nets (unless handling consumables), metal belt buckles with gang monograms, dangling belts, chain accessories, slippers, do-rags etc. is not allowed.
- Anything worn that displays sexually suggestive or provocative wording or images is not allowed.
- Anything worn which displays symbols which reference hatred, hate crimes, violence, anti-social behaviors, or that offend or intimidate is not allowed.
- Anything worn that has rips, tears, frays, or that is see-through or distressed may not expose any more than what is outlined in the previous categories.

*During 8th grade promotion dances, the dress code will be more lax; clothes must be conducive to dancing. Dress code will be monitored by the dance chaperones.

Clothing considered inappropriate but not defined by policy or regulation will be dealt with on an individual basis by the administration. The dress code may be altered as determined necessary by the administration. Consequences for inappropriate dress:

- 1st offense - Warning, not allowed to return to class until properly clothed. Student may call home. Clothing deemed offensive, including hats, will be confiscated and returned to parents no sooner than the end of the day of the incident.
- Repeated offenses - Continue progressive discipline. *See Disciplinary Actions*

FAIRBANKS MIDDLE SCHOOL DISCIPLINE PROCEDURE

Student behavior which is not conducive to the learning process will be dealt with using the Assertive Discipline Program, an approach to classroom management that involves a high level of teacher control by defining acceptable and unacceptable student behavior, teach these rules and directions, and ask for assistance from parents and administration when need to handling ongoing behavior issues. Unless a severe discipline problem, student behavior is expected to be addressed at the lowest level first with three interventions before escalating into an office referral.

Discipline process prior to referral:

1. Step One: Warning/Conference with Student
2. Step Two: Notification of Parent/Guardian AND Teacher/Grade Level Consequence
3. Step Three: Conference with Parent/Guardian AND Teacher/Grade Level Consequence
4. Step Four: Referral to Office

Offenses shall be categorized as Level I, II, or III, infractions and each will follow a sequence of consequences. Offenses dealing with excessive tardies, unexcused absences, being off campus without permission, and violations of bus rules will be handled through the office. The purpose of the Fairbanks Middle School Discipline Plan is to change or modify student behavior so that the student can achieve success in school-time activities as well as future pursuits.

DETENTION OF STUDENTS

Reasonable detention before school, during break-time, at noon, or at the close of the school day is permitted provided appropriate consideration is given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating. If a student is assigned to lunch detention, a sack lunch meeting federal dietary guidelines will be provided at the student’s expense if s/he does not bring a lunch from home.

PROBATION OF STUDENTS

Following a series of small disturbances by a student or a major disturbance or other action that is disruptive to the educational process of the individual or the student body, the principal may inform the pupil and parents that the student is remaining in school "on probation." Written reasons for the probation will be sent to the parents or guardians and made available to the student, along with the precaution that further misconduct might lead to suspension or expulsion.

STUDENT ACCOUNTABILITY SYSTEM

Behavior infractions are generally categorized into three different groupings: Level I, Level II, and Level III. Examples of each level are as follows:

Level I: Minor Infractions	Level II: Major Infractions	Level III: State/Federal Law Violations
Cheating/Forgery/Plagiarism	Unexcused Absence	Bullying
Computer/Electronic Device/Other Tech.	Hazing/Harassment/Provoking A Fight	False Fire Alarm
Defiance/Disrespect	Major Classroom Disruption	Trespassing on Any MUSD Campus
Disruption	Insubordination: Refusal to Follow Reasonable Request of School Employee/ Volunteer	Alcohol/Tobacco Use/Possession; Drug or Drug Paraphernalia Use/ Possession (Before/After/During School Activities)
Dress Code	Failure to Complete a Teacher Consequence (2 nd And Subsequent Offences)	Possession/Use/Distribution of Illegal Substances (Before/After/During School Activities)
Failure to Serve Teacher Consequence	Spitting	Possession Of Explosives
Inappropriate Display of Affection	Cheating/Forgery/Plagiarism	Theft of School Property
Inappropriate Language	Gang Like Behavior or Apparel	Vandalism/Graffiti
Lying	Displaying/Exhibiting Obscenities/Pornography	Verbal Abuse of Teacher/School Employee
Minor Aggressive Act	Off Campus without Permission	Physical Attack on School Employee
**Bus Rule Violation	Misbehavior with a Substitute	Assault and Fighting
**Excessive Tardiness	Throwing Objects	Arson
	Writing/Drawing Graffiti	Open Defiance of Authority
	Continuing Inappropriate Use of Electronic Device (2 nd And Subsequent Offences)	Threatening an Educational Institution by Interference with or Disruption of a School Class/Activity
**Offenses Handled by the Office	Playground Violation	Theft or Distribution Of Others’ Property
	Becoming Argumentative in Nature	Possession or Carrying a Weapon
	Threatening Others	

Students charged with Level III infractions will result in police action and may be recommended to the Governing Board for expulsion.

Consequences for the various levels include but are not limited to the following:

Level I Consequences	Level II Consequences	Level III Consequences
Call Parent	Detention Lunch/After School	Short-term Suspension (1-9 days)
Change Seating	Principal/Parent/Student Conference	Long-term Suspension
Conference with Student	Short-term Suspension (1-9 days) On or Off-Campus Suspension	Expulsion: Permanent Removal from MUSD.
Conference with Student and Parent	Community Service	
Lunch Detention/After School Detention	E-cigarettes, with or without tobacco (1 st offense)	
Other		

Following the process for handling classroom discipline, on-going behavior issues will result in disciplinary consequences that range from community service to expulsion, with expulsion being reserved for the most severe or chronic problems. Students who commit multiple Level II infractions or any Level III infractions will have limited privileges. Consequences are dependent on the severity and regularity or repeated nature of the offense. Though the intent is to dole out consequences as fairly as possible, fair is not always equal. Factors other than the nature and level of the offense may figure into the consequence, such as the length of time since the student’s last infraction, his/her attitude, etc., may be

considered before any action is taken. If a student has demonstrated excellent behavior and then becomes involved in a situation, school officials certainly would want to consider the record of that student's good behavior before any action is taken. If a student continually has been involved in problem areas, then the disciplinary action, more likely, would be the maximum action listed. Disciplinary action will be at the discretion of the principal or designee.

PROMOTION TO HIGH SCHOOL

Seventh and eighth grade students must earn a total of **10 credits** by the end of their eighth grade year for promotion to **high school**. Seventh and eighth grade students must earn passing grades in each of the core content classes (math, science, English language arts, and social studies) **each year**. Seventh and eighth grade students will earn a half (.50) middle school credit each semester per class. Daily Math Skills is worth one quarter (.25) middle school credit per class. Credit requirements:

4 credits = One credit in each of the four core subjects in 7th grade: math, science, social studies, and English language arts **PLUS**

4 credits = One credit in each of the four core subjects in 8th grade: math, science, social studies, and English language arts

2 additional credits in any of the following: elective classes and/or DMS

Guidelines for Credit Recovery

In the event that a middle school student is deficient in credits for promotion to high school, the administration proposes the following guidelines:

- Students will have the opportunity to attend summer school at a cost to the student – up to two courses may be taken per session. This would allow a student to earn two credits (.50 credit equals one semester) during the two summer sessions. If the student finishes the courses early, the student may be allowed to take additional courses during the summer sessions.
- Each course runs from 9:00 am to 11:30 am, Monday through Thursday for three weeks and costs \$100 per course.
- Fairbanks Middle School will also accept credits from any accredited institution for work completed in the summer.
- Once the student has acquired the 10 credits needed for promotion, s/he will assume a full high school schedule.
- It is the student's responsibility to present official proof of summer credit completion.
- No pupil may be kept at the same junior high-grade level more than two years without an educational evaluation and review by an educational team that includes his or her parents.

FAIRBANKS MIDDLE SCHOOL STUDENT RETENTIONS

Student retention is a delicate subject, and any decision to retain is difficult for parents and retainees as well as school officials. Good communication can mitigate the challenges surrounding this decision, so it is imperative that parents are made aware of problems when the teacher first recognizes them. A potential retainee must be closely monitored throughout the school year, and every effort must be made by the school and parents to help the student progress to his/her capacity prior to retention.

The following guidelines are to be used for all struggling students and potential retainees:

1. All teacher observations of the student should be a continuous evaluation.
2. Throughout any observation, it is necessary to document any academic (work samples, assessment scores, tutoring-dates attended, attendance, etc.) or behavioral concerns (list of interventions attempted, dates/times, detentions assigned, parent contact, office visits, etc.) the student is experiencing.
3. **By end of the 1st 9 weeks** – Be prepared to follow steps of the Child Study Team along with documentation of academic/behavioral concerns.
4. **Child Study Team** – Plan to meet with the Child Study Team (including parent/guardian) regarding the student of concern. A plan will be developed and implemented.
5. **By end of the 2nd 9 weeks** - Reconvene with the Child Study Team (including parent/guardian), be prepared to share what worked, what didn't, contact to parents in the interim, tutoring dates, etc. If there still is little to no progress with the student's performance at this time, the team will determine if a referral needs to be made to SPED or if action needs to be retention.
6. Involve parents in an effort to improve weaknesses the child is experiencing.
7. **Upon return from spring recess-** notify the building administrator of any recommendations for retention.
8. When meeting with the principal regarding a decision to retain a student, be prepared to show work samples, assessment scores, dates/times contacted parents, parent conferences, emails, tutoring intervention dates, and the use of the Child Study Team. Once retention is approved and the meeting is adjourned, the school district policy will be followed for final procedures for retention.
9. **Final meeting made no later than April 28th** - Teachers are responsible for conducting the final conference to inform parents that the recommendation is for their child to be retained. Please be sure to invite someone from administration to attend the meeting (i.e. Principal, Academic Coach, or Counselor). All documented information substantiating the retention recommendation is shared with the parent along with an explanation of why it's in the best interest of the child to be retained.
10. The Child Study Team will assist to ascertain any limitations with a student's ability to learn and also to explore other interventions to assist the child to find success in learning.

The following forms are to be used for Student Retentions:

Form A: Used to identify student academic deficiencies and to recommend a student for retention. Give Celina the student information, and she will initiate Form A with the student's information. If the parent agrees with the teacher's recommendation, the parents and the teacher must sign this form; one copy goes to the parents and another to the office.

Form B: Used only if the parents are given a choice to have their child retained and the parent disapproves of the school's recommendation. Give Celina the student information, and she will initiate Form B with the student's information. This notice must be signed by the parent, attached to Form A, and placed in the student permanent record file.

WITHDRAWAL PROCEDURE

The parents of students who leave our school district or drop out of school should go to the office and fill out a withdrawal form.